



State Agency Buy Recycled Campaign (SABRC)



SABRC Requirements

- State Agency Buy Recycled Campaign (SABRC) Annual Report: Summarizes purchases of recycled content products to meet purchasing mandates of Public Contract Code Sections 12200-12217.
- SABRC Website:
<http://www.calrecycle.ca.gov/BuyRecycled/StateAgency/>
- SABRC Online Manual:
<http://www.calrecycle.ca.gov/BuyRecycled/StateAgency/Manual/default.htm>



Topics Covered

- Who administers SABRC?
- Why is it important?
- Requirements for state agencies
- Finding SABRC products
- Annual Report
- CalRecycle contact information





Who Administers SABRC?

CalRecycle

- Oversees SABRC reporting & agency training
- Collects and analyzes data
- Provides individual agency assistance
- Collaborates with internal CalRecycle Environmentally Preferable Purchasing (EPP) staff and Department of General Services EPP staff

DGS

- Manages Statewide Commodity Contracts
- Oversees EPP Program and procurement training



Relationship to EPP

SABRC Compliant Products

- Must fall in one of the 11 SABRC categories
- Must have post-consumer recycled content at the specified minimum percentage by category

EPP Products

- EPP refers to the procurement of goods and services that have a reduced effect on human health and the environment compared to competing products serving the same purpose.
- **May or may not** have post-consumer recycled content and **may or may not** be SABRC compliant.





Post-Consumer Recycled Content (PCRC)

- Post-Consumer (PC) = Material derived from products that were purchased, used, and then recycled by a consumer. This recovered material becomes feedstock for new products.



Benefits of purchasing PCRC products?

- Diverts resources from landfills
- Improves markets for recycled commodities
- Creates jobs
- Reduces greenhouse gases (GHGs) and air pollution
- Reduces energy consumption
- Reduces mining of resources



What's required of state agencies?

- **Verify:** Determine the percent of post-consumer material in the product.
- **Buy:** Choose and procure post-consumer recycled content products when feasible.
- **Track:** ALL dollars spent within the 11 specified SABRC product categories, regardless of how they are purchased.
- **Report:** ALL products purchased within the 11 categories to CalRecycle on October 31st each year.



SABRC Definitions

SABRC Reportable Purchase

- Any purchase of a product that falls within one of the 11 SABRC product categories

SABRC Compliant Purchase

- Any purchase of a product that falls within one of the 11 SABRC categories **AND** meets the minimum post-consumer recycled content for the product category



50% Requirement

Per statute: 50 percent of an agency's SABRC reportable procurement dollars shall be spent on SABRC compliant products, in each reportable category.

Beginning January 1, 2020, the requirement will increase to 75% for all categories except paint, antifreeze, and tires.





11 Reportable Categories

| Category | Minimum Content Requirement |
|--------------------------------|-----------------------------|
| ➤ Antifreeze | 70% PC |
| ➤ Compost, Co-Compost, & Mulch | 80% PC |
| ➤ Glass Products | 10% PC |
| ➤ Lubricating Oils | 70% PC |
| ➤ Metal Products | 10% PC |
| ➤ Paint | 50% PC |
| ➤ Paper Products | 30% PC |
| ➤ Plastic Products | 10% PC |
| ➤ Printing & Writing Paper | 30% PC |
| ➤ Tire-Derived Products | 50% PC |
| ➤ Tires | Retread |



Reportable Sub-categories in FI\$Cal

| Category | Subcategory | Minimum Content |
|-----------------------|---|-----------------|
| ➤ Compost, Co-Compost | Mulch | 80% PC |
| ➤ Metal | Vehicles Open Office Panel Systems | 10% PC |
| ➤ Paint, Low VOC | Low VOC Other VOC | 50% PC |
| ➤ Paper Products | Janitorial Supplies | 30% PC |
| ➤ Plastic Products | Printer or Duplication Cartridges Carpet IT/Electronics | 10% PC |



