

C A L I F O R N I A S T A T E U N I V E R S I T Y

BUY RECYCLED HANDBOOK

Fiscal Year 2013-2014

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- 1. The Annual Reports for FY 13-14 must be submitted, no later than August 29, 2014 to:**

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Introduction

Background

The State Agency Buy Recycled Campaign (SABRC) is a joint effort between the Department of General Services (DGS) and the California Department of Resources Recycling and Recovery (CalRecycle) to implement State law. Public Contract Code (PCC) sections 12200–12320 require State agencies and the Legislature to purchase recycled-content products (RCP) instead of non-recycled-content products.

It is the CSU's policy to promote environmentally responsible procurement practices. Campuses are encouraged to comply with the Buy Recycle Campaign requirements by developing procedures that ensure the purchase of goods that contain recycled content or that may be recycled or reused when discarded.

The CSU Buy Recycle Handbook

This handbook was produced to assist the CSU campuses and administrative offices with the requirements for purchasing recycled-content products. It contains “desk instructions” to assist the campus Buy Recycle Coordinators with performing their Buy Recycle duties. These instructions along with the Buy Recycle policy, contained in the CSU Policy Manual for Contracting & Procurement, were written specifically for the CSU and developed to be in compliance with all applicable laws and regulations. It should be noted that the CSU requirements might differ from those for DGS state agencies and while DGS/CalRecycle Buy Recycle guidelines are helpful, campuses should carefully review this handbook and CSU Policy Manual for applicable requirements.

This handbook contains procedural guidelines as well as policy requirements. Policy requirements are also contained in the procurement policy manual and in the event of an inconsistency; campuses should follow the policy manual. Procedural guidelines are provided to campuses for use as a model only and may be modified to be consistent with campus procedures and requirements.

Buy Recycle Content Requirements

Product Categories	Content Requirements (Percent)	Procurement Mandates (Percent) ¹
Antifreeze (AF)	70% Postconsumer	50%
Paper products (PP)	30% Postconsumer	50%
Printing and writing paper (PW)	30% Postconsumer	50%
Plastic products (PL)	10% Postconsumer	50%
Mulch, Compost and co-compost (CO)	80% Total Recycled Content	50%
Glass products (GL)	10% Postconsumer	50%
Lubricating oils (LO)	70% Postconsumer	50%
Paint (PT)	50% Postconsumer	50%
Tire-derived products (TD)	50% Postconsumer	No requirement.
Tires (TI)	50% Total Recycled Content 10% Postconsumer	50%
Metal products (ST)	10% Postconsumer	50%
Reused or Refurbished	No Minimum	No requirement

Notes:

- (1) The numbers in the Procurement Mandated column indicate the percentage of all dollars spent in the product category to be spent on RCPs in that category for each fiscal year.

Product Categories (as defined in PCC section 12207 and 12209)

Antifreeze includes recycled antifreeze, and antifreeze containing a bittering agent or made from polypropylene or other similar nontoxic substance. To count towards attaining the mandated goals, recycled antifreeze must contain at least a 70 percent postconsumer recycled content by weight.

Paper Products, including, but not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, and hanging files, building insulation and panels, corrugated boxes, tissue, and toweling. To count towards attaining the mandated goals, recycled paper products must contain at least 30 percent by fiber weight, postconsumer fiber.

Printing and Writing Paper including, but not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications. To count towards attaining the mandated goals, recycled paper products must contain at least 30 percent by fiber weight, postconsumer fiber.

Plastic Products - including, but not limited to, printer or duplication cartridges, diskette, carpet, office products, plastic lumber, buckets, wastebaskets, containers, benches, tables, fencing, clothing, mats, packaging, signs, posts, binders, sheet, buckets, building products, garden hose, and trays. To count towards attaining the mandated goals, the total weight shall consist of at least 10 percent postconsumer material.

Mulch, Compost and Co-Compost Products – including soil amendments, erosion controls, soil toppings, ground covers, weed suppressants, and organic materials used for water conservation.

