State Agency Buy Recycled Campaign (SABRC)

Public Contract Code, Section 12200-12217

http://www.CalRecycle.ca.gov/BuyRecycled/StateAgency

Buying recycled content products can save energy and raw resources; create green industry jobs; and support recycling and manufacturing infrastructure.

Key terms to know:

✓ **Post-Consumer Recycled Content (PCRC) =** Material derived from products that were purchased, used, and then recycled by a consumer. The recovered material (e.g. paper or plastic water bottles) becomes feedstock for new products.

✓ **Reportable Dollars =** The total amount of money spent on all products and materials, within a SABRC category, regardless of the percentage of Post-Consumer Recycled Content in the products

✓ **SABRC Compliant Dollars =** The total amount of money spent on products and materials, in a SABRC category, that *meet* the minimum Post-Consumer Recycled Content requirements (per the table below)

✓ Per statute, in each category, HALF (50%) of an agency's total "Reportable Dollars" should be spent on SABRC compliant products. For example, if an agency spends $1000 within a category, then $500 or more of those dollars should be spent on products that meet the minimum SABRC Post-Consumer Recycled Content.

SABRC Reportable Product Categories/ Subcategories*	Minimum Post Consumer (PC) Recycled Content Requirements
► Antifreeze	70% PC
► Compost, Co-Compost	80% PC
► Mulch	
► Glass Products	10% PC
► Lubricating Oils	70% PC
► Metal**	10% PC
► Vehicles	
► Open Office Panel Systems	
► Paint, Low VOC	50% PC
► Other VOC	50% PC
► Paper Products	30% PC
► Janitorial Paper Supplies	
► Plastic Products	10% PC
► Printer or Duplication Cartridges	
► Carpet	
► IT/Electronics	10% PC
► Printing & Writing Paper	30% PC
► Tire-Derived Products	50% PC
► Tires	Retread/Recapped

*Subcategories are part of the original 11 categories, however they are highlighted and tracked separately within the Financial Information System for California (Fi$Cal).

** Per the steel industry, all steel products meet the PC mandates for the metal category. Inclusion of recycled content is inherent in other metal industries, although CalRecycle does not yet have certification.

Note: Please contact CalRecycle if your agency has collected any major industry or supplier certifications for PC content.

What's Required of Your State Agency?

State Agencies must VERIFY, BUY, TRACK, and REPORT post-consumer recycled content products.

1. VERIFY: Choose recycled content products when quality, price and performance are comparable to non-recycled content products; and determine the percent of post-consumer material in the product/material to be purchased (this can sometimes be found in a product catalog, or on the product packaging, or ask your vendor/supplier/manufacturer).

2. BUY: Procure post-consumer recycled content products whenever feasible, including as part of contracts. Recycled content products and materials must meet the minimum Post-Consumer (PC) Recycled Content requirements in the 11 product categories. If a product or material meets the minimum PC content, then it is "SABRC compliant."

3. TRACK: Internally track ALL "reportable dollars" spent within the 11 specified SABRC Product Categories. Go to this CalRecycle website for product examples: http://www.calrecycle.ca.gov/buyrecycled/StateAgency/Buying.htm

4. REPORT: SABRC Coordinators must compile the data and submit an annual SABRC report to CalRecycle using the electronic/online SABRC reporting system. All reportable dollars and all SABRC compliant dollars are reported. **Fiscal Year Reports are due by October 31 each year.**

<u>**Verifying Post-Consumer Recycled Content:**</u>

- Agencies can verify post-consumer content via written product information – such as from product labels, packaging, online or hardcopy catalogs, product advertisements, etc. If this information is not easily found, agencies should ask the vendors/suppliers/contractors, doing business with the state, to certify in writing whether the products/materials contain post-consumer recycled content or not, including the minimum percentage.

- It is an agency's prerogative to request that a vendor/supplier fill out the CalRecycle certification Form 74. If the PC content can't be verified or determined, a vendor can put "unknown" on the certification, and/or they can indicate zero PC content.

- Agencies should keep certification information with product procurement records and/or with SABRC training files. Please make these certifications accessible to all internal purchasers to streamline SABRC tracking and reporting.

<u>**Acceptable Post-Consumer Recycled Content Verification Options:**</u>

- Contract language (regarding vendor requirements, specifications for products/materials, etc.)
- Product Labels, Packaging, and/or Product Written Advertisement
- Hardcopy or Online Catalog Descriptions
- Business/Manufacturer Web Sites
- Postconsumer Content Certification Form (CalRecycle Form 74) – this form can be provided to your vendor/supplier/contractor if needed.

<u>**How to Find Post-Consumer Recycled Content Products:**</u>

- Ask your current vendors/suppliers/contractors to assist you in obtaining information on the products/materials you are looking for. Keep in mind that PC information may not be readily available.
- Ask vendors/suppliers/contractors if they have "green" product catalogs.
- Share PC content information with fellow agency purchasers via an internal Intranet or shared server files.
- Contact CalRecycle for assistance in finding recycled content products.
- Search Department of General Services (DGS) e-Procurement system using keywords such as "recycled."
  - www.bidsync.com/DPXBisCASB
- Search the DGS "Buying Green" website - look for recycled content information in product descriptions and commodity contract specifications. (look for Post-Consumer Recycled Content certifications in the contract documents).
  - www.dgs.ca.gov/buyinggreen
- DGS Statewide Commodity Contract listing
  - www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm
- Procure 100% SABRC Compliant products at the DGS Office of Surplus Property Reutilization (purchasing used/refurbished counts for SABRC).
  - www.ofa.dgs.ca.gov/OSPR/default.htm
- Search for recycled content information in Prison Industry Authority (PIA) online catalog (contact PIA for specifics on the type of recycled content a product contains).
  - www.PIA.ca.gov

Additional Internet Resources:
- www.CalRecycle.ca.gov/BuyRecycled
- www.CalRecycle.ca.gov/EPP
- www.pd.dgs.ca.gov/contracts
- www.GoGreenCommunities.org
- www.OfficeDepot.com/buygreen
- www.StaplesAdvantage.com/environment
- www.dgs.ca.gov/pd/Resources/publications/SCM2.aspx
- www.dgs.ca.gov/pd/Resources/publications/SCM3.aspx

<u>**Other Tips:**</u>

- *ALL* products purchased within the 11 categories (whether they meet the SABRC postconsumer requirements or not) must be <u>TRACKED</u> regardless of purchasing methods used. Tracking methods may include internal accounting or procurement systems; customized object codes; Cal-Card credit card purchase logs (can be consolidated with a SABRC log); Purchasing Authority Purchase Order forms (STD. 65); Contracts (with imbedded recycled content language, or Form 74 or similar). For assistance with tracking purchases, see sample tracking tools.

- **Reused/Refurbished/Remanufactured** products and materials are100% SABRC compliant (the full cost is SABRC Compliant). Remanufactured toner cartridges count as 100% SABRC compliant in the plastic category.

- **Composite products** consisting of more than one SABRC category material type, should only be reported in **one** SABRC product category. Please see Composite Product Reporting Policy for details.

- Products not fitting into any of the SABRC product categories (e.g. an item made solely of wood) are not SABRC reportable (and do not need to be listed on a certification Form 74, or the item can be listed as N/A).

- For more information about the SABRC program, see the SABRC Manual on our SABRC website, or contact your CalRecycle representative.

###