

**Tips for Paper Product
Vendors:
How You Can Help Cities
Comply with SB 1383**



**Green Purchasing Roundtable
March 2, 2022**



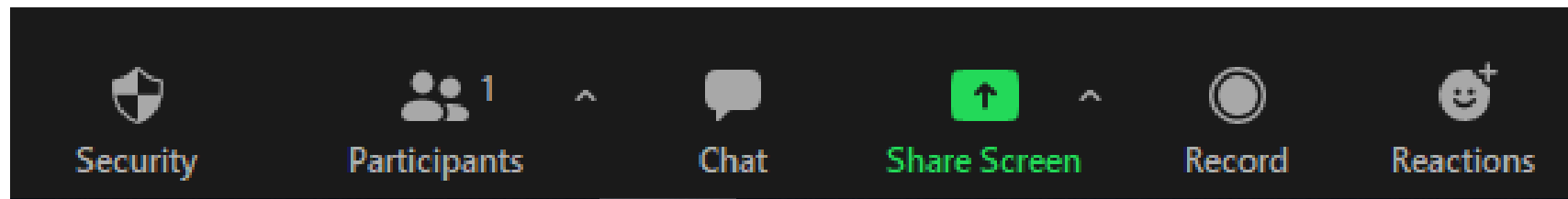
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Agenda

- *Welcome*
- ***Presentation: Paper Purchase Requirements and Resources***
- *Questions & Answers*
- ***Vendor Feedback: Template Questions Cities May Ask***
- ***City Perspectives: City of Alameda, maybe others?***
- *Close*
- *More Questions & Answers (optional)*

Housekeeping

- We will record the main session to share with the public on our website
<https://www.acsustain.org/what/purchasing/roundtable.htm>
- Please do not “chat” to all, except for questions & tech needs.
- **Questions – use chat.** We will respond during Q&A, not during presentation
 - Anonymous questions can be asked via a survey after the main presentation
- **Tech needs – use chat.**



Poll #1 – All Attendees

- What category of paper products do you sell? (Multiple choice)
 - Janitorial
 - Office supply
 - Print services
 - Other paper products
 - None
- How familiar are you with the requirements of SB 1383?
 - First time hearing about it
 - Have heard of it, but not sure what my role is
 - Already supporting cities with implementing regulations

SB 1383 Paper Procurement Requirements

What Vendors Need to Know

Green Purchasing Roundtable

March 2, 2022



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Disclaimer

What this is...

- Sharing our knowledge and understanding to help you.

What this is not...

- Legal advice. Consult your legal counsel with questions.

We make no warranties that the information shared will satisfy CalRecycle enforcement and we are not responsible for the compliance of other jurisdictions or parties.

Background: SB 1383

- Short-Lived Climate Pollutants Act, passed in 2016
- Aims to reduce methane and other climate pollutants by mandating:
 - Organic waste be diverted from landfills, and
 - Surplus edible food be recovered for human consumption
- CalRecycle given authority to promulgate regulations to meet these objectives
- Regulations took effect January 1, 2022

More Information: <https://www.calrecycle.ca.gov/organics/slcp>

How Paper Fits In

- Generators (residents & businesses) are required to recycle paper
- With more paper being recycled, there is a need to support development of end markets
- Regulations require **jurisdictions** to purchase **post-consumer recycled content** paper to help build these end-markets for recycled paper

Other Benefits

- Reduce deforestation
- Lower GHG emission of producing paper
- Meet city policy goals for environmental purchasing or climate action



Key Terms

- **Jurisdictions:** Cities, counties or sanitary districts providing solid waste collection services
 - These are the only entities the regulations apply to
- **Post-consumer¹:** Consisting of or incorporating material discarded by end users rather than generated during a manufacturing process
 - This distinction is important to supporting development of end-markets for paper recycled at the curbside by generators

¹ Source: Oxford Dictionary

Paper Purchasing* Requirements for Cities

1. Purchase paper products with a minimum of 30% post-consumer recycled content
2. Ensure that the paper purchased is recyclable
3. Maintain records certifying compliance

Printing & Writing Papers	Paper Office Supplies	Printed Materials	Janitorial Papers
<ul style="list-style-type: none">• Copy paper• Watermark• Note pads• Offset	<ul style="list-style-type: none">• File folders• Envelopes• Sticky notes• Boxes & packaging	<ul style="list-style-type: none">• Calendars• Brochures• Magazines• Posters• Newsprint	<ul style="list-style-type: none">• Toilet paper• Paper towels• Facial tissues• Toilet seat covers

*Definition from SB 1383 regulations: “Paper Purchase” means all purchases by a jurisdiction of items in the following categories: (A) Paper products. (B) Printing and writing papers.