- (1) "Compost" means a product that meets the following requirements:
 - (A) It results from the controlled biological decomposition of organic materials, including, but not limited to, yard trimmings and wood byproducts that are separated from the municipal solid waste stream at the source of generation or at a centralized facility, or other source of organic materials.
 - (B) It is produced by a public or private supplier that is in compliance with the board's composting operations regulatory requirements.
- (2) "Co-compost" means a product that meets the following requirements:
 - (A) It results from the controlled biological decomposition of a blend of organic materials, including, but not limited to, yard trimmings and wood byproducts that are separated from the municipal solid waste stream at the source of generation or at a centralized facility, and also including, but not limited to, biosolids or other comparable substitutes such as livestock, horse, or other animal manure, food residues, or fish processing byproducts.
 - (B) It is produced by a public or private supplier that is in compliance with the board's composting operations regulatory requirements.
- (3) "Mulch" means a product that meets the following requirements:
 - (A) It results from the mechanical breakdown (chipping and grinding) of materials, including, but not limited to, yard trimmings and wood byproducts that are separated from the municipal solid waste stream at the source of generation or at a centralized facility.

(B) It is produced by a public or private supplier that is in compliance with the board's composting operations regulatory requirements. For recycled compost, co-compost, and mulch, at least 80 percent of the product shall consist of materials that would otherwise be normally disposed of in landfills.

Glass Products - including, but not limited to, windows, test tubes, beakers, laboratory or hospital supplies, fiberglass (insulation), reflective beads, tiles, construction blocks, desktop accessories, flat glass sheets, loose-grain abrasives, de-burring media, liquid filter media, and containers. To count towards attaining the mandated goals, recycled glass products must contain at least 10 percent postconsumer material.

Lubricating Oil Products - including, but not limited to, any oil intended for use in a crankcase, transmission, engine, power steering, gearbox, differential chainsaw, transformer dielectric fluid, cutting, hydraulic, industrial, or automobile, bus, truck, vessel, plane, train, heavy equipment, or machinery powered by an internal combustion engine. To count towards attaining the mandated goals, recycled lubricating oils must consist of at least 70 percent re-refined oil by weight.

Paint - including, but not limited to, water-based paint, graffiti abatement, interior and exterior, and maintenance. Recycled paint shall have a recycled content consisting of at least 50 percent postconsumer paint. Pre-consumer or secondary paint does not qualify as "recycled paint" If paint containing 50 percent postconsumer content is unavailable, or is restricted by a local air quality management district, campuses may substitute paint with at least 10 percent postconsumer content.

Tire-Derived Products - including, but not limited to, flooring, mats, wheelchair ramps, playground cover, parking bumpers, bullet traps, hoses, bumpers, truck bed liners, pads, walkways, tree ties, road surfacing, wheel chocks, rollers, traffic control products, mud flaps, and posts. For tire-derived products, the total content shall consist of at least 50 percent recycled used tires.

Tires - including, but not limited to, truck and bus tires, and those used on fleet vehicles and passenger cars. All tire purchases are to be reported. Retreaded tires must use an existing casing that has undergone an approved or accepted recapping or retreading process, in accordance with PRC section 42400. However, only tires 16 inches and greater are recommended to be retreaded. At this time, only tires 16 inches and greater are known to be available that pass all applicable standards and specifications for retreaded tires. To count towards attaining the mandated goals, recycled tires must contain at least 50 percent by weight postconsumer material, with at least 10 percent being post-consumer material. Retreaded tires qualify as RCPs under the reuse definition. Therefore, the recycled-content requirements for retreaded tires are met because it is a remanufactured product. Retreaded tires should be reported under the tire category either by 15 inches and smaller or larger than 15 inches.

Examples: Passenger, truck, bus, trailer, equipment tires.

Metal Products, including, but not limited to, staplers, paper clips, steel furniture, desks, pedestals, scissors, jacks, rebar, pipe, plumbing fixtures, chairs, ladders, file cabinets, shelving, containers, lockers, sheet metal, girders, building and construction products, bridges, braces,

nails, and screws. For recycled metal products, the total weight shall consist of at least 10 percent postconsumer material. All steel products are recycled-content steel products.

Reused or refurbished Products, For reused or refurbished products, there is no minimum content requirement.

Campus Responsibilities

The CSU Contracts and Procurement Manual requires that the campuses:

1. Purchase RCPs instead of non-RCPs if fitness and quality are equal and the RCP is available at no more than the total cost of the non-RCP.
2. Require all contractors to certify the recycled content of all RCP purchased.
3. Attain the RCP procurement mandates.
4. Submit Buy Recycle procurement reports annually.
5. Establish purchasing practices that ensure the purchase of materials, goods, and supplies that may be recycled or reused when discarded.

