

# SB 1383 Procurement Calculator Tool

February 9, 2021, 2-3pm

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SLCP.Organics@calrecycle.ca.gov.

California Department of Resources Recycling and Recovery SB 1383 Procurement of Recovered Organic Waste Products Calculator Tool	
<b>PROCUREMENT TARGET &amp; PLANNING</b>	
<b>STEP 1: Jurisdiction Name and Reporting Year</b>	
Jurisdiction Name (City, County, or City and County):	Reporting Year:
<b>STEP 2: Annual Procurement Target</b>	
The jurisdiction population equals the number of residents in a jurisdiction, using the <a href="#">Click here for the jurisdiction population estimates from the California Department of Resources Recycling and Recovery</a>	
Description	Data
Jurisdiction Population:	
Per Capita Procurement Target:	0.08
Procurement Target:	0.0



- Today’s presentation is on CalRecycle’s SB 1383 Procurement Calculator Tool. This is an optional tool that has been developed by CalRecycle to help cities and counties in CA to

meet the recovered organic waste product procurement requirements outlined in Article 12 of the SB 1383 regulations.

- This tool may be helpful to a jurisdiction in multiple ways. It can help a jurisdiction to:
  - (1) Plan for their procurement:
    - In that, they can calculate their procurement target and the quantities of recovered organic waste products they need to procure to meet their target
  - (2) Track their actual progress towards meeting their procurement goals
  - (3) Organize some of the details important for the recordkeeping and reporting requirements
    - Please note, this is not a recordkeeping or reporting tool. There are additional requirements and documentation necessary for the recordkeeping requirements that are not captured in this tool.
- Today's presentation will be focusing on demonstrating the use of the tool, and will briefly touch on the procurement requirements
  - However, for a greater overview of the procurement requirements, we encourage you to check out CalRecycle's website, where you may find the regulatory text, procurement FAQs, and additional resources

## Slide 2

This guidance tool was developed by CalRecycle as a courtesy for informational and example purposes only. Use of this tool is optional and is not a regulatory requirement. In the event of any conflict with this guidance tool or information herein, applicable statutory and regulatory provisions shall control. This tool and information herein are based on known facts and legal authority as understood by CalRecycle at the time of release. Any analysis, guidance, or other information herein may be subject to change based on changed facts or legal authority, actual or understood, subsequent to the publishing of this tool. The provision of this guidance tool and any analysis, guidance, or other information herein shall not be construed as a waiver of any rights or remedies available to CalRecycle. Users are encouraged to seek the assistance of legal counsel to comply with applicable state law based on their pertinent facts and circumstances. CalRecycle makes no representation that use of this tool will ensure compliance with regulatory requirements. The user assumes all risk and CalRecycle accepts no responsibility or liability to any person because of the use of, or reliance upon, this tool or the information herein.

## Agenda

- ❖ Opening Remarks and Introductions
- ❖ Tool Presentation
- ❖ Q&A

## Q&A Guidance

- ❖ Type your question into the “Question” pane (GoToWebinar) or to SLCP inbox (SLCP.Organics@calrecycle.ca.gov)
- ❖ Questions should focus on Procurement Calculator Tool
- ❖ CalRecycle staff will go through the questions on a first come first served basis
- ❖ We will aim to get to as many different people as possible.
- ❖ To ask a question over the webinar, you must unmute yourself on your end; please state your affiliation.
- ❖ If we are unable to answer your question during the webinar, CalRecycle staff will follow up with you.
- ❖ We will not use the “raise hand” function.
- ❖ Contact info: SLCP.Organics@calrecycle.ca.gov

- Today’s presentation will cover each tab of the procurement calculator tool, and will showcase an example jurisdiction to show how a jurisdiction may use this tool.

- Throughout this presentation and during the Q&A session, please feel free to submit any questions you have. We do ask that these questions focus on the Procurement Calculator Tool. If you are joining through the GoToWebinar, you may submit questions through the “Question” feature and may see the questions and written responses here. For those joining through CalRecycle’s broadcast, you may submit questions to our SLCP inbox listed here. We will be sure to read the questions and provide all responses aloud, for attendees joining through CalRecycle’s broadcast, who will not be able to see the GoToWebinar Q&A box.
- Lastly, today’s presentation will also be recorded and posted online for your future reference.

