

Town of Bolton 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 Bolton 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.

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

1. For all purchases of printing and writing paper for in-house 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 30% post-consumer recycled materials to meet the current state and federal minimum standards.
2. 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.
3. 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 work, scrap paper, and internal messages.
4. The head of each department should incorporate waste prevention and recycling in daily operations and should work to expand markets for recovered materials through greater preference and demand for recycled products and by revising current purchasing specifications to encourage and promote their purchase.
5. The Town shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations wherever practicable.