

# SB 1383 Deep Dive Workshop 1: Paper Procurement Overview & Resources



Green Purchasing Roundtable  
November 8, 2021



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*Local Action, Global Impact.*

# Welcome! Introduce Yourself

- Click on Google Doc link in chat
- Enter your name, role, and something you like about Fall
- Scroll to view your colleagues on the line!



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# Agenda

- *Welcome*
- ***Presentation:***  
*Paper Purchase Requirements and Resources*
- ***Breakout Groups Round 1: Resources***
- ***Tee-up: Many Ways to Buy***
- ***Breakout Groups Round 2: How You Buy***
- *Teaser for Workshop 2*
- *Evaluations and Close*



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# Housekeeping



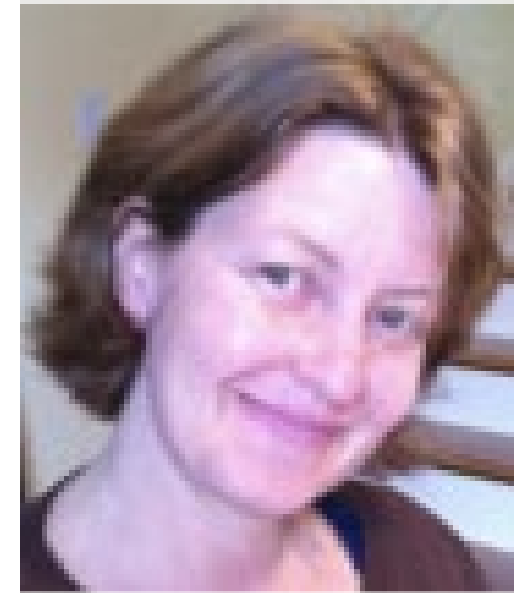
- Please enable video!
- Please be present & participate. If stepping away, send chat to **Caroline**
- To save time for breakouts, please “chat” questions to all
- We will record the main session
- Recording will be shared
- If you’re a new registrant today, chat your email address to **Olivia**

# Introductions: New Consultants



Karl Bruskotter & Stacey Foreman  
*Sustainable Procurement Advisors*

1:1 Technical Assistance to cities



Alicia Culver  
*Responsible Purchasing Network*

Source for in-depth technical

# Introductions: Who's Here?

Wave by group:

- Cities by Alameda County subregion:
  - TriValley
  - North County
  - South County
- Stopwaste & Alameda County staff
- Inside Alameda County Non-Cities
- Outside Alameda County



# SB 1383 Paper Procurement Requirements

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## What You Need to Know

Green Purchasing Roundtable

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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 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 climate pollutants by mandating organic waste be diverted from landfills and surplus edible food be recovered for human consumption
- Takes effect January 1, 2022

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

# SB 1383 – How Paper Fits In

- Generators required to recycle paper
  - Demand for this material is needed to support development of end markets
- Regulations require the purchase of post-consumer recycled paper to help build these markets

## Other Benefits

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

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

# Reminder: Reduce Paper Use First!

- Savings from reducing use could be used to justify higher cost recycled content paper purchases
- Few ways to do so:
  - Enable digital workflow
  - Allow for digital signatures
  - Use behavior change techniques to encourage efficient use



*Sticker placed on restroom paper towel dispensers in County owned buildings*

# Paper Purchasing\* Requirements

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

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

\*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.

# 1

# Recycled Content

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

- Reinforces existing public contract code<sup>1</sup>
- Allows for exceptions for fitness, quality, or higher cost
  - Maintain justifications for non-compliant purchases in implementation record
- Applies to all paper purchases, including printed material distributed by you
  - May not apply to papers purchased and used by your vendors (but it's a good idea to do, anyway!)

## Implementation Tips

- Include 30% PCR as minimum standard in contracts.
- Require departments to justify purchases when they do not.
- Extend to your service contracts, when feasible.

