



# BULLETIN



99-15

July 20, 1999

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**SUBJECT:** State Agency Buy Recycle Campaign (SABRC)

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## BUY RECYCLED

Enclosed is the State Agency Buy Recycle Campaign (SABRC) - Guidelines for FY 99/00. This document is very useful in that it contains the answers to many of our questions and includes copies of the required recycling forms. Some of the more interesting/important points are:

- New procurement mandate percentages. These are the new goals for FY99/00.
- Minimum recycle content requirements. The minimum percentage of secondary and/or post consumer content required to be counted toward goal.
- All steel products, unless specified as virgin, should be reported as recycled steel product.

**Did you know?** The purchase of a vehicle, whether new or used, should be reported as a recycled steel product.

- Reused, remanufactured or refurbished products are always considered recycled products.

**Did you know?** Refilled toner cartridges should be counted as recycled plastic.

- Submit SABRC Reports and Plans to:  
Jerry Hart, CIWMB  
Organics & Resource Efficiency Branch  
8800 Cal Center Drive  
Sacramento, CA 95826

Also attached is the revised policy manual clause 303.01(rev. 7/20/99), Recycled Product Acquisitions, Report, and Plan. Mr. Hart will be invited to an upcoming PSSO Council meeting to provide training on these changes. The revisions are summarized as follows:

### SEE BULLETIN ATTACHMENT FOR EXACT TEXT OF CHANGE

#### Clause

- 303.01      Revised to include the 11 recycled product categories.  
              Revised SABRC Procurement Report and Plan submittal requirements.

If you have any questions regarding SABRC please call Eddie V. Choy, CS&P, CSU Office of the Chancellor, 562 951-4592.

#### **Distribution:**

Procurement and Support Services Officers (w/ attachment)  
Facilities Deans (w/ attachment)

**Attachment A  
CS&P Bulletin 99-15**

# **State Agency Buy Recycled Campaign**

**Guidelines for FY 99/00 and  
Attaining the January 1, 2001  
Recycled Content Product  
Procurement Mandates**

## FREQUENTLY ASKED QUESTIONS

### 1. What is the State Agency Buy Recycled Campaign?

The State Agency Buy Recycled Campaign (SABRC) is a joint effort between the Department of General Services (DGS) and the California Integrated Waste Management Board (CIWMB) to implement state law requiring state agencies and the Legislature to purchase recycled content products (RCPs). State agencies are required to purchase RCPs instead of non-RCPs whenever price, quality, and availability are comparable. Agencies must also purchase RCPs in sufficient quantities to ensure compliance with the mandated procurement goals in 11 specified product categories. Agencies are required to submit an annual plan and report to the CIWMB indicating the recycled purchases made throughout the year. The annual report is based in part on the recycled content certification form submitted by product suppliers to the state agencies identifying the recycled content of the products being purchased.

Assembly Bill (AB) 4, Eastin, 1989, was passed as a companion law for AB 939, Sher, 1989. That law requires California's city and county government jurisdictions to reduce the amount of material going to landfills by 50% by the year 2000. Because of the increasing number of California residents and decreasing disposal options for the more than 52,000,000 tons of material generated in the State, landfill space and other disposal options are very limited for the waste that is created by California's 32,000,000 residents. In an attempt to reduce the amount of waste going to its California landfills, AB 939, was enacted. The SABRC has been used in California to assist with the creation and stabilization of markets for the recovered materials. These materials may be sorted, washed, and prepared to manufacture finished consumer products. The purchase of these finished RCPs is critical to the success of the SABRC and recycling in general. Without the purchase of the finished RCPs, the markets for the recovered materials would disappear and soon the collection and recovery programs would decrease as well.

In 1993, the Legislature revised the Public Contract Code (PCC) and directed the CIWMB to assist DGS with the development and implementation of the SABRC mandates. The SABRC is being developed jointly by the two agencies to provide the tools needed to attain the RCP procurement goals.

### 2. What are the major responsibilities that my agency has under the SABRC mandates?

The SABRC mandates require all state agencies to:

1. Purchase RCPs instead of non-RCPs.
2. Certify the recycled content of all products purchased.
3. Attain the RCP procurement mandates.
4. Submit an annual SABRC report and plan to the CIWMB.

### 3. Does my agency have to buy recycled content products (RCPs) instead of non-RCPs?

Yes. All state agencies are required to purchase RCPs instead of non-RCPs whenever quality and availability are equal, and the total cost of the RCPs are no more than the total cost of non-RCPs.

4. Are product suppliers required to certify the recycled content of their products?

Yes. Statute requires contractors to identify the amount of postconsumer and secondary material in each product they offer or provide to the State. The contractor must certify the content of all products, goods, materials, and supplies offered or sold to the State regardless of whether or not they fall within one of the 11 product categories. Contractors must also certify the content regardless of the method or type of contract used to offer or sell the product to the State. This certification shall be furnished under penalty of perjury.

