



TOWN OF ASHFIELD
OFFICE OF THE SELECT BOARD

412 Main Street
PO Box 560
Ashfield, MA 01330
Phone: 413-628-4441 x7
Fax: 413-628-0228
selectboard@ashfield.org

MEMORANDUM

DATE: March 18, 2019
TO: All Departments, Boards, and Committees
FROM: Ashfield Select Board through Town Administrator
SUBJECT: Town "Buy Recycled Policy"

This annual Town reminder concerns our "Buy Recycled Policy". This policy encourages municipal employees to purchase products that are made with recycled materials. This policy covers all municipal departments.

Examples of recycled products include copy paper, envelopes, post-it notes, note pads, file folders, paper clips, pencils toner cartridges, trash bags, traffic cones, plastic picnic tables and park benches, and motor oil. Many vendors offer recycled product choices and you should be utilizing State Contract pricing for purchasing recycled products whenever possible.

Buying recycled products conserves natural resources. It also supports recycling markets by purchasing materials made from recyclables. Purchasing recycled products also encourages manufacturers to keep producing the products. It can also positively impact market prices for recyclables.

Thank you for your attention and cooperation with this policy. Please do not hesitate to contact our office if you have any questions.