



Town of Bedford Environmentally Preferred Procurement Policy

(formerly Buy Recycled Policy)

In recognition of the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, and serve as a model for private and public institutions, the Town of Bedford is committed to purchasing products which are environmentally preferable, and/or made of recycled materials whenever such products meet quality requirements and are available at reasonable prices and terms. Reuse, recycling or composting are preferred alternatives to incineration or landfill and should be considered before disposal.

To the maximum extent practicable, the following recommendations should be adhered to:

a. Reuse, Recycling and Composting

In support of the Massachusetts Department of Environmental Protection's waste ban, which prohibits the disposal of readily recyclable materials, such as: mixed paper; cardboard; glass, plastic, and metal food and beverage containers; textiles and food waste greater than 1/2 ton per week, all Bedford Municipal Employees shall be responsible to participate in and support the Town's reuse, recycling, and composting efforts.

b. Paper Waste Reduction

All employees shall implement and encourage paper reduction techniques through the use of electronic emails, sharing and circulating materials, prioritizing double sided printing and photocopying, and the reuse of discarded paper for scrap paper and internal messages.

All purchases of printing and writing paper for in-house use or customized printed materials by professional printers, including, but not limited to, copy paper, forms, stationary, envelopes, tablets, notepads and file folders, the minimum content standards shall be no less than 30% post-consumer recycled materials to meet the current state and federal minimum standards.

All employees shall request only electronic catalogs or marketing materials from vendors who customarily send direct marketing to the Town in an effort to reduce printed marketing mail and related recycling costs.

c. Environmentally Preferred Purchasing

For all purchases of janitorial paper products and trash bags, a minimum of 10% recycled content shall be required, and/or these products are determined to be environmentally preferable by an independent third-party organization such as the Forest Stewardship Council, US EPA, USDA, UL, or Green Seal.

All purchases of office equipment shall be deemed energy efficient (example rated Energy Star) and all purchases of electronics shall be EPEAT registered silver or higher.

Other recycled content products that should be considered by departments include, but are not limited to: outdoor fixtures and furnishings including picnic tables, benches, and recycling and trash containers made with post-consumer recycled plastic; remanufactured laser printer toner cartridges and remanufactured or refillable inkjet cartridges; re-

refined antifreeze including on-site antifreeze recycling; remanufactured paint; and re-refined lubricating and hydraulic oils.

The head of each department shall incorporate waste prevention and recycling into daily operations and should work to expand markets for recovered materials through greater preference and demand for recycled products and by revising current purchasing specifications to encourage and promote their purchase.

d. Reuse of Surplus Furniture and Equipment

In the event that durable goods, including but not limited to office furniture, electronics, supplies or other physical goods are no longer needed by a Town department, all employees shall make such goods available to another department or donate such goods to a local reuse organization in accordance with the Town of Bedford Surplus Property procedure and M. G. L. Ch 30B, Massachusetts Uniform Procurement Act.

e. Trash

Trash is only those materials generated by the Town that cannot be reused, recycled or composted.