<sup>1</sup>Public Contract Code [Section 22150-22154](#)



# Recyclability

Purchase papers that are eligible to be labeled with an “unqualified recyclable label<sup>1</sup>”

- Means recycling facilities are available to 60% of consumers
- Require vendors to verify 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 lined or 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

### Availability of Records

- Store centrally with other implementation records
- Enter records within 60 days of creation
- Make available upon request within 10 business days
- Inability to gather records is not justification for not maintaining a record



# Recordkeeping Details

For all paper products purchased, show:

## Recycled Content

- Vendor can certify in writing, e.g., usage report
- 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

Include  
justification  
for purchases  
that are not  
compliant







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# Resources

# Factsheet

- Simplified overview of requirements
- Implementation strategy tips
  - When vendors are known
  - When purchasing is decentralized
- Q&A, plus ideas
  - Based on two conversations with CalRecycle staff & County interpretation

*We welcome feedback to improve it.  
Consider adapting for your own use!*

**SB 1383 Paper Procurement Factsheet**

Adapted from CalRecycle Website ([www.calrecycle.ca.gov/organics/sicp](http://www.calrecycle.ca.gov/organics/sicp))

Beginning 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 that are recyclable and contain at least 30% post-consumer recycled content when they are available in the marketplace at competitive costs.

All paper products and printing and writing paper are covered, unless exempted. 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"><li>• Copy paper</li><li>• Watermark</li><li>• Note pads</li><li>• Offset</li></ul>	<ul style="list-style-type: none"><li>• File folders</li><li>• Envelopes</li><li>• Sticker notes</li><li>• Boxes &amp; packaging</li></ul>	<ul style="list-style-type: none"><li>• Calendars</li><li>• Brochures</li><li>• Magazines</li><li>• Posters</li><li>• Newsprint</li></ul>	<ul style="list-style-type: none"><li>• Toilet paper</li><li>• Paper towels</li><li>• Facial tissues</li><li>• Toilet seat covers</li></ul>

Recordkeeping	Why Focus on Paper?
<p>Your city will need to maintain records showing the post-consumer recycled content and recyclability of <b>all paper purchases</b>, including:</p> <ul style="list-style-type: none"><li>• Copies of all invoices, receipts, vendor reports, or other proof of purchase that describe the procurement of paper products by volume and type for all paper purchases.</li><li>• Written certification(s) of the recycled content of each paper product. These can come from:<ul style="list-style-type: none"><li>• Paper vendors, such as a usage report</li><li>• Manufacturer or vendor websites</li><li>• Product labels, invoice, receipts, etc.</li></ul></li><li>• Written documentation from the product vendor certifying the products are recyclable.</li></ul>	<p>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.</p> <p>Your local government can make an even bigger impact by minimizing use of paper products. Consider adopting digital workflow tools or reminding staff to only use one or two paper towels in the restroom.</p>

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 legal counsel for questions regarding your jurisdiction's compliance efforts.

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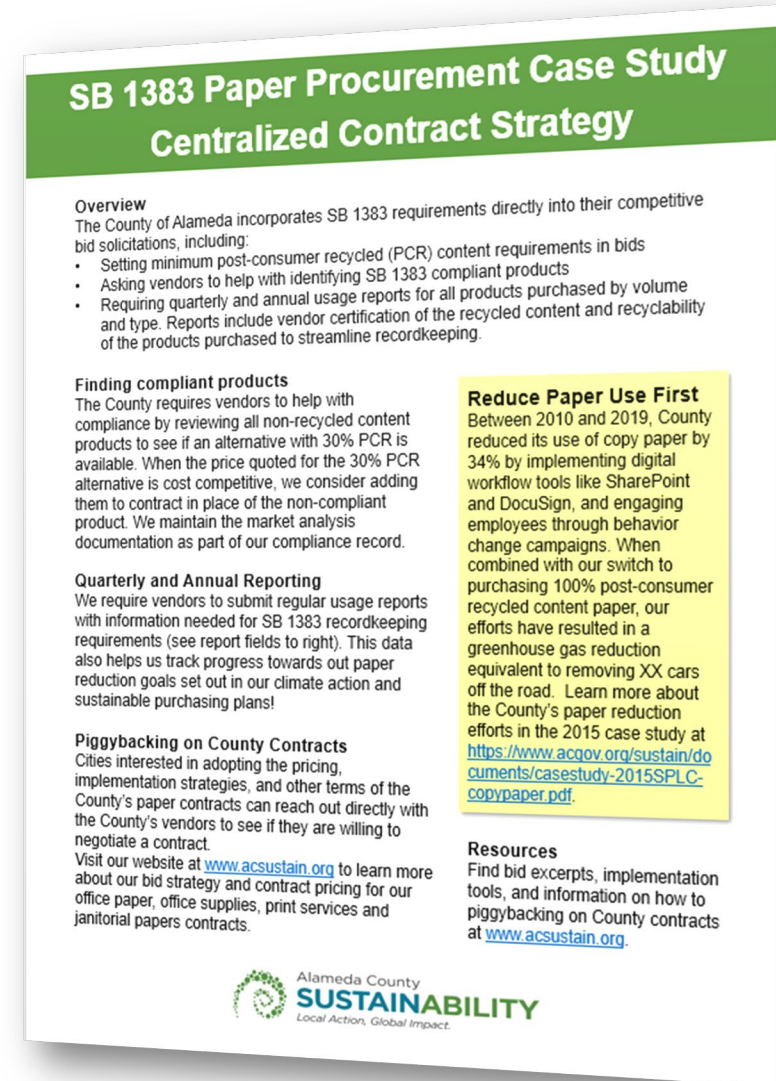
# Alameda County Case Study<sup>1</sup>

