

**Town of Mashpee
Board of Selectmen**

Policy No: 36

Purchasing Recycled Materials

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 Mashpee 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.

GUIDELINES

To the maximum extent practical, the following goals shall be maintained for the Town:

- 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, stationary, envelopes, tablets, notepads and file folders, the minimum content standards shall be no less than 20% post-consumer recycled materials. This minimum standard may be increased to 30% beginning December 31, 1998 to match federal standards.
- Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practical, along with the recycling symbol.
- For the purpose of measuring the progress of the program and success in meeting the recycling goals of the Commonwealth, each department shall maintain records of the purchase of recycled products during the previous fiscal year.

***Adopted by the
Mashpee Board of Selectmen
December 15, 1997***