



# TOWN OF MEDFIELD

*Office of*

## BOARD OF SELECTMEN

TOWN HOUSE, 459 MAIN STREET  
MEDFIELD, MASSACHUSETTS 02052-0315

(508) 359-8505

**MICHAEL J. SULLIVAN**  
*Town Administrator*

To: All Department Heads

From: Kristine Trierweiler, Assistant Town Administrator

RE: Buy Recycled Policy

Date: June 1, 2018

### **TOWN OF MEDFIELD BUY RECYCLED POLICY**

In recognition of the need to make the most 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 Medfield 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 a reasonable price and terms.

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

- 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, tables, notepads, and file folders, the minimum content shall be no less than 30% post consumer recycled material to meet the current state and federal minimum standards.
- 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.
- For the purposes of measuring the progress of the program and success in meeting the recycling goals of the Commonwealth, each department shall report purchases of recycled products to the Town Administrator on July 30<sup>th</sup> for the previous fiscal year.
- Each department shall implement paper reduction techniques through the use of duplexing, sharing and circulating materials, use of electronic mail, and the reuse of discarded paper for draft work, scrap paper and internal messages