Certification Requirements

The CSU is mandated to require all contractors/bidders to certify in writing the minimum percentage, if not the exact percentage of post-consumer material in the products, materials, goods, or supplies sold or offered to the CSU. This certification shall be furnished under penalty of perjury. Products with no recycled content do not require certification; however a contractor may choose to provide a certification stating that the product has zero recycled content.

To ensure that this requirement is passed on to the contractor, campuses should require contractors to provide certifications with their bids or proposals and to include a certification requirement in the General Provisions that are issued with each contract.

Once a product has been certified it does not need to be recertified until the recycled content of the product has changed from the amount previously certified. For example, follow-on suppliers do not need to submit a certification if a valid certification for the same product has been submitted previously and is on file.

For exceptions to the submittal of a recycle content certification, see Exceptions and Special Considerations below.

Form of Certification

The certification is not required to be in any specific format. Campuses may require contractors to use the Recycled-Content Certification form, contained herein, or certification of recycled content may be identified on a website, in a product catalog, on product packaging, or by some other means, as long as the relevant information is provided by the contractor.

Certification Files

The method for the filing Buy Recycled Content certifications is not prescribed. Also, no requirement exists for campuses to develop and maintain a completely separate and dedicated file for Buy Recycled Content certifications, though this is an option open to the campuses. The only requirement for filing certifications is traceability from the recycled content product procured to the certification.

Certifications may be submitted and/or filed in electronic form, hardcopy form, or a combination of both. The procurement file may contain a copy of the certification or may specify a link to another location, either virtual or physical, where the certifications may be found. For example, if the certification is located on a manufacturer's website, the file may identify the link to the webpage or contain a hardcopy of the webpage.

Reporting Requirements

Buy Recycle Procurement Reports are due at the end of August of each year and should be submitted to:

Jason Stanton
401 Golden Shore
Long Beach, CA 90802
Voice: 562 951-4584
Email: jstanton@calstate.edu

The Buy Recycle Report must be on the CSU Buy Recycled Report form, contained herein.

Reportable Purchases/Products

With the exceptions as noted herein, all contracts for goods, services and ITR that include delivery of products within the reportable categories must be tracked and included in the annual Buy Recycle Report. Products that do not fall within the reportable categories do not have to be reported. Tracking and reporting of reportable products must, as a minimum, be to the detail required by the Buy Recycle Report Form.

With the exception of purchases from other CSU campuses, purchases of recycle content products by a campus should be included in the annual report regardless of the source. This includes but is not limited to purchases from private firms, PIA, Office of State Publishing, and other public agencies.

Determination of Product Category

Each product should be reported in one of the reportable categories. For products that appear to be made from more than one type of material, campuses should use the category that appears to be the majority recycled material type. This decision may be made based any reasonable method available including visual examination.

Solicitation Requirements

Preference for Tire Derived Products and Recycled Paper Products

Campuses shall allow a price preference to the suppliers of recycled tire-derived products and recycle paper products. This preference shall be 5 percent for bids offering tire-derived products and up to 10 percent for bids for recycle paper products. For bid evaluation purposes, the preference percentage should be multiplied by the lowest bid or price quoted by the supplier offering similar products made from non-recycled components then that amount subtracted from the bid price of the suppliers offering qualifying recycled products. This preference is for purposes of bid evaluation only. The value of contract to be awarded shall be exclusive of any preference calculations that may have been used for bid evaluations.

The combined amount of preference granted shall not exceed one hundred thousand dollars (\$100,000) and shall not exceed fifty thousand dollars (\$50,000) if a preference exceeding that amount would preclude an award to a certified small business that offers a similar product made of non-recycled tire components.

To encourage the use of recycled tires, contracts should be awarded to the bidder whose product has the greatest percentage of recycled tire content if the fitness, quality, and price are otherwise equal.

Certifications

If feasible, solicitations should require submittal of recycled content product certifications with the contractor's bid.

Contract Clause

If it is not feasible for the contractor to submit buy recycle certifications with their bid then include a clause in the contract that requires the submittal of the buy recycled certifications subsequent to contract award.