Tab: Read Me

- First tab of the calculator tool is the “**Read Me**” tab

# Tab: Read Me

California Department of Resources Recycling and Recovery  
SB 1383 Procurement of Recovered Organic Waste Products Calculator Tool



## SB 1383 REGULATIONS AND PROCUREMENT:

Senate Bill 1383 (SB 1383) (Lara, Statutes of 2016) established targets to achieve a 50 percent reduction in the statewide disposal of organic waste from the 2014 level by 2020, and a 75 percent reduction by 2025. To help meet these established targets and build markets for recovered organic waste products made from California, landfill-diverted organic waste, jurisdictions will be required to procure such products, beginning January 1, 2022, and January 1, 2027 for exempt rural jurisdictions. Annually, jurisdictions will be notified of their unique annual recovered organic waste product procurement target ("procurement target"), which establishes the quantity of organic waste they must procure in the form of recovered organic waste products. Jurisdictions will have the flexibility to procure a variety of products to meet their local needs, including transportation fuel, electricity, and heat from renewable gas; electricity from biomass conversion; compost; and mulch. The procurement target can be fulfilled through the procurement of an adequate quantity of one product, or a mix of products.

For more information, the procurement regulatory language (14 CCR Division 7, Chapter 12, Article 12), and additional tools to assist with the implementation of the SB 1383 procurement requirements, please visit the CalRecycle SB 1383 Procurement Home Page at the link below:

[SB 1383 Procurement Home Page](#)

## ABOUT THIS TOOL:

This is an optional tool that may be used by jurisdictions to calculate their procurement target and the quantities of recovered organic waste products they must procure to meet their procurement target, and to record detailed information on the products procured during the reporting year. This may be useful to a jurisdiction in planning for its procurement, tracking its actual progress towards meeting its procurement target, and helping to meet its recordkeeping and reporting requirements. This tool focuses on the procurement requirements for recovered organic waste products, and does not include details or tools to assist jurisdictions with the procurement of recycled-content paper products.

**This tool is not intended to act as a jurisdiction's Implementation Record, as it does not encompass all of the documentation and details necessary to meet the recordkeeping requirements.** Please see the "Procurement Details" tab for more information.

- This tab starts off with:
  - A brief introduction of the SB 1383 regulations and procurement requirements

- An introduction of this tool and the best use of it
- As described in here, there are two parts to the procurement requirements:
  - First, the procurement of Recycled-Content Paper, which requires that paper purchases are recyclable and have recycled-content
    - As this is a blanket requirement for all paper purchases, and does not require a certain quantity of paper products to be procured, this is separate from the Calculator Tool
  - Second part of the procurement requirements is for the procurement of Recovered Organic Waste Products, which requires that a certain quantity of these products be procured (this is the focus of this calculator tool)



# Tab: Read Me

**Disclaimer:** This Calculator Tool is for informational and example purposes only. It should not be used without consideration of an individual jurisdiction's particular needs or circumstances. It is not intended to cover each and every situation, nor can it anticipate specific needs. In developing this Calculator Tool, CalRecycle has attempted to ensure that the language herein aligns with the SB 1383 regulations; however, in the event of any conflict, the language in the regulations shall prevail over language in the Calculator Tool and determination of regulatory intent and interpretation should be appropriately guided by the regulatory language and the official rulemaking record of which this Calculator Tool is not a component. CalRecycle makes no representation that use of this Calculator Tool will ensure compliance with regulatory requirements. This Calculator Tool does not constitute legal advice. Jurisdictions are encouraged to seek legal counsel appropriate to their particular circumstances regarding compliance with regulatory requirements.

For technical assistance (including digital accessibility) on how to use the tool or to discuss the results obtained from the tool, please contact CalRecycle at: [SLCP.Organics@calrecycle.ca.gov](mailto:SLCP.Organics@calrecycle.ca.gov)

**COLOR KEY:**

Cell which cannot be edited

Cell which can be edited

**INSTRUCTIONS:**

Please see below for instructions and tips on how to use the procurement calculator tool. These instructions are broken into two sections, representing the two tabs in which the user may enter data (the "Procurement Target & Planning" tab and the "Procurement Details" tab), and into four instructional "**STEPS**." Each **STEP** is described below and provides guidance for entering data and using the tools in its respective tab. These, along with the "**NOTES**" included throughout the instructions and tool, will guide you on how to best use the tool.

The "Summary" and "Definitions" tabs do not require data input by the user. The "Summary" tab is a read-only informational section, which summarizes the procurement achieved for the reporting year, as entered into the "Procurement Details" tab. The "Definitions" tab provides definitions for terms used in this document.

- Further along in the “**Read Me**” tab, there is the following:
  - Disclaimer, which should be kept in mind when using this tool

- SLCP e-mail, which direct users to contact CalRecycle with any questions on the use of this tool
- Introduction of the color key used throughout the calculator tool
  - Color key notes which cells can be edited (in yellow) and which cannot (in green)
  - Those that cannot be edited (green) are informational or hold formulas
- The “**Read Me**” tab then goes through instructions to guide users through the tabs and the use of this tool

## Tab: Procurement Target & Planning

- Next tab of the calculator tool is the “**Procurement Target & Planning**” tab

- This tab is where users can calculate their procurement target and the quantities of recovered organic waste products they'll need to procure to meet their target
- This planning tab is essentially scratch paper, where users can crunch the numbers and plan out their strategy to meet their procurement target

Tab: Read Me

Tab: "Procurement Target & Planning"  
**STEP 1:** Enter the name of the jurisdiction (city, county, or city and county) and the reporting year.