5. Must state agencies require contractors to certify the recycled content of the products, goods, materials, or supplies provided or used?

Yes. All state agencies must require all contractors to certify in writing the minimum, if not the exact, percentage of postconsumer and secondary material in the products, goods, materials, and supplies offered or sold to the State. This certification shall be furnished by the product supplier under penalty of perjury.

6. In addition to purchasing RCPs instead of non-RCPs, are there other RCP procurement requirements for state agencies?

Yes. Each state agency is mandated to ensure that at least 25% of the dollars spent on printing and writing papers are spent on recycled content printing and writing paper. Additionally, at least 50% of the dollars spent within each of the other specified product categories must be spent on recycled content products.

7. What are the 11 product categories specified in the statutes?

Printing and Writing Papers	Paint
Paper Products	Solvents
Plastic Products	Tires
Compost/Co-compost	Tire-derived Products
Glass Products	Steel Products
Lubricating Oils	

8. What are the minimum content requirements for each of the product categories?

Each product category has a specific minimum content requirement for the products within each category. A product must contain at least the minimum secondary and/or postconsumer material to be considered a recycled content product and count towards attainment of the goals.

9. What are the content requirements for products outside of the product categories?

A product is considered an RCP if it contains any amount of secondary and/or postconsumer material.

10. Can a product be considered a recycled product any other way?

11.

Yes. Products that are reused, remanufactured, or refurbished are always considered recycled products, whether they are in the product categories or not.

11. Must each campus submit a report and a plan to the CIWMB each year?

Yes. Each campus must file an SABRC Report and an SABRC Plan with the CIWMB.

12. What will the CIWMB do with the SABRC Plans and Reports?

The data gathered from the Reports will be compiled into a report with department-specific data and submitted to the Legislature. The Plans and Reports will also be the basis for consultations with agencies that do not attain the RCP procurement goals, in order to ensure future compliance.

13. Where can I get help to attain the goals and complete the required forms?

- Instructions are included on the front and also as footnotes on the back of the attached forms.
- For questions regarding certifying the recycled content of products, the use of the RCP certification forms, product information, contracts, or specifications, contact Patrick Bailey at the DGS Procurement Division at (916) 323-7666.
- Visit the CIWMB web site at <http://www.ciwmb.ca.gov/BuyRecycled/StateAgency/default.htm>
- For any other questions regarding the SABRC, accessing the Recycled Product Database, call Jerry Hart at the CIWMB at (916) 255-4454.

14. What are reportable purchases/products?

Reportable purchases/products are any products, RCP or non-RCP, that fall within one of the 11 product categories. Both RCP and non-RCP purchases within the 11 categories must be tracked and reported regardless of where or how the product was purchased.

15. What are reportable RCPs?

Reportable RCPs can be counted towards attainment of the goals. A reportable RCP:

- Contains at least the minimum secondary and/or postconsumer material specified by statute, and
- Is a product from one of the 11 product categories, or
- Is a reused/refurbished product, that is, a product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.

16. What is a reportable non-RCP?

A reportable non-RCP is a product that falls within one of the 11 product categories that does not contain the minimum secondary and/or postconsumer material required of the particular product or is not a reused/refurbished/remanufactured product.

If a product is not from within one of the 11 identified product categories, it should not be reported.

17. Must each agency track and report only the reportable RCP purchases?

No. Both reportable RCP and non-RCP purchases *must* be tracked if they fall into one of the product categories. Tracking both RCP and non-RCP purchases allows you to track the information required, and to calculate whether or not your agency has attained the mandated RCP procurement goals.

18. Must products be purchased from each of the 11 product categories?

No. It is probable that many state agencies do not purchase products from some of the product categories. Many state agencies do not purchase paint, solvents, compost, or tires, for instance. If an agency does not purchase any products from a particular category during a reporting period, the agency does not need to purchase any RCPs from that category. In that case, an agency may report *zeros* for those product categories.

However, if an agency purchases any products from a product category, it must ensure that 50% of the dollars spent within the category (25% for Printing and Writing Paper) are spent on RCPs.

19. Do only products obtained through a commodity contract need to be tracked and reported or do products obtained through service contracts, public works, maintenance, and all other types of contracts also need to be tracked?

Any product that can be classified as belonging in one of the 11 product categories, needs to be tracked and counted for inclusion in the SABRC Report and Plan regardless of the method or the type of contract used to obtain the product.

20. If an agency purchases all its' products through DGS, Office of Procurement from statewide contracts, SPS, CMAS, or PIA, may I report zeros on the SABRC Report?

No. The tracking and reporting requirements are not affected by where or how the products were obtained. If an RCP or non-RCP is purchased and falls within one of the 11 product categories, it must be tracked and reported. An agency may report zeros for a product category only if NO products are purchased in that product category.

