



**UMASS
AMHERST**



UMass – Amherst and W. B. Mason are partnering on greening up the delivery process.

As part of the new contract for Office Supplies, W. B. Mason will start using reusable plastic corrugated cartons when making deliveries. When orders arrive on campus, our staff should empty the boxes, flatten them, and set them aside in a designated location for pickup on the next delivery date. As an alternative you can have the boxes emptied upon delivery and have the driver take the boxes back the same day. Either way no additional work is involved since the current cardboard boxes are normally broken down for recycling anyway.

The flattened boxes should be stored in locations separate from recycling stations; otherwise they might be taken away for recycling. The next time W. B. Mason makes a delivery; the flattened cartons will be picked up and taken back to the Mason distribution center for reuse. Labels on old cartons are either peeled off or covered over with new labels. If your department does not receive regular deliveries, you can call Judy Balicki at 1-888-926-2766, Ext. 8057 to have your cartons picked up.

Please respect that these cartons were purchased by W. B. Mason and are their property. The cartons are not for personal use. W. B. Mason's willingness to partner with us on this initiative is just another way that we are working with our vendors to produce cost savings while helping to make the environment greener.

The cartons will be phased in over the next few months. WB Mason has estimated that we will save approximately 140,000 trees per year once the program is fully implemented. Add to this the savings from the cost to produce and recycle the old cardboard boxes and the initiative will be a great program.