



**Town of Deerfield**  
**Office of the Selectboard**  
**&**  
**Board of Health**

Deerfield Municipal Offices  
8 Conway Street  
South Deerfield, MA 01373  
Ph: 413-665-1400  
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TO: Department Heads and Employees Who Purchase Goods  
FROM: Selectboard/Board of Health  
THROUGH: Kayce Warren, Town Administrator  
DATE: March 10, 2021  
RE: Buy Recycled Policy

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Thank you for doing such a great job of collecting recyclables, those efforts are appreciated. As public sector purchasers, though, we need to complete the recycling process by purchasing products made with recycled material. Buying products made with recycled material is critical to generate economic motivation for manufacturers to use the raw materials that we do recycle. In the past, recycled-content products may have seemed to be lower quality but advances in technology have resulted in recycled products that are high quality and cost competitive. Many products routinely purchased by the town contain recycled content, such as toilet tissue, paper towels, plastic trash bags and copy paper. The next time an order is placed with a vendor, you are encouraged to ask for products containing recycled content.

Recycled-content products are available from local suppliers as well as through Mass. state contracts. There are a wide variety of materials available on state contract at this site: [www.mass.gov/info-details/environmentally-preferable-products-index](http://www.mass.gov/info-details/environmentally-preferable-products-index).

As part of the town's commitment to buying recycled products and an agreement with DEP for continued eligibility for grant funding, I am reminding you of our commitment. Please review the town's **Buy Recycled Policy**.

As you make purchase plans for your department for the coming year, please keep this policy in mind. Look for products that are produced using recycled materials, and keep track of those purchases throughout the year. Purchasing products with recycled content helps to close the loop and supports municipal recycling programs.

If you have any questions, please contact me at your convenience. Thank you for your cooperation.



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**RECYCLED PRODUCT PURCHASING POLICY**

**WHEREAS**, the Town recognizes the need to make more efficient use of our natural resources and create markets for the materials collected in recycling programs; and

**WHEREAS**, the Town can support recycling activities by purchasing more products made of recycled materials when such products meet quality requirements and are available at reasonable prices and terms;

**NOW, THEREFORE**, the Town of Deerfield hereby adopts the following recycled product purchasing policy:

To the maximum extent practicable and consistent with the demands of efficiency and cost effectiveness, all Town employees with purchasing authority shall adhere to the following standards:

1. All purchases of paper products, including but not limited to copy paper, stationery, envelopes, notepads, and file folders, shall meet a minimum of 30% post-consumer

*The decision not to procure recycled content paper products meeting this standard shall be based solely on a determination that the items are not available within a reasonable time period, or that items fail to meet reasonable performance standards, or are only available at an unreasonable price.*

2. When purchasing office, custodial, and maintenance products or any other product(s) purchased by a Town employee for Town use, due consideration will be given to purchasing said product(s) in a form containing recycled-content material. Said recycled products must be competitively priced and of comparable quality, performance, and availability.
3. Town employees with purchasing authority shall become familiar with and utilize Massachusetts State Contracts for recycled products and make purchases through the state contract whenever feasible.

Carolyn Shores Ness, Chair

David W. Wolfram

Trevor D. McDaniel