# 15 Ways the Procurement Department Can Stimulate Reuse

The following suggestions have come from practices which our customers have embedded into organisational culture. The suggestions are to inspire discussion in the procurement department and ultimately maximize reuse.

1. Lead on the reuse program. In many cases the procurement department leads on the development of reuse systems in our customer’s organisations. Although reuse is often seen as a sustainability or even a waste issue- the main beneficial areas of impact come from the reduction in the purchase of new assets and the related financial and environmental savings.
2. Support the reuse program publicly. If the procurement department do not lead on reuse, then the next best thing is to publicly support the program. To do this develop a newsletter with your communications team to explain to staff why the procurement department supports the reuse program and why it is good for procurement.
3. If you have not already, develop a sustainable purchasing policy. Liaise with the sustainability and waste representatives for their input. Reuse repair and refurbishment should be considered.
4. When staff buy new, remind them to add their old assets to the reuse system. This can be done by a reminder on the purchase system or on the standard requisition form. It could be a simple tick box which asks staff “*Have you arranged collection of the old asset which is being replaced?*”
5. Before staff buy new, encourage staff to check the reuse system to see if the item is already available 2nd hand. You can set this up in a number of ways
6. When staff fill in a purchase requisition an admin filters the requisitions by checking the items are not already available on the reuse system. This has worked to great effect with some of our customers with Northumberland County Council saving over £60K in 6 weeks. [See here.](http://www.getwarpit.com/northumberland-county-council.aspx)
7. Add a standard notification to the requisition form. Something like . “*Did you know we operate a reuse system where you might be able to get this item for free 2nd hand from across the estate?”*
8. Add a similar pop up or similar to your e- procurement system.
9. You can make several different policy changes to encourage reuse. To download a template policy which covers all of the following please see [here.](http://blog.warp-it.co.uk/10-benefits-of-writing-an-organisational-reuse-policy)
10. Update the disposal policy to include instructions for staff on how to get items reused rather than disposed of. Include a reference to how reuse is saving money and reducing environmental impact.
11. Update the procurement policy to reflect reuse objectives. This could include instructing staff to check the reuse system before buying new.
12. Include procurement demand reduction or reuse objectives and targets in the review of your purchasing or procurement strategy.
13. On any building/room refurbishment or decant tenders, make sure that you specify that the contractor must add any surplus assets to your reuse system as soon as the contract is awarded. This will ensure that the items are redistributed in time for the building / room clearance.
14. In procurement strategy committee meetings make sure reuse or procurement demand reduction is part of the key metrics that are reported. Make sure this activity is cascaded down through the organisation to other procurement meetings.
15. If you have not already explore how your assets which are past their best can be refurbished, repaired or updated. [See here](http://blog.warp-it.co.uk/how-refurbishing-300-bins-has-saved-1-nhs-organisation-18k) for an example.

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