



TOWN OF EAST LONGMEADOW
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EAST LONGMEADOW, MA 01028

Denise Menard, Town Manager

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To: Department Heads
From: Denise Menard, Town Manager
RE: Buy Recycled Policy
Date: May 10, 2017

I'd like to remind departments of the following procurement policy for waste reduction and recycling. Your support and participation with the guidelines below is appreciated.

BUY RECYCLED POLICY

In recognition of the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, and serve as a model for private and public institutions, the Town of East Longmeadow is committed to purchasing products which are environmentally preferable and/or made of recycled materials whenever such products meet quality requirements and are available at reasonable terms and without paying higher prices.

To the maximum extent practicable, the following standards should be adhered to:

- a) For all purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tablets, notepads, and file folders, the recommended minimum content standards shall be no less than 30% post-consumer recycled materials.
- b) Town departments are encouraged to include an imprint identifying the recycling content of the paper whenever practicable, along with the recycling symbol.