

# State Agency Buy Recycled Campaign (SABRC)

**Cal Recycle** 



# 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



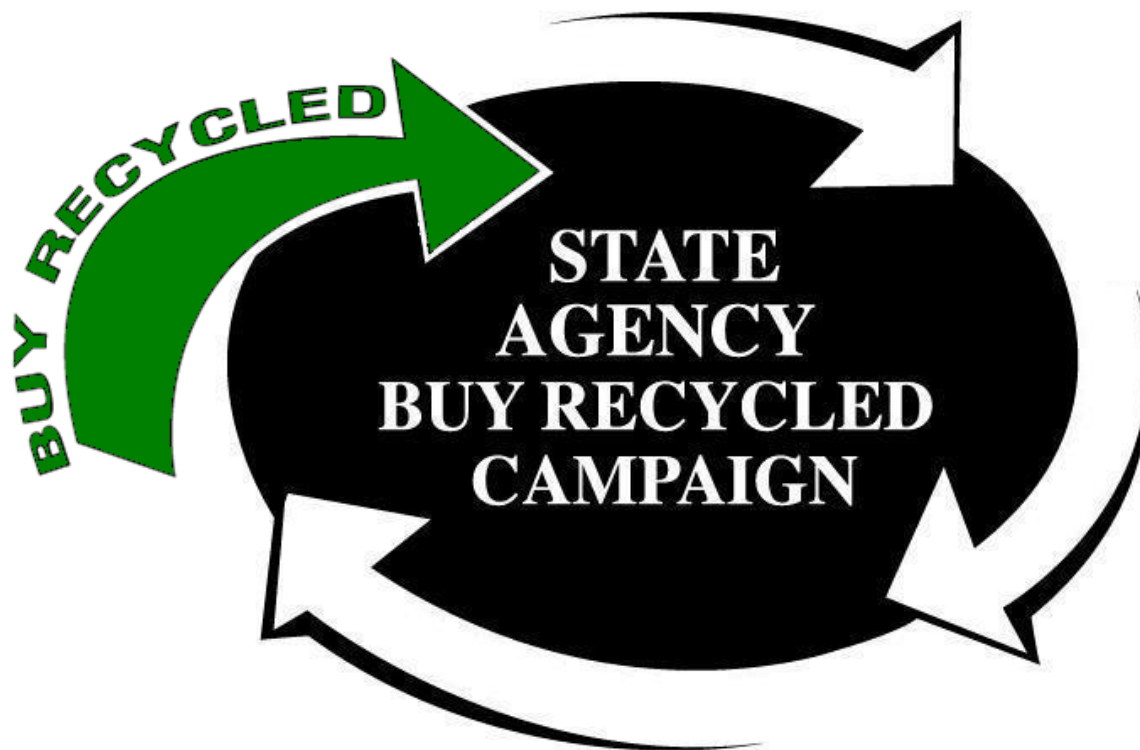
# Relationship to EPP

## 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 31<sup>st</sup> 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](http://www.PIA.ca.gov))
- Dept. of General Services (DGS)
  - E-Procurement system
  - 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))
- Current Vendors/Suppliers/Distributors  
([www.OfficeDepot.com/Buygreen](http://www.OfficeDepot.com/Buygreen))
- Green Office Supply Catalogs  
([www.GoGreenCommunities.org](http://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

STATE OF CALIFORNIA  
Department of Resources Recycling and Recovery (CalRecycle)  
CalRecycle 74 (Revised 01/10 for State Agencies)

## Postconsumer-Content Certification

To be completed by the State agency	
State Agency:	
Purchasing Agent:	PO #:
Phone:	E-mail:

The State Agency Buy Recycled Campaign (SABRC) is a state mandated program that requires the reporting of all purchases made within 11 specified product categories. All state agencies are required to verify the recycled-content of all products purchased within each of these categories.

All businesses shall certify in writing to the contracting officer or his or her representative the minimum percentage, if not exact percentage, of postconsumer recycled-content (PCRC) material in the products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the minimum content requirements specified in law (see reverse side). The certification shall be furnished under penalty of perjury. The certification shall be provided regardless of content, even if the product contains no recycled material. A State agency may waive the certification requirement if the percentage of postconsumer material in the products, materials, goods, or supplies can be verified in a written advertisement, including, but not limited to, a product label, a catalog, or a manufacturer or vendor Internet website.

Contractor/Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Purchase Order #	Item #	Product or Services Description	<sup>1</sup> Percent Postconsumer Recycled-content Material	<sup>2</sup> SABRC Product Category Code	Meets SABRC
RFQ #					
RFP #					
IFB #					
Card Ord					





# 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, index cards, folders, brochures, 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

Authorized Use Only

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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](mailto:SABRC@ciwm.ca.gov) (916) 341-6199

## Direct SABRC log-in for existing reporters

State Agency Buy Recycled Campaign v1.09

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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](mailto:SABRC@ciwm.ca.gov) (916) 341-6199

Home  
Search Annual Reports  
Reportable Dollars  
Compliance  
Linked Agencies  
Reports

## 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)

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### Agency Information

**Official Agency Name:** Correctional Training Facility

**Address:** P. O. Box 686 \*

**Mailing Address:** P. O. Box 686 \*

**City:** Soledad \* **State:** CA **ZIP Code:** 93960-0686

**Director's First Name:** Marion \*

**Director's Last Name:** Spearman \*

**Director Title:** Warden (A) \*

**Director's Email Address:** marion.spearman@cdcr.ca.gov \*

### SABRC Coordinator Information

**First Name:** Jaime \*

**Last Name:** Antopia \* **Suffix:**

**Title:** Business Services Officer I \*

**Address:** P.O. Box 686 \*

**City:** Soledad \* **State:** CA **ZIP Code:** 93960-----

**Phone:** 831-678-3951 \* **Ext:** 5841

**Fax Number:** 831-678-5801

**Email Address:** jaime.antopia@cdcr.ca.gov \*

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### 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	<a href="#">Total SABRC Reportable Dollars</a>	<a href="#">Total SABRC Compliant Dollars</a>	<a href="#">% SABRC Compliant</a> [(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](http://www.calrecycle.ca.gov/StateAgency/Reporting/Contacts.aspx)