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
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.
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.
• First tab of the calculator tool is the “Read Me” tab
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)
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
• 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.
• **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.
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.
• 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
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.
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.
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.
• 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
• 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: Procurement Details

**STEP 4: PROCUREMENT DETAILS**

Record 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Product</th>
<th>Quantity</th>
<th>Unit</th>
<th>Source Procurement or Procurement Through a Direct Service Provider?</th>
<th>Direct Service Provider Name, If Applicable</th>
<th>Product Supplier Name</th>
<th>Product Supplier Location</th>
<th>Product Supplier Contact Information</th>
<th>Details of Product Use</th>
<th>Location of Product Application, If Applicable</th>
<th>Other Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 1-12-2022</td>
<td>Renewable Gas in the form of Transportation Fuel</td>
<td>80,000</td>
<td>CFE</td>
<td>Direct Procurement</td>
<td>Example City AD Facility</td>
<td>123 Sample Rd, Example City, CA</td>
<td><a href="mailto:nrg@samplecity.gov">nrg@samplecity.gov</a></td>
<td>415-444-7657</td>
<td>RNG Used in Fuel City’s refuse test vehicles</td>
<td>NA</td>
<td>Limit to video/route copy of RNG receipt</td>
</tr>
<tr>
<td>Example: 3-1-2022</td>
<td>Compost (Biosolids)</td>
<td>7,200</td>
<td>Yard</td>
<td>Direct Service Provider</td>
<td>AAA Landscaping Services</td>
<td>456 Sample, Inc., Example City, CA</td>
<td><a href="mailto:compost@samplecity.gov">compost@samplecity.gov</a></td>
<td>415-444-7657</td>
<td>Compost applied to medians for Sample Lot construction project</td>
<td>NA</td>
<td>Limit to video/route copy of compost receipt</td>
</tr>
</tbody>
</table>

**Tab: Read Me**

**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. 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.
• 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.
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**
• 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
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.
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
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
The last tab of the calculator tool is the “Definitions” tab.
DEFINITIONS OF TERMS
This tab provides definitions for the terms and initialisms used in this document. No data entry is needed in this tab.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compost</td>
<td>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).</td>
</tr>
<tr>
<td>DGE</td>
<td>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.</td>
</tr>
<tr>
<td>Direct Procurement</td>
<td>Reflects recovered organic waste products directly procured by the jurisdiction for its use or giveaway.</td>
</tr>
<tr>
<td>Direct Service Provider</td>
<td>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.</td>
</tr>
<tr>
<td>Electricity from Biomass Conversion</td>
<td>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(d).</td>
</tr>
<tr>
<td>Electricity from Renewable Gas</td>
<td>Renewable Gas that is used as electricity. (See definition of &quot;Renewable Gas&quot;)</td>
</tr>
<tr>
<td>Heat from Renewable Gas</td>
<td>Renewable Gas that is used for heating applications. (See definition of &quot;Renewable Gas&quot;)</td>
</tr>
<tr>
<td>Jurisdiction</td>
<td>For the purposes of the procurement of recovered organic waste products, &quot;jurisdiction&quot; means a city, a county, or a city and county, as described in 14 CCR Section 18993.1(a).</td>
</tr>
</tbody>
</table>

• 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
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!
Q&A Guidance

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