Exceptions and Special Considerations

Incidental Products – Products resulting from Service or ITR contracts do not have to be reported if the value of the service or technology far exceeds the cost of the material content of the product. As an example, if a report is required to be delivered for the performance of a consultant contract and the labor cost of the consultant services far exceeds the value of the paper that the report is printed on, the paper does not have to be reported. The exception to this is if the material cost of the paper was separately identified.

In the event the material cost of a product is not insignificant, as compared to the value of the service or technology that went into the product, the value of the material should be reported. The value of the material may be determined by any reasonable method available and may be an estimated value. If there is no way to ascertain the material component of the cost, in this instance, then the entire price associated with that product may be reported.

Plastic Products – All printer or duplication cartridges should be reported if they have 10% post-consumer material, or are remanufactured, or are backed by a vendor-offered recycle program.

Metal Products – Unless virgin steel was specifically specified, all steel products that have been determined to fall within the metal products category should be reported as recycled. Certifications need not be required for steel products.

Compost – All compost should be reported as recycled. For the Buy Recycled Procurement Report, in the Compost category, the All Reportable Purchases columns should always equal the RCP Purchases columns.

Certifications need not be required for compost.

Non-reportable Products – Products that do not fall within one of the reportable categories should not be included in the Buy Recycled Report regardless of the recycled content. These products include wood products, textiles, masonry, aggregate, and concrete.

Refurbished/Remanufactured/Reused Products – Any products that are so certified and fall within one of the reportable categories should be included in the Buy Recycled Procurement Report. For these types of products, a certification to the effect that it is a refurbished, remanufactured or reused product is sufficient, no recycle content data is required.

Tires - At this time, only tires 16 inches and greater are known to be available that pass all applicable standards and specifications for retreaded tires.

Tire Derived Products – Reporting on this category is required, however, there is not a mandated procurement goal.

Public Contract Code (PCC) Sections Pertaining to the State Agency Buy Recycled Campaign

PCC 12201 (c)

“ If fitness and quality are equal, each state agency shall purchase recycled products instead of nonrecycled products whenever recycled products are available at the same or a lesser total cost than nonrecycled products.”

PCC 12207 and 12209

Each State agency shall meet the goal for each of the product categories:

- Paper products
- Printing and writing papers
- Plastic products
- Mulch, Compost/co-compost
- Glass products
- Lubricating oils
- Paint
- Tires
- Metal
- Antifreeze

RCP procurement goals for each fiscal year:
Paper products: 50 percent of dollars;
Printing and writing papers: 50 percent of dollars; every other product category: 50 percent of dollars.

PCC 12211 (a)

Each State agency shall report annually to the CIWMB on its progress towards meeting the goals.

PCC 12205 (a)

“All state agencies shall require all businesses to certify in writing the minimum percentage,

if not the exact percentage, of postconsumer material in the products, materials, goods, or supplies offered or sold to the state regardless of whether the product meets the requirements of Section 12209. 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.”

PCC 12217 (b)

“... In determining procurement specifications, with the exception of any specifications that have been established to preserve the public health and safety, all state procurement and purchasing specifications shall be established in a manner that results in the maximum state procurement of recycled products.”

PCC 12217 (e)

All State agencies may also establish recycled product-only bids, cooperative purchasing arrangements, or other mechanisms to meet the requirements for recycled products and to encourage the maximum state purchase of recycled products.”

Public Resource Code 42890

Requirements for Tire derived products. According to section 42890 of the Public Resources Code, Recycled tire-derived products must contain at least 50 percent by weight postconsumer material.