Other Reportable Products

- **Reused or Refurbished products** automatically qualify as SABRC compliant in all product categories (and there is no minimum post-consumer content requirement).
- Report the total cost in the appropriate product category
- Examples:
 - Reused metal file cabinets from another agency
 - Refurbished chairs or equipment



Other Reportable Products

- **Composite Product:** Any product consisting of two or more material types.
 - A composite product may only be reported in **one** SABRC category. The cost cannot be divided between different product categories.
 - The **entire** purchase cost may be reported for SABRC if **more than half** of the product as a whole (by weight or volume) is made from a single SABRC reportable material.
 - Example: A post-consumer recycled content product made of 10 pounds of metal and 5 pounds of plastic and costs \$100 dollars, should be reported as:
Category: Metal, Reportable Dollars: \$100, SABRC Compliant Dollars: \$100



How to find PCRC products

- Prison Industry Authority (PIA)
(www.PIA.ca.gov)
- Dept. of General Services (DGS)
 - E-Procurement system
 - Buying Green Website
(www.dgs.ca.gov/buyinggreen)
 - Recycled Content Contracts
(www.pd.dgs.ca.gov/contracts)
- Current Vendors/Suppliers/Distributors
(www.OfficeDepot.com/Buygreen)
- Green Office Supply Catalogs
(www.GoGreenCommunities.org)



Certification

All state agencies and business vendors are required to certify the minimum percentage, if not the exact percentage, of post-consumer recycled content, PCC section 12205(a).



PCRC Verification Methods

Verification of certification can be achieved by written means, including, but not limited to:

- Product Labels, Packaging
- Catalogs (online or hardcopy)
- Websites
 - PIA
 - DGS Buying Green
 - Manufacturers/ Suppliers
- Product Advertisement
- Postconsumer Content Certification Form (CalRecycle Form 74)
<http://www.calrecycle.ca.gov/buyrecycled/stateagency/Forms/CalRecycle074.doc>



CalRecycle Form 74, Page 2

FOOTNOTES:

1. "Postconsumer recycled-content material" is defined as products that were bought, used, and recycled by consumers. For example, a newspaper that has been purchased, recycled, and used to make another product would be considered postconsumer material.
2. "Product category" refers to one of the categories listed below, into which the reportable purchase is best placed.
3. If the product does not belong in any of the product categories, enter "N/A." Common "N/A" products include wood products, natural textiles, aggregate, concrete, and electronics such as computers, TV, software on a disk or CD, and telephones.
4. Reused or refurbished products, there is no minimum content requirement. (PCC 12209 (1))

| Code | Product Categories | Product Examples <i>Examples are inclusive but are not limited to the individual product.</i> | Minimum Postconsumer Content Requirement |
|------|-----------------------------|--|--|
| 1 | Paper Products | Paper janitorial supplies, cartons, wrapping, packaging, file folders, and hanging files, building insulation and panels, corrugated boxes, tissue, and toweling. | 30 percent by fiber weight postconsumer fiber. |
| 2 | Printing and Writing Papers | Copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and uncoated writing paper, letters, index cards, folders, brochures, newsletters, and postcards. | 30 percent by fiber weight postconsumer fiber. |



Tracking and Reporting

ALL products purchased within the 11 categories (whether they meet the SABRC post-consumer requirements or not) must be **TRACKED** and **REPORTED** regardless of how the products were purchased.





Types of Purchases to Track

- Cal-Card credit card purchase logs
- Purchasing Authority Purchase Order (STD. 65)
- Contracts
- Department of General Services (DGS)
 - Statewide Contracts (MSA)
 - State Price Schedule
 - CMAS (CA Multiple Award Schedule)
 - Purchase Estimates
 - CSSI Contracts (CA Strategic Sourcing Initiative)
 - Other



Methods of Tracking

- Financial Information System for California (FI\$Cal)
- State agency's own tracking program (via an electronic accounting system, assigning specific object codes, or capturing information on purchase orders, etc.)
- CalRecycle's [Tracking Tools](#)