21. How would an agency report for products received from Prison Industry Authority?

In the case of purchases made from PIA, the state agency that is making the purchase will report for those products. PIA should not be reporting for purchases of materials that are used to make products for other agencies, as that would result in double-counting (first by PIA for the materials and then by the agency purchasing the products made from those materials).

For all other interagency agreements, the agency that specifies or provides the products, goods, materials, or supplies should track and report them.

22. When an agency reports for products obtained through a service contract, maintenance contract, or type of project, should the dollars spent on the actual cost of the products be separated from the total cost of the contract?

Yes. An agency can only report the dollar amount of the actual products obtained through the contract not the entire cost of the contract. For instance, if an agency has a printing job performed, it must have the printer certify the recycled content of the paper, and must have the printer itemize the cost of the paper out of the total cost of the print job. The agency would then report the dollar amount of the paper.

In the case of a maintenance contract that could involve painting a building, the agency must require the painter to certify the recycled content of the paint, and must require the painter to itemize the cost of the paint out of the cost of the entire paint job. The agency would then report the dollar amount of the paint purchased for the project.

23. Does each state agency track and report only for the purchase of products within the 11 identified categories?

Yes. The FY 98-99 SABRC Procurement Report and FY 99-00 SABRC Procurement Plan are to reflect ALL RCP and non-RCP purchases from within the 11 categories. Products that cannot be classified under one of the 11 product categories should NOT be included in the Plan or Report.

24. Must each agency buy RCPs instead of non-RCPs to attain the RCP procurement goals even if they cost more?

Yes. The PCC section 12159 requires each state agency to attain the RCP procurement mandates

without regard for potential price differences. While some RCPs may cost more than comparable non-RCPs, many RCPs cost less than the total cost of comparable non-RCPs.

Once the mandated goals have been attained an agency still must purchase RCPs rather than non-RCPs in all cases, but only so long as fitness and quality are equal, and the RCP is available at no more than the total cost of the non-RCP.

25. May an agency apply cost savings from the purchase of RCPs that cost less than comparable non-recycled products to the purchases of more expensive RCPs?

Yes. PCC section 12159(a) states that if a RCP costs more than a non-RCP, the state agency, shall, if feasible, purchase fewer of those more costly products or apply cost-savings gained from buying less expensive RCPs towards the purchase of the more costly RCPs.

26. What is the difference between Printing and Writing Papers (PWP) and Paper Products?

Printing and Writing Papers (PWP) include copy paper and xerographic papers of all colors and higher-grade papers such as watermarked and cotton-fiber papers. High-speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, ruled tablets, calendars, posters, file folders, index cards, white wove envelopes, and other uncoated printing and writing paper such as writing and office paper, book and cover stock are all included in the PWP category. Basically any papers used to write on should be reported in the PWP category.

Paper Products on the other hand, include manila envelopes and all of the chipboard, paperboard, cardboard, and paper janitorial products.

27. Will most steel products available today count as recycled content steel products?

Yes. Almost all steel used today to manufacture products is recycled steel. The two methods of manufacturing steel products use postconsumer steel in sufficient quantities to ensure that all products qualify as recycled content steel products. Unless you have special ordered virgin steel for the manufacture of your specific product, all steel products should be reported as recycled steel products. However, requiring the supplier to complete the Recycled Content Certification form will ensure that the product meets the minimum content requirements.

28. Will most compost purchases qualify as recycled content compost purchases?

Yes. Almost all compost will qualify as recycled content compost because postconsumer material includes any compostable material and all plant material. So long as the material is derived from a biological breakdown of organic material, and the compost was produced by a waste management facility of a city, county, other local agency, or a private entity, the compost will meet the requirements for recycled content compost. However, requiring the supplier to complete the Recycled Content Certification form will ensure that the product meets the minimum content requirements.

29. For products made from different (multiple) materials, how do you determine which product category to report it?

For products made from more than one type of material, they should be reported in the product category of the material type representing the greatest percentage of the product. The material representing the greatest percentage of the product can be determined in a number of ways.

For example, a chair may be made with a steel frame, foam cushion, cardboard backing, cloth exterior, and plastic arms and legs. If the material that visually appears to represent the greatest percentage of the product is the cloth exterior, the chair would not be reportable because there is no cloth/textile category. If the chair appears to be mostly steel because the steel would be the greatest percentage of the chair by weight, report the chair as a steel product. If, the plastic portion of the chair represents the greatest percentage of the product based on dollars, that is, if the cost of the plastic components is greater than the cost of the other materials, report the chair as a plastic product.

The decision of which product category to report a product made from multiple types of materials is not a science, it is a judgement call. Simply base your decision on which material appears to comprise most of material used to make the product. The decision can be made based upon weight, dollars, amount of material, or any other factor you choose.

30. When an agency purchases a product that is made from multiple materials, would it report just the dollar amount of the recycled portion of the product?

No. If the product is reportable product, then the entire cost of that purchase should be reported. Do not report portions or percentages of the cost of a product.

