

# TOWN OF HINGHAM

OFFICE OF THE SELECTMEN

Paul K. Healey, Chairman  
Paul J. Gannon  
Mary M. Power



Ted C. Alexiades  
Town Administrator

**To: Department Heads**  
**From: Ted Alexiades**  
**RE: Waste Reduction and Recycling Policy**  
**Date: June 26, 2015**

**In preparation of the new Fiscal Year, I'd like to remind all employees of the following Recycled Procurement Policy. Your participation and support in following the guidelines below is much appreciated.**

## RECYCLED PROCUREMENT POLICY

MISSION STATEMENT: The Town of Hingham, in furtherance of its commitment to recycling, hereby declares that it will purchase items made of recycled materials whenever such products meet its quality requirements and are available at reasonable prices and terms, i.e. when the price for recycled products is within 10% of the lowest responsive virgin material bid.

1. Procurement personnel should emphasize "buying recycled" when purchasing the following items:
  - a. paper stock (stationery, offset, copier, #10 envelopes, computer paper, etc.) containing a minimum of 20% recovered paper material and a minimum of 20% post-consumer material.
  - b. paper products (towels, napkins, toilet paper, etc.) containing a minimum of 40% post-consumer material (20% for facial tissues).
  - c. office supplies (file folders, hanging folders, etc.) containing post-consumer material.
2. When recycled products are used, reasonable efforts should be taken to label the products to indicate that they contain recycled materials.
3. When departmental stationery is printed, it should be printed on recycled paper as defined above and be labeled as such.
4. Use recycled and recyclable (no plastic windows on envelopes) paper when printing such public documents as: annual budget, annual report, Town Meeting warrants, forms, tax bills, etc.
5. Use recycled paper as defined above in outside print jobs whenever possible.
6. Draft and final reports prepared for the Town under contract should be on recycled paper that meets the Town's definition and be labeled as such.

7. Any copier purchased by Town departments that will be used to make more than 15,000 copies per year should have double-siding capability and the ability to use recycled paper.

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