



TOWN OF MANSFIELD/MANSFIELD PUBLIC SCHOOLS POLICY MEMORANDUM

To: All Town and Mansfield Board of Education Employees and Volunteers
From: Matthew W. Hart, Town Manager; Frederick A. Baruzzi, Superintendent of Schools
Prepared by: Virginia Walton, Recycling Coordinator
Date: June 15, 2012
Subject: Policy for Meeting the Procurement and End-of-Life Management Requirements of the State Electronics Challenge

I. Background

The Town of Mansfield and the Mansfield Public Schools are committed to incorporating environmental considerations in its purchasing decisions as a means of reducing its burden on the local and global environment, promoting a green economy, protecting public health, and reducing costs and liabilities.

This policy directs the Town of Mansfield and the Mansfield Public Schools to prioritize procurement of environmentally preferable electronic products and related services. Computers and other electronic equipment contain toxic constituents such as mercury, and consume energy and natural resources. The environmental impact of electronics can be minimized through environmentally preferable purchasing and contracting practices.

This environmentally preferable purchasing policy addresses both procurement (purchase or lease) of new equipment, and contracting for reuse and recycling services for used electronics.

II. Purpose

The primary purpose of this policy is to minimize the negative environmental impacts of computer and electronic equipment owned, leased, operated, and disposed by the Town of Mansfield and the Mansfield Public Schools by ensuring the procurement of products and services that:

- Reduce toxicity;
- Conserve natural resources, materials, and energy;
- Maximize recyclability and recycled content; and
- Use best practices for responsible reuse and recycling.

III. Policy

It is the policy of the Town of Mansfield and the Mansfield Public Schools to reduce the environmental impact of its computers and electronic equipment through the following actions:

1. *New Product Purchases/Leases*

The Town of Mansfield and the Mansfield Public Schools will seek to purchase or lease only EPEAT registered personal computers, notebook computers, and monitors. Products should at minimum meet the EPEAT Bronze rating level for environmental performance; products meeting Silver or Gold

Evictions Policy and Procedure

ratings are preferred. The database of EPEAT registered products and their ratings can be found at <http://www.epeat.net>.

- a. The Information Technology Department of the Town of Mansfield and the Mansfield Public Schools will identify necessary exemptions to this policy, with the goal of permitting no more than 5% of purchase/lease dollars for computer, notebook computers, and monitors to be spent on non-EPEAT registered products. Such exemptions may be allowed, for example, if no registered products meet the specific needs of a purchaser.
- b. For product categories where an EPEAT standard is in development, now or in the future, once a product standard and EPEAT registration process is in force, the Town of Mansfield and the Mansfield Public Schools will evaluate the new product category to consider inclusion of the standard in this policy.

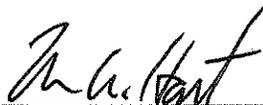
2. *Equipment Reuse and Recycling*

- a. All computer and electronic equipment shall either be reused or responsibly recycled when no longer suited to the needs of the user.
- b. When possible, equipment shall be reused, in preference to recycled. When reuse is not possible, the equipment shall be sent for recycling.
- c. The Town of Mansfield and the Mansfield Public Schools will only use the services of recycling companies that have achieved one or more of the following 3rd party certifications for electronics recyclers: e-Stewards[®], Responsible Recycling Practices (R2), or R2/RIOS.

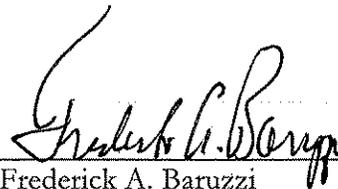
Companies certified to these standards are audited by third parties to ensure that their operations meet high standards of environmental performance and that materials are processed in an environmentally responsible manner by the recycling provider and its downstream processors. Lists of recyclers certified to these standards are available electronically:

- e-Stewards[®] <http://e-stewards.org>
- Responsible Recycling Practices (R2) <http://www.r2solutions.org>
- R2/RIOS <http://www.certifiedelectronicsrecycler.com>

The Town of Mansfield will track and document equipment that is sent for reuse and recycling by weight and ensure that the equipment is only sent to organizations/companies that handle equipment in an environmentally responsible manner.



Matthew W. Hart
Town Manager



Frederick A. Baruzzi
Superintendent of Schools