31. Must my agency require contractors to disclose the recycled content of the products they supply to my agency?

Yes. Public Contract Code sections 10233, 10308.5, and 10354 require contractors to identify their products as RCPs and certify the postconsumer and secondary material content of each product. The contractor must certify any product, regardless of whether or not it can be classified in one of the 11 product categories and regardless of the method or type of contract used to obtain the product. This certification shall be furnished under penalty of perjury.

32. As an employee of a state agency, am I mandated to require contractors to certify the recycled content of the materials, goods, or services provided or used?

Yes. PCC section 12205(a)(1) requires all state agencies to require all contractors to certify in writing the minimum, if not the exact, percentage of postconsumer and secondary material in the materials, goods, or services provided or used. This certification shall be furnished under penalty of perjury. Page 19 provides a certification form for this purpose.

33. If the RCP procurement goals are to be achieved by calendar year, why are state agencies required to plan and report RCP procurements by Fiscal Year (FY)?

The Legislation established the RCP procurement goals to be achieved by January 1 of specified years. However, it would be impractical for state agencies to track and report purchases by calendar years rather than the established fiscal year accounting. Therefore, agencies plan and report in accordance with the established procedures on a fiscal year cycle while still attaining goals established for particular calendar years. For instance, agencies will report purchases made during FY 99-00 after the conclusion of the FY. The FY 99-00 SABRC Procurement Report is due September 1, 2000, and that report will be used to determine compliance with the January 1, 2001 goals.

34. How many documents must my agency file each year?

Two. Each campus must file an SABRC Procurement Plan with the CIWMB and an SABRC Procurement Report. Both must be completed and filed by each campus with the CIWMB by September 1.

35. When do I submit my campus' C Procurement Plan and Report to the CIWMB?

A completed Plan for FY 99-00 to meet the January 1, 2001 goals should be sent to the CIWMB on or before September 1, 1999. A completed Report for FY 99-00 should be sent to the CIWMB by September 1, 2000.

36. Where do I send my agency SABRC Procurement Plan and Report?

Completed Reports and Plans can be e-mailed to Jerry Hart at: [Jhart@ciwmb.ca.gov](mailto:Jhart@ciwmb.ca.gov)

Completed forms can be mailed to: Jerry Hart, CIWMB  
Organics & Resource Efficiency Branch  
8800 Cal Center Drive  
Sacramento, CA 95826

Forms can also be faxed to Jerry Hart at (916) 255-2222.

**RECYCLED CONTENT PRODUCT CATEGORIES, CONTENT REQUIREMENTS, MANDATED PROCUREMENT GOALS, AND PRICE PREFERENCES**

PRODUCT CATEGORIES	CONTENT REQUIREMENT (%) <sup>(1)</sup>	PROCUREMENT MANDATES (%) <sup>(2)</sup>
Printing & Writing Paper	30% Postconsumer (PC)	25
Paper Products	50% Recycled (R), 10% PC	50
Plastic Products	50% R, 10% PC	50
Glass Products	50% R, 10% PC	50
Compost and Co- compost	50% R, 10% PC	50
Paint	50% R, 10% PC	50
Solvents	50% R, 10% PC	50
Tires	50% R, 10% PC	ALL FLEET DAY-TRIP TIRES
Tire-derived Products	50% PC	50
Lubricating Oils	50% R, 10% PC	50
Steel	25% R, 10% PC	50

**FOOTNOTES:**

- (1) For Printing and Writing Paper and Tire-derived products, there is only a postconsumer (PC) material content requirement. No other secondary (recycled) material content is required for these two product categories. All other product categories require both an overall secondary/recycled material content indicated by the first number, and a postconsumer material content, indicated by the second number.
- (2) The numbers in the Procurement Mandate column indicate the percentage of all dollars spent in the product category to be spent on RCPs in that category for FY 99-00.

## **SABRC Product Categories**

Paper Products - paper janitorial supplies, hand towels, facial tissue, toilet paper, seat covers, corrugated boxes, and various types of paperboard (boxes, cartons, wrapping, packaging), file folders, hanging files, file boxes, building insulation, containers .

Printing and Writing Paper - copy and xerographic papers, high grade paper such as watermarked and cotton fiber papers, high-speed copier paper, offset paper, forms bond, computer paper, non-carbon paper, white wove envelopes, non-coated printing and writing papers, book paper, newsprint, ruled tablets, posters, index cards, calendars.

Glass Products - windows, test tubes, beakers, laboratory/hospital supplies, fiberglass (insulation), reflective beads, tiles, construction blocks, desktop accessories, flat glass sheets, loose-grain abrasives, deburring media, liquid filter media, containers.

Lubricating Oil Products - motor, engine, transmission fluid (available on contract), power steering, crank case, diesel, transformer dielectric fluid, chain saw, cutting, gear, hydraulic, industrial, basestock, used for tractors, vehicles, fleet cars, trucks, and buses.

