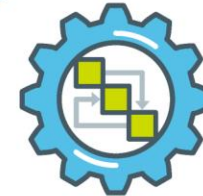


The ABCs of Environmentally Preferable Purchasing



STATE CONTRACTING
and **PROCUREMENT**
TRAINING SERIES

For Small Businesses and DVBES



INSTRUCTORS

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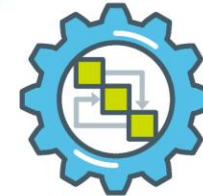
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STATE CONTRACTING
and **PROCUREMENT**
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After this training –

You will be able to:



Recognize Environmentally Preferable Procurements



Identify DGS EPP Criteria



Understand documentation to support your EPP claims

How familiar are you with the Environmentally Preferable Purchasing Program?

Not familiar

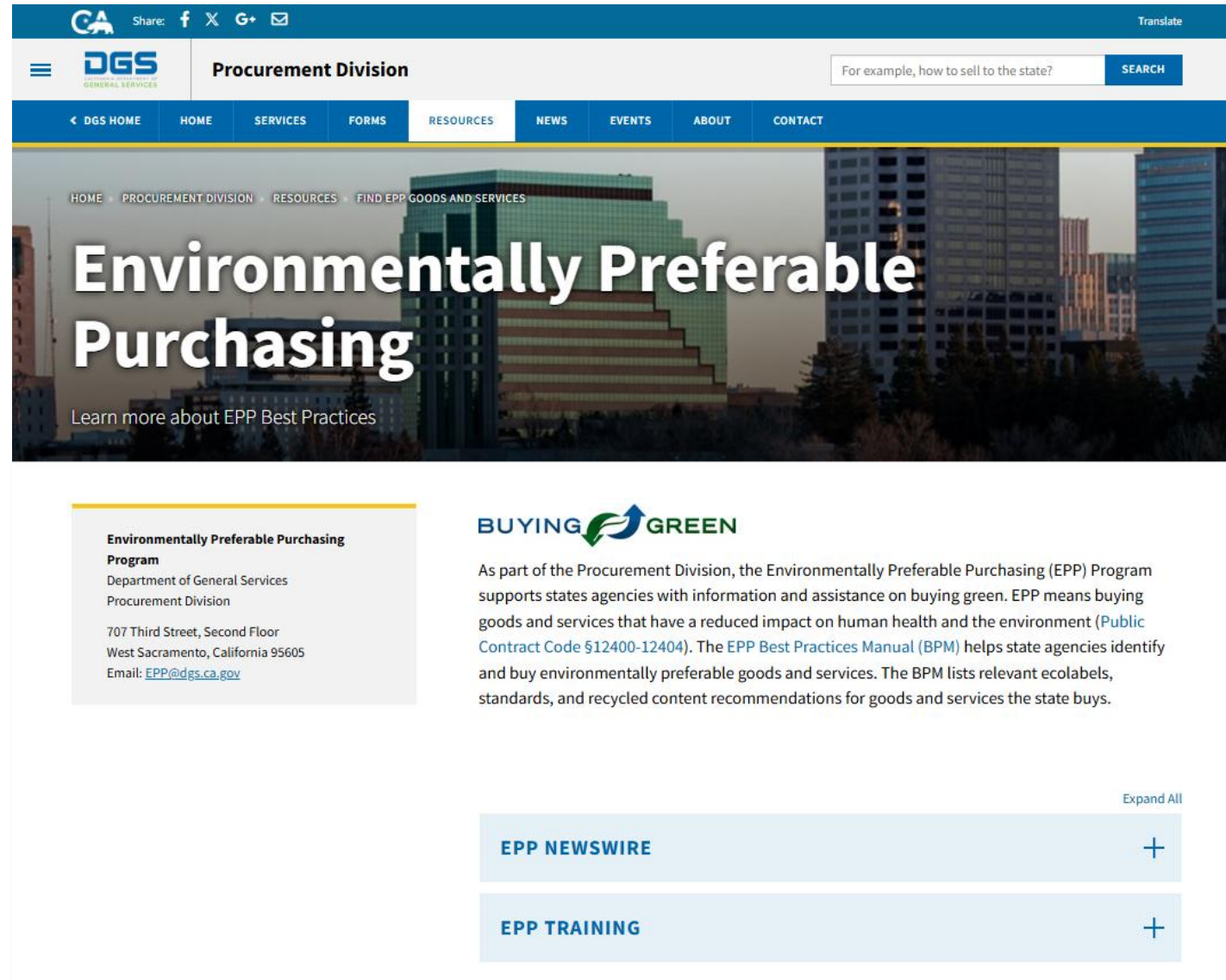
Have heard of EPP but not EPP active

EPP active

DGS **EPP Program**

- › The California's Environmentally Preferable Purchasing Program was enacted in 2001.
- › Public Contract Code 12400-12404 requires the Department of General Services to provide state agencies with information and assistance regarding environmentally preferable purchasing.

DGS EPP Webpage



The screenshot shows the DGS EPP Webpage. The header includes the CA logo, social media links, a search bar, and a Translate button. The main navigation bar lists DGS HOME, HOME, SERVICES, FORMS, RESOURCES, NEWS, EVENTS, ABOUT, and CONTACT. The breadcrumb trail reads: HOME » PROCUREMENT DIVISION » RESOURCES » FIND EPP GOODS AND SERVICES. The main heading is "Environmentally Preferable Purchasing" with a subtext "Learn more about EPP Best Practices". Below this, there is a section for the "Environmentally Preferable Purchasing Program" with contact information for the Department of General Services, Procurement Division, located at 707 Third Street, Second Floor, West Sacramento, California 95605. The email is EPP@dgs.ca.gov. To the right, the "BUYING GREEN" logo is displayed, followed by a paragraph explaining the EPP Program's purpose: supporting state