- Alameda County example:
  - Centralized contract strategy
  - Highlights efforts to reduce paper use first, resulting in a 34% reduction and \$100K in annual savings!

*We'd love to highlight a decentralized purchasing case study. Contact us if you are willing!*

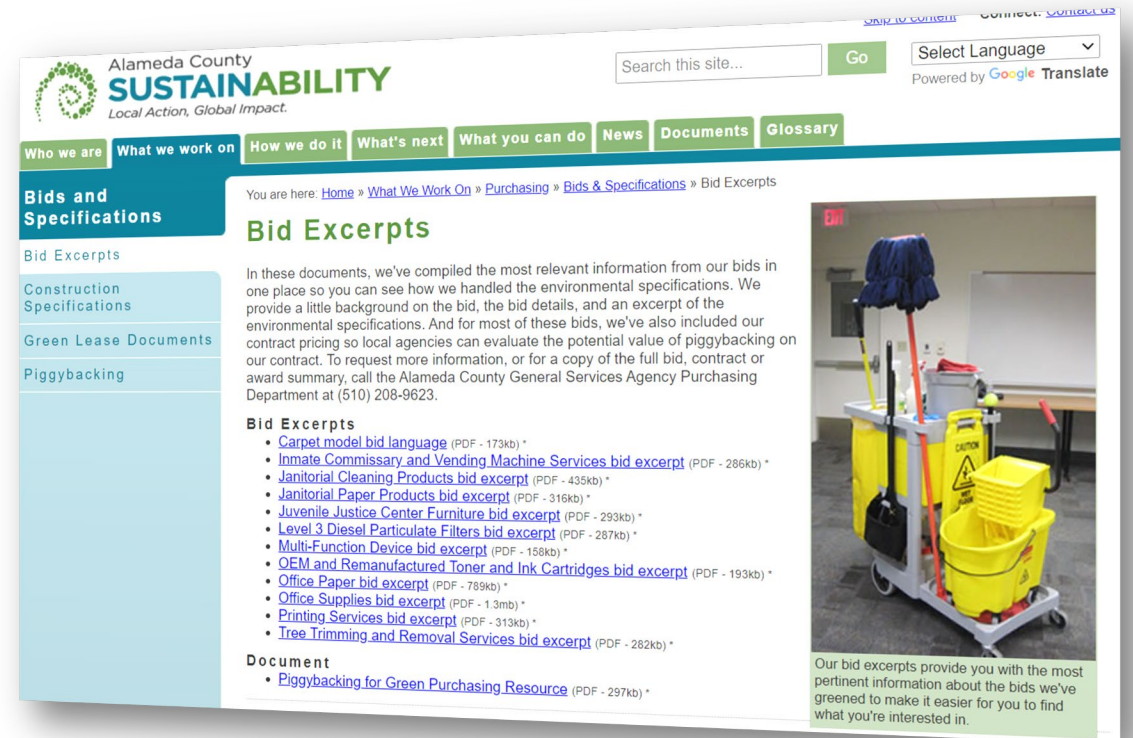
<sup>1</sup> Find more Alameda County case studies:

- 2020 Roundtable [Webinar](#) on SB 1383 paper procurement strategy
- 2015 Sustainable Purchasing Leadership Council award winning [case study](#)



# Resources on acsustain.org

- Bid excerpts\*; which include
  - Environmental performance specifications
  - Vendor information
  - Contract items with pricing
  - <https://www.acgov.org/sustain/what/purchasing/bids/excerpts.htm>
- Piggybacking tip sheet
  - <https://www.acgov.org/sustain/what/purchasing/bids/excerpts.htm>
- Success stories with narrative of our contracting approach
  - <https://www.acgov.org/sustain/what/purchasing/success/supplies.htm>



\*Bid excerpts may still contain non-compliant specifications for paper products. As we update our contracts, we will modify these excerpts.