Recycled Content

Purchase papers with a minimum of 30% post-consumer recycled content (PCR)

- Reinforces existing public contract code¹
- Allows for exceptions for fitness, quality, or higher cost
 - Cities must maintain justifications for non-compliant purchases in implementation record
- Applies to all paper purchases, including printed material distributed by cities

Vendor Tips

- Identify products with 30% PCR products in your catalogs, invoices, or other documents
- Seek new suppliers who can provide cost-competitive compliant products

¹Public Contract Code [Section 22150-22154](#)



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Recyclability

Purchase papers that are eligible to be labeled with an “unqualified recyclable label¹”

- Means recycling facilities are available to 60% of consumers
- Law requires vendors to certification of recyclability in writing
- Per CalRecycle, will not be enforced for products that cannot be recycled, like janitorial papers

Why Recyclability?

- Purpose is to avoid purchasing products that end up being landfilled anyway, such as multi-material products



Maintain all documents supporting compliance

- Proof of purchase of **all paper products** by volume and type
- Certifications and verification for:
 - Post-consumer recycled content
 - Recyclability
- All other documentation supporting compliance
 - Such as the reason for purchase of non-compliant products

Vendor Tips

- Include information on PCR amounts and recyclability on invoices, usage reports, or product certification form.
- Provide records within 60 days
- Provide documentation to help jurisdictions justify non-compliant purchases, when quality or cost is not equal



Recordkeeping Details

For all paper products purchased, show:

Recycled Content

- Vendor can certify in writing, e.g., usage report or product certification form
- Or maintain verification from a product label, catalog, invoice, manufacturer or vendor website, etc.

Recyclability

- Vendor must certify in writing that products are eligible to be labeled with unqualified recyclable label

Provide documentation that helps cities to justify purchases that are not compliant



Reporting Format Examples

Recycled-Content and Recyclable Paper Certification				
CalRecycle is providing this form as a convenience to assist jurisdictions. Beginning January 1, 2022, jurisdictions are required to purchase and obtain documentation certifying that paper products and printing and writing papers:				
<ol style="list-style-type: none"> 1. Contain postconsumer recycled content (PCRC)¹ 2. Are eligible to be labeled with an unqualified recyclable label² 				
All businesses shall certify in writing under penalty of perjury to the jurisdiction's contracting officer or representative:				
<ol style="list-style-type: none"> 1. The minimum percentage, if not the exact percentage, of PCRC material in the paper products and printing and writing papers offered or sold to the jurisdiction, regardless of whether the product meets the minimum content requirements specified in law. <ol style="list-style-type: none"> a. A jurisdiction may waive the PCRC certification requirement if the percentage of postconsumer material in the paper products or printing and writing papers can be verified by a product label, catalog, invoice, or a manufacturer or vendor Internet website. 2. That the paper products and printing and writing papers offered or sold to the jurisdiction are eligible to be labeled with an unqualified recyclable label as defined in 16 CFR Section 260.12. 				
Please <u>clearly print or type</u> your responses. Attach additional pages as necessary.				
Business Name: <input style="background-color: #e6f2ff;" type="text"/>				
Address: <input style="background-color: #e6f2ff;" type="text"/>				
Phone: <input style="background-color: #e6f2ff;" type="text"/>		Email: <input style="background-color: #e6f2ff;" type="text"/>		
Purchase Order #	Item #	Product Description	30% PCRC ¹	Recyclable ²
<input style="background-color: #e6f2ff;" type="text"/>	<input style="background-color: #e6f2ff;" type="text"/>	<input style="background-color: #e6f2ff;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="background-color: #e6f2ff;" type="text"/>	<input style="background-color: #e6f2ff;" type="text"/>	<input style="background-color: #e6f2ff;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="background-color: #e6f2ff;" type="text"/>	<input style="background-color: #e6f2ff;" type="text"/>	<input style="background-color: #e6f2ff;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="background-color: #e6f2ff;" type="text"/>	<input style="background-color: #e6f2ff;" type="text"/>	<input style="background-color: #e6f2ff;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="background-color: #e6f2ff;" type="text"/>	<input style="background-color: #e6f2ff;" type="text"/>	<input style="background-color: #e6f2ff;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

I certify under penalty of perjury under the laws of the State of California that the above information is true and correct to the best of my knowledge.