Tab: Procurement Target & Planning

California Department of Resources Recycling and Recovery  
SB 1383 Procurement of Recovered Organic Waste Products Calculator Tool

**PROCUREMENT TARGET & PLANNING**

**STEP 1: Jurisdiction Name and Reporting Year**

Jurisdiction Name (City, County, or City and County)	Reporting Year:
Example City	2022



- **The first step** for using the procurement calculator tool is shown here. You can see that the “**Read Me**” tab at the top includes instructions that will guide users through the use of

each section of this tool. Here, the instructions in the “**Read Me**” tab correlates with **Step 1** of the “**Procurement Target & Planning**” tab, which directs users to:

- Enter the jurisdiction’s name & reporting year
  - You’ll see that for our example jurisdiction demonstration today, we have included “**Example City**” for our jurisdiction, and the reporting year of “**2022**,” which is the first year of compliance.

## Tab: Read Me

**STEP 2:** Determine the procurement target for the jurisdiction. This can be determined using one of two options below:

**Option 1:** Calculate the procurement target. This will be most helpful for planning purposes, allowing the jurisdiction to estimate their procurement target and the quantities of recovered organic waste products they shall procure. To calculate the procurement target, enter the population of the jurisdiction. This will be multiplied by 0.08, the per capita procurement target, to calculate the jurisdiction's procurement target. The jurisdiction population equals the number of residents in a jurisdiction, using the most recent annual data reported by the California Department of Finance (DOF). Click the link below for the population estimates for cities and counties:  
[DOF Population Estimates for Cities, Counties, and the State.](#)

**NOTE:** Per 14 CCR Section 18993.1(b), a jurisdiction's procurement target will be recalculated every five years. Therefore, the procurement target calculated on or before January 1, 2022 will remain the jurisdiction's procurement target for five years, until January 1, 2027 [unless a jurisdiction qualifies to use a reduced procurement target, per 14 CCR Section 18993.1(j)], even though more recent population data will be made available by the DOF.

## Tab: Procurement Target & Planning

<b>STEP 2: Annual Procurement Target</b>		
The jurisdiction population equals the number of residents in a jurisdiction, using the most recent annual data reported by the California Department of Finance. <a href="#">Click here for the jurisdiction population estimates from the California Department of Finance.</a>		
Description	Data	Unit
Jurisdiction Population:	100,000	Residents
Per Capita Procurement Target:	0.08	Tons of organic waste per California resident per year
<b>Procurement Target:</b>	<b>8,000.0</b>	Tons of organic waste

- **The Next Step, as guided through the “Read Me” tab, is Step 2:** Which instructs users on determining the jurisdiction’s procurement target

- There are two options included in the tool for the user to determine their procurement target
- **Option 1**, which is shown here, is for users to **calculate** their procurement target
  - To do this, they may look up their population estimate from the Department of Finance and enter this value
  - The formula used here is outlined in the regulations, in which the target is calculated by multiplying the jurisdiction's population by a per capita procurement target (0.08 tons of organic waste/person/year)
    - You'll see here that our example jurisdiction has a population of "100,000," therefore, their calculated procurement target is "8,000 tons of organic waste"
  - Note that at this time, this calculation will be an estimate of the jurisdiction's procurement target, as their official procurement target for 2022 will take into account newer population data than is currently available. We expect this population data to be available in May 2021 and CalRecycle will provide notice to jurisdictions of their official targets following the release of this data.



## Tab: Read Me

**Option 2:** Enter the procurement target for the jurisdiction directly. CalRecycle will annually notify each jurisdiction of their procurement target through posting on CalRecycle's website and through a direct written notice to the jurisdiction.

**NOTE:** Per 14 CCR Section 18993.1(j), a jurisdiction may be able to adjust their procurement target if their previous calendar year's procurement of energy products is less than their calculated procurement target. In the event that a jurisdiction qualifies to use a reduced procurement target, they may choose to use *Option 2* above, and directly enter this adjusted value.

## Tab: Procurement Target & Planning

### STEP 2: Annual Procurement Target

The jurisdiction population equals the number of residents in a jurisdiction, using the most recent annual data reported by the California Department of Finance.

