

Hudson Buy Recycled Policy

In recognition of the need to make more efficient use of our natural resources, create markets for the material collected in recycling programs, reduce solid waste volume and disposal costs, and serve as a model for private and public institutions, the Town of Hudson 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 price and terms.

To the maximum extent practicable the following standards should be adhered to:

1. 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, tables, notepads and file folders, the minimum content standards shall be no less than 30% post consumer recycled material to meet the current state and federal minimum standards
2. 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.
3. For the purpose of measuring the progress of the program and success in meeting the recycling goals of the Commonwealth, each department shall reports purchases of recycled products to the Town Manager (or other appropriate municipal chief/board) on July 30 for the previous fiscal year.
4. 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.

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. Consider targeting additional items to be purchased only with recycled content, such as but not limited to, janitorial paper products, paint, remanufactured toner cartridges and other office (cubical) panels, office supplies, trash bags, energy

- efficient office equipment, re-refined oil and anti-freeze. (This can be done in the initial policy, or added afterwards). To secure these products, departments should consult the commonwealth of Massachusetts Recycled Products Guide for State Contracts, published by the Operational Services Division and shall adhere to EPA Recommended Affirmative Procurement Guidelines whenever practicable.
3. 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.
 4. Town Departments shall implement a price preference (10% if possible) to encourage the procurement of recycled and environmentally preferable products.
 5. The Town shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations wherever practicable.

Examples of Frequently Purchased Products That Contain Recycled Content

Office:

- Paper (all colors) and envelopes
- Pre-stamped envelopes from the U.S. Postal Service
- Manila and hanging folders, calendars, post-it notes, message/note pads, other supplies
- Remanufactured toner cartridges
- Storage, shipping and filing boxes and crates
- Promotional items

Printing (on recycled stock):

- From your local printer: Legal notices, annual reports, ballots, paychecks, letterhead, business cards and other such materials (include entire cost of printing and service).
- From the West Group: "Pocket Parts" revisions to MA General Laws that are purchased by legal counsel or other similar municipal departments, Annotated Laws of Massachusetts, and similar documents.
- From Scholastic, Inc.: newsletters for children that are distributed through schools, call 1(800) Scholastic, or (212) 343-6100.

Food Service and Janitorial:

- Napkins, paper plates, trays
- Toilet paper, paper toilet seat covers, paper towels
- Trash bag liners
- Vacuum cleaner bags

Renovations/Site Improvements:

- Plastic playground equipment
- Recycled-content carpeting; rubberized flooring for gyms and tracks; playground surfacing (don't count labor)
- Plastic lumber park benches, picnic tables, planters, trash and recycling receptacles
- Plastic traffic cones, parking bumper guards (can be purchased in several colors including yellow with drill holes in place), parking stops, speed bumps, street barriers, reflective vests for police, Public Works, etc.
- Compost and mulch

Waste Disposal/Recycling:

- Wheel recycling carts (toters), recycling bins, compost bins
- Brown paper or cornstarch leaf and yard waste bags
- PAYT bags

Garage:

- Re-refined oil or antifreeze
- Retread tires

Call your suppliers to request a printout of products you have purchased with recycled content (date, description, unit cost, quantity, total cost).