

CITY OF WILDOMAR RECOVERED ORGANIC WASTE PRODUCT AND RECYCLED-TIRE RUBBER PRODUCT PROCUREMENT POLICY

4 SECTION 1. PURPOSE

A. It is the policy of the City of Wildomar (“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, and to purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.

19 SECTION 2. DEFINITIONS

20 A. "Annual Recovered Organic Waste Product Procurement Target" means the
21 amount of Organic Waste in the form of a Recovered Organic Waste Product that
22 the City is required to procure annually under 14 CCR Section 18993.1. This target
23 shall be calculated by multiplying the per capita procurement target, which shall be
24 0.08 tons of Organic Waste per California resident per year, times the City's
25 residential population using the most recent annual data reported by the California
26 Department of Finance. Annually, CalRecycle will provide notice to each
27 Jurisdiction of its Annual Recovered Organic Waste Product Procurement Target
28 by posting such information on CalRecycle's website and providing written notice
29 directly to the Jurisdiction.

30 B. "Compost" means the product resulting from the controlled biological
31 decomposition of organic solid wastes that are source separated from the
32 municipal solid waste stream or which are separated at a centralized facility or as
33 otherwise defined in 14 CCR Section 17896.2(a)(4).

34 Compost eligible for meeting the Annual Recovered Organic Waste Product
35 Procurement Target must be produced at a compostable material handling

36 operation or facility permitted or authorized under 14 CCR Chapter 3.1 of Division
37 7 or produced at a large volume in-vessel digestion facility that composts on-site
38 as defined and permitted under 14 CCR Chapter 3.2 of Division 7. Compost shall
39 meet the State's composting operations regulatory requirements.

40 C. “Direct Service Provider” means a person, company, agency, district, or other
41 entity that provides a service or services to City pursuant to a contract or other
42 written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).

43 D. “Electricity Procured from Biomass Conversion” means electricity generated from
44 biomass facilities that convert recovered Organic Waste, such as wood and
45 prunings from the municipal stream, into electricity. Electricity procured from a
46 biomass conversion facility may only count toward the City’s Annual Recovered
47 Organic Waste Product Procurement Target if the facility receives feedstock
48 directly from certain permitted or authorized compostable material handling
49 operations or facilities, transfer/processing operations or facilities, or landfills, as
50 described in 14 CCR Section 18993.1(i).

51 E. “City” means City of Wildomar.

52 F. “Organic Waste” means solid wastes containing material originated from living
53 organisms and their metabolic waste products including, but not limited to, food,
54 yard trimmings, organic textiles and carpets, lumber, wood, Paper Products,
55 Printing And Writing Paper, manure, biosolids, digestate, and sludges, or as
56 otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as
57 defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5),
58 respectively.

59 G. “Paper Products” include, but are not limited to, paper janitorial supplies, cartons,
60 wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and
61 toweling; or as otherwise defined in 14 CCR Section 18982(a)(51).

62 H. “Printing and Writing Papers” include, but are not limited to, copy, xerographic,
63 watermark, cotton fiber, offset, forms, computer printout paper, white wove
64 envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint,
65 and other uncoated writing papers, posters, index cards, calendars, brochures,
66 reports, magazines, and publications; or as otherwise defined in 14 CCR Section
67 18982(a)(54).

68 I. “Procurement of Recovered Organic Waste Products” shall mean purchase or
69 acquisition (e.g., free delivery or free distribution from a hauler or other entity via a
70 written agreement or contract), and end use by the City or others. The City’s
71 Annual Recovered Organic Waste Product Procurement Target can be fulfilled
72 directly by the City or by Direct Service Providers through written contracts or
73 agreements for Procurement of Recovered Organic Waste Products at the City’s
74 behest.

75 J. “Publicly-Owned Treatment Works” or “POTW” has the same meaning as in
76 Section 403.3(r) of Title 40 of the Code of Federal Regulations.

77 K. "Recovered Organic Waste Products" means products made from California,
78 landfill-diverted recovered Organic Waste processed at a permitted or otherwise
79 authorized operation or facility, or as otherwise defined in 14 CCR Section
80 18982(a)(60). Products that can be used to meet the Annual Recovered Organic
81 Waste Product Procurement Target shall include Compost, SB 1383 Eligible
82 Mulch, Renewable Gas from an in-vessel digestion facility, and Electricity Procured
83 from Biomass Conversion as described herein and provided that such products
84 meet requirements of 14 CCR, Division 7, Chapter 12, Article 12.

85 L. "Recordkeeping Designee" means the public employee appointed by the City
86 Manager or their designee to track procurement and maintain records of
87 Recovered Organic Waste Product procurement efforts both by the City and
88 others, if applicable, as required by 14 CCR, Division 7, Chapter 12, Articles 12
89 and 13.