[Click here for the jurisdiction population estimates from the California Department of Finance.](#)

Description	Data	Unit
Jurisdiction Population:		Residents
Per Capita Procurement Target:	0.08	Tons of organic waste per California resident per year
<b>Procurement Target:</b>	<b>8,000.0</b>	Tons of organic waste

- The second Option, as guided through the “Read Me” tab, allows users to enter their procurement target directly (rather than calculate)

- CalRecycle will inform jurisdictions annually of their procurement target through posting on our website and through direct written notification
  - Therefore, this Option may be of interest to jurisdictions as they are informed of these official targets
  - You'll see here that for our example jurisdiction, they have directly entered their procurement target of "8,000 tons of organic waste," rather than calculating it
- It's important to note that the procurement target for each jurisdiction will be recalculated every 5 years to account for changes in population. Therefore, the procurement target for the year of 2022 will be in effect for 5 years, until 2027

# Tab: Procurement Target & Planning

## PRODUCTS

The conversion factors below, from 14 CCR Section 18993.1(g) of the regulations, convert the procurement target into quantities of recovered organic waste products.

### Conversion Factors

1 Ton of Organic Waste in a Procurement Target Shall Constitute:

Recovered Organic Waste Product	Quantity	Unit
Renewable Gas in the form of Transportation Fuel	21	DGE
Electricity from Renewable Gas	242	kWh
Heat from Renewable Gas	22	therms
Electricity from Biomass Conversion	650	kWh
Compost	0.58	tons
Compost	1.45	cubic yards
Mulch	1	ton

## MEETING 100% OF THE PROCUREMENT TARGET THROUGH ONE PRODUCT

The quantity of each product below reflects how much a jurisdiction would need to procure to meet 100% of their procurement target through just one product.

Recovered Organic Waste Product	Quantity Procured Annually	Quantity Procured Monthly	Unit
Renewable Gas in the form of Transportation Fuel	168,000.0	14,000.0	DGE
Electricity from Renewable Gas	1,936,000.0	161,333.3	kWh
Heat from Renewable Gas	176,000.0	14,666.7	therms
Electricity from Biomass Conversion	5,200,000.0	433,333.3	kWh
Compost (tons)	4,640.0	386.7	tons
Compost (cubic yards)	11,600.0	966.7	cubic yards
Mulch	8,000.0	666.7	tons

- The “Procurement Target & Planning” tab then outlines:

- Conversion Factors outlined in the regulations that are used to convert the jurisdiction's procurement target into quantities of recovered organic waste products. These are used to determine how much of the recovered organic waste products must be procured to meet the procurement target.
  - The types of Recovered Organic Waste Products that a jurisdiction can procure to fulfill their procurement target are transportation fuel, electricity, or gas for heating derived from anaerobic digestion; electricity from biomass conversion; compost; and mulch.
- This tab also includes a table shown here that demonstrates how much a jurisdiction would need to procure if they met 100% of their procurement target through just one product.
  - A Jurisdiction can “customize” their procurement and procure the products that will fit their needs. They can meet their procurement target through the procurement of one product, or a mix of products.
    - Therefore, this table shows off the bat how much a jurisdiction would need to procure if they wanted to meet their target through just one product.
    - You'll see here that for our example jurisdiction, they would need to procure **168,000 DGEs of transportation fuel from renewable gas** if they wanted to meet their procurement target entirely through transportation fuel.
      - Similarly, our example jurisdiction could meet 100% of their procurement target if they procured **4,640 tons of compost**.

## Tab: Read Me

**STEP 3:** Determine the quantities of recovered organic waste products the jurisdiction must procure in order to fulfill their procurement target. This can be determined using one or both of the options below:

**Option 1:** Plan for Procurement Using Percent of Target Met

Enter the ratio, as percentages, of the recovered organic waste products that the jurisdiction plans to procure over the course of the reporting year to meet their procurement target. These percentages will be translated into quantities of the recovered organic waste products, to show how much of each product will need to be procured to meet the procurement target. The "Fulfillment of Procurement Target" progress bar indicates the progress the jurisdiction would achieve in fulfilling its procurement target through procurement as planned (the target will be met when the progress bar reads 100%).

## Tab: Procurement Target & Planning

### STEP 3: PLANNING FOR PROCUREMENT

#### Option 1: Plan for Procurement Using Percent of Target Met

Recovered Organic Waste Product	Percent of Procurement Target Met	Quantity Procured Annually	Quantity Procured Monthly	Unit
Renewable Gas in the form of Transportation Fuel		0.0	0.0	DGE
Electricity from Renewable Gas	30.00%	580,800.0	48,400.0	kWh
Heat from Renewable Gas	10.00%	17,600.0	1,466.7	therms
Electricity from Biomass Conversion		0.0	0.0	kWh
Compost (tons)	40.00%	1,856.0	154.7	tons
Compost (cubic yards)		0.0	0.0	cubic yards
Mulch	20.00%	1,600.0	133.3	tons
<b>Total</b>	<b>100.00%</b>			
<b>Fulfillment of Procurement Target (Using Option 1)</b>				
<b>100.00%</b>				

- However, many jurisdictions may choose to procure a mix of products to meet their procurement target.