Plastic Products - toner cartridges, diskette, carpet, office products, plastic lumber, buckets, waste baskets, airplanes, containers, benches, tables, fencing, clothing, mats, packaging, signs, posts, binders, sheet, buckets, building products, garden hose, trays.

Solvents - printer cleaner, copier cleaner, auto/engine degreaser, parts cleaner.

Tires - truck and bus (retread all drive and load wheels, not steering wheels).

Tire-Derived Products - flooring (on CMAS), mats, wheelchair ramps, playground cover, parking bumpers, bullet traps, hoses, bumpers, truck-bed liners, pads, walkways, tree ties, road surfacing, wheel chocks, rollers, traffic control products, mud flaps, posts.

Steel Products - automobiles, trucks, bus, staplers, appliances, motors, paper clips, motorcycles, steel furniture, desks, pedestals, scissors, jacks, rebar, pipe, plumbing fixtures, chairs, ladders, file cabinets, shelving, containers, lockers, sheet metal, guard rails, girders.

Paint – latex paint, graffiti abatement, interior and exterior, maintenance.

Compost and Co-compost Products – landscaping materials, erosion control, weed control, moisture retention, decomposed organic yard, farm, or food materials.

**Products That Are Not Reportable** - electronics, computers, televisions, software on a disk, telephone systems, printers, copiers, FAX machines, instruments (typically when you are buying technology rather than a commodity), wood products, textiles, masonry, aggregate, concrete, non-steel metals.

## DEFINITIONS OF TERMS

AGENCY is defined under STATE AGENCY.

COMPOST is a product resulting from the biological decomposition of organic materials such as leaves, grass clippings, yard trimmings, fruit and vegetables, or biosolids. For these reporting purposes, compost may also include humus, and other organic soil amendments with or without additives. Recycled products, including compost and co-compost, must contain no less than 50% by weight secondary and post-consumer material with no less than 10% of the material being postconsumer material to count towards attaining the mandated goals. Co-compost products also contain biosolids. Virtually ALL compost is recycled content compost.

GLASS PRODUCTS include all products comprised primarily of glass materials including, but not limited to: containers, windows, fiberglass insulation, reflective beads, and construction blocks. Recycled glass products must contain no less than 50% by weight secondary and post-consumer material with no less than 10% being post-consumer material to count towards attaining the mandated goals.

LUBRICATING OILS include, but are not limited to: crank case oils, engine oils, and transmission oils. Recycled lubricating oils must contain no less than 50% by weight secondary and post-consumer material with no less than 10% being post-consumer material to count towards attaining the mandated goals.

PAINT includes but is not limited to: aerosols, latex and enamel paint, and primers. Recycled paint products must contain no less than 50% by weight secondary and post-consumer material with no less than 10% being post-consumer material to count towards attaining the mandated goals.

PAPER PRODUCTS include all products made from wood and or paper fiber excluding PWP, including but not limited to: stickies, paper janitorial supplies, towels, tissue, corrugated boxes, and various types of paperboard (boxes, cartons, wrapping, packaging). Recycled paper products must contain no less than 50% by weight secondary and post-consumer material with no less than 10% being post-consumer material to count towards attaining the mandated goals.

PLASTIC PRODUCTS include all products comprised primarily of plastic material, including but not limited to: plastic lumber, containers, bags, packaging, and office products. Recycled plastic products must contain no less than 50% by weight secondary and post-consumer material with no less than 10% being post-consumer material to count towards attaining the mandated goals.

POSTCONSUMER MATERIAL is defined in Public Contract Code section 12200(b), "as a finished material which would have been disposed of as a solid waste, having completed its life cycle as a consumer item, and does not include manufacturing wastes." This is material such as newspaper that you read and then was recycled and made into recycled content newsprint or some other recycled product. Postconsumer material is generally any product that was bought by the consumer, used, and then recycled into another product.

PRINTING AND WRITING PAPERS (PWP) are defined in PCC section 12161(AB 571, 1996) as containing at least 30% postconsumer (pc) material. PWP includes copy paper and xerographic papers of all colors, and higher-grade papers such as watermarked and cotton fiber papers. High-speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, calendars, posters, ruled papers, white wove envelopes, and other uncoated printing and writing paper such as writing and office

paper, book paper, cotton fiber paper (containing 25-75% cotton fiber, and cover stock are all included in the PWP category.

PURCHASE/PROCURE means any method, contract, procedure, agreement or arrangement that agencies use to obtain products, goods, materials, and supplies.

RECYCLED PRODUCT is defined in Public Contract Code section 12200(a) as, "all materials, goods, supplies, with no less than 50 percent of the total weight of which consists of secondary and post-consumer waste with not less than 10 percent of its total weight consisting of post-consumer waste." This definition applies to Paper Products, Plastic Products, Compost and Co-compost, Glass Products, Lubricating oils, Paints, Solvents, Retreaded Tires, Tire-derived Products, and Steel Products. A product with 50% post-consumer material content meets the requirements of a "50/10" product.