Glossary of Terms

1. **Antifreeze** is an engine coolant added to radiator water in cars, trucks, and many other types of engines. To count towards attaining the mandated goals, antifreeze includes recycled antifreeze, and antifreeze containing a bittering agent or made from polypropylene or other similar nontoxic substance. To count towards attaining the mandated goals, recycled antifreeze must contain at least a 70 percent postconsumer recycled content by weight.
2. **Compost**, as defined in PCC section 12207, means a product that results from the controlled biological decomposition of organic materials, including, but not limited to, yard trimmings and wood byproducts. For recycled compost, at least 80 percent of the product shall consist of materials that would otherwise be normally disposed of in landfills.
3. **Co-compost** as defined in PCC section 12207, is derived by blending compost with bio-solids. For recycled compost, co-compost, at least 80 percent of the product shall consist of materials that would otherwise be normally disposed of in landfills. Virtually **all** compost and co-compost is recycled content.
4. **Glass products**, as defined in PCC section 12207, including, but not limited to, windows, test tubes, beakers, laboratory or hospital supplies, fiberglass (insulation), reflective beads, tiles, construction blocks, desktop accessories, flat glass sheets, loose-grain abrasives, de-burring media, liquid filter media, and containers.. To count towards attaining the mandated goals, recycled glass products must contain at least 10 percent being postconsumer.
5. **Lubricating oils**, as defined in PCC section 12207, include any oil intended for use in a crankcase, transmission, engine, power steering, gearbox, differential chainsaw, transformer dielectric fluid, cutting, hydraulic, industrial, or automobile, bus, truck, vessel, plane, train, heavy equipment, or machinery powered by an internal combustion engine. To count towards attaining the mandated goals, recycled lubricating oils must consist of at least 70 percent re-refined oil by weight.
6. **Mulch**, as defined in PCC section 12207, results from the mechanical breakdown (chipping and grinding) of materials, including, but not limited to, yard trimmings and wood byproducts. For recycled mulch, at least 80 percent of the product shall consist of materials that would otherwise be normally disposed of in landfills.
7. **Paint**, as defined in PCC section 12207, includes, but is not limited to water-based paint, graffiti abatement, interior and exterior, and maintenance. Recycled paint shall have a recycled content consisting of at least 50 percent post-consumer paint. Pre-consumer or secondary paint does not qualify as "recycled paint" If paint containing 50 percent postconsumer content is unavailable, or is restricted by a local air quality management district, campuses may substitute paint with at least 10 percent postconsumer content.
8. **Paper products**, as defined in PCC section 12207, includes, but is not limited to, paper janitorial supplies, cartons, wrapping, packaging, file

folders, and hanging files, building insulation and panels, corrugated boxes, tissue, and toweling. To count towards attaining the mandated goals, recycled paper products must contain at least 30 percent by fiber weight, postconsumer fiber.

9. **Plastic products**, as defined in PCC section 12207, includes, but is not limited to, printer or duplication cartridges, diskette, carpet, office products, plastic lumber, buckets, wastebaskets, containers, benches, tables, fencing, clothing, mats, packaging, signs, posts, binders, sheet, buckets, building products, garden hose, and trays. To count towards attaining the mandated goals, the total weight shall consist of at least 10 percent postconsumer material.
10. **Postconsumer material**, as defined in PCC section 12200 (e), is “. . . a finished material that would have been disposed of as a solid waste, having completed its life cycle as a consumer item” It does not include manufacturing wastes. An example of postconsumer material is newspaper that has been read, recycled, and made into recycled-content newsprint or some other recycled product. Postconsumer material is generally any product that was bought by the consumer, used, and then recycled into another product.
11. **Printing and writing paper (PWP)** is defined in PCC section 12207 as including, but not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports,

magazines, and publications. To count towards attaining the mandated goals, recycled paper products must contain at least 30 percent by fiber weight, postconsumer fiber.

12. **Recycled product** is defined in Public Contract Code section 12200 (h) as “. . . goods or materials that meet the requirements identified in PPC Section 12209, including any good or material that has been reused or refurbished without substantial alteration of its original form.” Examples of refurbished products include remanufactured laser toner cartridges, repaired office furniture, reconditioned carpet, and reformatted computer disks.
13. A **reportable purchase/product** can be either an RCP or a non-RCP. A reportable purchase/product is any product, RCP or non-RCP from within the product categories.
14. A **reportable RCP** can be counted towards attainment of the goals. A reportable RCP is a product from within one of the product categories that meets the requirements identified in Section 12209, that may be reported or categorized or classified within one of the product categories identified in Section 12207, including any good or material that has been reused or refurbished without substantial alteration of its original form.
15. A **reportable non-RCP** is a product within one of the 11 product categories, having no recycled content or less than the minimum required for its particular product category. The reportable non-RCP would either not contain the minimum secondary or postconsumer material content, or it

would not be a reused/refurbished product.

products, the total content shall consist of at least 50 percent recycled used tires.