agencies with information and assistance on buying green, meaning goods and services with a reduced impact on human health and the environment (Public Contract Code §12400-12404). The EPP Best Practices Manual (BPM) is mentioned as a resource that helps state agencies identify and buy environmentally preferable goods and services. The BPM lists relevant ecolabels, standards, and recycled content recommendations for goods and services the state buys. At the bottom right, there is an "Expand All" link and two expandable sections: "EPP NEWSWIRE" and "EPP TRAINING", each with a plus sign icon.

CA Share: f X G+ Translate

DGS GENERAL SERVICES

Procurement Division

For example, how to sell to the state? SEARCH

< DGS HOME HOME SERVICES FORMS RESOURCES NEWS EVENTS ABOUT CONTACT

HOME » PROCUREMENT DIVISION » RESOURCES » FIND EPP GOODS AND SERVICES

Environmentally Preferable Purchasing

Learn more about EPP Best Practices

Environmentally Preferable Purchasing Program
Department of General Services
Procurement Division
707 Third Street, Second Floor
West Sacramento, California 95605
Email: EPP@dgs.ca.gov

BUYING GREEN

As part of the Procurement Division, the Environmentally Preferable Purchasing (EPP) Program supports state agencies with information and assistance on buying green. EPP means buying goods and services that have a reduced impact on human health and the environment ([Public Contract Code §12400-12404](#)). The [EPP Best Practices Manual \(BPM\)](#) helps state agencies identify and buy environmentally preferable goods and services. The BPM lists relevant ecolabels, standards, and recycled content recommendations for goods and services the state buys.

Expand All

EPP NEWSWIRE +

EPP TRAINING +

EPP Considerations



DGS EPP –

3 Criteria to Identify and Select EPP

DGS EPP
recommended
ecolabels

PCRC

Product Take-Back
Services

**Additional criteria*

Ecolabels and your product line

» Which Ecolabels were you familiar with before the class?



