



## Town of West Springfield

**William C. Reichelt**  
*Mayor*

26 Central Street, Suite 23  
West Springfield, MA 01089  
(413) 263-3041 | [Mayor@tows.org](mailto:Mayor@tows.org)

**To: All Department Heads**  
**From: Mayor Reichelt**  
**Date: January 24, 2022**  
**Re: Buy Recycled Reminder**

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As you may know, the Town's recycling program is steadily growing and we appreciate your continued commitment to recycling and compliance with the Town's "Buy Recycled" requirements. As public sector purchasers, we need to complete the recycling process by purchasing products made with recycled material. Buying products made with recycled material is critical to generate market demand to get manufacturers to use the raw materials that we recycle.

Advances in technology have resulted in recycled products that are high quality and cost competitive. Many products routinely purchased by the town can contain recycled content, such as toilet tissue, paper towels, plastic trash bags and copy paper. We strive for 30% recycled content.

The next time you place an order with a vendor, please look for and ask for products containing recycled content. Recycled-content products are available from local suppliers as well as through state contracts. There is a large variety of materials available on state contract, which are summarized here: [www.mass.gov/info-details/environmentally-preferable-products-index](http://www.mass.gov/info-details/environmentally-preferable-products-index).

West Springfield originally adopted a "Buy Recycled" policy in 2011 and it was recently re-codified as an Executive Order, as part of a larger commitment to sustainability. This memo and the attached policy are a reminder of these requirements and the commitment to buying recycled.

Thank you in advance for your commitment and continued cooperation.

# Town of West Springfield

Municipal Office Building  
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**William C. Reichelt**  
*Mayor*

**TOWN OF WEST SPRINGFIELD**  
**EXECUTIVE ORDER No. 127**  
***WEST SPRINGFIELD'S COMMITMENT TO SUSTAINABILITY***

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WHEREAS, the Town of West Springfield (the "Town") has an interest in promoting environmental stewardship, economic strength and social equity as fundamental to a thriving and sustainable community; and

WHEREAS, the Town recognizes a sustainable community as one that conducts its activities in a manner that meets its existing needs without compromising the ability of future generations to meet their own needs; and

WHEREAS, a healthy environment is integral to the Town's long-term economic and societal interests and, accordingly, the Town's decision-making is guided by the mandate to maximize environmental benefits and reduce or eliminate negative environmental impacts; and

WHEREAS, the Town achieved designation by the Commonwealth of Massachusetts as a Green Community in 2015, by committing to an ambitious renewable energy agenda to reduce energy consumption and emissions; and

WHEREAS, the Town is committed to supporting its own sustainability goals as well as those of federal and state governments, thus taking full advantage of opportunities including, but not limited to, program funding, support, and resources.

NOW, THEREFORE BE IT RESOLVED that the Town hereby declares its commitment to sustainability by endorsing the values, principles, and practices of sustainability described herein.

- I. 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 West Springfield is committed to purchasing products which are environmentally preferable and/or made of recycled materials whenever such products meet quality requirements and are

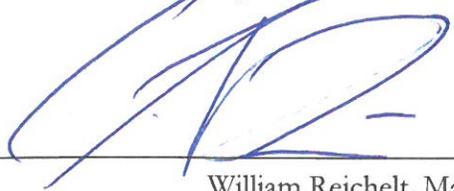
available at reasonable terms and without paying higher prices. To the maximum extent practicable, the following standards should be adhered to:

- 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, stationery, 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 the recycling symbol.
- C. For the purpose of measuring the progress of the program and success in meeting the recycling goals of the Commonwealth, each department shall report purchases of recycled products to the Mayor on July 30 for the previous fiscal year.

II. Polystyrene Foam Products Ban. Effective July 1, 2020, the purchase or use of disposable food containers made of polystyrene foam, in whole or in part, by Town departments and agencies shall be prohibited. For the purposes of this Executive Order, the foregoing terms shall have the following meanings:

- A. "Disposable Food Containers" shall mean food containers or service ware including, but not limited to, plates, bowls, trays, wrappers or wrapping, platters, cartons, clamshells, condiment containers, cups, drinkware or any other container in or on which prepared foods are placed or packaged for consumption, selling, providing, or serving food that are intended by the manufacturer to be used once for eating or drinking or generally recognized by the public as items to be discarded after one use.
- B. "Polystyrene foam" shall mean blown polystyrene and expanded or extruded foams (also known by the trademarked name Styrofoam), which are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injectable molding, foam, molding and extrusion-blown molding (extruded foam polystyrene).

Ordered this 17<sup>th</sup> day of December, 2019.

  
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William Reichelt, Mayor

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