

<b>Title: 30% Post Consumer Recycled Content Paper</b>		<b>Index Number: 00008-08</b>
<b>Date of Adoption: 09/30/2008</b>	<b>Date of Revision:</b>	<b>Page 1 of 1</b>

**Purpose**

This policy is established to require a minimum post-consumer recycled content for office paper use, consistent with current federal government policy.

**Directive**

**Applicability**

1. This policy shall apply to everyday office paper use in all Town of Blacksburg government facilities.
2. All office paper subject to this policy shall be a minimum 30% post-consumer recycled content.

**Goals**

The goal of this policy is to help create a demand for post-consumer waste paper, to support markets for recyclables, to lessen the town's impact on the environment, and to help preserve the earth's natural resources.

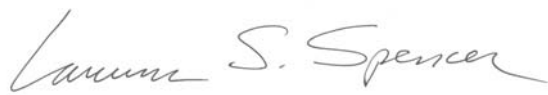
**Procedure to Accomplish Directive**

1. The Environmental Manager will coordinate with the Purchasing Agent to identify everyday office paper products meeting the 30% post-consumer recycled content requirement.
2. All purchases of everyday office paper made after the effective date of this policy shall be restricted to the products meeting the 30% post-consumer recycled content requirement.
3. The Purchasing Agent shall certify in a report to the Environmental Manager that all everyday office paper use purchased and stocked in the Purchasing Warehouse during the previous year met the 30% post-consumer recycled content requirement. This certification shall be made on or about September 1<sup>st</sup> of each year.

**Responsibility and Authority**

The Purchasing Agent shall be responsible for ensuring that all of the purchases of everyday office paper use stocked in the Purchasing Warehouse meet the 30% post-consumer recycled content requirement.

Department Heads shall be responsible for communicating the 30% post-consumer recycled content requirement to all of their departmental employees for all direct purchases of everyday office paper use.

Approved as to Legal Sufficiency:  09/30/2008  
 Town Attorney Date

Approved:  09/30/2008  
 Town Manager Date