

To: Commissioners and Department Heads

From: Kathy Thorsberg
Commissioner of Finance

Re: Styrofoam Products

Date: August 13, 2007

In Westchester County's continuing effort to purchase environmentally preferable products, the purchase of products that contain Styrofoam is being eliminated. This includes disposable cups and plates as well as packing peanuts and any other item that is available in Styrofoam, that has an environmentally preferable alternative. This policy should be adhered to with all purchases, including those made using the Purchase card.

Requisitions submitted to the Bureau of Purchase and Supplies for the purchase of Styrofoam products will be rejected and the ordering department will need to resubmit their requisition with an alternative product that is more environmentally preferable.

Thank you for your continued cooperation.