A recycled product also includes products that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form. Examples of refurbished products include remanufactured laser toner cartridges, repaired office furniture, reconditioned carpet, and reformatted computer disks.

REFURBISHED/REMANUFACTURED/REUSED products mean products that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form. Refurbishing includes renovating, repairing, restoring, or generally improving the appearance, performance, quality, functionality, or value of a product.

A REPORTABLE PURCHASE/PRODUCT can be either an RCP or a non-RCP. A reportable product/purchase is any product, RCP or non-RCP, from within the 11 product categories.

A REPORTABLE RCP can be counted towards attainment of the goals. A reportable RCP:

- I. Is a product from within one of the 11 product categories, and
- II. Contains at least the minimum secondary and post-consumer material specified by statute, or,
- III. Is a product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.

A REPORTABLE NON-RCP is a product within one of the 11 product categories, having no recycled-content or less than the minimum required for its particular product category. The reportable non-RCP would not meet criteria II or III, either not containing the minimum secondary or post-consumer material content or not being a reused/refurbished product.

RETREADED TIRES include, but are not limited to: any passenger, truck, heavy equipment, or agricultural implement tire which has been recapped or has had a new tread portion affixed to a used casing. Retreaded tires must contain no less than 50% by weight secondary and post-consumer material with no less than 10% being post-consumer material to count towards attaining the mandated goals or to apply price preferences. Retreads must contain 50% post-consumer material to be eligible for the price preference.

SECONDARY MATERIAL is defined in Public Contract Code section 12200(c) as, "fragments of finished products or finished products of a manufacturing process, which has converted a

resource into a commodity of real economic value, and includes post-consumer waste, but does not include excess virgin resources of the manufacturing process." This is material such as newsprint that is trimmed from a roll in the paper plant that is returned to beginning of the process to make recycled content newsprint. The material (product) did not get to the consumer before being recycled.

A product that must meet a 50/10 content requirement may meet the requirement with 50% post-consumer material.

SOLVENTS include, but are not limited to: paint thinners and removers, halogenated solvents, asphalt testing solvents, flexographic plate wash, solvents used in hospital applications and turpentines. Recycled solvents must contain no less than 50% by weight secondary and post-consumer material with no less than 10% being post-consumer material to count towards attaining the mandated goals.

STATE AGENCY is defined to include every department, board, commission, and office within state government and the Legislature. It includes all the agency level offices and cabinet level offices such as the Secretary of State, Attorney General, and the State Treasurer's Office.

STEEL PRODUCTS means all steel products including flat rolled steel products with no less than 25% of the total weight consisting of secondary and post-consumer material, with not less than 10 % post-consumer material. Products made with flat rolled steel meeting these content percentages may include automobiles, cans, appliances, and office furniture and supplies. Virtually ALL steel products are recycled content steel products.

TIRE-DERIVED PRODUCTS include retreaded tires and rubber products, rubberized asphalt, carbon-black, metal, or nylon products whose raw materials were derived from the processing of tires. Recycled tire-derived products must contain no less than 50% by weight secondary and post-consumer material with no less than 10% being post-consumer material to count towards attaining the mandated goals. Recycled tire-derived products must contain no less than 50% by weight post-consumer material to be eligible for a price preference.

**STATE AGENCY BUY RECYCLED CAMPAIGN PROCUREMENT REPORT**

(Due September 1, 2000 for FY 99/00 and the January 1, 2001 goals)

State Agency Reporting \_\_\_\_\_ Contact \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
<b>PRODUCT CATEGORY<sup>(1)</sup></b>	<b>ALL PURCHASES (QUANTITY)<sup>(2)</sup></b>	<b>ALL PURCHASES (DOLLARS)<sup>(3)</sup></b>	<b>RCP PURCHASES (QUANTITY)<sup>(4)</sup></b>	<b>RCP PURCHASES (DOLLARS)<sup>(5)</sup></b>	<b>% RCP (QUANTITY)<sup>(6)</sup></b>	<b>% RCP (DOLLARS)<sup>(7)</sup></b>
PAPER PRODUCTS		\$		\$		%
PRINTING AND WRITING PAPERS		\$		\$	%	%
PLASTIC PRODUCTS		\$		\$		%
COMPOST	(cy)	\$	(cy)	\$	%	%
GLASS PRODUCTS		\$		\$		%
LUBRICATING OILS	(gals.)	\$	(gals.)	\$	%	%
PAINT	(gals.)	\$	(gals.)	\$	%	%
SOLVENTS	(gals.)	\$	(gals.)	\$	%	%
TIRE-DERIVED PRODUCTS		\$		\$		%
TIRES		\$		\$	%	%
STEEL		\$		\$		%

(See footnotes on the back of this page)

Total<sup>(8)</sup>: \$

Total<sup>(9)</sup>: \$

## FOOTNOTES

NOTE: All purchases within these product categories, regardless of the source of the product or the type of contract used to purchase them, should be included in your Report. Include ALL reportable purchases – reportable RCPs and reportable non-RCPs.

