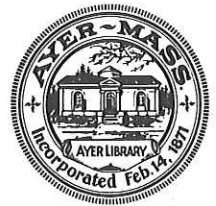


Office of the Ayer Board of Selectmen
Office of the Ayer Town Administrator



Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | Fax 978-772-3017 | www.ayer.ma.us

Recycled Product Procurement Policy

Adopted September 14, 1998

Updated April 17, 2018

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 Ayer is committed to purchasing products that 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 shall be adhered to:

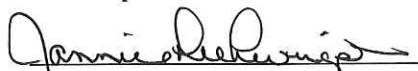
- a) For all purchase of printing and writing paper for in house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, labels, notepads and file folders, the minimum content stands shall be no less than 30% post-consumer recycled materials to meet the current state and federal minimum standards.
- b) 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.
- c) For the purpose 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 Manager (or other appropriate municipal chief/board) on July 30 for the previous fiscal year.

As voted upon and approved by the Ayer Board of Selectmen at the 9/14/98 Selectmen's meeting and updated on 4/17/18:

Ayer Board of Selectmen:



Christopher R. Hillman, Chair



Jannice L. Livingston, Vice-Chair



Gary J. Luca, Clerk