<https://www.calrecycle.ca.gov/organics/slcp/procurement/RecycledPaper>

Example Usage Report Format From Alameda County

Key categories shall be defined as:

- a) Purchase date
- b) Purchase Order Number
- c) Department Name
- d) **Manufacturer item number**
- e) **Item description (e.g. brand, size, color, etc.)**
- f) Unit of measure (e.g., ream, carton);
- g) Number of individual pieces per unit;
- h) **Units purchased (i.e., order quantity);**
- i) Shipped quantity (if not same as order quantity);
- j) Unit price (i.e., charge to customer); and
- k) Total order cost.
- l) **Percentage of post-consumer content**
- m) **Recyclable? (y/n)**

Template based on Alameda County contract documents. Fields in blue are the minimum required if usage reports are used for city recordkeeping purposes.



Preparing for Q & A



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Google Form Survey – Vendor Q & A

(Link Will be in Chat)

- What questions do you have about SB 1383 requirements and your role in helping cities comply?
- What are your chief concerns or difficulties anticipated in helping cities with their compliance?
- Do you feel you are able to access compliant products in the marketplace?
 - If possible, share the products you're having trouble finding.

Resources


Paper Product Market Assessment



- Produced by Responsible Purchasing Network (RPN)
- Includes verified recycled content percentages for 10 product categories
- Vendors can use this as a starting place for developing an SB 1383 compliant product list
- Vendors are encouraged to work with your preferred suppliers to offer more options for cities

WHITE COPY PAPER - Market Assessment
Criteria: white, 20 lb, letter
Last Updated: 10/28/21
SB 1383/CPG: 30% PCRC

DISCLAIMER: This document was created
 No warranties are made about the accuracy
 Original research based on national firms,
 Not all brands and products are represented
 listed herein. Vendors using this assessment
 requirements are encouraged to work with
 compliant with Public Contract Code Section



Product Name	Mfr. Item #	Brand	PCRC
Domtar EarthChoice 100 Copy Paper 20lb, 92 Brightness	3969	Domtar	100%
Great White 100% Recycled Printer Paper, 8.5 x 11 Paper, Letter Size, 20lb Paper, 92 Bright, 1 Ream / 500 Sheets (086790R) Acid Free Paper	HAM86790	Hammermill	100%
Stanley 620014 100% Recycled 8.5-Inch			

▶ CPGs **White Copy** Color Copy Envelopes Manila FF Hanging FF Legal

Disclaimer: Produced by RPN. No warranties are made to accuracy of information at any given time. Not all vendors or products are represented, and no preference is implied for any vendor or product listed herein. Original research based on national firms, not local suppliers.

Factsheet

- Simplified overview of requirements
- Information on how vendors can support city implementation
- Q & A

Will be posted to
www.acsustain.org

SB 1383 Paper Procurement Factsheet

Adapted from CalRecycle Website (www.calrecycle.ca.gov/organics/slcp)

As of January 1, 2022, SB 1383 requires jurisdictions (defined as: cities, counties, or special districts that provide solid waste collection services) to purchase paper products that are recyclable and contain at least 30% post-consumer recycled content when they are available in the marketplace at competitive costs and are equal in performance.

All paper products and printing and writing paper are covered. Below are examples of paper products commonly purchased by local governments.

Printing & Writing Papers	Paper Office Supplies	Printed Materials	Janitorial Papers
<ul style="list-style-type: none">• Copy paper• Watermark• Note pads• Offset	<ul style="list-style-type: none">• File folders• Envelopes• Sticky notes• Boxes & packaging	<ul style="list-style-type: none">• Calendars• Brochures• Magazines• Posters• Newsprint	<ul style="list-style-type: none">• Toilet paper• Paper towels• Facial tissues• Toilet seat covers

Recordkeeping

Cities will need to maintain records showing the post-consumer recycled content and recyclability of **all paper purchases**, including:


- Copies of invoices, receipts, vendor reports, or other proof of purchase that detail the procurement of paper products by volume and type.
- Written certification(s) of the recycled content of each paper product. These can come from:
 - Paper vendors, such as a usage report
 - Manufacturer or vendor websites
 - Product labels, invoice, receipts, etc.
- Written documentation from the product vendor certifying the products are recyclable.

Why Focus on Paper?

When paper, food waste and other organic materials are buried in a landfill, they produce methane, a potent climate warming pollutant. The procurement requirements in this law set out to create demand for these materials to ensure they will have a useful second life, and not end up in the landfill.

As a vendor, your partnership is critical to the ability for cities to comply with this law. We encourage you to become familiar with the law so you can proactively help cities comply.

