

GPN-GL14 Appendix: Checklist for Environmental Practices for Printing Service Suppliers

The following “Checklist of Environmental Practices for Printing Service Suppliers” covers important environmental issues that should be considered by printing service suppliers. An orderer of printing service should give this checklist as a questionnaire to possible suppliers who neither have posted their services on “Eco-products Net” of the GPN nor have been certified as a “Green Printing Factory” by the Japan Federation of Printing Industries.

Please tick the appropriate boxes and/or complete the answer.

1. Environmental Management System

Guidelines	Checklist
Management system	
(1) A printing service supplier should set up an environmental management system.	<p>We, a printing services supplier, have set up environmental management standards and/or programmes.</p> <p><input type="checkbox"/> Yes</p> <p>[Name of the standards/programmes]</p> <p>[_____]</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> We have developed own environmental policy.</p> <p><input type="checkbox"/> We have assumed responsibility for environmental management.</p> <p><input type="checkbox"/> We provide employees with training programmes to increase their environmental awareness.</p> <p><input type="checkbox"/> We understand relevant environmental legislations.</p> <p><input type="checkbox"/> We have assessed our environmental impact and then set goals and plans to reduce it.</p> <p><input type="checkbox"/> We regularly review our environmental management system and outcome for future practices.</p> <p><input type="checkbox"/> We have promoted our practices in accordance with self-regulations of relevant industry.</p> <p><input type="checkbox"/> We have implemented other practices.</p> <p>[Please specify: _____]</p>
Design and operation	
(2) A printing service supplier should consider the	<p><input type="checkbox"/> We have set environmental standards for design and production.</p>

<p>environmental impact through its project proposal and design of printed materials.</p>	<p><input type="checkbox"/> We give advice to our clients on environmental consideration including paper standard with minimum loss, selection of paper and inks, surface processing, and bookbinding methods.</p> <p><input type="checkbox"/> We have implemented other practices.</p> <p>[Please specify: _____]</p>
<p>Proofing and plate processes</p>	
<p>(3) A printing service supplier should promote digitalization of proofing and plate processes.</p>	<p><input type="checkbox"/> We have promoted digitalization (desk top publishing: DTP, computer to plate: CTP, etc.) of proofing and plate processes.</p> <p><input type="checkbox"/> We have implemented other practices.</p> <p>[Please specify: _____]</p>
<p>(4) A printing services supplier should try to reduce and reuse of developer, fixer, and washing water for proofing and plate processes.</p>	<p><input type="checkbox"/> We have tried to reduce and reuse of developer, fixer, and washing water for proofing and plate processes.</p> <p><input type="checkbox"/> We have implemented other practices.</p> <p>[Please specify: _____]</p>
<p>Printing and treatment processes</p>	
<p>(5) A printing service supplier should appropriately manage and treat VOCs caused from printing and treatment processes not to emit it into the air.</p>	<p><input type="checkbox"/> We have controlled the release of VOCs from damping water.</p> <p>● Controlling method (open-ended) [_____]</p> <p><input type="checkbox"/> We have controlled the release of VOCs from detergents.</p> <p>● Controlling method (open-ended) [_____]</p> <p><input type="checkbox"/> We have taken any VOC emission suppressing measures including placing covers to discarded waste-cloths containers and detergent containers.</p> <p><input type="checkbox"/> We have appropriately managed web offset for heat-set inks by installing devices for VOC discharge and treatment.</p> <p><input type="checkbox"/> We have controlled the release of VOCs from surface treatment.</p> <p><input type="checkbox"/> We have implemented other practices.</p> <p>[Please specify: _____]</p>
<p>(6) A printing service supplier should try to use environmentally friendly printing machines and devices</p>	<p><input type="checkbox"/> We have tried to install energy and resource efficient machines for printing, processing, and binding.</p> <p><input type="checkbox"/> We have implemented other practices.</p> <p>[Please specify: _____]</p>

<p>considering energy efficiency and resource efficiency.</p>	
<p>(7) A printing service supplier should try to suppress noise and vibrations caused by binding treatment.</p>	<p><input type="checkbox"/> We try to keep windows and doors open to suppress noise and vibrations caused by binding treatment.</p> <p><input type="checkbox"/> We implement other practices.</p> <p>[Please specify: _____]</p>
<p>Disposal and recycling</p>	
<p>(8) A printing service supplier should implement reduction, recycling, and proper disposal of waste in the all processes.</p>	<p><input type="checkbox"/> We recover silver from waste liquid and plate-making film in the process to use plate-making film.</p> <p><input type="checkbox"/> We implement reuse or closed loop recycling of printing plates made of aluminum-based materials.</p> <p><input type="checkbox"/> We thoroughly reuse or recycle waste sheets as papermaking materials.</p> <p><input type="checkbox"/> We encourage recycling of ink containers.</p> <p><input type="checkbox"/> We encourage recycling of packing materials such as wrapping paper, packages for plates, and polypropylene bands.</p> <p><input type="checkbox"/> We implement other practices.</p> <p>[Please specify: _____]</p>
<p>Delivery</p>	
<p>(9) A printing service supplier should reduce its environmental impact from delivery vehicles.</p>	<p><input type="checkbox"/> We have reduced idling in our fleet.</p> <p><input type="checkbox"/> We have introduced low emission vehicles.</p> <p><input type="checkbox"/> We have set appropriate loading capacity and shipping in maximum loading capacity.</p> <p><input type="checkbox"/> We have implemented other practices.</p> <p>[Please specify: _____]</p>
<p>Procurement</p>	
<p>(10) A printing service supplier should promote green procurement.</p>	<p><input type="checkbox"/> We have developed our green procurement policies.</p> <p>Particularly on</p> <p><input type="checkbox"/> Paper (company brochures, business cards, quotations, copy paper, etc.)</p> <p><input type="checkbox"/> Office supplies (stationery, office furniture, office automation equipment, personal computers, etc.)</p> <p><input type="checkbox"/> Business vehicles (low emission vehicles and fuel efficient vehicles, etc.)</p> <p><input type="checkbox"/> Recycled materials and other materials that emit less waste</p>

	<input type="checkbox"/> Other than above. [Please specify: _____]
Chemical substances management	
(11) A printing service supplier should try to control and reduce chemical substances.	<input type="checkbox"/> We provide Safety Data Sheet (SDS) for chemical substances. <input type="checkbox"/> Our inks and toners conform the “Self-regulation (Negative List) for Printing Inks” by the Japan Printing Ink Makers Association. <input type="checkbox"/> Our inks and toners meet the EU RoHS requirements or conform a self-regulation for printing inks by certain ink makers. <input type="checkbox"/> We implement other practices. [Please specify: _____]
Others	
(12) A printing service supplier should actively try to reduce environmental impact.	We actively try to reduce our environmental impact through: <input type="checkbox"/> promotion of energy and resource efficiency. <input type="checkbox"/> reduce of air pollution. <input type="checkbox"/> reduce of water pollution. <input type="checkbox"/> reduce of soil contamination. <input type="checkbox"/> other practices. [Please specify: _____]