# Policy Templates

- Not required for compliance, but might be useful:
  - Establish roles and responsibilities
  - Provide guidance to employees
  - Set expectations for accountability
- Consider incorporating other city policy goals, like:
  - Energy and water efficiency
  - Higher recycled content
  - Third party certifications like Green Seal



CalRecycle

SB 1383 Implementation Tools  
Model Recovered Organic Waste  
Product Procurement Policy

<https://calrecycle.ca.gov/organics/slcp/education/#model>

## Green Spend Policy Strategy



Alameda County member agencies:  
Contact Sustainable Purchasing Advisors for  
technical assistance.



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# Office Supplies Market Assessment



## Ideas for using this research:

- A starting place for developing an approved products list for departmental purchasers
  - Vendors might offer more options
- Develop a market basket list for a competitive bid
  - Specify environmental performance
  - Or request named product or equivalent

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

Product	Color	Mfr. Item #	Brand	Vendor #1	Vendor #2	PCRC	TRC	Third-Party Certification
<a href="#">SKILCRAFT® 100% Recycled Process Chlorine-Free Paper Pads 8 1/2" x 1", Legal Ruled, White, 25 Sheets, Pack Of 12</a>	White	7530-01-516-9627	SKILCRAFT	<a href="#">Office Depot</a>		100%	100%	Chlorine-free Product Association (CFC)
<a href="#">Roaring Spring Bio-Preferred Legal Pads, 8.5" X 11"</a>	White	ROA24326	Roaring Spring Paper Products	<a href="#">Staples</a>		70%	100%	
<a href="#">Earthwise® by Ampad® 100% Recycled Paper Legal Pad, 5"x8", White, Medium Rule, 40 SH/PD, 6 PD/PK</a>	White	40-112R	TOPS	<a href="#">Staples</a>		50%	100%	
Nature Saver 100% Recycled Junior Legal Pads, 5" X 8"	White	NAT00863	Nature Saver	<a href="#">OfficeSupply.com</a>	<a href="#">Walmart</a>	40%	100%	
<a href="#">TOPS Second Nature Notepads, 8.5" x 11.75", Legal-Ruled, White, 50 Sheets/Pack, 12 Pack/Pack</a>	White	TOP34888	TOPS	<a href="#">Staples</a>	<a href="#">Office Depot</a>	100%	100%	

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.

# 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			

Edible Food Recovery | ROWP Procurement | **Paper Procurement** | Inspection and Enforcement

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





# Breakout Groups: Resources



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# Many Ways to Buy Paper Products



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# Share: How much do you buy “on contract”?

## Buying paper products from a contracted vendor

- Went out to bid
- Have an active contractual agreement
- Piggybacking
- Could be one vendor or multiple

## Buying paper products off contract (“decentralized”)

- Buying without an agreement
- P-cards
- Amazon, etc.



# Approaches can vary across an organization

Service Contract

All on contract

Most on contract

Mixed

Most decentralized

All decentralized

Don't Know

- All departments might not buy the same way
- Paper office supplies, janitorial papers, print services may be bought different ways
- Some may be bought as part of a service (especially janitorial) *Note: SB 1383 may not apply to these purchases*
- You may not know

# Activity: Place Your Jurisdiction

## Paper Office Supplies

Service Contract

All on contract

Most on contract

Mixed

Most decentralized

All decentralized

Don't Know

Alameda  
(Blaisdell's)

Oakland  
(Staples)

CVSan  
(AAA)

Emeryville

Fremont

Dublin

Piedmont  
(Synergy)

Livermore  
(Office Depot;  
Amazon and others allowed)

Berkeley

*Might share approaches!*



# Breakouts

- How are your purchases organized? (answer in the tables)
  - Slide 17 for cities
  - Slide 22 for counties
  - Note data you still need to collect or clarify
- What is similar or shared between you? How can you help one another?
- Questions you still have



# Breakout Groups: How YOU Buy



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# Teaser for Workshop 2: Compliant Paper Procurement With or Without a Contract

- Strategies for working with your vendor
  - Including compliant reporting
- Strategies for engaging staff throughout an organization
  - Streamlining reporting from numerous sources
- Comparing different strategies

**Wednesday  
November 17,  
10 AM – 12  
Noon**

**Live  
technical  
assistance!**





**Please fill out our evaluation**



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**Thank you**  
***See you on November 17!***



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