



**City of Capitola City Hall**  
420 Capitola Ave, Capitola, CA 95010

***Environmental Policy Statement & Procurement Guidelines***

Adopted: October 2, 2024

Amended: November 4, 2025

The City of Capitola's City Hall is committed to minimizing environmental impact and promoting sustainable practices. Our environmental policy encompasses waste reduction, responsible energy consumption, pollution prevention, and a purchasing policy prioritizing less-toxic products and services. By adhering to these principles, we strive to create a greener future for our business and the community we serve.

**Waste Reduction**

- Provide labeled bins for landfill waste, recycling, and compost where appropriate. Keep these bins co-located.
- Recycle all paper, bottles, and cans, especially during office events.
- Obtain or donate previously used furniture, supplies, or materials.
- Purchase office/copy paper that is either: 100% recycled \*or\* FSC Certified with at least 50% post-consumer waste recycled content.
- Make two-sided printing and copying standard practice in your business.
- Continue your efforts to digitize all processes. Continue your requests for third-party paperwork to be shared digitally or printed double-sided.

**Energy Conservation**

- Replace non LED bulbs with LED lightbulbs in fixtures and lamps as they burn out.
- Ensure that future equipment purchases, including printers, credit card readers, and computer monitors are Energy Star Certified.
- Ensure your computer is set to hibernate/sleep in under 15 minutes.

**Pollution Prevention**

- Bring dumpsters that have holes in them to the attention of your hauler to protect storm drains. Keep lids closed at all times or consider an overhead enclosure.
- Properly recycle waste lamps, batteries, aerosol cans, and other universal waste.
- Limit the use of disinfectants to only surfaces in restrooms or on door handles. Use a hydrogen peroxide-based disinfectant product when necessary.
- Request vegetable-based inks, including soy or linseed oil, when using a commercial printer.

- Continue purchasing Certified Green janitorial cleaning products. Look for EPA Safer Choice Certified labels, see the purchasing policy on the reverse page.
- Encourage employees to utilize bicycle racks and electric bicycles available beside the building.

#### Miscellaneous

- Consider sustainability-themed Lunch and Learns for employees.
- Include this Environmental Policy in employees' onboarding.
- Post this Environmental Policy somewhere visible.

### PROCUREMENT GUIDELINES

- [Energy Star](#) office equipment, appliances, printers, computers, laptops, monitors, and mobile phones.
- [BPI compostable](#) or **reusable food ware**: Coffee lids, cups, plates, utensils, straws, etc., should always be BPI certified and preferably fiber-based.
- **Disinfectants should always be hydrogen peroxide, thymol, alcohol, or citric acid-based** (no bleach nor mystery chemicals as active ingredients). Try to use sprays instead of single-use wipes when possible.
- **Cleaning products:** [Green Seal](#) certified, [US EPA Safer Choice](#), or [EcoLogo](#).

#### CLEANING PRODUCT CERTIFICATION LABELS

EPA Safer Choice, UL EcoLogo, GreenSeal



#### COMPOSTABLE PRODUCT CERTIFICATION LABEL

BPI Compostable



**PAPER PROCUREMENT GUIDELINES**  
*IN LINE WITH SB 1383*

**1. Definitions**

- a. "Paper Products" include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling.
- b. "Printing and Writing Papers" include, but are 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.
- c. "Recyclability" means that the Paper Products and Printing and Writing Paper offered or sold to the City are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12 (2013).
- d. "Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper" means such products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as amended.

**2. Paper Product Category/Subcategories and minimum recycled content requirements**

- a. Other Paper Products – 30% minimum post-consumer recycled content (PCRC), except as specified below:
  - i. Toilet Paper – 45% PCRC
  - ii. Paper Towels – 40 % PCRC
  - iii. Facial Tissue – 10% PCRC
  - iv. Toilet Seat Covers – 20% PCRC
  - v. General Purpose Paper Wipes – 40% PCRC
  - vi. Food serveware – 40% PCRC
  - vii. Printing and Writing Paper – 30% minimum post-consumer recycled content (PCRC)

- 3. Price preference:** If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of the City shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of a specified percentage of post-consumer content - see the list above in 4.1 (A), by fiber weight, postconsumer

fiber, whenever the total cost is the same or a lesser total cost than non-recycled items or whenever the total cost is no more than 10 percent (10%) of the total cost for the non-recycled items, consistent with the requirements of the Public Contract Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.

