

How to Include Take-Back Supplemental Job Aid 1.0

Date: August 13, 2019

Target Audience: Department Buyer, Department Advanced Buyer, and Department Purchase Order (PO) Processor

Purpose: The purpose of this supplemental job aid is provides basic instructions on how to purchase environmentally responsibly by requiring product take-back.

1.0 Introduction:

In order to designate a purchase as Environmentally Preferable (EPP), the purchase must fulfill one or more of the following criteria:

1. Acquired through an EPP Item
2. Meet a DGS purchasing standard
3. Include third-party environmental certifications
4. Include the availability of a take-back program
5. Be State Agency Buy Recycled Campaign (SABRC) compliant
6. Get recorded in FI\$Cal as EPP

2.0 What is Take-Back:

Take-back is a manufacturer, retailer or third-party designee program that takes back products at the end-of-life for recycling, remanufacturing, or for proper disposal consistent with environmental laws and regulations.

There are many benefits to incorporating take-back into your purchase. The use of take-back keeps the item out of landfills. It may also provide a “new” product without having to go through all of the manufacturing steps, which conserves natural resources.

When the supplier or manufacturer of the products being purchased offer a take-back program, the purchase of that product is considered EPP.

3.0 When to Include Take-Back:

Include take-back programs to your purchases whenever take-back is offered.

When applying take-back programs, departments must adhere to all applicable laws, regulations, policies, best practices, and purchasing authority requirements.

Several products are candidates for take-back programs, such as consumer electronics, ink and toner cartridges, batteries, paint and carpet. When purchasing these items be on the lookout for take-back programs that can be included with your purchase.

4.0 How to Include Take-Back:

1. Determine if the products being purchased is a candidate for take-back if:
 - a. The commodity or components of it are considered universal waste, prohibiting it from being disposed of in the trash. Visit Buying Green: EPP: References & Resources for information on universal waste, or
 - b. The commodity could be recycled or remanufactured.
2. Determine your purchasing mechanism. Identify if the supplier or manufacturer offers a take-back program.
3. If there is no take-back availability, you can still look for other ways to buy green, such as incorporating third-party environmental certifications and/or SABRC.
4. If offered, record take-back in FI\$Cal. See Job Aid: *How to Record EPP in FI\$Cal*.

When making a purchase, departments must adhere to all applicable laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, California Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual Volume F, 2 and 3, as applicable.

5.0 How to Record Take-Back in FI\$Cal:

If purchasing an EPP Item, take-back will automatically be recorded to your purchase. No further action to incorporate this into your purchase is required.

If the supplier or manufacturer offer take-back for the products being purchased, and the program is identified as being available, select the box “Take-Back.”

The “Take-Back” check box in FI\$Cal quantifies the availability of take-back programs. If a program is offered, the box should be checked. If there is not an offered program, the box should remain unchecked.

For further details on the EPP fields in FI\$Cal and how they should be completed, review *Job Aid: How to Record EPP/SABRC in FI\$Cal*.

6.0 References & Resources:

Buying Green Guide DGS publishes a best practices manual, the [Buying Green Guide](#). The guide provides state buyers and suppliers with a single source of up-to-date EPP contracts, DGS purchasing standards, bid specifications, and buying tips. It also provides access to laws, regulations and standards that shape procurements and provides transparency to the work DGS does.

The EPP FI\$Cal job aids are a comprehensive “how-to” series that provides detailed instructions on how to buy green and how to record those purchases in FI\$Cal. Visit the Buying Green website to access the full series:

1. How to Purchase Through an EPP Item
2. How to Apply DGS Purchasing Standards
3. How to Apply Third-Party Environmental Certifications
4. How to Include Take-Back
5. How to Apply State Agency Buy Recycled Campaign (SABRC)
6. How to Record EPP/SABRC in FI\$Cal

Contact the Environmentally Preferable Purchasing Program with Buying Green questions by emailing buygreen@dgs.ca.gov.