

How to Choose State Agency Buy Recycled Campaign (SABRC) Products 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 through an Environmentally Preferable Purchasing (EPP) Item.

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 SABRC:

The State Agency Buy Recycled Campaign (SABRC) is a joint effort between the California Department of Resources Recycling and Recovery (CalRecycle) and the Department of General Services (DGS) to implement state law requiring state agencies and the Legislature to purchase recycled-content products (RCP). It complements the efforts of the Integrated Waste Management Act (Public Resources Code 4000 et al), which was enacted to reduce the amount of waste going to California's landfills.

In addition to purchasing RCPs, state agencies need to track their purchases in order to annually submit a report to CalRecycle on October 31st.

Buying RCPs helps state agencies and the Legislature attain their mandated goals outlined in the Public Contract Code (PCC) §12153-12320. Further advantages also include promoting businesses and sustaining our environment by way of creating jobs, improving markets for recycled products, reducing manufacturing waste and pollution, reducing energy consumption, and, finally, diverting waste from landfills.

Visit the [SABRC](#) webpage for more information about this program.

When the products purchased are SABRC compliant, the purchase is considered EPP.

3.0 When to Choose SABRC Compliant Products:

When there is no EPP contract or a DGS purchasing standard available for the products being purchased, incorporate SABRC into your purchase whenever it is applicable.

SABRC categories, as defined by PCC §12200, also known as “product categories” include paper products, printing and writing paper, mulch/compost/co-compost, glass products, lubricating oil, plastic products, paint, antifreeze, tires, tire-derived products, metal products.

4.0 How to Apply SABRC:

1. Navigate to the SABRC Program website. Identify if the products being purchased falls within one of the 11 reportable SABRC categories.
 - a. If SABRC is applicable to the products being purchased, proceed to Step 2.
 - b. If SABRC is not applicable to the products being purchased, you can still look for other ways to buy green, such as incorporating third-party environmental certifications and/or take-back availability.
2. Search for products that meets at least the minimum postconsumer recycled content and best meet your needs.
3. Select a purchasing mechanism for the identified products.
4. Report SABRC as required and record the application of SABRC in FI\$Cal. See Job Aid: *How to Record EPP/SABRC 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 SABRC in FI\$Cal:

SABRC fields are required on all SABRC reportable purchases.

The required SABRC fields are as follows: SABRC Reportable, SABRC Category, SABRC Subcategory, Postconsumer Recycled Content, Total Recycled Content and PCRC Source.

If purchasing through an EPP Item, the required SABRC fields are automatically applied, as applicable. No further action to include SABRC in your purchase is required.

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.