

## ENVIRONMENTALLY PREFERABLE PURCHASING POLICY



### POLICY STATEMENT:

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 Carlisle encourages, to the greatest extent practicable, the purchase of Environmentally Preferable Products (EPP). Including but not limited to, recycled products that have a lesser or reduced effect on human health and the environment when compared with competing products or services that address the same purpose.

It is not the intent of this policy, however, to require a department, buyer, or contractor to take any action that conflicts with local, state, or federal requirements or to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable time.

The 2023 iteration of this document incorporates the Town's previous Buy Recycled Policy (March 8, 1999).

### GUIDELINES

#### SOURCE REDUCTION

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

- The Town of Carlisle shall institute practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety or workplace quality.
- The Town of Carlisle shall purchase remanufactured products whenever practicable, but without reducing safety, quality or effectiveness.
- Products that are durable, long lasting, reusable, refillable, and recyclable or otherwise create less waste shall be selected whenever possible.

- All documents shall be printed and copied on both sides to reduce the use and purchase of paper, unless needed to be single sided as per legal requirements.
- The Town's IT contractor shall be instructed to set duplexing as the default on each workstation for all capable printers. This includes printing from network connected or stand-alone personal computer printers that are capable of duplexing.

## RECYCLED PROCUREMENT

To the maximum extent practicable, the following recommendations 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, 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.
- For all purchases of janitorial paper products and trash bags, a minimum of 10% recycled content shall be required, and/or these products are determined to be environmentally preferable by an independent third party organization such as the Forest Stewardship Council, US EPA, USDA, UL, or Green Seal.
- All purchases of office equipment shall be deemed energy efficient (example rated Energy Star) and all purchases of electronics shall be EPEAT registered silver or higher.
- Other recycled content products that should be considered by departments include, but are not limited to: outdoor fixtures and furnishings including picnic tables, benches, and recycling and trash containers made with post-consumer recycled plastic; remanufactured laser printer toner cartridges and remanufactured or refillable inkjet cartridges; re-refined antifreeze; remanufactured paint; and re-refined lubricating and hydraulic oils. Transportation products, including signs, cones, parking stops, delineators, and barricades
- To secure these products, departments should consult the Commonwealth of Massachusetts's 'Find Green Products and Services on Statewide Contracts', located on the Operational Services Division's Environmentally Preferable Products (EPP) Procurement Programs website ([www.mass.gov/epp](http://www.mass.gov/epp)) and shall adhere to EPA Recommended Affirmative Procurement Guidelines whenever practicable.
- The Town shall request its contractors and consultants to use and specify recycled products in fulfilling contractual obligations wherever practical.

Original adoption: March 8, 1999

1<sup>st</sup> Revision: February 27, 2024