- **The Next Step, as guided through the “Read Me” tab, is Step 3,** and allows users to calculate the quantities of products the jurisdiction would need to procure to meet their target if they were procuring a mix of products.
  - There are two options included in the tool for the user to make these calculations:
    - **The 1st Option, as guided through the “Read Me” tab:**
      - **Directs users to enter the ratio of the product mixes they plan to procure.** The user can enter how much of the procurement target they would plan to meet through each product.
      - **You’ll see here that for our example jurisdiction, if they were interested in meeting 20% of their procurement target through mulch, this would amount to 1,600 tons of mulch procured annually.**
      - This allows jurisdictions to see precisely how much would need to be procured annually to meet exactly 100% of their target.
        - The progress bar at the bottom of the screen, titled “Fulfillment of Procurement Target,” shows how much of the procurement target would be met with the procurement as planned.

## Tab: Read Me

**Option 2: Plan for Procurement Using Quantity Procured**

Enter the quantities of the recovered organic waste products that the jurisdiction plans to procure over the course of the reporting year. These quantities will also be translated into percentages, to show how much of the procurement target would be met with those procurement quantities. The "Fulfillment of Procurement Target" progress bar indicates the progress the jurisdiction would achieve in fulfilling its procurement target through procurement as planned (the target will be met when the progress bar reads 100%).

## Tab: Procurement Target & Planning

**Option 2: Plan for Procurement Using Quantity Procured**

Recovered Organic Waste Product	Quantity Procured Annually	Quantity Procured Monthly	Unit	Percent of Procurement Target Met
Renewable Gas in the form of Transportation Fuel		0.0	DGE	0.00%
Electricity from Renewable Gas	580,800.0	48,400.0	kWh	30.00%
Heat from Renewable Gas	17,600.0	1,466.7	therms	10.00%
Electricity from Biomass Conversion		0.0	kWh	0.00%
Compost (tons)		0.0	tons	0.00%
Compost (cubic yards)	4,640.0	386.7	cubic yards	40.00%
Mulch	1,600.0	133.3	tons	20.00%
		<b>Total</b>		<b>100.00%</b>

**Fulfillment of Procurement Target (Using Option 2)**

**100.00%**

- The Second Option, as guided through the “Read Me” tab:
  - Directs users to enter the quantity of each product they plan to procure

- This is then translated into percentages, to show how much of the procurement target would be met with those procurement quantities
- This may be of interest to jurisdictions who may (1) already be procuring recovered organic waste products and/or (2) already have an idea of the quantities they're planning to procure annually, and want to see how much of the target is met through these quantities.
- You'll see here that for our example jurisdiction, if they were interested in procuring **1,600 tons of mulch annually**, this would meet **20% of their procurement target**
- Again, the progress bar at the bottom of the screen, titled "Fulfillment of Procurement Target," shows how much of the procurement target would be met with the procurement as planned.



## Procurement Details

- Next tab of the calculator tool is the “**Procurement Details**” Tab

- This tab is where users can enter details on the procurement achieved during the compliance year, and where they can organize some of the information helpful for the recordkeeping and reporting requirements
- While the previous tab could be useful for developing a plan for procurement, this tab will be useful for tracking a jurisdiction's actual procurement and progress towards meeting their procurement goals

# Tab: Procurement Details

California Department of Resources Recycling and Recovery									
SB 1383 Procurement of Recovered Organic Waste Products Calculator Tool									
<b>PROCUREMENT DETAILS FOR THE REPORTING YEAR</b>									
<b>NOTE:</b> The section below is <u>not</u> the Implementation Record and does <u>not</u> encompass all of the documentation and details necessary for the Implementation Record.									
<p>There are additional recordkeeping requirements that a jurisdiction must keep in their Implementation Record (See 14 CCR Section 18993.2 for a complete listing), including:</p> <ul style="list-style-type: none"> <li>~ A description of how the jurisdiction will comply with the procurement requirements</li> <li>~ All invoices or similar records evidencing procurement by the jurisdiction and their direct service provider(s), as applicable</li> <li>~ Written certification(s) from: POTW(s) from whom renewable gas was procured and biomass conversion facility(ies) from whom renewable electricity was procured</li> <li>~ Copy of an adopted ordinance or similarly enforceable mechanism for the procurement of mulch</li> <li>~ The previous year's procurement of energy products if using an adjusted procurement target</li> </ul>									
Jurisdiction Name (City, County, or City and County):									
Reporting Year:									
Example City		2022							

- The “**Procurement Details**” tab starts off with a reminder to the user that this section is not intended to be jurisdiction’s Implementation Record, as there are additional

documentation and details necessary to meet the recordkeeping requirements that are not captured in this tool

- However, CalRecycle is currently developing an optional electronic recordkeeping tool that will encompass all of the recordkeeping requirements, and will be a sample electronic record that jurisdictions may choose to use to keep records & house their Implementation Record

# Tab: Read Me

**Tab: "Procurement Details"**

**STEP 4:** Record the details of the procurement of each recovered organic waste product over the reporting year to help determine and track the jurisdiction's progress in meeting its procurement target. This section can also help to gather and organize some of the information needed for the jurisdiction's Implementation Record, and help support the jurisdiction's procurement recordkeeping requirements. For further guidance on data entry in the "Procurement Details" section, please select the table's column headings (row 26) for more detailed instruction.