90 M. "Recyclability" means that the Paper Products and Printing and Writing Paper
91 offered or sold to the City are eligible to be labeled with an unqualified recyclable
92 label as defined in 16 Code of Federal Regulations Section 260.12 (2013).

93 N. "Recycled-Content Paper Products and Recycled-Content Printing and Writing
94 Paper" means such products that consist of at least thirty percent (30%), by fiber
95 weight, postconsumer fiber, consistent with the requirements of Sections 22150 to
96 22154 and Sections 12200 and 12209 of the Public Contract Code, and as
97 amended.

98 O. "Renewable Gas" means gas derived from Organic Waste that has been diverted
99 from a landfill and processed at an in-vessel digestion facility that is permitted or
100 otherwise authorized by 14 CCR to recover Organic Waste, or as otherwise
101 defined in 14 CCR Section 18982(a)(62).

102 P. "SB 1383" means Senate Bill 1383 of 2016 approved by the Governor on
102 September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and
103 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing
104 with Section 42652) to Part 3 of Division 30 of the Public Resources Code,
105 establishing methane emissions reduction targets in a statewide effort to reduce
106 emissions of short-lived climate pollutants, as amended, supplemented,
107 superseded, and replaced from time to time.

108 Q. "SB 1383 Regulations" or "SB 1383 Regulatory" means or refers to, for the
109 purposes of this policy, the Short-Lived Climate Pollutants (SLCP): Organic Waste
110 Reductions regulations developed by CalRecycle and adopted in 2020 that created
111 Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR
112 and 27 CCR.

113 R. "SB 1383 Eligible Mulch" means mulch eligible to meet the Annual Recovered
114 Organic Waste Product Procurement Target, pursuant to 14 CCR Chapter 12 of
115 Division 7. This SB 1383 Eligible Mulch shall meet the following conditions for the
116 duration of the applicable procurement compliance year, as specified by 14 CCR

Section 18993.1(f)(4):

1. Produced at one of the following facilities:

- i. 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);

- ii. 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,

- iii. A solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2.

128 S. "State" means the State of California.

129 SECTION 3. RECOVERED ORGANIC WASTE PRODUCT PROCUREMENT

130 3.1 Procurement Target

131 A. City will annually procure for use or giveaway a quantity of Recovered Organic
132 Waste Products that meets or exceeds its Annual Recovered Organic Waste
133 Product Procurement Target through the implementation of Sections 3 through 5
134 of this Policy.

135 B. To be eligible to meet the Annual Recovered Organic Waste Product Procurement
136 Target, products that may be procured include the following (provided that each
137 product meets the criteria included in their respective definition in Section 2 of this
138 Policy):

139 1. SB 1383 eligible Compost (as defined in Section 2.B).

140 2. SB 1383 Eligible Mulch (as defined in Section 2.R).

141 3. Renewable Gas (in the form of transportation fuel, electricity, or heat) (as
142 defined in Section 2.O).

143 4. Electricity Procured from Biomass Conversion (as defined in Section 2.D).

144 3.2 Requirements for City Departments

145 A. Compost and SB 1383 Eligible Mulch procurement. Divisions and departments
146 responsible for landscaping maintenance, renovation, or construction shall:

147 1. Use Compost and SB 1383 Eligible Mulch produced from recovered
148 Organic Waste, as defined in Section 2.B and 2.R of this Policy, for
149 landscaping maintenance, renovation, or construction, as practicable,

150 whenever available, and capable of meeting quality standards and criteria
151 specified.

152 2. When City uses Compost and SB 1383 Eligible Mulch and the applications
153 are subject to the City's Water Efficient Landscaping Ordinance (WELO),
154 pursuant to Municipal Code Section 17.276, comply with one of the
155 following, whichever is more stringent, (i) the City's WELO, City Code
156 Section 17.276, if more stringent than the State's Model Water Efficient
157 Landscape Ordinance (MWELO), or (ii) Sections 492.6 (a)(3)(B), (C), (D),
158 and (G) of the State's Model Water Efficient Landscape Ordinance, Title 23,
159 Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015,
160 which requires the submittal of a landscape design plan with a "Soil
161 Preparation, Mulch, and Amendments Section" to include the following:

162 a. For landscape installations, Compost at a rate of a minimum of 4
163 cubic yards per 1,000 square feet of permeable area shall be
164 incorporated to a depth of six (6) inches into the soil. Soils with
165 greater than six percent (6%) organic matter in the top six (6) inches
166 of soil are exempt from adding Compost and tilling.