- (1) Please refer to page **21** for definitions and examples of the product categories. Include ALL reportable purchases, RCPs and non-RCPs within the 11 product categories. RCP's outside of the 11 product categories cannot be counted toward attaining the procurement goals. However, non-reportable RCPs you purchase may be included as an attachment to this report and will be included in our report to the Legislature for your agency.
- (2) Indicate the quantity (units) of ALL reportable purchases, RCPs and non-RCPs in each product category during the FY. Quantities do not need to be reported for the product categories with shading. If Printing and Writing Papers (PWP) are purchased in rolls, please indicate the number and size of rolls.
- (3) Indicate the total dollars spent on ALL reportable purchases, RCPs and non-RCPs, in each product category purchased during the FY.
- (4) Indicate the total quantity (units) of reportable RCPs purchased during the FY. Quantities do not need to be reported for the product categories with shading.
- (5) Indicate the total dollars spent on reportable RCPs during the FY for each category .
- (6) Indicate the percentage of reportable RCPs purchased. **The percent recycled is calculated by dividing the figure in column 4 by the figure in column 2 and multiplying by 100.** Percentages do not need to be calculated for the product categories with shading.
- (7) Indicate the percentage of total dollars represented by dollars spent on reportable RCPs in each category. **The percent recycled is calculated by dividing the figure in column 5 by the total of the figure in column 3 and multiplying by 100.**
- (8) The total of column 3 should be equivalent to the total dollars spent on ALL reportable products (RCPs and non-RCPs) during the FY.
- (9) The total of column 5 should be equivalent to the total dollars spent on reportable RCPs during the FY.



## FOOTNOTES

- NOTE:** Use of this worksheet is optional. This worksheet will be particularly useful to those agencies purchasing reportable products from a majority of the product categories. It will also be very helpful if you are tracking and reporting purchases manually.
- (1) This line can be used to identify the product category for which you are reporting the specific purchases. One worksheet should be completed for each product category within which you are tracking reportable purchases. Remember, only Paper Products, PWPs, Plastic Products, Compost and Co-compost, Glass Products, Lubricating Oils, Paints, Solvents, Tire-derived Products, Tires, and Steel Products should be reported. RCPs purchased that do not fall within these 11 product categories may be reported on a separate attachment, but cannot be counted towards attainment of the mandated goals.
  - (2) Provide a description of the specific reportable products purchased (paper towels, #8 envelopes, rulers, 30 wt. motor oil, etc.).
  - (3) Indicate the total quantity (units) of products purchased. For the following product categories, use the units indicated: for PWPs - report reams; for compost/co-compost - report cubic yards; for lubricating oils, paint, and solvents - report gallons; and for retreaded tires - report the number of tires purchased. If PWP is purchased in rolls, please indicate the number and size of the rolls. **For those product categories that have shading in the Quantity column, do not provide units.**
  - (4) Indicate the total dollars spent on each reportable product purchase.
  - (5) Indicate the source of the reportable purchase - delegated authority (da), subpurchase order (spo), credit cards (cc), CMAS, PIA, etc..
  - (6) If the vendor is known, provide the name of the vendor. If the vendor is not known, provide the purchase order number. If both are known, please provide both.
  - (7) Indicate the state that the vendor is in or that the product(s) came from.
  - (8) Indicate the phone number of the vendor.
  - (9) Indicate with a "Y" or "N" whether this is a reportable RCP or not.

**STATE AGENCY BUY RECYCLED CAMPAIGN PROCUREMENT PLAN**

(Due September 1, 1999 for FY 99/00 and the January 1, 2001 goals)

State Agency Reporting \_\_\_\_\_  
Date \_\_\_\_\_

Contact \_\_\_\_\_  
Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_

Please use this form to indicate your Plan to meet the RCP procurement goals. The figures submitted to complete this Plan are to reflect reportable purchases only.

**RECYCLED CONTENT PRODUCT (RCP) PROCUREMENT**

GOAL: By January 1, 2000, at least 50% of the total dollar amount spent on reportable products within the following product categories are to be spent on reportable RCPs.

Indicate your expected budget for the procurement of ALL reportable products in FY 99/00 on the odd numbered items (1-19) for each of these product categories:

Paper Products	(1) \$ _____	x 0.50 = (2) \$ _____
Plastic Products	(3) \$ _____	x 0.50 = (4) \$ _____
Compost and Co-compost	(5) \$ _____	x 0.50 = (6) \$ _____
Glass Products	(7) \$ _____	x 0.50 = (8) \$ _____
Lubricating Oils	(9) \$ _____	x 0.50 = (10) \$ _____
Paints	(11) \$ _____	x 0.50 = (12) \$ _____
Solvents	(13) \$ _____	x 0.50 = (14) \$ _____
Tires	(15) \$ _____	x 0.50 = (16) \$ _____
Tire-derived Products	(17) \$ _____	x 0.50 = (18) \$ _____
Steel Products	(19) \$ _____	x 0.50 = (20) \$ _____

The dollar amounts on the even numbered items (2-20) are your dollar amount goals for reportable RCP purchases for FY 99/00 for each of these product categories.

