

Administrative Policy #35

BUY RECYCLED AND WASTE PREVENTION POLICY

Consistent with the demands of efficiency and cost effectiveness, the head of each Town department shall incorporate waste prevention and recycling in the daily operations and work to increase and expand markets for recovered materials through greater town preference and demand for such products.

Consistent with policies established at the federal level, the town departments shall comply with policies set forth within this policy for the acquisition and use of environmentally preferable products and services and implement cost effective procurement preference programs favoring the purchase of these products and service.

For purposes of this policy:

"Environmentally preferable" means products or services that have a lesser or reduced effect on human health and environment when compared with competing products or services that serve the same purpose.

This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

"Postconsumer material" means a material or finished product that has served its intended use and has been discarded for disposal or recovery having completed its life as a consumer item. "Postconsumer material" is a part of the broader category of "recovered material".

"Acquisition" means the acquiring by contract with appropriated funds for supplies or services and for the use of the Town through purchase or lease, whether the supplies or service are already in existence or must be reacted, developed, demonstrated and evaluated.

Acquisition begins at the point when needs, solicitation and selection of sources, description of requirements to satisfy agency needs, solicitation and selection of sources, award contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling needs by contract.

"Recovered materials" means waste materials and by-products which have been recovered or diverted from solid waste, but such term does not include those materials and by-products generated from, and commonly reused within, and original manufacturing process.

"Recyclability" means the ability of a product or material to be recovered from, or otherwise diverted from, the solid waste stream for the purpose of recycling.

"Recycling" means the series of activities, including collection, separation, and waste processing, by which products or other raw materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion.

"Waste prevention" also known as "source reduction" means any change in the design, manufacturing, purchase or use of materials or products (Including packaging) to reduce their amount of toxicity before they become municipal solid waste. Waste prevention also refers to the reuse of products or materials.

In developing plans, drawings, work statements, specifications, or other product descriptions, departments shall consider the following factors: elimination of virgin material requirements; use of recovered; reuse of product; recyclability; use of environmentally preferable products, waste reduction, and ultimate disposal, as appropriate. These factors should be considered in disposal, acquisition planning for all procurement, and in the evaluation and award of contracts, as appropriate. Program and acquisition managers should take an active role in these activities.

Effective immediately, the Town department shall endeavor to maximize environmental benefits, consistent with price, performance and availability considerations, and shall adjust bid solicitation guidelines as necessary in order to accomplish this goal.

Departments shall establish affirmative procurement programs for recycled paper products, rerefined lubricating oil, and retread tires.

Departments affirmative procurement programs to the maximum extent practicable shall encourage that:

documents be transferred electronically

all government documents printed internally to be printed double-sided, and

contracts, grants, and cooperative agreements issued after the effective date of this policy include provisions that require documents to be printed double-sided on recycled paper meeting or exceeding the standards established in this policy.

Where applicable, the department heads shall review and revise specifications, product descriptions and standards to enhance procurement of products made from recovered materials or that are environmentally preferable.

Department heads shall insure all departments shall meet or exceed the following minimum material content standards to when purchasing or causing the purchase of printing and writing material.

For high speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, and white woven envelopes, the minimum content standard shall be no less than 30 percent postconsumer material.

For other uncoated printing and writing paper, such as writing and office paper, book paper, cotton fiber paper, and cover stock, the minimum content standard shall be 50 percent recovered material.

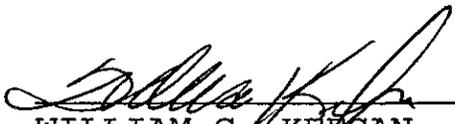
As an alternative to meeting the standard in sections (a) and (b), for all printing and writing papers, the minimum content standard shall be no less than 50 percent recovered materials that are a waste material by products of a finished product other than a paper or textile product which would otherwise be disposed of in a landfill.

A decision not to procure recycled content printing and writing paper meeting the standards specified in this section shall be based solely on a determination by the department head that a satisfactory level of competition does not exist, that the items are not available within the reasonable time, period, or that the available items fail to meet unreasonable performance standards established by the department or are only available at an unreasonable price.

Each department should implement waste prevention techniques so that total annual expenditures for recycled content printing and writing paper do not exceed current annual budgets for paper products.

A decision not to procure re-refined oil and retread tires meeting the standards specified in the section shall be based solely on a determination by the department head that a satisfactory level of competition does not exist, that the items are not available within a reasonable time period, or that the available items fail to meet reasonable performance standards established by the department or are only available at an unreasonable price.

This policy was approved and adopted by the Board of Selectmen on December 17, 1997.


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TOWN ADMINISTRATOR