#### **4. Requirements for Vendors**

- a.** All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to the City shall:
  - i.** Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of a specified percentage of post-consumer content - see the list above in 4.1 (A), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item, and available at equal or lesser price or available at no more than 10 percent (10%) of the total cost for non-recycled Paper Products.
  - ii.** Only provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
  - iii.** Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the City. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
  - iv.** Certify in writing, under penalty of perjury, that the Paper Products and Printing and Writing Paper offered or sold to the City is eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
  - v.** Provide records to the Recordkeeping Designee of all Paper Products and Printing and Writing Paper purchased from the vendor within thirty (30) days of the purchase (both recycled-content and non-recycled content, if any is purchased) made by a division or department or employee of the City. Records shall include a copy of the invoice or other documentation of purchase, written certifications as required in Section 4.2.A.3-4 for recycled-content purchases, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non- Recycled-Content Printing and Writing Paper are provided, include a description of

why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.

- vi. All vendors providing printing services to the City via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, or as amended by Public Contract Code Section 12209.

## **RECOVERED ORGANIC WASTE PROCUREMENT GUIDELINES**

### *IN LINE WITH SB 1383*

#### **1. Purpose**

- a. It is the policy of the City, applicable to all departments and divisions, to incorporate environmental considerations including recycled-content and recovered Organic Waste product use into purchasing practices and procurement. This Recovered Organic Waste Product Procurement Policy (Policy) will help the City to:
  - 1. Protect and conserve natural resources, water, and energy;
  - 2. Minimize the City's contribution to climate change, pollution, and solid waste disposal; and,
  - 3. Comply with State requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383 procurement regulations) to procure a specified amount of Recovered Organic Waste Products to support Organic Waste disposal reduction targets and markets for products made from recycled and recovered Organic Waste materials.

#### **2. Definitions**

- a. "Annual Recovered Organic Waste Product Procurement Target" means the amount of Organic Waste in the form of a Recovered Organic Waste Product that the City is required to procure annually under 14 CCR Section 18993.1. This target shall be calculated by multiplying the per capita procurement target, which shall be 0.08 tons of Organic Waste per California resident per year, times the City's residential population using the most recent annual data reported by the California Department of Finance. Annually, CalRecycle will provide notice to each City of its Annual Recovered Organic Waste Product Procurement Target by posting such information on CalRecycle's website and providing written notice directly to the City.
- b. "Compost" means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4). Compost eligible for meeting

the Annual Recovered Organic Waste Product Procurement Target must be produced at a compostable material handling operation or facility permitted or authorized under 14 CCR Chapter 3.1 of Division 7 or produced at a large volume in-vessel digestion facility that composts on-site as defined and permitted under 14 CCR Chapter 3.2 of Division 7. Compost shall meet the State's composting operations regulatory requirements.

- c. "Direct Service Provider" means a person, company, agency, district, or other entity that provides a service or services to the City pursuant to a contract or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).
- d. "City" and "town" each mean the city of Capitola, California, or the area within the territorial limits of the city of Capitola, California, and such territory outside of the City over which the City has jurisdiction or control by virtue of any constitutional or statutory provision.
- e. "Organic Waste" means solid wastes containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.
- f. "Procurement of Recovered Organic Waste Products" shall mean purchase or acquisition (e.g., free delivery or free distribution from a hauler or other entity via a written agreement or contract), and end use by the City or others. The City's Annual Recovered Organic Waste Product Procurement Target can be fulfilled directly by the City or by Direct Service Providers through written contracts or agreements for Procurement of Recovered Organic Waste Products at the City's behest.
- g. "Publicly-Owned Treatment Works" or "POTW" has the same meaning as in Section 403.3(r) of Title 40 of the Code of Federal Regulations. For the purposes of this Policy, the POTW shall be 110 California St, Santa Cruz, CA 95060.
- h. "Recordkeeping Designee" means the public employee appointed by the City Manager or their designee to track procurement and maintain records of Recovered Organic Waste Product procurement efforts both by the City and others, if applicable, as required by 14 CCR, Division 7, Chapter 12, Articles 12 and 13.
- i. "Recovered Organic Waste Products" means products made from California, landfill-diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section

