

Borough of Old Tappan

Department Policy and Procedure: Recycled Paper Policy

Inspired by Mayor Victor Polce and the Town Council, and championed by the Old Tappan Environmental Commission, the Borough of Old Tappan herein adopts a Recycled Paper Policy. This policy shall be administered through the Office of the Borough Administrator and shall be implemented to the extent practical and reasonable to achieve the objective of increasing the adoption of 'green' and sustainable practices in all municipal agencies.

The following policy outlines the purchasing component of the Borough of Old Tappan's plan to increase sustainable and green elements for the purchase and use of its products and services.

- 1.0 Directive: Hence forth, the Borough of Old Tappan shall purchase and use only recycle paper and recycled paper products in all Borough Offices except where specifically mandated against such practices. Recycled paper and paper products shall be preferentially purchased where quality, functionality and cost as comparable or superior to non-recycled paper products. All paper products shall be selected based on the desire to conserve energy, protect natural resources, and minimize costs.
- 2.0 Notification: The Borough shall inform all municipal purchasing agents about this policy and support adherence to said policy. Where practical and cost effective, products shall be requisitioned in the appropriate quantity to avoid having to dispose of obsolete products.
- 3.0 Wherever practical, recycled paper and paper products should be purchased.
- 4.0 Expectations: when a candidate product contains a given percentage of recycled material, purchase preference shall be determined as follows:
 - 1). Products containing the highest percentage of recycled material shall be preferred

Product specifications and requisition guidelines:

- 1). Specifications must describe the desired material/paper is compatible with its intended use;
- 2). Performance standards shall be reasonable and related to function.
- 3). The percentage of recycled materials shall be noted
- 4). The Purchasing Agent shall have discretionary powers and determine whether the spirit of the this policy has been met before authorizing said purchase.

Date of Issuance: April 22, 2011

Effective: Immediately

Issued By: Borough Administrator

