



Environmentally Preferred Purchasing (EPP) Policy

Date: December 17, 2025

I. Policy Purpose and Objectives

The Town of Shutesbury recognizes that procurement decisions have significant impacts on the environment and are a critical tool for promoting a resilient local economy. The purpose of this policy is to establish a framework for a sustainability-based purchasing program that integrates environmental, public health, and waste reduction considerations, alongside price, performance, and product availability, while remaining fiscally responsible.

Objectives:

- Minimize Waste and Prioritize Reuse: Identify alternative options to new and single-use products and equipment.
- Support Recycling Markets: Purchase products with post-consumer recycled content, and that are recyclable after use.
- Conserve Natural Resources: Reduce the consumption of energy and water.
- Minimize Environmental Impacts: Reduce impacts from pollution, greenhouse gases, and toxins/hazardous products.
- Foster Local Economy: Promote the use of local businesses to enhance local economic activity and strengthen the community.

II. Combined Purchasing Standards

To the maximum extent practicable, Town departments shall adhere to the following standards:

A. Recycled Content and Standards

1. Paper Standard: For all purchases of printing and writing paper (including copier paper, office paper forms, stationery, tablets, notepads, and file folders), the minimum content standard shall be no less than 30% post-consumer recycled materials.

2. Federal Guidelines: Adhere to Federal Comprehensive Procurement Guidelines for minimally accepted recycled content levels when purchasing office paper, envelopes, notepads, and file folders.
3. Contract Imprints: All contracts for printing shall require the inclusion of an imprint identifying the recycled content of the paper, along with the recycled symbol, whenever practicable.

B. Price Preference

1. Recycled Products: Town departments shall implement a plan to purchase recycled and environmentally preferable products rather than non-recycled products if the price of the recycled products is not more than 10% higher than the price of the non-recycled products.

C. Local Vendor Preference

1. Consideration: Departments should always consider local or area businesses, if available, for their quotations.
2. Preference: When purchasing goods or services, departments shall strive to utilize local vendors whenever doing so is economically and administratively feasible, considering factors such as reliability, location, response time, and prior experience, even when the price is not the absolute lowest.
3. Definition of Local: A "Local Vendor" shall generally be defined as a business entity whose primary place of business is located within the Town of Shutesbury or a neighboring community, provided they hold all necessary licenses and are qualified to perform the work.

D. Waste Prevention and Reuse

1. Durability: Prioritize purchasing products that are durable, long lasting, reusable or refillable, and avoid purchasing single use products.
2. Reuse Before Disposal: Prioritize donation and reuse before the disposal of goods or equipment; and whenever possible, utilize the State Surplus Property Program.
3. Daily Operations: Incorporate waste prevention and recycling in daily operations by implementing paper reduction techniques using duplexing, sharing and circulating materials, use of electronic mail, and reuse of discarded paper for draft work, scrap paper and internal messages.

E. Procurement and Contractual Obligations

1. State Resources: Purchase products and services offered through the Operational Services Division's Environmentally Preferable Products and Services Guide.

2. Contractor Requirement: The Town shall require its contractor and consultants to use and specify recycled and environmentally preferable products in fulfilling contractual obligations wherever possible. The procurement decisions of the Town's contractors have significant impacts on the environment.