Methods of Tracking

➤ FI\$Cal

- See <http://www.fiscal.ca.gov/>
- Refer to DGS's "Buying Green in FI\$Cal" web page to review ["How to apply SABRC"](#) and ["How to Record EPP/SABRC in FI\\$Cal"](#)



SABRC Annual Report

- State agency annual reports are based on fiscal year

Reports due October 31 each year

- All agencies use CalRecycle's secure online SABRC Annual Report system

<https://secure.calrecycle.ca.gov/SABRC/SignIn.aspx>

SABRC Annual Report Access

For new SABRC reporters

<https://secure.calrecycle.ca.gov/SABRC/WebPass/Default.aspx>

State Agency Buy Recycled Campaign v1.09

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SABRC Registration

Enter your Agency/Department's key code and select the submit button.

Key Code

Key Code: *

Submit

State Agency Buy Recycled Campaign <https://secure.ciwm.ca.gov/SABRC/>
Contact: SABRC@ciwm.ca.gov (916) 341-6199

Direct SABRC log-in for existing reporters

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SABRC Annual Reporting System Sign-In

State law requires State Agencies and the Legislature to purchase products with recycled content. The California Integrated Waste Management Board (CIWMB), in an effort to save your agency time and money, has developed the new electronic version of the State Agency Buy Recycled Campaign (SABRC) Annual Report. Use your Email Address and password to sign in if you have been granted access.

Email Address:

Next

 

State Agency Buy Recycled Campaign <https://secure.ciwm.ca.gov/SABRC/>
Contact: SABRC@ciwm.ca.gov (916) 341-6199

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Part 1: Agency Information: Correctional Training Facility

Please validate and/or update agency and coordinator information as necessary. The contact information in this section serves as the training, updates, reporting requirements, etc. This form will be available year-round for continuous updating of information. (* indicates required)

[Edit](#) [Back](#) [Next Page](#)

Agency Information

Official Agency Name:

Address: *

Mailing Address: *

City: * **State:** **ZIP Code:**

Director's First Name: *

Director's Last Name: *

Director Title: *

Director's Email Address: *

SABRC Coordinator Information

First Name: *

Last Name: * **Suffix:**

Title: *

Address: *

City: * **State:** **ZIP Code:**

Phone: * **Ext:**

Fax Number:

Email Address: *

[Edit](#) [Back](#) [Next Page](#)



Summary

Agency Name: Correctional Training Facility

Report Year: 2012/2013 **Date Submitted:** 10/29/2013

Your Annual Report has been successfully submitted.

| Column 1 | Column 2 | Column 3 | Column 4 |
|------------------------------|---------------------------------------|--------------------------------------|---|
| Product Category | <u>Total SABRC Reportable Dollars</u> | <u>Total SABRC Compliant Dollars</u> | <u>% SABRC Compliant</u> [(Column 3 / Column 2) * 100] |
| Antifreeze: | 0.00 | 0.00 | 0 % |
| Compost, Co-compost & Mulch: | 0.00 | 0.00 | 0 % |
| Glass Products: | 0.00 | 0.00 | 0 % |
| Lubricating Oils: | 0.00 | 0.00 | 0 % |
| Paint: | 15433.87 | 8737.39 | 56.61 % |
| Paper Products: | 151434.81 | 106955.80 | 70.63 % |
| Plastic Products: | 24212.24 | 13659.07 | 56.41 % |
| Printing and Writing Paper: | 0.00 | 0.00 | 0 % |
| Metal Products: | 53969.32 | 17385.45 | 32.21 % |
| Tire-derived Products: | 840.00 | 420.00 | 50.0 % |
| Tires: | 0.00 | 0.00 | 0 % |

Comments regarding successes and challenges faced in the purchase of Post-Consumer Recycled Content Products.

None

Submitted by: Jaime Antopia



CalRecycle Staff Contacts

For additional assistance, please contact your Local Assistance & Market Development Branch Representative.

www.calrecycle.ca.gov/StateAgency/Reporting/Contacts.aspx