

**Subject: State Agency Buy Recycled Campaign (SABRC) Annual Report (SAR)**

The California Integrated Waste Management Board (CIWMB) would like to take this opportunity to inform all departmental Purchasing Authority Contacts (PAC) of the latest developments on the State Agency Buy Recycled Campaign (SABRC). First and foremost, a letter was sent to your Director with a brief overview of the SABRC requirements and notification of upcoming reporting. A copy of the letter is being provided to you (see attached), please read it at your earliest convenience.

As many of you have been diligently tracking your 2006/2007 Fiscal Year (FY) SABRC purchases either through the Department of General Services (DGS) State Contract and Procurement Registration System (SCPRS) or your own internal tracking method, you will soon be submitting your SABRC Annual Report (SAR) to the CIWMB electronically beginning October, 2007.

As we continue to work on the system, prepare instructions, and issue passwords, we are asking each agency that has entered SABRC purchases into SCPRS to review their entries for completeness and accuracy. To assist you in this endeavor, an Excel spreadsheet has been created for you that contain all of your 2006/2007 FY purchases and amendments entered in SCPRS and flagged as a "SABRC content purchase". Line items that have been highlighted may be indications of missing SABRC data, incorrect entries, or they are under the 50% mandate. It is strongly recommended that all entries be reviewed. For purchase records that need adjustments, your staff can go into SCPRS and amend their purchases to make the necessary corrections. By doing this now, you will find that your electronic reporting will go much quicker and smoothly.

If you have any questions or concerns, please contact Gale Tong at (916)341-6210 or Kim Oakley at (916)341-6221. As we work through this process together, let us know if you have any suggestions or needs that we can incorporate.

Attachments (1) Copy of letter sent to the Director of your of State Agency/Facility