

**Town of Acton**  
**Buy Recycled 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 Acton 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 comparable prices and terms.

**Paper**

To the maximum extent practicable, the following standards should be adhered to: 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, stationery, 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. This minimum standard may be increased by a policy amendment as Federal or State minimum standards change.

**Printed Materials**

Town departments shall ensure that all major printing projects require the inclusion of an imprint that will appear at least once on each document, identifying the recycled content of the paper whenever practicable, along with the recycling symbol. This policy shall apply to projects such as reports, brochures, stationery, envelopes and printed forms.

**Additional Items**

Additional items purchased with recycled content shall include, but are not limited to, janitorial paper products, remanufactured toner cartridges, office supplies, trash bags, re-refined oil and anti-freeze.

**Guidelines**

To the maximum extent possible, these standards shall be followed when: items with recycled content are available; items with recycled content meet reasonable performance standards; items with recycled content are available within a reasonable time period; and items with recycled content are available at a comparable price.

**Reporting**

For the purpose of measuring the progress of the program and success in meeting the recycling goals of the Town of Acton, each department shall report purchases of recycled products to the Acton Municipal Properties Director on a schedule to be determined.

**Assistance**

Acton Municipal Properties, via its Director, shall assist the various Town Departments, as necessary, in implementing this policy.

**Annual Report**

The Director of Municipal Properties shall provide the Town Manager with an annual written report of the results of the Recycled Product Procurement Policy for the prior year.

## **Recycled Materials Definitions**

**Post-Consumer Content:** Refers to materials which have been used by consumers for their intended purpose and then used again in a new product.

**Pre-Consumer Content:** Refers to materials generated during or after the manufacturing process that are collected and re-incorporated back into the production of new products rather than being marketed to the public. This includes materials such as trimmings, scrap, damaged or obsolete products, or overruns.

**Post-Industrial Content:** See *Pre-consumer content* above.

**Total Recycled Content:** The percent by weight of the item that is pre- and post- consumer material.

**Recycled Products:** Products which contain materials diverted from the solid waste stream. This includes post-consumer, pre-consumer, or remanufactured materials.

**Remanufactured Products:** Products or equipment partially or fully manufactured from previously used product materials. All unusable parts are removed and replaced with new or remanufactured parts.

**Recovered Materials:** Waste materials which have been diverted from the waste stream for the purpose of recycling; this includes post-consumer, pre-consumer, or remanufactured materials.

**Recyclability:** The ability of a product or material to be diverted from the solid waste stream and used in the manufacturing process of a new product.

**Unreasonable Price:** Prices for recycled products may be considered unreasonable if the cost is greater than 10% of the lowest responsive virgin material price.