



POLICY No.: L-17
DATE ADOPTED: SEPTEMBER 15, 2010

TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

Recycle 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 West Boylston 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) For all purchases of janitorial paper products and trash bags, the minimum content standards shall be no less than 20% post-consumer recycled materials.
- c) All office equipment purchases shall be deemed energy efficient.
- d) Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.
- e) 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.
- f) Each department shall implement paper reduction techniques through the use of

duplexing, sharing and circulating materials, use of electronic mail and reuse of discarded paper for draft works, scrap paper and internal messages.

- g) Each department head shall incorporate waste prevention and recycling in daily operations.
- h) The Town shall request its contractors and consultants to use and specify recycled products in fulfilling contractual obligations wherever practical.