



Buy Recycled

Applies to:	<i>Town Departments, Boards, Committees, and Commissions</i>
Select Board Original Adoption:	<u>March 10, 1998</u>
Amended/Approved – Select Board	March 7, 2023
Last Reviewed by Select Board:	January 31, 2023

Purpose

This policy was created 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 Southampton 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.

Definitions

“Post-Consumer Recycled Content” – recycled materials that consumers have used, disposed of, and diverted from landfills and incinerators.

Policy

To the maximum extent practicable and consistent with the demands of efficiency and cost effectiveness, the following standards 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 services include the following language “printed on thirty percent (30%) 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) All purchases of office equipment shall be deemed energy efficient (for example Energy Star rated) and all purchases of electronics shall be Electronic Product Environmental Assessment Tool (EPEAT) registered silver or higher.
- (e) 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



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210 College Highway
Southampton, MA 01073

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.

- (f) For the purpose of measuring the progress of the program and success in meeting the 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.
- (g) To secure these products, departments should consult the Commonwealth of Massachusetts' 'Find Green Products on Statewide Contracts', located on the Operational Services Division's Environmentally Preferable Products (EPP) Procurement Programs website (www.mass.gov/epp) and shall adhere to Environmental Protection Agency (EPA) Recommended Affirmative Procurement Guidelines whenever practicable.
- (h) The Town shall request its contractors and consultants to use and specify recycled products in fulfilling contractual obligations wherever practical.
- (i) Any deviation from these purchasing standards, must be approved by the Town Administrator. The decision not to procure recycled content printing and writing paper meeting these standards shall be based solely on a determination that the items are not available within a reasonable time period; the items fail to meet reasonable performance standards; or if the cost of the recycled paper product exceeds the cost of the virgin equivalent by more than five percent (5%), then the offices should purchase the recycled product.