**PRINTING AND WRITING PAPERS (PWP) PROCUREMENT**

GOAL: By January 1, 2000, at least 25% of the total dollar amount of reportable Printing and Writing Papers purchased shall be reportable recycled content Printing and Writing Papers.

Total dollar amount you expect to spend on reportable printing and writing papers in FY 99-00:

(21) \_\_\_\_\_ x 0.25 = (22) \_\_\_\_\_.

**The amount on item (22) is your goal for recycled content Printing and Writing Papers purchases for FY 99-00.**

## NOTES

- NOTES (1-19, odd) Estimate the total dollar amount to be spent on reportable products (reportable RCPs and non-RCPs). This can be estimated based upon the current FY budget for those purchases or upon last FY's expenditures. The ten product categories include paper products, plastic products, compost and co-compost, glass products, lubricating oils, paints, solvents, tire-derived products, tires, and steel products.
- NOTES (2-20, even) The figures on item (2-20, even) is the product of the total dollar amount you estimate to be spent on reportable products in each product category and 0.50. (Figures on items (1-19, odd) X 0.50 = items 2-20. even).
- NOTE (21) Estimate the total dollars you expect to spend on ALL reportable PWPs during the FY. This can be estimated based upon the current FY budget for those purchases or upon last FY's expenditures.
- NOTE (22) The figure on item (22) is the product of the total dollar amount you expect to spend on PWPs and 0.25. (Figure on item (21) X 0.25 = item 4.)



## **Policy Manual for Contracting and Procurement (Release 1.4)**

### **303.01 Recycled Product Acquisitions, Report, and Plan (7/20/99)**

#### General

Reference: Public Contract Code Sections [12150-12226](#).

Campuses shall establish purchasing practices that assure, to the maximum extent economically feasible, the purchase of materials, goods, and supplies that are recycled or have recycled material within their content. Fitness and quality being equal, purchase preference shall be given to recycled products whenever such products are available and the cost of such products is no greater than that of their non-recycled counterparts. Materials, goods, supplies, or products containing the following recycled resources shall be subject to this requirement:

- (a) Printing & writing paper
- (b) Paper products
- (c) Compost and co-compost products,
- (d) Glass,
- (e) Oil,
- (f) Plastic,
- (g) Solvents,
- (h) Paint
- (i) Tires
- (j) Tire-derived Products
- (k) Steel.

(P.C.C. [12205](#)).

Contractors shall be required to certify in writing the minimum percentage, if not the exact percentage, of post-consumer and secondary material in the materials, goods, (or supplies) provided or used. This certification shall be furnished under penalty of perjury. (P.C.C. [12205](#), [10233](#), [10308.5](#), [10354](#)).

Campus procurement officers shall, if feasible, establish purchasing practices that ensure the purchase of materials, goods, and supplies that may be recycled or reused when discarded. (P.C.C. [12205](#)).

Campus procurement officers shall allow a price preference for recycled paper

Campus procurement offices shall strive to meet or exceed the legislative goals and timetables prescribed by the California legislature for the acquisition of recycled products . (P.C.C. [12205](#)).

#### Recycled Paper Product Acquisitions

Attachment B  
CS&P Bulletin 99-15

Reference: Public Contract Code Sections [10855-10860](#) and [12160-12164.5](#). For the acquisition of recycled paper products, campuses shall abide by the same laws and policies established for all other recycled product acquisitions in addition to the specific requirements for paper as stated under P.C.C. [10855](#).

State Agency Buy Recycled Campaign (SABRC) Procurement Report and Plan

Reference: Public Contract Code [12225](#), [12164.5\(c\)](#), [12165](#).

A Campus SABRC Procurement Report is required annually to be submitted to the California Integrated Waste Management Board (CIWMB). This report to CIWMB reflects the preceding fiscal year's recycling acquisition activity data for the campus. It is due September 1 of each year from each CSU campus.

A projected one-fiscal-year SABRC Procurement Plan shall be submitted directly to the California Integrated Waste Management Board (CIWMB) by each State agency and CSU campus by [September 1](#), annually. A copy of each Plan must also be transmitted to the Chancellor's Office Contract Services and Procurement Department, in a timely fashion. The legislature has established recycled product procurement goals for both state agencies in general and the CSU in particular within Sections [12205](#) and [10860](#) of the Public Contract Code. The SABRC Procurement Plan shall be completed with these goals in mind.