16. **Retreaded tires**, as defined in PRC section 42401, "Retreaded tire" means any tire that utilizes an existing casing for the purpose of vulcanizing new tread to such casing which meets all performance and quality standards specified in the Federal Motor Vehicle Safety Standards determined by the United States Department of Transportation.

17. **Secondary material** is defined in Public Contract Code section 12200 (l) as ". . . fragments of finished products or finished products of a manufacturing process, that has converted a resource into a commodity of real economic value, but does not include excess virgin resources of the manufacturing process, such as fibers recovered from wastewater, trimmings of paper machine rolls, mill broke, plastic, or metal trimmings, or shavings, or other residue from a manufacturing process. Secondary material does not include postconsumer material, so that the secondary material plus the postconsumer material plus the virgin material adds up to 100 percent of the product.

18. **Tire-derived products**, according to PCC Section 12207, include, but not limited to, flooring, mats, wheelchair ramps, playground cover, parking bumpers, bullet traps, hoses, bumpers, truck bed liners, pads, walkways, tree ties, road surfacing, wheel chocks, rollers, traffic control products, mud flaps, and posts. For tire-derived

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CAMPUS _____ CONTACT _____

DATE _____ PHONE _____ E-MAIL ADDRESS _____

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Product Category¹	All Reportable Purchases (QUANTITY)²	All Reportable Purchases (DOLLARS)³	RCP Purchases (QUANTITY)⁴	RCP Purchases (DOLLARS)⁵	Percent of RCP (QUANTITY)⁶ Col 4/Col 2 =%	Percent of RCP (DOLLARS)⁷ Col 5/Col 3=%
Antifreeze	(gal)	\$	(gal)	\$	%	%
Mulch/Compost/Co-compost	(cu yd)	\$	(cu yd)	\$	%	%
Glass products		\$		\$		%
Lubricating oils	(gal)	\$	(gal)	\$	%	%
Paint	(gal)	\$	(gal)	\$	%	%
Paper products		\$		\$		%
Plastic products		\$		\$		%
Printing and writing paper		\$		\$		%
Tires	15" and smaller	\$		\$	%	
	Larger than 15"	\$		\$	%	
Tire-derived products		\$		\$		%
Metal products		\$		\$		%
Total of categories above		Total⁸: \$ _____		Total⁹: \$ _____		Total: _____ %

(See footnotes on the back of this page.)

Footnotes

Note: All purchases within these product categories, regardless of the source of the product or the type of contract used to purchase them, should be included in your report. Include **all** reportable purchases—reportable RCPs and reportable non-RCPs.

1. Please refer to the glossary of terms for definitions and examples of the product categories. Include **all** reportable purchases (RCPs and non-RCPs) within the product categories. RCPs outside of the reportable product categories **cannot** be counted toward attaining the procurement goals. However, non-reportable RCPs may be included as an attachment to this report.
2. Indicate the quantity (units) of **all** reportable purchases (RCPs and non-RCPs) in each product category during the fiscal year. Quantities do not need to be reported for the product categories with shading. If printing and writing papers (PWP) are purchased in rolls, please indicate the number and size of rolls.
3. Indicate the total dollars spent on **all** reportable purchases (RCPs and non-RCPs) in each product category purchased during the fiscal year.
4. Indicate the total quantity (units) of reportable RCPs purchased during the fiscal year. Quantities do not need to be reported for the product categories with shading.
5. Indicate the total dollars spent on reportable RCPs during the fiscal year for each category.
6. Indicate the percentage of reportable RCPs purchased. The percent recycled is calculated by dividing the figure in column 4 by the figure in column 2 and multiplying by 100. Percentages do not need to be calculated for the product categories with shading.
7. Indicate the percentage of total dollars represented by dollars spent on reportable RCPs in each category. The percent recycled is calculated by dividing the figure in column 5 by the total of the figure in column 3 and multiplying by 100.
8. The total of column 3 should be equivalent to the total dollars spent on **all** reportable products (RCPs and non-RCPs) during the fiscal year.
9. The total of column 5 should be equivalent to the total dollars spent on reportable RCPs during the fiscal year.

Recycled-Content Certification

Campus:

Purchase Order #:

This form shall be completed by contractor/vendor/bidder/buyer. The completed form must be filed with the CSU entity with a row completed for each product supplied to the State. Attach additional sheets if necessary. Information must be included, even if the product does not contain recycled material. Product labels, catalog/Web site descriptions, or bid specifications, are acceptable documentation verifying the information required.