18982(a)(60). Products that can be used to meet the Annual Recovered Organic Waste Product Procurement Target shall include Compost, SB 1383 Eligible Mulch, Renewable Gas from an in-vessel digestion facility, and Electricity Procured from Biomass Conversion as described herein and provided that such products meet requirements of 14 CCR, Division 7, Chapter 12, Article 12.

- j. “SB 1383” means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.
- k. “SB 1383 Regulations” or “SB 1383 Regulatory” means or refers to, for the purposes of this policy, the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.
- l. “SB 1383 Eligible Mulch” means mulch eligible to meet the Annual Recovered Organic Waste Product Procurement Target, pursuant to 14 CCR Chapter 12 of Division 7. This SB 1383 Eligible Mulch shall meet the following conditions for the duration of the applicable procurement compliance year, as specified by 14 CCR Section 18993.1(f)(4):
  - i. Produced at one of the following facilities:
    - 1. A compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), that is permitted or authorized under 14 CCR Division 7, other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10); SB 1383 Eligible Mulch excludes mulch from chipping and grinding operations.
    - 2. A transfer/processing facility or transfer/processing operation as defined in 14 CCR Sections 17402(a)(30) and (31), respectively, that is permitted or authorized under 14 CCR Division 7; or,
    - 3. A solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2.
  - ii. Meet or exceed the physical contamination, maximum metal concentration, and pathogen density standards for land application specified in 14 CCR Sections 17852(a)(24.5)(A)1 through 3.
- m. “State” means the State of California.



### 3. RECOVERED ORGANIC WASTE PROCUREMENT

#### 3.1 PROCUREMENT TARGET

- a. City will annually procure for use or giveaway a quantity of Recovered Organic Waste Products that meets or exceeds its Annual Recovered Organic Waste Product Procurement Target through the implementation of Sections 3 through 6 of this Policy.
- b. To be eligible to meet the Annual Recovered Organic Waste Product Procurement Target, products that may be procured include the following (provided that each product meets the criteria included in their respective definition in Section 2 of this Policy):
  - i. SB 1383 Eligible Compost
  - ii. SB 1383 Eligible Mulch
  - iii. Renewable Gas
  - iv. Electricity Procured from Biomass Conversion

#### 3.2 REQUIREMENTS FOR CITY DEPARTMENTS

Divisions and departments responsible for landscaping maintenance, renovation, or construction shall:

- a. Use Compost and SB 1383 Eligible Mulch produced from Recovered Organic Waste for landscaping maintenance, renovation, or construction, as practicable, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
  - i. When the City uses Compost and SB 1383 Eligible Mulch and the applications are subject to the City's Water Efficient Landscaping Ordinance (WELO), pursuant to City Code Section 17.72.030, comply with one of the following, whichever is more stringent, (i) the City's WELO, City Code Section 17.72.030, if more stringent than the State's Model Water Efficient Landscape Ordinance (MWELo), or (ii) Sections 492.6 (a)(3)(B), (C), (D), and (G) of the State's Model Water Efficient Landscape Ordinance, Title 23, Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation, Mulch, and Amendments Section" to include the following:
  - ii. For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a



depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.

