



**Department of Public Works**  
290 Jackson Street, Post Office Box 306  
Belchertown, Massachusetts 01007-0306  
(413) 323-0415

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**M E M O R A N D U M**

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Date: March 8, 2018  
To: ALL LMH MUNICIPAL OFFICES, FINNERTY HOUSE  
From: Steven J. Williams, Director, Dept. of Public Works  
RE: BUY RECYCLED POLICY -2018

Attached please find a copy of our "Buy Recycled Policy" for year 2018. (See reverse side).

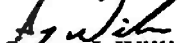
This is a friendly reminder that when purchasing products for town offices, please order those products which have a recycled content and/or are environmentally friendly preferable whenever practicable.

Most of you who utilize vendor W.B. Mason for office supplies, will find it easy to choose recycled content products of up to 30%, and can be identified by recycle symbols on products containing recycled material.

In addition, please continue the use of your internal office blue recyclable bin(s). This bin is to encourage paper reduction. We encourage the practice of electronic emails, sharing and circulating materials, and prioritizing double-sided printing and photocopying whenever possible. In addition, the reuse of discarded paper for scrap paper and internal messaging is highly encouraged.

Should you have any questions, please feel free to contact me at the Department of Public Works Office (413) 323-0415 or email [swilliams@belchertown.org](mailto:swilliams@belchertown.org)

Sincerely,

  
Steven J. Williams, Director  
Dept. of Public Works

SJW/dml

ATTACHMENT/ BRP~ Yr. 2018



Steven J. Williams  
Director

Office of  
**DEPARTMENT OF PUBLIC WORKS**  
290 Jackson Street, P.O. Box 306  
Belchertown, Massachusetts 01007-0306  
Telephone: (413) 323-0415

Donna Lusignan  
Administrative Assistant

## BUY RECYCLED POLICY

The Town of Belchertown, 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, 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 without paying higher prices.

The Town of Belchertown understands its responsibility to protect and preserve the environment via waste minimization, material conservation and recycling. In concert with this responsibility all municipal employees, staff and visitors shall respect and uphold the Towns policies on recycling.

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 print materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tablets, notepads and file folders, the minimum content standards shall be no less than 30% post-consumer recycled materials to meet the current state and federal minimum standards.
- b.) Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with recycling symbol.
- c.) Town departments will implement or encourage paper use reduction techniques including the use of double-sided copies, sharing and circulating materials, the use of electronic mail and reuse of discarded paper for draft work, scrap paper and internal messages.
- d.) As of June 1, 2016, the Town's copy center shall double side all multi-impression copies unless specifically requested otherwise by the person bringing in the job.

(Adopted by the BOS on January 26, 1998; REV.: March 8, 2018)