

## TOWN OF BERLIN, MASSACHUSETTS

### BUY RECYCLED POLICY

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

**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 Berlin 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.

The following recommendations should be followed to the extent practicable within budgeted amounts:

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, 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.
2. Town departments shall ensure that all contracts for printing include an imprint identifying the recycled content of the paper, such as “printed on 30% post-consumer recycled content”, along with the universal recycling symbol.
3. Each department shall implement paper-reduction techniques through the use of double-sided copying, sharing, and circulating materials, use of email, and reuse of discarded paper for draft works, scrap paper, and internal messages.
4. All purchases of office equipment and electronics shall be deemed energy efficient (for example Energy Star-rated or EPEAT).
5. 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.
6. Whenever practicable, 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](#), and adhere to [EPA Recommended Affirmative Procurement Guidelines](#).
7. The Town Administrator shall annually notify all departments of this Policy in a format similar to the sample Buy Recycled Policy Annual Notice below, with a copy of this Policy attached.
8. A copy of this Policy and the Buy Recycled Policy Annual Notice shall be posted in a prominent location in each department.



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## SAMPLE YEAR-1 Annual *Buy Recycled* Policy Notice

TO: All Town Departments  
FROM: Margaret Nartowicz, Town Administrator  
DATE: May \_\_, 2022  
SUBJECT: **Purchasing Recycled Products**

The Select Board has adopted the attached "Buy Recycled" purchasing policy to reinforce the Town's commitment to buying and using recycled products. Berlin's town departments already endeavor to recycle paper and other materials, but as public sector purchasers, we need to complete the recycling process by purchasing products made with recycled material.

Buying products made with recycled material is critical to our efforts. If we don't purchase recycled products, there is no incentive for manufacturers to use the raw materials that can be recycled and to add jobs in the recycling industry that would bolster the state's economy.

In the past, recycled products may have been of lesser quality at a higher cost, but advances in technology have resulted in improved quality and cost competitiveness. Many products such as paper towels, copy paper, and plastic trash bags now contain recycled content. Buying recycled products reflects a commitment to the efficient use of our natural resources, reducing our solid waste volume and disposal costs, and serving as a model for other public and private establishments as well as our residents.

Products made with recycled materials are available from local suppliers and through Massachusetts state contracts located on the Operational Services Division's [Environmentally Preferable Products \(EPP\) Procurement Programs website](#).

The next time you place an order, please remember Berlin's commitment to buying recycled products and encourage the vendor to provide us with products containing recycled materials.

Thank you for your efforts.