Greenwashing

- The act of providing false or misleading environmental claims about goods or services



Ecolabels

- The DGS EPP Recommended Ecolabels list identifies ecolabels the state recognizes as EPP

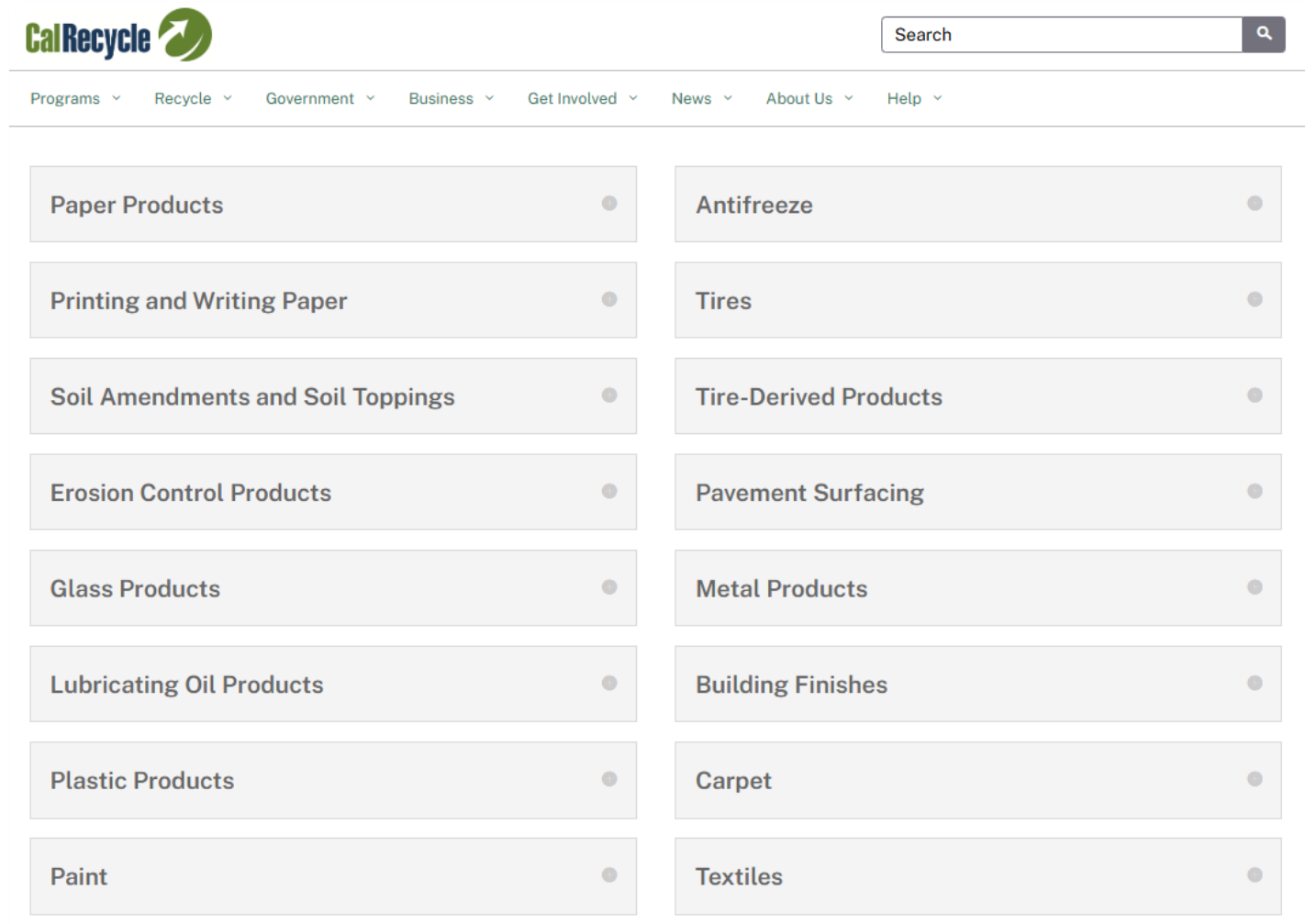


- Ecolabels are often mandatory requirements to meet in solicitations
- Bidders must meet all the requirements listed in each solicitation, statement of work, and/or bid specification

