

## GPN-GL14 Appendix

The following “Checklist of Environmental Practices by Printing Service Suppliers” covers important environmental issues that shall be considered by a printing service supplier and is used by an orderer to select a supplier. When placing an order with a certain printing service supplier that is not posting its services on “Eco-products Net” of GPN or is not certified as “Green Printing Factory Certification System” by Japan Federation of Printing Industries, an orderer shall give this checklist as a questionnaire to the supplier and refer to the questionnaire results to select a supplier. An orderer shall review environmental practices of different suppliers and select one that considers the environment better in its printing services.

### 1. Environmental Management System

Guidelines	Checklist
Management System	
(1) A printing service supplier shall have its own environmental management system.	<p>A printing service supplier shall have its own environmental management standards and/or programme.</p> <p><input type="checkbox"/> Yes [Official name of the standards]</p> <p><input type="checkbox"/> No</p> <p>Please check the appropriate box below.</p> <p>A printing service supplier shall;</p> <p><input type="checkbox"/> Have its own environmental policies.</p> <p><input type="checkbox"/> Assume responsibility for environmental management.</p> <p><input type="checkbox"/> Provide employees with training programmes to increase their environmental awareness.</p> <p><input type="checkbox"/> Understand relevant environmental legislations.</p> <p><input type="checkbox"/> Assess its own environmental impact and set goals and plans to reduce it.</p> <p><input type="checkbox"/> Review the environmental management system and implementation results regularly for future practices.</p> <p><input type="checkbox"/> Promote the practices in accordance with voluntary standards of the industry.</p> <p>Other practices (open-ended)</p>

## 2. Environmental Practices

Guidelines	Checklist
<b>Design and Operation</b>	
<p>(1) A printing service supplier shall consider environmental conservation for project proposal and design production of printed materials.</p>	<p><input type="checkbox"/> A printing service supplier shall set its own environmental standards for design and production.</p> <p><input type="checkbox"/> A printing service supplier shall give advice to clients on environmental consideration including paper standard with minimum loss, selection of paper and inks, surface treatment, and bookbinding methods.</p> <p>Other practices (open-ended)</p>
<b>Plate Making</b>	
<p>(2) A printing service supplier shall promote digitalization of plate making and processing.</p>	<p><input type="checkbox"/> A printing service supplier shall promote digitalization (desk top publishing: DTP, computer to plate: CTP, etc.) of plate making and processing.</p> <p>Other practices (open-ended)</p>
<p>(3) A printing services supplier shall endeavour to reduce and reuse of developer, fixer, and washing water for plate making and processing.</p>	<p><input type="checkbox"/> A printing services supplier shall endeavour to reduce and reuse of developer, fixer, and washing water for plate making and processing.</p> <p>Other practices (open-ended)</p>
<b>Printing and Processing</b>	
<p>(4) A printing service supplier shall appropriately manage and treat VOC caused from printing and processing not to emit it into the air.</p>	<p>A printing service supplier shall;</p> <p><input type="checkbox"/> Control the release of VOC from dampening water. Control method (open-ended)</p> <p><input type="checkbox"/> Control the release of VOC from washing water. Control method (open-ended)</p> <p><input type="checkbox"/> Control the release of VOC by covering containers for used dusters and detergent.</p> <p><input type="checkbox"/> Appropriately manage web offset for heat-set inks by installing devices for VOC discharge and treatment.</p> <p><input type="checkbox"/> Control the release of VOC from surface treatment.</p>

	Control method (open-ended)
(5) A printing service supplier shall endeavour to use environmentally friendly printing machines and related devices considering energy efficiency and resource efficiency.	<input type="checkbox"/> A printing service supplier shall endeavour to choose energy efficient and resource efficient machines when installing printing, processing, and binding machines. <input type="checkbox"/> A printing service supplier shall consider noises and vibration from the machines.  Other practices (open-ended)
Disposal and Recycling	
(6) A printing service supplier shall implement reduction, recycling, and proper disposal of waste in the all processes.	A printing service supplier shall; <input type="checkbox"/> Recover silver from liquid waste and plate-making film during the process of use of a plate-making film. <input type="checkbox"/> Implement reuse or closed loop recycling of plates made of aluminium-based materials. <input type="checkbox"/> Thoroughly reuse or recycle waste sheets as papermaking materials. <input type="checkbox"/> Promote recycling of ink containers. <input type="checkbox"/> Promote recycling of packing materials such as wrapping paper, packages for plates, and polypropylene bands.  Other practices (open-ended)
Delivery	
(7) A printing service supplier shall consider reducing environmental impact from delivery vehicles.	A printing service supplier shall; <input type="checkbox"/> Implement idling reduction. <input type="checkbox"/> Introduce low emission vehicles. <input type="checkbox"/> Set appropriate loading capacity and shipping in maximum loading capacity.  Other practices (open-ended)
Purchasing	
(8) A printing service supplier shall promote green purchasing.	<input type="checkbox"/> A printing service supplier shall have its own policies on promoting of green purchasing.  The supplier shall promote green purchasing of;

	<input type="checkbox"/> Paper (company brochures, business cards, quotations, copy paper, etc.) <input type="checkbox"/> Office supplies (stationery, office furniture, office automation equipment, personal computers, etc.) <input type="checkbox"/> Business vehicles (low emission vehicles and fuel efficient vehicles, etc.) <input type="checkbox"/> Recycled materials and other materials with less waste  Other practices (open-ended)
<b>Chemical Substances Management</b>	
(9) A printing service supplier shall endeavour to control and reduce chemical substances.	A printing services supplier shall; <input type="checkbox"/> Control chemical substances in accordance with PRTR (Law Concerning Reporting, etc. of Releases to the Environment of Specific Chemical Substances and Promoting Improvements in Their Management). <input type="checkbox"/> Use no chlorine-containing resin in working processes. <input type="checkbox"/> Use inks that meet requirements of Negative List Regulations formulated by Japan Printing Ink Makers Association. <input type="checkbox"/> Use inks that meets requirements of EU legislation restricting the use of hazardous substances in electrical and electronic equipment (RoHS Directive) or voluntary standards of ink makers.  Other practices (open-ended)
<b>Others</b>	
(10) A printing service supplier shall actively endeavour to reduce environmental impact.	A printing service supplier shall be expected to promote various practices other than those mentioned above in order to reduce environmental impact from its business, such as; <input type="checkbox"/> Energy saving and resource saving <input type="checkbox"/> Air pollution control <input type="checkbox"/> Water pollution control <input type="checkbox"/> Soil pollution control  Other practices (open-ended)