# Tab: Procurement Details

**STEP 4: PROCUREMENT DETAILS**

Record the details of the procurement of each recovered organic waste product over the reporting year to help determine and track the jurisdiction's progress in meeting its procurement target. The first two rows below demonstrate examples of what product procurement details might look like.

Date	Product	Quantity	Unit	Direct Procurement or Procurement through a Direct Service Provider?	Direct Service Provider Name, if Applicable	Product Supplier Name	Product Supplier Location	Product Supplier Contact Information	Details of Product Use	Location of Product Application, if Applicable	Other Notes
Example: 2-12-2022	Renewable Gas in the form of Transportation Fuel	50	DGE	Direct Procurement	N/A	Example City AD Facility	123 Sample Rd., Example City, CA	rng@examplecity.gov (123) 456-7890	RNG used to fuel City's refuse fleet vehicles	N/A	Link to electronic copy of RNG receipt
Example: 2/12/22	Compost (tons)	2	tons	Direct Service Provider	AAA Landscaping Services	Example City Composting Facility	456 Sample Rd., Example City, CA	compost@examplecity.gov (123) 456-7890	Compost applied to medians for Sample Rd. construction project	Sample Rd. medians	Link to electronic copy of compost invoice Link to electronic copy of contract with Direct Service Provider

- **The Next Step, as guided through the “Read Me” tab, is Step 4,** and allows users to record the details of procurement achieved during the compliance year. This may include details such as:
  - The product procured
  - How much was procured
  - Details of the entity from whom the product was produced (name, location, contact information)
  - And details of the product use
- These are just a few of the important details necessary for the recordkeeping requirements.
- Shown here is an example included in the Calculator Tool that demonstrates to users what this log of information might look like.

# Tab: Read Me

**Tab: "Procurement Details"**

**STEP 4:** Record the details of the procurement of each recovered organic waste product over the reporting year to help determine and track the jurisdiction's progress in meeting its procurement target. This section can also help to gather and organize some of the information needed for the jurisdiction's Implementation Record, and help support the jurisdiction's procurement recordkeeping requirements. For further guidance on data entry in the "Procurement Details" section, please select the table's column headings (row 26) for more detailed instruction.

# Tab: Procurement Details

Date	Product	Quantity	Unit	Direct Procurement or Procurement through a Direct Service Provider?	Direct Service Provider Name, if Applicable	Product Supplier Name	Product Supplier Location	Product Supplier Contact Information	Details of Product Use	Location of Product Application, if Applicable	Other Notes
1/1/2022	Electricity from Renewable Gas	1,600.0	kWh	Direct Procurement		Example City AD Facility	123 Sample Rd., Example City, CA	rng@examplecity.gov (123) 456-7890	Used to power City building needs		<a href="#">Electricity bill</a>
1/1/2022	Heat from Renewable Gas	80.0	therms	Direct Procurement		Example City AD Facility	123 Sample Rd., Example City, CA	rng@examplecity.gov (123) 456-7890	Used to heat City buildings		<a href="#">Gas heating bill</a>
3/10/2022	Compost (cubic yards)	100.0	cubic yards	Direct Procurement		Example City Composting Facility	456 Sample Rd., Example City, CA	compost@examplecity.gov (123) 456-7890	Compost giveaway to residents of City		<a href="#">Compost delivery invoice</a>
3/25/2022	Compost (cubic yards)	1,200.0	cubic yards	Direct Procurement		Example City Composting Facility	456 Sample Rd., Example City, CA	compost@examplecity.gov (123) 456-7890	Compost applied to City Park	City Park	<a href="#">Compost purchase invoice</a>
4/10/2022	Mulch	200.0	tons	Direct Service Provider	AAA Landscaping Services	Example City Composting Facility	456 Sample Rd., Example City, CA	compost@examplecity.gov (123) 456-7890	Mulch used in landscaping for various new construction projects	XYZ Construction Project	<a href="#">Contract with Direct Service Provider</a>

- **Following the example, jurisdictions then have a section to enter in these details for the procurement achieved in the compliance year.**