State Agency Buy Recycled Campaign Program

- DGS collaborates with CalRecycle on SABRC
- SABRC promotes the use of recycled content products
- RCP: Products made with recycled content
- Recycled Content: Material diverted from the waste stream
- 16 Reportable Categories with PCRC requirements
- SABRC compliant products are considered EPP
- Example: Plastic Products, 20% minimum PCRC

SABRC Reportable Categories



SABRC Category: Paper Products

Eligible product types include:

- Paper towels
- Packaging
- Corrugated boxes
- Cartons
- Wrapping
- Paper janitorial supplies:
 - toilet paper (min 45% PCRC),
 - paper towels (min 40% PCRC),
 - facial tissue (min 10% PCRC),
 - toilet seat covers (min 20% PCRC),
- General purpose paper wipes (min 40% PCRC)
- File folders and hanging file folders.
- Building insulation and panels
- Food service ware: napkins, plates, bowls, food trays, take-out boxes, and placemats (min 30% PCRC).
 - List of Approved Food Service Packaging (SB 1335)

Minimum Content Requirement

- At least 30 percent postconsumer content.
- At least 75 percent of the total dollars spent must be used to purchase postconsumer recycled content products.

SABRC REQUIREMENTS

SABRC Reportable Category	Minimum PCRC to be SABRC Compliant
Antifreeze	70%
Building finishes: open office panel systems	Middle range of state contracts
Carpet	Determined by DGS and posted in the SCM
Erosion control products: compost filter socks	100%
Erosion control products: compost blankets	100%
Erosion control products: hydraulic mulch	100%
Glass products: fiberglass	30%
Glass products: glass	25%

SABRC REQUIREMENTS

SABRC Reportable Category	Minimum PCRC to be SABRC Compliant
Lubricating oils	70%
Metal products	10%
Paint	50%
Paper products: toilet paper	45%
Paper products: paper towels	40%
Paper products: facial tissue	10%
Paper products: toilet seat covers	20%
Paper products: general purpose paper wipes	40%
Paper products: food Serviceware	40%

SABRC REQUIREMENTS

SABRC Reportable Category	Minimum PCRC to be SABRC Compliant
Paper products: miscellaneous paper products	30%
Pavement surfacing: rubberized pavement surfaces	15%
Pavement surfacing: recycled asphalt pavement	25%
Plastic products	20%
Printing & Writing Paper	30%
Soil amendments & toppings: compost	80%
Tires (Retreaded Tires)	Retreaded: Must use an existing casing that has undergone retreading or recapping process in accordance with Public Resource Code (commencing with section 42400)

Full Information @CalRecycle SABRC Program Webpage



Let's Share- *What are you selling?*

- » What products do you sell that are made with post-consumer recycled content?
- » What percentages of post-consumer recycled content are those products made with?
- » How are you verifying the PCRC
- » Are those products SABRC compliant?

Post-Consumer Recycled Content Reporting Requirements

- Public Contract Code 12205 (b):
 1. All businesses shall certify... the minimum percentage.. of postconsumer material in the products... being offered or sold to the state...
 2. The certification shall be furnished under penalty of perjury.
 3. The certification shall be provided... even if the product contains no recycled material.

» CalRecycle Form 74

» <https://calrecycle.ca.gov/buyrecycled/stateagency/form74/guide/>



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Guidance on Form 74 for Vendors

The following information guides completing CalRecycle Form 74: ([Word](#) | [Fillable PDF](#)).

» Post-Consumer Recycled Content Certification Workbook and Letter

Revised by DGS 3/29/2024

Post-consumer Recycled Content (PCRC) Workbook Instructions

All businesses are to certify in writing the minimum percentage, if not 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 PCC Section 12209. This certification must be provided even if the product contains no recycled material.

PCRC requirements stated in the bid specification and/or pricing workbook are independent from the minimum PCRC requirements for SABRC compliance.

Line items that do not have PCRC requirements stated in the bid specification and/or pricing workbook can have any PCRC percentage including 0%.

Use one row per core line item on the PCRC Percentages Worksheet tab. Insert additional rows if needed. If multiple manufacturers exist for the same CLIN, insert a row for each manufacturer. You may group CLINs that do not have reportable recycled content or the PCRC is unknown. For example: in the "CLIN" field enter the CLIN range "1-10" and in the "PCRC %" field enter "0".