- iii. Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.
- iv. Procure organic mulch materials made from recycled or post- consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.
- v. For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
- vi. Keep records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition), and submit records to the Recordkeeping Designee, upon completion of project. Records shall include:
  - 1. General description of how and where the product was used and applied, if applicable;
  - 2. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;
  - 3. Type of product;
  - 4. Quantity of each product; and,
  - 5. Invoice or other record demonstrating purchase or procurement.
- vii. For Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of the Compost and SB 1383 Eligible Mulch provided to residents. Records shall be maintained and submitted to the Recordkeeping Designee.
- viii. For procurement of SB 1383 Eligible Mulch, maintain an updated copy of the ordinance or enforceable mechanism(s) requiring that the mulch procured by the City or Direct Service Provider meets the land application

standards specified in 14 CCR Section 18993.1, as it may be amended from time to time, as currently reflected in City Code Section 8.04.140.

- ix. When Procurement of Recovered Organic Waste Products occurs through a Direct Service Provider, enter into a written contract or agreement or execute a purchase order with enforceable provisions that includes:
  - 1. definitions and specifications for SB 1383 Eligible Mulch, Compost, Renewable Gas, and/or Electricity Procured from Biomass Conversion; and,
  - 2. an enforcement mechanism (e.g., termination, liquidated damages) in the event the Direct Service Provider is not compliant with the requirements.

### 3.3 REQUIREMENTS FOR DIRECT SERVICE PROVIDERS

Direct Service Providers of landscaping maintenance, renovation, and construction shall:

- a. Use Compost and SB 1383 Eligible Mulch, as practicable, produced from recovered Organic Waste, for all landscaping renovations, construction, or maintenance performed for the City, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application shall comply with 14 CCR, Division 7, Chapter 12, Article 12 and must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
  - i. If Direct Service Provider is subject to the City's WELO pursuant to City Code Section 17.72.030, comply with one of the following, whichever is more stringent: (i) the locally-adopted WELO that is more stringent than the State's MWELO, or (ii) Sections 492.6 (a)(3)(B), (C), (D), and (G) of the State's MWELO, Title 23, Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation, Mulch, and Amendments Section" to include the following:
    - 1. For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.
    - 2. Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch

is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.

- b. Procure organic mulch materials made from recycled or post-consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan.
- c. For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
- d. Keep and provide records of Procurement of Recovered Organic Waste Products (either through purchase or acquisition) to Recordkeeping Designee, upon completion of projects. Information to be provided shall include:
  - i. General description of how and where the product was used and if applicable, applied;
  - ii. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;
  - iii. Type of product;
  - iv. Quantity of each product; and,
  - v. Invoice or other record demonstrating purchase or procurement.

#### **4. RECORDKEEPING RESPONSIBILITIES**

- a. The Public Works department will be the responsible department and will select an employee to act as the Recordkeeping Designee that will be responsible for obtaining records pertaining to Procurement of Recovered Organic Waste Products and Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.
- b. The Recordkeeping Designee will do the following to track Procurement of Recovered Organic Waste Products:
  - i. Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic Waste Products and invoices or similar records from vendors/contractors/others procuring Recovered Organic Waste Products on behalf of the City to develop evidence of the City meeting its Annual Recovered Organic Waste Product

Procurement Target. These records must be kept as part of the City's documentation of its compliance with 14 CCR Section 18993.1.

- ii. Collect, collate, and maintain documentation submitted by the City, Direct Service Providers, and/or vendors, including the information reported to the Recordkeeping Designee.
- iii. Compile an annual report on the City's direct procurement, and vendor/other procurement on behalf of the City, of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, consistent with the recordkeeping requirements contained in 14 CCR Section 18993.2 for the Annual Recovered Organic Waste Product Procurement Target and 14 CCR Section 18993.4 for Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper procurement. This report shall be made available to the City's responsible entity for compiling the annual report to be submitted to CalRecycle (which will include a description of compliance on many other SB 1383 regulatory requirements) pursuant to 14 CCR Division 7, Chapter 12, Article 13. The procurement report shall also be shared with City Council as evidence of implementing this Policy.

NAME: Tamie Goldstein

SIGNATURE: 

DATE: 11/4/25