Contractor's Name _____ Date _____

Address _____ Phone _____

Fax _____ E-mail _____ Web site _____

Item/Row	Qty	Unit of Measure	Unit Cost	Subtotal	Product Number / ID SKU	Product Manufacturer	Product Description / Brand	SABRC Product Category ¹	Postconsumer Material (Percent) ²		Virgin Material (Percent) ³	Total Percent ⁴	Meets SABRC
												100%	
												100%	
												100%	
												100%	
												100%	
												100%	
				Total \$									

Public Contract Code section 12205(a) requires certification in writing, under penalty of perjury, to the State agency awarding a contract, the minimum, if not the exact, percentage of postconsumer material in the products, materials, goods, or supplies offered or sold.

I certify that the above information is true. I further certify that these environmental claims for recycled content regarding these products are consistent with the Federal Trade Commission's Environmental Marketing Guidelines in accordance with PCC 12404, available at: <http://business.ftc.gov/advertising-and-marketing/environmental-marketing>.

Print name of person completing form _____ Title _____ Agency/Company _____ Signature of person completing form _____ Date _____
 (See footnotes on the back of this page.)

Footnotes

1. **Product category** refers to one of the product categories listed to the right, into which the reportable purchase falls. For products made from multiple materials, choose the category that comprises most of the product by cost, weight, or volume.
If the product does not fit into any of the product categories, enter “N/A.” Common N/A products include wood products, natural textiles, aggregate, concrete, electronics such as computers, TV, software on a disk or CD, telephone systems, printers, copiers, and fax machines.
2. **Postconsumer material** comes from products that were bought by consumers, used, then recycled. For example: a newspaper that has been purchased and read, next recycled, and then used to make another product would be postconsumer material.

Example: If copy paper contained 20 percent postconsumer material, the remainder will be virgin material. Indicate 20 percent in the Postconsumer column and 80 percent in the Virgin Material column.
3. **Virgin material** is that portion of the product made from new or non-recycled material. The material is neither secondary nor postconsumer.
4. **Total percent** is the sum of the Postconsumer Material column, and Virgin Material column and it must equal 100 percent.

Note: If it is a refurbished or remanufactured product, such as a remanufactured toner cartridge or a retreaded tire, then include that information in the product description column and do not complete the postconsumer material, and virgin material columns.

For more information, please visit <http://www.calrecycle.ca.gov/default.asp>.

TR = total recycled content **PC** = postconsumer

Product category	State’s minimum recycled-content requirements
Antifreeze (AF) engine coolant added to radiator water in cars, trucks, and many other types of engines	70% PC
Mulch, Compost and co-compost (CO) landscaping materials, erosion control, weed control, decomposed organic yard, or food materials	80% PC
Glass Products (GL) windows, fiberglass (insulation), tiles, construction blocks, and flat glass sheets	10% PC
Lubricating Oils (LO) motor, transmission fluids, power steering, crankcase, transformer dielectric fluids, gear, hydraulic, industrial fluids, base stock for tractors, vehicles, cars, trucks, and buses	70% PC
Paint (PT) latex paint, interior/exterior, maintenance	50% PC
Paper Products (PP) paper janitorial supplies, corrugated boxes, paperboard (boxes, cartons, wrapping), hanging files, file boxes, building insulation, and containers	30% PC
Plastic Products (PL) toner cartridges, blank diskettes and CDs, carpet, office products, plastic lumber, waste baskets, benches, tables, fencing, clothing, packaging, signs, posts, and binders	10% PC
Printing and Writing Paper (PW) xerographic and higher-grade papers, high-speed copier paper, offset paper, forms, carbonless paper, ruled tablets, calendars, posters, manila file folders, index cards, white wove envelopes, and cover stock	30% PC
Metal Products (ST) automobiles, vehicles, staplers, paper clips, furniture, scissors, and pipe. Steel products made in North America, Europe, and Japan meet SABRC requirements; thus, only complete Dollars, Product Description, and SABRC Product Category.	10% PC
Tire-Derived Products (TD) flooring, wheelchair ramps, playground cover, parking bumpers, truck-bed liners, pads, walkways, tree ties, road surfacing, wheel chocks, rollers, traffic control products, mud flaps, and posts	50% PC
Tires (TI) passenger, truck, bus, and equipment tires. For retreaded tires indicate this in the product description column and do not complete postconsumer, and virgin material columns	50% TR 10% PC

