



City of Sonora

Recycled Paper Procurement Policy

I. Definitions:

- a. Paper Products:
 - i. Include, but not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling; or as otherwise defined in 14 CCR Section 18982(a)(51).
- b. Printing and Writing Papers:
 - i. Include, but not limited to, copy xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, malila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications, or as otherwise defined in 14 CCR 18982 (a)(54).
- c. Recordkeeping Designee:
 - i. The public employee appointed by the City Administrator or designee to track procurement and maintain records of procurement efforts both by the City and others, if applicable, as required by 14 CCR, Division 7, Chapter 12, Articles 12 and 13.
- d. Reporting Designee:
 - i. The entity the City contracts with or otherwise arranges to carry out any of the reporting responsibilities of this policy as authorized in 14 CCR.
- e. Recyclability:
 - i. All paper products, 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).
- f. Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper:
 - i. All such products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of Section 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, as amended.
- g. SB 1383:
 - i. 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targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.
- h. SB 1383 Regulations:
 - i. 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.



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II. Purpose and Scope:

- a. The purpose of this policy is to provide the City of Sonora a means of assuring continuity and uniformity in its purchasing operation, and to define the responsibilities for complying with the Recycled Content Paper Procurement requirements of SB 1383.
- b. The basic standard that should always prevail is to exercise good judgment in the use and stewardship of City resources, including keeping within the budget authorized by the City Council.

III. Policy:

- a. Requirements for City Departments.
 - i. If fitness and quality of recycled-content paper products and recycled content printing and writing paper are equal to that of nonrecycled items, whenever available at the same or a lesser total cost than nonrecycled items all departments and divisions shall purchase:
 1. Recycled-content printing and writing paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber.
 2. Other paper products shall consist of at least thirty percent (30%), by fiber weight, of post-consumer recycled content, except:
 - a. Toilet paper shall consist of at least forty-five percent (45%), by fiber weight, postconsumer recycled content fiber.
 - b. Paper towels shall consist of at least forty percent (40%), by fiber weight, postconsumer recycled content fiber.
 - c. Facial tissue shall consist of at least ten percent (10%), by fiber weight, postconsumer recycled content fiber.
 - d. Toilet seat covers shall consist of at least twenty percent (20%), by fiber weight, postconsumer recycled content fiber.
 - e. General purpose paper wipers shall consist of at least forty percent (40%), by fiber weight, postconsumer recycled content fiber.
 - f. Food service-ware, including but not limited to, napkins, plates, bowls, food trays, takeout boxes, placemats, etc. shall consist of at least forty percent (40%), by fiber weight, postconsumer recycled content fiber.
- b. Record Keeping and Documentations Requirements.
 - i. The following documentation records are required to be maintained for at least one year for all paper products purchases.
 1. A copy of the invoice or other documentation of purchase.
 2. Written certifications as required for recycled-content purchases.
 - a. Vendor name, purchaser name, quantity purchased, date purchased.
 - b. Recycled content (including products that contain none).
 - c. If non-Recycled-Content Paper Products and/or non-Recycled-Content and Printing and Writing Paper are purchased, include a description of why Recycled Content



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

3. All documentation shall be compiled and recorded utilizing the Recycled-Content and Recyclable Paper Certification Form.
4. Supplemental documentation as listed above shall be attached and provided to the Administrative Services Department at the time the invoice is submitted for payment.

c. Vendor Requirements for Paper Products.

- i. All vendors that provide recycled-content paper products (including janitorial paper products) and printing and writing paper shall:

1. Provide recycled-content paper products and recycled-content printing and writing paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled items, and available at equal or lesser price. Provide either:

- a. Written documentation from the product vendor certifying:

- i. The products are eligible to be labeled with an unqualified recyclable label, meaning that at least 60 percent of consumers or communities where the items are sold have access to recycling facilities for the products.

1. The minimum percentage, if not the exact percentage, of postconsumer material in the products.

- b. Product Vendor Certification and Other Verification:

- i. Written documentation from the product vendor certifying the products are eligible to be labeled with an unqualified recyclable label, meaning that at least 60 percent of consumers or communities where the items are sold have access to recycling facilities for the products, AND

- ii. Documentation, such as record of a product label, catalog, invoice, or a manufacturer or vendor website, that verifies the minimum percentage, if not the exact percentage, of postconsumer material in the products.

Recycled-Content and Recyclable Paper Certification

CalRecycle is providing this form as a convenience to assist jurisdictions. Beginning January 1, 2022, jurisdictions are required to purchase and obtain documentation certifying that paper products and printing and writing papers:

1. Contain postconsumer recycled content (PCRC)¹
2. Are eligible to be labeled with an unqualified recyclable label²

All businesses shall certify in writing under penalty of perjury to the jurisdiction's contracting officer or representative:

1. The minimum percentage, if not the exact percentage, of PCRC material in the paper products and printing and writing papers offered or sold to the jurisdiction, regardless of whether the product meets the minimum content requirements specified in law.
 - a. A jurisdiction may waive the PCRC certification requirement if the percentage of postconsumer material in the paper products or printing and writing papers can be verified by a product label, catalog, invoice, or a manufacturer or vendor Internet website.
2. That the paper products and printing and writing papers offered or sold to the jurisdiction are eligible to be labeled with an unqualified recyclable label as defined in 16 CFR Section 260.12.

Please clearly print or type your responses. Attach additional pages as necessary.

Business Name:

Address:

Phone:

Email:

| Purchase Order # | Item # | Product Description | PCRC % ¹ | Recyclable ² |
|------------------|--------|---------------------|---------------------|--------------------------|
| | | | | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> |

I certify under penalty of perjury under the laws of the State of California that the above information is true and correct to the best of my knowledge.

Signature

Printed Name

Title

Date

¹ "Postconsumer recycled-content material" is defined as products that were bought, used, and recycled by consumers. Recycled content paper products and printing and writing paper minimum percentages are defined in Public Contract Code 12209.

² Products must be eligible to be labeled with an unqualified recyclable label as defined by Federal Trade Commission "Green Guides" ([16 CFR 260.12](#)), meaning that at least 60 percent of consumers or communities where the items are sold have access to recycling facilities for the products.