**TOWN OF \_\_\_\_\_\_ BUY RECYCLED POLICY**

Through its purchase of products with recycled content, the Town of \_\_\_\_\_\_ demonstrates a commitment towards environmental stewardship. By establishing a Buy Recycled Policy, \_\_\_\_ will bring recycling full circuit through the purchasing of products that contain recycled content; it will stimulate markets for the recyclables it collects. With this policy, municipal offices and departments are committed to purchasing products that are made of recycled materials when they are available at reasonable prices.

If the cost of the recycled product does not exceed the cost of the virgin equivalent by more than 10%, then the offices should purchase the non-virgin product.

The municipal offices and departments shall, at a minimum, observe the following requirements.

**Paper products**

All paper products, including computer paper, copier paper, stationary, envelopes, folders, towels, napkins, toilet paper, etc.) will contain total recycled content of no less than 30%.

**Office supplies**

Binders, calendars, folders, letter openers, pens and pencils, rulers, etc. should contain recycled content.

**Office electronics**

Computers of all types, servers, monitors, cellphones, imaging, printing and copying equipment and televisions shall have secured, at a minimum, an EPEAT bronze rating.

**Clothing**

**S**hirts, pants, uniforms, and safety vests when made from polyester or other synthetic fiber – should contain recycled content.

**Furniture**

Indoor and outdoor furniture that is metal or plastic should have recycled content, or be remanufactured.

**Lumber**

When appropriate, use plastic lumber with recycled content, such as for decking, fence posts, picnic tables, park benches, furniture, and piers

**Plastic bags**

Plastic bags for trash and recycling must have a minimum recycled content no less than 10%.

**Trash & Recycling Containers**

Trash and recycling roll-off containers, indoor collection containers and receptacles should have recycled content.

**Vehicles**

Use re-refined oil, recycled antifreeze, recycled and remanufactured auto parts, and retread tires

**Building materials**

Insulation, carpet, tiles, steel framing, plastic partitions, pallets, paint, roofing shingles, and counter tops should have recycled content.

**Construction & Traffic Control**

Drainage pipes – plastic containing recycled content certified to AASHTO M294 Standard.

Concrete, asphalt, traffic cones, parking stops, traffic signs, and anything made from plastic should have recycled content.

The [EPA Guidelines](https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program) list standards for 61 product categories.

Offices are also strongly advised to be mindful of other environmentally conscious practices. Some of these practices include:

* Purchasing products that are environmentally preferable, such as products that come from sustainably managed forests.
* When possible, offices within the same building can collaborate on purchasing orders to minimize packaging and reduce energy consumption.
* Each department can implement paper reduction strategies through setting double sided printing as a default, sharing and circulating materials, the use of electronic mail and newsletters, and the reuse of discarded paper for drafts, scrap paper, or internal messages.
* When refurnishing an office, consider buying second-hand furniture that is in an acceptable condition.

**Definitions:**

* Recycled Content means the total percentage of recovered material in a product, including pre-consumer and postconsumer materials.
* Total Recycled Content Percent – total percent of post-consumer and/or pre-consumer recycled content in a product.
* Virgin materials – materials that have no recycled content.