Recycled-Content Certification for Manufacturers

Date _____

By completing this form, you are taking the proactive steps of certifying the amount of recycled material in the products you manufacture. California law requires local and State public agencies to collect this information for all products, materials, good, or supplies being offered or sold. Complete a row for each product, and attach additional sheets if necessary. This product certification is valid until the product composition changes, and it is the responsibility of the manufacturer to update this certification.

Check any that apply: Disabled Veteran Business (DVBE)

Manufacturer _____ California Certified: Small Business (SB) or Microbusiness (MB)

Address _____ **Phone** _____

Fax _____ **E-mail** _____ **Web site** _____

Product Number / ID SKU	Product Description / Brand / Construction Specification Index (CSI)	SABRC Product Category ¹	Postconsumer Material (Percent) ²		Virgin Material (Percent) ⁴	Total Percent ⁵
						100%
						100%
						100%
						100%
						100%
						100%
						100%
						100%

Public Contract Code section 12205(a), requires certification in writing, under penalty of perjury the minimum, if not the exact percentage of postconsumer material in the products, materials, goods, or supplies offered or sold.

I certify that the above information is true. I further certify that these environmental claims for recycled content regarding these products are consistent with the Federal Trade Commission’s Environmental Marketing Guidelines in accordance with PCC 12404, available at: <http://business.ftc.gov/advertising-and-marketing/environmental-marketing>.

 Print name of manufacturer representative completing form Title Signature of manufacturer representative completing form
 (See footnotes on the back of this page.)

Footnotes

5. **Product category** refers to one of the product categories listed to the right, into which the reportable purchase falls. For products made from multiple materials, choose the category that comprises most of the product by cost, weight, or volume.

If the product does not fit into any of the product categories, enter “N/A.” Common N/A products include wood products, natural textiles, aggregate, concrete, electronics such as computers, TV, software on a disk or CD, telephone systems, printers, copiers, and fax machines.

6. **Postconsumer material** comes from products that were bought by consumers, used, then recycled. For example: a newspaper that has been purchased and read, next recycled, and then used to make another product would be postconsumer material.

Example: If copy paper contained 20 percent postconsumer material, the remainder will be virgin material. Indicate 20 percent in the Postconsumer column and 80 percent in the Virgin Material column.

7. **Virgin material** is that portion of the product made from new or non-recycled material. The material is neither secondary nor postconsumer.

8. **Total percent** is the sum of the Postconsumer Material column, and Virgin Material column and it must equal 100 percent.

Note: If it is a refurbished or remanufactured product, such as a remanufactured toner cartridge or a retreaded tire, then include that information in the product description column and do not complete the postconsumer material, and virgin material columns.

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Paint (PT) latex paint, interior/exterior, maintenance	50% PC
Paper Products (PP) paper janitorial supplies, corrugated boxes, paperboard (boxes, cartons, wrapping), hanging files, file boxes, building insulation, and containers	30% PC
Plastic Products (PL) toner cartridges, blank diskettes and CDs, carpet, office products, plastic lumber, waste baskets, benches, tables, fencing, clothing, packaging, signs, posts, and binders	10% PC
Printing and Writing Paper (PW) xerographic and higher-grade papers, high-speed copier paper, offset paper, forms, carbonless paper, ruled tablets, calendars, posters, manila file folders, index cards, white wove envelopes, and cover stock	30% PC
Metal Products (ST) automobiles, vehicles, staplers, paper clips, furniture, scissors, and pipe. Steel products made in North America, Europe, and Japan meet SABRC requirements; thus, only complete Dollars, Product Description, and SABRC Product Category.	10% PC
Tire-Derived Products (TD) flooring, wheelchair ramps, playground cover, parking bumpers, truck-bed liners, pads, walkways, tree ties, road surfacing, wheel chocks, rollers, traffic control products, mud flaps, and posts	50% PC
Tires (TI) passenger, truck, bus, and equipment tires. For retreaded tires indicate this in the product description column and do not complete postconsumer, and virgin material columns	50% TR 10% PC