- **As guided through by Step 4 in the “Read Me” tab,** a jurisdiction can enter information for each “procurement event”
  - User could use “other notes” section to electronically link to other documents, invoices, etc., where they can organize this information
- Again, the Calculator tool can help users organize and keep track of their procurement, but they will have to keep separate record in their Implementation Record to include ALL recordkeeping requirements and documents
- **You’ll see here that for our example jurisdiction, they procured these quantities of products so far in 2022 and included various details of these procurement events here**



## Tab: Summary

- Next tab of the calculator tool is the “**Summary**” tab
  - This is a read-only tab, and doesn’t require any data entry by the user

- This tab summarizes and creates a report of all the procurement achieved in the reporting year, as entered in the previous “**Procurement Details**” tab
- This allows jurisdictions to keep track of the progress they’re making towards meeting the procurement target throughout the year, and to see their procurement achieved at year-end

Tab: Summary			
<b>California Department of Resources Recycling and Recovery</b>			
<b>SB 1383 Procurement of Recovered Organic Waste Products Calculator Tool</b>			
<b>PROCUREMENT SUMMARY FOR THE REPORTING YEAR</b>			
This tab will provide a summary of all procurement achieved for the reporting year, as entered in <b>STEP 4</b> of the "Procurement Details" tab. No data entry is needed in this tab.			
Jurisdiction Name (City, County, or City and County):		Reporting Year:	
Example City		2022	
<b>Fulfillment of Procurement Target</b>			
This progress bar indicates the progress the jurisdiction has achieved to-date in fulfilling its annual procurement target. The target will be met when the progress bar reads 100%.			
		<b>13.83%</b>	
<b>Procurement Target (Tons):</b>	<b>Total Tons Procured:</b>	<b>Tons Remaining:</b>	
8,000.0	1,107.0	6,893.0	
<b>NOTE:</b> If the procurement target is not listed above, please return to <b>STEP 2</b> of the "Procurement Target & Planning" tab to enter this information. The procurement target is needed			

- The “**Summary**” tab begins by restating the jurisdiction’s name and reporting year

- Then, the tab includes a metric to demonstrate the jurisdiction's progress towards achieving their procurement goals
  - The "**Fulfillment of Procurement Target**" progress bar indicates the progress the jurisdiction has achieved to-date in fulfilling its annual procurement target
  - You'll see here that for our example jurisdiction, they have **fulfilled almost 14% of their procurement target to date**, using the details of procurement entered in the "**Procurement Details**" tab
  - This section of the summary tab also restates the jurisdiction's procurement target and calculates how much of this target has been met, and how much remains

# Tab: Summary

## Total Procurement for the Reporting Year

The quantities below summarize the total products procured in the reporting year, as entered in **STEP 4** of the "Procurement Details" tab.

Recovered Organic Waste Product	Reporting Year Total	Unit
Renewable Gas in the form of Transportation Fuel	0.0	DGE
Electricity from Renewable Gas	1,600.0	kWh
Heat from Renewable Gas	80.0	therms
Electricity from Biomass Conversion	0.0	kWh
Compost (tons)	0.0	tons
Compost (cubic yards)	1,300.0	cubic yards
Mulch	200.0	tons

## Monthly Procurement Totals for the Reporting Year

This table summarizes the total products procured in each month of the reporting year, as recorded in **STEP 4** of the "Procurement Details" tab.

Recovered Organic Waste Product	Unit	January	February	March	April	May
Renewable Gas in the form of Transportation Fuel	DGE	0.0	0.0	0.0	0.0	0.0
Electricity from Renewable Gas	kWh	1,600.0	0.0	0.0	0.0	0.0
Heat from Renewable Gas	therms	80.0	0.0	0.0	0.0	0.0
Electricity from Biomass Conversion	kWh	0.0	0.0	0.0	0.0	0.0
Compost (tons)	tons	0.0	0.0	0.0	0.0	0.0
Compost (cubic yards)	cubic yards	0.0	0.0	1,300.0	0.0	0.0
Mulch	tons	0.0	0.0	0.0	0.0	200.0

- The “**Summary**” tab then outlines two more summary tables

- The "**Total Procurement for the Reporting Year**" table shows the total products procured in the reporting year, as recorded in the "**Procurement Details**" tab
  - If the "**Procurement Details**" tab includes all procurement achieved in the reporting year, the total quantities listed in this table can be reported to CalRecycle to meet the reporting requirements
    - These totals of the quantities of products procured during the compliance year are all that is required for the reporting requirements for procurement, unless a jurisdiction will be implementing a reduced procurement target
- The second table shown here is the "**Monthly Procurement for the Reporting Year**" table, which summarizes the total products procured in each month of the reporting year, as recorded in the "**Procurement Details**" tab, and allows a side-by-side comparison

# Tab: Summary

## Monthly Procurement Progress for the Reporting Year

This table demonstrates how much of the procurement target was met through each month of the reporting year, as recorded in **STEP 4** of the "Procurement Details" tab. This may be a helpful tool to assist jurisdictions in their subsequent reporting years to stay on track for meeting their goals, as they may compare their historical monthly p

