

Hamilton 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 Hamilton is committed to purchasing products that are made, at least in part, with recycled materials whenever such products meet quality requirements and are available at reasonable price and terms. The Town is mindful that the procurement of supplies is governed by state bidding laws, specifically G.L. c. 30B. It is the Town's intention to incorporate this policy in the solicitation of goods and services whenever possible.

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

Paper and Printed Materials:

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, tables, notepads and file folders, the minimum content standards shall be no less than 30% post-consumer recycled material when practicable .

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. This policy shall apply to projects such as reports, brochures, envelopes, and printed forms.

Additional Items:

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

Guidelines:

To the maximum extent possible, these standards shall be followed when (a) items with recycled content are available; (b) items with recycled content meet reasonable performance standards; (c) items with recycled content are available within a reasonable period of time; and (d) items with recycled content are available at an unreasonable or uncompetitive price.

For the purpose of measuring the progress of the program and success in meeting the recycling goals of the Town of Hamilton, each department shall report purchases of recycled products to the Town Manager.

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.

material price.