Non-core and catalog-based items are not required to be reported on this form.

Field	Instructions	Example
Bidder	Enter the Bidder's name.	Bugs Bunny Painters Supplies
Event ID	Enter the Event ID for the solicitation.	00000456789
CLIN	Enter the Contract Line Item Number (CLIN).	101
Commodity Description	Enter the commodity description.	Latex Paint
Manufacturer	Enter the manufacturer's name.	ACME, Inc.
MPN	Enter the manufacturer's part number.	225588
SABRC Sub-Category	Use the drop-down menu to select the SABRC Sub-Category. If the product does not belong in any of the product categories, enter "N/A"	Paint with VOC > 50 grams/liter
PCRC %	Enter the reported PCRC for each CLIN. For example, recycled paint with 60% PCRC, enter "60" in the PCRC column. If the PCRC content is zero, then enter "0". If the PCRC content is unknown, then enter "Unknown" If SABRC Sub-Category is "N/A" but the commodity is made with PCRC, then enter the percentage.	60%
End of Sheet		

Post-consumer Recycled Content (PCRC) Worksheet

End of Cheat

PCRC Workbook Demonstration

Revised by DGS 3/29/2024

Post-consumer Recycled Content (PCRC) Worksheet

		Bidder:	Bugs Bunny LLC			
		Event ID:	0000000123			
CLIN	Commodity Description	Manufacturer	MPN	SABRC Sub-Category	PCRC %	SABRC Compliant
1	Steel anvil	Acme, Inc.	SA-100	Metal products	50	Yes
2	Steel scissors	Acme, Inc.	Acme, Inc.	Metal products	50	Yes
3	Laptop	Wall*E	L-150	Plastic products	2	No
4	Coffee beans	Mr Bean	C-1000		N/A	
5	Smart TV	Tony Stark	Infinity-2018	Plastic products	Unknown	No

Take-Back Services

- A Take-back service refers to the process through which a manufacturer, retailer or third-party designee takes back the products at the end-of-life for recycling, remanufacturing, repurposing or for proper disposal consistent with applicable laws and regulations.
- Take-back services help divert waste and extend the life of products and/or its raw materials, reducing the state's environmental impacts.
- Bidders can provide take-back information and instructions with their bid or after contract award.

EPP Requirements in a Bid Specification

4.0 ENVIRONMENTALLY PREFERABLE PURCHASING REQUIREMENTS

4.1 ECOLABELS

Bag manufacturers must be listed on the corresponding public registries by the bid due date.

4.1.1 Sustainability certifications: Bags shall be [Forest Stewardship Council \(FSC\) Chain of Custody](#) and/or [Sustainable Forest Initiative \(SFI\) Chain of Custody](#) certified.

4.1.2 Composability certification: Bags shall be [Biodegradable Products Institute \(BPI\)](#) certified.

4.2 RECYCLED CONTENT

4.2.1 Postconsumer recycled content (PCRC): Bags shall contain a minimum of 40% PCRC.



What is your greatest challenge in selling environmentally preferable products to the state?

Recall-DGS EPP

*3 Criteria to Identify
and Promote your
EPP Goods &
Services*

DGS EPP
recommended
ecolabels

PCRC

Product take-back
services

**Additional criteria*

What We Covered today – *your take-aways*



Recognize DGS Environmentally
Preferable Procurements



Identified DGS EPP Criteria



Provide documentation
to support your EPP claims

Next Steps



Increase your offerings of goods and services with DGS recommended ecolabels



Increase your offerings of products made with post-consumer recycled content



Promote waste diversion by offering take-back services

Resources

DGS Environmentally Preferable Purchasing
[Website Link](#)

Cal eProcure
<https://Caleprocure.ca.gov>

CSCR
[Event Search \(ca.gov\)](#)

Buying Green Guide
[Buying Green Guide Link](#)

PCRC Workbook
[PCRC Link](#)

CalRecycle PCRC
[Web Link](#)

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