Month	Percent of Target Met per Month
January	0.13%
February	0.00%
March	11.21%
April	2.50%
May	0.00%
June	0.00%
July	0.00%
August	0.00%
September	0.00%
October	0.00%
November	0.00%
December	0.00%
<b>Total</b>	<b>13.83%</b>


- Lastly, the “**Summary**” tab includes one final table titled “**Monthly Procurement Progress for the Reporting Year**”

- This table calculates how much of the procurement target was met in each month of the reporting year
- This may be a helpful tool to assist jurisdictions in their subsequent reporting years to stay on track for meeting their goals, as they may compare their historical monthly procurement achievements with current procurement progress



## Tab: Definitions

- The last tab of the calculator tool is the “**Definitions**” tab

California Department of Resources Recycling and Recovery SB 1383 Procurement of Recovered Organic Waste Products Calculator Tool	
	
<b>DEFINITIONS OF TERMS</b>	
This tab provides definitions for the terms and initialisms used in this document. No data entry is needed in this tab.	
Term	Definition
Compost	Product resulting from the controlled biological decomposition of municipal organic waste. Compost may only count towards the jurisdiction's procurement target if it is produced at either a compostable material handling operation or facility or a large volume in-vessel digestion facility that composts on-site, as described in 14 CCR Section 18993.1(f)(1).
DGE	Diesel Gallon Equivalent. The amount of renewable gas in the form of transportation fuel that has the equivalent energy content of one gallon of conventional diesel.
Direct Procurement	Reflects recovered organic waste products directly procured by the jurisdiction for its use or giveaway.
Direct Service Provider	A person, company, agency, district, or other entity that provides service(s) to a jurisdiction pursuant to a contract or other written agreement, as provided in 14 CCR Section 18982(a)(17). For the purposes of the procurement of recovered organic waste products, a jurisdiction may have a written contract or agreement with a direct service provider that requires the direct service provider to procure products on behalf of the jurisdiction, which can count towards the jurisdiction's procurement target.
Electricity from Biomass Conversion	Electricity generated from biomass facilities that convert recovered organic wastes, such as wood and prunings from the municipal stream, into electricity. Electricity procured from a biomass conversion facility may only count toward the jurisdiction's procurement target if the facility receives feedstock directly from certain permitted or authorized compostable material handling operations or facilities, transfer/processing operations or facilities, or landfills, as described in 14 CCR Section 18993.1(i).
Electricity from Renewable Gas	Renewable Gas that is used as electricity. (See definition of "Renewable Gas")
Heat from Renewable Gas	Renewable Gas that is used for heating applications. (See definition of "Renewable Gas")
Jurisdiction	For the purposes of the procurement of recovered organic waste products, "jurisdiction" means a city, a county, or a city and county, as described in 14 CCR Section 18993.1(a).

- This tab provides definitions for the terms and initialisms used in the document, heavily referencing the regulatory definitions

- This is an important reminder to users to ensure the products they are procuring do indeed meet the requirements and definitions outlined in the regulations

# THANK YOU!

## Resources:

SB 1383 Home Page:

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

To stay up to date, sign up for CalRecycle’s “Short-Lived Climate Pollutants (SLCP)” listserv:

<https://www2.calrecycle.ca.gov/Listservs/Subscribe/152>

## CalRecycle Contacts:

SLCP Inbox: [slcp.organics@calrecycle.ca.gov](mailto:slcp.organics@calrecycle.ca.gov)



That’s it for my presentation! Please be sure you are signed up for our SLCP listserv to stay up to date on all developments, including future webinars and release of tools.

As a reminder, this is being recorded and will be posted on the website for future education.

Please do check out our webpage and attend those upcoming regional webinars if you would like more information on the procurement requirements. And feel free to contact us with any questions.

Thank you so much for listening in!

# QUESTIONS?

## Q&A Guidance

- ❖ Type your question into the “Question” pane (GoToWebinar) or to SLCP inbox (SLCP.Organics@calrecycle.ca.gov)
- ❖ Questions should focus on Procurement Calculator Tool
- ❖ CalRecycle staff will go through the questions on a first come first served basis
- ❖ We will aim to get to as many different people as possible.
- ❖ To ask a question over the webinar, you must unmute yourself on your end; please state your affiliation.
- ❖ If we are unable to answer your question during the webinar, CalRecycle staff will follow up with you.
- ❖ We will not use the “raise hand” function.
- ❖ Contact info: SLCP.Organics@calrecycle.ca.gov

- If you are watching through the GoToWebinar, please submit any questions you have in the “Question” feature. For those joining in through CalRecycle’s broadcast, you may submit questions to our SLCP inbox listed here.