

Environmentally Preferable Products

Sustainable Procurement Policy

Optional Language and Additional Resources

In addition, to meet the above goals [Town/City of] will adhere to the following purchasing guidelines:

1. Minimize waste and prioritize reuse

- Avoid purchasing single use products, such as plastic water bottles and plastic or paper kitchen and food service ware.
- All employees shall implement and encourage paper reduction techniques through the use of electronic emails, sharing and circulating materials, prioritizing double sided printing and photocopying, and the reuse of discarded paper for scrap paper, draft works and internal messages.
- Request vendors to eliminate or reuse product and transport packaging, or to use the minimum amount necessary for product protection, to the greatest extent practicable. Prioritize vendors that offer takeback programs.

3. Support recycling markets and prioritize products with post-consumer recycled content

- For all purchases of printing and writing paper for in-house use or contracted custom printed materials, including copier paper, offset paper, forms, stationary, envelopes, tablets, notepads and file folders, [Town/City] will reference [Federal Comprehensive Procurement Guidelines](#) for minimal accepted recycled content levels.
- Other recycled content product purchases should be prioritized, such as, but not limited to: outdoor fixtures and furnishings, including picnic tables, benches, and recycling and trash containers made with post-consumer recycled plastic; remanufactured laser printer toner cartridges and remanufactured or refillable inkjet cartridges; re-refined antifreeze including onsite antifreeze recycling; remanufactured paint; and re-refined lubricating and hydraulic oils.
- Ensure that recycling collection bins and containers are readily available in all public buildings to all staff and visitors and are clearly labeled with recycling instructions. Staff are encouraged to use the [Recycle Smart MA guides](#) in the language appropriate for users.

2. Minimize environmental impacts from pollution, including greenhouse gases, and toxins/hazardous products

- Reduce the use of potentially harmful chemicals in the workplace by purchasing and using only those cleaning and maintenance products that are Green Seal certified or meet the environmental specifications established by the Massachusetts EPP Program and require all cleaning service contractors to do the same.
- Purchase products with other third-party social and/or environmental product or service labels such as UL EcoLogo, Cradle to Cradle, Safer Choice, and Forest Stewardship Council.
- When purchasing electronic equipment, such as but not limited to computers, monitors, laptops, mobile phones and other related equipment, choose products that have achieved a minimum silver rating from the [Electronic Products Environmental Assessment Tool \(EPEAT\)](#) will be prioritized.

- Choose products with reduced or no polyfluoroalkyl substances (PFAS) found on the OSD's [PFAS Free Buying Guide](#).

4. Conserve Natural Resources

- When available and feasible purchasers should seek products and equipment with the US [EPA Energy Star](#) or designated energy efficient by the [Federal Energy Management Program \(FEMP\)](#).
- Consider implementing energy saving measures in all municipal building renovations, new construction and maintenance projects, such as improved insulation and replacing heating systems and lighting with energy efficient systems and products.
- Support water conservation by purchasing products with [EPA WaterSense](#) label.
- Seek opportunities to use low carbon materials in buildings, roads and other infrastructure.
- Implement sustainable landscape management techniques for municipal and contracted design, construction and maintenance of parks, ball fields and municipal buildings such as integrated pest management, drip irrigations, procurement of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs and installing permeable pavers or products whenever possible.

5. Tracking and Reporting

- Every [Town/City] department and/or purchasing agent is responsible for ensuring its employees, contractors and vendors are aware of the [Town/City] EPP Policy.
 - Every [Town/City] department and/or purchasing agent is responsible for tracking purchases and contracts in adherence with the [Town/City] EPP Policy.
-

ADDITIONAL RESOURCES

- [Additional Information about the Massachusetts Operation Services Divisions' Environmentally Preferable Products Procurement Program](#)
- [Massachusetts Environmentally Preferable Products and Services Guide](#)
- [EPA's Environmentally Preferable Purchasing Program](#)
- [EPA's Guidance for Institutional Purchasers of Greener Products and Services](#)
- [Energy Saving Resources through Mass Save](#)
- [Product Stewardship Institute](#)
- [Stop Waste Sample EPP Model Policy](#)
- [Responsible Purchasing Network Policies](#)
- [Sustainable Purchasing Leadership Council Guide to Getting Started](#)