



# State Agency Buy Recycled Campaign (SABRC)

Fiscal Year 2016-2017 Data  
July 20, 2017





# 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.





# 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 of Duplication Cartridges Carpet IT/Electronics	10%PC



# 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 and Verification

- State agency's own tracking program (via an electronic accounting system, assigning specific object codes, or capturing information on purchase orders, etc.)
- State Contract & Procurement Registration System (SCPRS)
- Financial Information System for California (FI\$Cal)



# FI\$Cal Reporting Agencies

- Use the SABRC/EPP Detail Report
  - Provides detail at the line level for all Purchase Order Transactions
- Query Name: ZZ\_PO\_SABRC\_EPP\_RPT
- The following roles can access the report:
  - Procurement Buyers
  - Procurement Reporters
  - Procurement Approvers 1-4

For questions, please contact the FI\$Cal Service Center at [fiscalservicecenter@fiscal.ca.gov](mailto:fiscalservicecenter@fiscal.ca.gov).

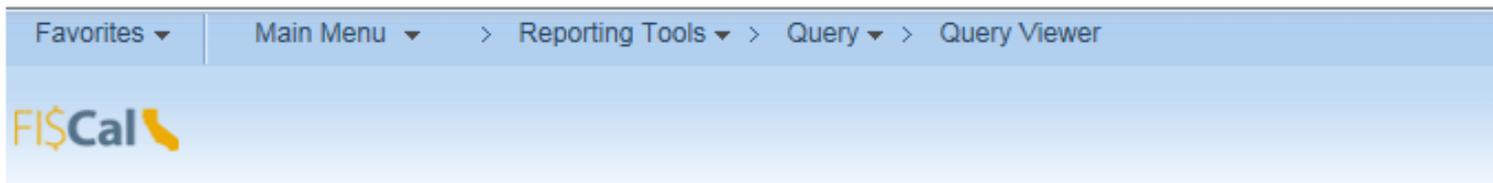
# FI\$Cal Reporting Agencies

Step 1: Navigate to Query Viewer

The screenshot shows a web browser window with the URL <https://financials.fiscal.ca.gov/psp/psfpd1/EMPLOYEE/ERP/h/?tab=DEFAULT>. The browser tabs include "Employee-facing registry cont..." and "PeopleSoft Employee Portal". The browser's address bar shows the URL. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "UEJobs", "FI\$Cal - State of California", "Suggested Sites", "Caleprocure", and "FI\$Cal PeopleSc". The browser's Favorites bar includes "Favorites", "Main Menu", and "Search Menu". The browser's content area shows the FI\$Cal logo and a "Menu - Classic" sidebar. The "Menu - Classic" sidebar includes "Supplier Contracting", "Labor Distribution", "Products", and "Customer Contracting". The "Main Menu" dropdown menu is open, showing a search bar and a list of menu items: "eProcurement", "Services Procurement", "Tree Manager", "Reporting Tools", "PeopleTools", "Search Vendor / Bidder", "Project Service Request", "My Personalizations", and "My System Profile". The "Reporting Tools" menu item is highlighted, and its sub-menu is open, showing "Query", "BI Publisher", "Pivot Grid", "Reporting Console", and "Report Manager". The "Query" menu item is highlighted, and its sub-menu is open, showing "Query Manager" and "Query Viewer". The "Query Viewer" menu item is highlighted with a red box.

# FI\$Cal Reporting Agencies

Step 2: Enter Query Name ZZ\_PO\_SABRC\_EPP\_RPT and click the Search button.



## Query Viewer

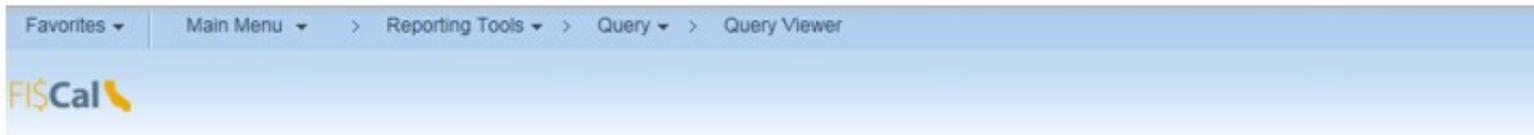
Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

# FI\$Cal Reporting Agencies

Step 3: Click the Excel hyperlink.



## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with   
 [Advanced Search](#)

## Search Results

\*Folder View

Query										Personalize	Find	View All	First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites						
ZZ_PO_SABRC_EPP_RPT	SABRC/EPP Detail Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite						

# FI\$Cal Reporting Agencies

Step 4: Select Business Unit and enter a From Date and To Date

## ZZ\_PO\_SABRC\_EPP\_RPT - SABRC/EPP Detail Report

Business Unit    
From Date    
To Date  

BU	Department	PO Date	PO ID #	PO Status	PO Ref #	Supplier ID	Supplier Name	Acquisition Type	Acquisition Sub-Type	Acquisition Method	LPA Contract ID	Line #	PO Qty.	Item	Line Item Description	Category (UNSPSC)	UOM	Price	Merchandise Amount
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**Note:** User will need to shorten the date range, if a message is received that the Query result is too large.

# FI\$Cal Reporting Agencies

Step 5: Save and Open report in Excel.

Do you want to save **ZZ\_PO\_SABRC\_EPP\_RPT\_2110096712.xlsx** (30.5 KB) from **financials.fiscal.ca.gov**?

Save

Cancel

×

The **ZZ\_PO\_SABRC\_EPP\_RPT\_2110096712.xlsx** download has completed.

Open

Open folder

View downloads

×



# FI\$Cal Reporting Agencies

## Fields to calculate annual totals:

- T: Merchandise Amount
- V: SABRC Reportable (Y/N)
- W: SABRC Compliant (Y/N)
- Z: SABRC Category Description

## Example for Metal:

Reportable \$'s for Metal: Sum all dollars in Merchandise Amount where (SABRC Reportable = Y and) SABRC Category Description = "Metal\*"

SABRC Compliant Dollars for Metal: Sum all dollars in Merchandise Amount where (SABRC Reportable = Y;) SABRC Compliant = "Y" and SABRC Category Description = "Metal\*"

# FI\$Cal Reporting Agencies

Added Tab: Table with formulas to sum by category

<b>Product Category</b>	<u>Total SABRC Reportable Dollars</u>	<u>Total SABRC Compliant Dollars</u>	<u>% SABRC Compliant</u> <b>[(Column 3 / Column 2) * 100]</b>
<b>Antifreeze:</b>	0	0	
<b>Compost, Co-compost &amp; Mulch:</b>	0	0	
<b>Glass Products:</b>	716.07	585.12	82%
<b>Lubricating Oils:</b>	1251.67	644.99	51.53%
<b>Paint:</b>	0	0	
<b>Paper Products:</b>	40311.13	32651.17	81.00%
<b>Plastic Products:</b>	210939.68	190512.8	90.32%
<b>Printing and Writing Paper:</b>	107568.49	70402.3	65%
<b>Metal Products:</b>	247263.25	240875.97	97.42%
<b>Tire-derived Products:</b>	355.52	0	0.00%
<b>Tires:</b>	710.96	0	0.00%



# 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 printed matter.	30 percent by fiber weight postconsumer fiber.

# Resources

- FI\$Cal (<http://www.fiscal.ca.gov/>)
- CalRecycle SABRC Manual (<http://www.calrecycle.ca.gov/BuyRecycled/StateAgency/Manual/> )
- Prison Industry Authority (PIA) ([www.PIA.ca.gov](http://www.PIA.ca.gov))
- Dept. of General Services (DGS)
  - E-Procurement system (<http://www.dgs.ca.gov/pd/Programs/caleprocure/SCPRSDData.aspx> )
  - Buying Green Website ([www.dgs.ca.gov/buyinggreen](http://www.dgs.ca.gov/buyinggreen))
  - Recycled Content Contracts ([www.pd.dgs.ca.gov/contracts](http://www.pd.dgs.ca.gov/contracts))
  - FI\$Cal Job Aids ([http://www.dgs.ca.gov/buyinggreen/GeneralInfo/BuyingGreeninFI\\$Cal.aspx](http://www.dgs.ca.gov/buyinggreen/GeneralInfo/BuyingGreeninFI$Cal.aspx) )



# 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>



# CalRecycle Staff Contacts

For assistance or questions on FI\$Cal's Excel tracking sheet for SABRC, please contact FI\$Cal for access or problems.

For an example of the formulas used in the spreadsheet today, contact the SABRC team at [SABRC@CalRecycle.ca.gov](mailto:SABRC@CalRecycle.ca.gov).

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

[www.calrecycle.ca.gov/StateAgency/Reporting/Contacts.aspx](http://www.calrecycle.ca.gov/StateAgency/Reporting/Contacts.aspx)