Alameda County has compiled this information to support local government compliance efforts with SB 1383. The County makes no warranties and accepts no responsibility for compliance of other jurisdictions. Seek the advice of your legal counsel for questions.
Last updated March 1, 2022, for a vendor audience.



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CalRecycle Reporting Tool

Implementation Record Requirements	Description or Data	File Location	Regulatory References
Copies of invoices, receipts or other proof of purchase that describe the procurement of paper products by volume and type for all paper purchases.			14 CCR Section 18995.2(f)(1) 14 CCR Section 18993.4(a)(
Copies of all certifications or other verification required under 14 CCR Section 18993.3: The jurisdiction shall require all businesses from whom it purchases paper			

Navigation bar: Edible Food Recovery | ROWP Procurement | **Paper Procurement** | Inspection and Enforcement

<https://www.calrecycle.ca.gov/organics/slcp/recordkeeping/implementationrecord>



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Questions Cities Might Ask



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Google Form Survey #2

(Link Will be in Chat)

- Yes, we can answer this
- No, we cannot answer
- Not sure
- Would need help to develop this

*Add comments or suggestions –
what would you like to be asked?*

Questions Cities May Ask When Soliciting Bids from Paper Vendors

- Do you have a **reporting template** to provide product tracking information required by SB 1383? Can you provide this report upon request within 10 days?
- Are you **already providing** SB 1383 compliant tracking information for other buyers?
- Do you have an indication in your **catalog** for SB 1383 compliant products? What about non-compliant products?
- Can you provide a **separate list** of SB 1383 compliant and non-compliant products you have available?
- Please describe how buyers find SB 1383 compliant products while purchasing?
- **If compliant products are not available** or are more costly, are you able to document this to help with record keeping requirements?
- If you don't currently carry compliant products, but they are available in the marketplace, **are you willing to source from new suppliers?**
- Can you **compare** non-compliant and compliant products by price (e.g., conduct a market assessment)?
- Can you provide certification in writing that paper products sold are **recyclable** in local recycling programs?



City of Alameda



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Market Basket of Compliant Products

The image shows a screenshot of a product page for 'CA SB1383 Approved Items'. The page is divided into several sections:

- Left Sidebar:** Contains 'Manage Favorites', 'Shop Favorites Lists', 'MY LISTS', 'SHARED LISTS', and 'CATEGORY'. The 'CATEGORY' section is circled in red and includes items like 'Appointment Books (1)', 'Binders & Accessories (34)', 'Boards & Easels (1)', 'Breakroom Supplies (49)', 'Calendars (2)', 'Calendars & Planners (113)', 'Chairs, Chair Mats & Accessories (1)', 'Chemicals & Janitorial Supply (2)', 'Cleaning Equipment (1)', 'Cleaning Supplies (82)', and 'Desk & Blotter Pads: Dated (3)'. A red arrow points to this section.
- Main Content Area:** Titled 'CA SB1383 Approved Items', it shows 'Showing Items 1 to 10 of 715'. The first item is 'ACCO Brands Corporation At-A-Glance 100% PCW Monthly Planner - Julian Dates - Monthly - January 2022 till January 2023 - 9" x 11" Sheet Size - Wire Bound - Black - Simulated Leather - Tabbed, Address Directory, Phone Directory - 1 Each'. It features a 'Quick View' button and icons for 'Recycled' and 'Post-consumer-waste%'. A second item is partially visible below it.
- Technical Specs Pop-up:** A detailed view of the first item's specifications is shown in a pop-up window. It includes tabs for 'Overview', 'Technical Specs', 'Similar Products', 'Accessories', and 'Reviews'. The 'Technical Specs' tab is selected and circled in red. It lists 'General Information' (Manufacturer: Avery, Part Number: 48460), 'Physical Characteristics' (Color: White, Material: Paper), and 'Miscellaneous' (Certifications & Standards: FSC Certified, Recycled: Yes, Recycled Content: 100%, Post-consumer-waste%: 100%, Environmentally Friendly: Yes, Environmental Certification: FSC). The 'Post-consumer-waste%' value of 100% is circled in red with a red arrow pointing to it.
- Bottom Section:** A green button labeled 'CA SB-1383 Approved Items' is circled in red with a red arrow pointing to it. To its right is a 'SUBSCRIBE & SAVE' button and a 'Folders Easily! Start Now!' banner.



Other City Perspectives?



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Thank You!

www.acsustain.org

[https://www.calrecycle.ca.gov/organics/slcp/procurement/
RecycledPaper](https://www.calrecycle.ca.gov/organics/slcp/procurement/RecycledPaper)



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Post-Event Q & A (Optional)



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