

# TOWN OF \_\_\_\_\_

## BOARD OF SELECTMEN POLICY

### Recycled Product Procurement Policy

**Purpose:** The Board of Selectmen and Town Administrator agree to establish standards to promote purchasing environmentally preferred products.

**Policy:** RECYCLED PRODUCT PROCUREMENT 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 \_\_\_\_\_ 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.

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

- a) For all purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset 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.
- b) Town departments shall ensure that all contracts for printing include the following language “printed on \_\_\_ % post-consumer recycled content”.
- c) Each department shall implement paper reduction techniques through the use of double-sided copies, sharing and circulating materials, use of email and reuse of discarded paper for draft works, scrap paper and internal messages.
- d) 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.
- e) 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.
- f) 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.
- g) For the purpose of measuring the progress of the program and success in meeting recycling goals of the Commonwealth, each department shall report purchases of recycled products to the Town Administrator on July 30 for the previous fiscal year.
- h) To secure these products, departments should consult the Commonwealth of Massachusetts’s ‘Find Green Products and Services on Statewide Contracts’, located on the Operational Services Division’s Environmentally Preferable Products (EPP) Procurement Programs website

([www.mass.gov/epp](http://www.mass.gov/epp)) and shall adhere to EPA Recommended Affirmative Procurement Guidelines whenever practicable.

- i) The Town shall request its contractors and consultants to use and specify recycled products in fulfilling contractual obligations wherever practical.

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Date

Options to add to the basic policy:

1. Any deviation from the standards under part "1" above must be approved by the town manager (or other appropriate municipal chief/ board). The decision not to procure recycled content printing and writing paper meeting these standards shall be based solely on a determination that a satisfactory level of competition does not exist, that items are not available under a reasonable time period, or that items fail to meet reasonable performance standards or are only available at an unreasonable price.
2. The head of each Town Department should incorporate waste prevention and recycling in 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.
3. Town Departments shall implement a price preference (10% if possible) to encourage the procurement of recycled and environmentally preferable products.