



**TOWN OF IPSWICH
25 GREEN STREET
IPSWICH, MASSACHUSETTS 01938**

MEMO

To: All Town of Ipswich Departments
From: Frank Antonucci, Purchasing Director
Date: January 20, 2021
RE: Buy Recycled and Green Practices Procurement

The Town of Ipswich has moved beyond just recycling to embrace a wide variety of green management practices and environmentally friendly products.

Ipswich's recycling program is important, but success does not end there. As public sector purchasers, we need to complete the recycling loop by purchasing products made with recycled material.

Buying products made with recycled content is critical to our efforts. If we don't purchase these products, there is no economic motivation for manufacturers to use the materials that we do recycle.

Purchasing these products has economic and environmental benefits as well. Buying recycled-content products puts money back into recycling markets, keeps disposal costs low, supports green-sector jobs and influences greenhouse gas emissions. In some cases, the green product is less expensive than other alternatives.

When placing an order with vendors, ask for products containing recycled content. Purchase products that meet the quality requirements and are available at reasonable prices and terms (i.e., the price for recycled products is within 10% of the lowest virgin material bid).

Also, departments **must** require printing jobs be done on recycled paper whenever possible, such as reports, utility bills, paychecks, and draft and final reports prepared for the Town of Ipswich.

Procurement staff should ask vendors about buying recycled when purchasing the following items.

- **Paper stock** (stationery, offset, copier, #10 envelopes, computer paper, etc. with a minimum of 20% recovered material and 20% post-consumer material)
- **Office supplies** (file folders, hanging folders, etc. containing post-consumer material)
- **Paper products** (towels, napkins, coffee cups, toilet paper, etc. with a minimum of 30% post-consumer material)
- **Departmental stationery** (printed on recycled paper as defined above and labeled as such)
- **Trash bags** made with recycled plastic
- **Wiping cloths** made from recycled textiles

If you have questions or need assistance purchasing these or other items, contact Marlene Faria Connelly, Waste Reduction Program Manager, at 356-6612 or marlenec@ipswichma.gov.

Other Products

The following products may require further investigation and testing by Facilities, Public Works and other relevant departments. Sample products can be obtained at little or no cost for testing purposes to ensure that they meet the standards of performance, durability and cost. Environmentally friendly products will only be adopted if they are cost effective and meet the operating standards of the Town departments.

Cleaning Products

Green cleaning products are non-toxic and cost about the same or less and perform as well as more traditional options. The switch from more traditional chemical-based cleaners to non-toxic green cleaning products reduces the cost of health compensation claims for workers and building users. Also, workers' compensation claims related to hazardous chemical exposure from toxic cleaning supplies is an important concern. One Town of Ipswich worker in the past submitted an insurance claim for breathing problems due to toxic exposure to cleaning products.

Low Maintenance Lawn Seed

Pearl's Premium lawn seed is a native to New England grass seed that grows slowly requiring only monthly mowing, less water and no fertilizer. It may require further investigation by the Cemetery and Parks staff and other departments. I talked with a sales representative, who is willing to substantiate his product claims with demonstrations. He said that there are several lawns in the area that we can review.

Retread Tires

Retread is the process of removing old and worn tread on tires and replacing it with new tread. Retread tires are used by major companies including UPS, the U.S Postal Service and FedEx. **The cost of retread tires is roughly 50% less than new ones and they offer safe, reliable and dependable service for vehicles.**

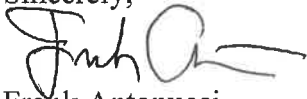
Recycled Paint Products

Leftover paint can be filtered and blended for use at a reduced cost and less environmental impact. Unused paint is collected and reprocessed for sale. Recycled paint is also less toxic because it contains fewer VOCs (Volatile Organic Compounds) in general due to greater ventilation than new paint.

Remanufactured/Refined Vehicle Maintenance Fluids

Motor oil and antifreeze waste is refined and remanufactured for use in vehicles to reduce waste and dependency on carbon-based fuel. The state contract for vehicle maintenance includes refined and remanufactured motor oil, hydraulic oil, antifreeze and transmission fluids. All products must meet the strict specifications of the Operational Services Division State Contract.

Sincerely,



Frank Antonucci
Purchasing Director
Town of Ipswich