167 b. Apply a minimum three- (3-) inch layer of mulch on all exposed soil
168 surfaces of planting areas except in turf areas, creeping or rooting
169 groundcovers, or direct seeding applications where mulch is
170 contraindicated. To provide habitat for beneficial insects and other
171 wildlife, leave up to five percent (5%) of the landscape area without
172 mulch. Designated insect habitat must be included in the landscape
173 design plan as such.

174 c. Procure organic mulch materials made from recycled or post-
175 consumer materials rather than inorganic materials or virgin forest
176 products unless the recycled post-consumer organic products are
177 not locally available. Organic mulches are not required where
178 prohibited by local Fuel Modification Plan Guidelines or other
179 applicable local ordinances.

180 3. Keep records, including invoices or proof of Recovered Organic Waste
181 Product procurement (either through purchase or acquisition), and submit
182 records to the Recordkeeping Designee, on a schedule to be determined
183 by Recordkeeping Designee.

184 Records shall include:

185 a. General procurement records, including:

186 (i) General description of how and where the product was used
187 and applied, if applicable;

188 (ii) Source of product, including name, physical location, and

189 contact information for each entity, operation, or facility from
190 whom the Recovered Organic Waste Products were
191 procured;

192 (iii) Type of product;

193 (iv) Quantity of each product; and,

194 (v) Invoice or other record demonstrating purchase or
195 procurement.

196 b. For Compost and SB 1383 Eligible Mulch provided to residents
197 through giveaway events or other types of distribution methods, keep
198 records of the Compost and SB 1383 Eligible Mulch provided to
199 residents. Records shall be maintained and submitted to the
200 Recordkeeping Designee in accordance with the requirements
201 specified in Section 3.2.A.3.

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

210 B. Renewable Gas procurement (used for fuel for transportation, electricity, or heating
211 applications). For Renewable Gas procurement, City shall:

212 1. Procure Renewable Gas made from recovered Organic Waste for
213 transportation fuel, electricity, and heating applications to the degree that it
214 is appropriate and available for the City and to help meet the Annual
215 Recovered Organic Waste Product Procurement Target, which requires
216 compliance with criteria specified in 14 CCR Section 18993.1.

217 2. Keep records in the same manner indicated in Section 3.2.A.3 for the
218 amount of Renewable Gas procured and used by the City, including the
219 general procurement record information specified in Section 3.2.A.3.a, and
220 submit records to the Recordkeeping Designee on a schedule to be
221 determined by Recordkeeping Designee. City shall additionally obtain the
222 documentation and submit records specified in Section 3.2.B.3 below, if
223 applicable.

224 3. If the City procures Renewable Gas from a POTW,

225 a. Annually verify that the Renewable Gas from the POTW complies
226 with the requirements specified in 14 CCR Section 18993.1(h),
227 including, but not limited to the exclusion in 14 CCR Section

17896.6(a)(1) and the items listed in this Section 3.2.B.3.

- b. Annually receive a record from the POTW documenting the tons of Organic Waste received by the POTW from: (i) a compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10), that is permitted or authorized under 14 CCR Division 7; (ii) 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 (iii) a solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2.
- c. Annually receive documentation from the POTW of the percentage of biosolids that the POTW produced and transported to activities that constitute landfill disposal in order to demonstrate that the POTW transported less than twenty-five percent (25%) of the biosolids it produced to activities that constitute landfill disposal. For the purposes of this Policy, landfill disposal is defined pursuant to 14 CCR Section 18983.1(a) and includes final disposition at a landfill; use of material as alternative daily cover or alternative intermediate cover at a landfill, and other dispositions not listed in 14 CCR Section 18983.1(b). Alternative daily cover or alternative intermediate cover are defined in 27 CCR Sections 20690 and 20700, respectively.
- d. Annually receive documentation that the POTW receives vehicle-transported solid waste that is an anaerobically digestible material for the purpose of anaerobic co-digestion with POTW treatment plant wastewater to demonstrate that the POTW meets the requirement of 14 CCR Section 18993.1(h)(2).
- e. City shall submit these records to the Recordkeeping Designee on a schedule to be determined by Recordkeeping Designee.

Electricity Procured from Biomass Conversion. For Electricity Procured from Biomass Conversion, City shall:

Procure electricity from a biomass conversion facility that receives feedstock from a composting facility, transfer/processing facility, a solid waste landfill, and/or receives feedstock from the generator or employees on behalf of the generator of the Organic Waste and to the degree that it is available and practicable for the City and to help meet the Annual Recovered Organic Waste Product Procurement Target, which requires compliance with criteria specified in 14 CCR Section 18993.1.

Maintain records and conduct the following recordkeeping activities:

268 a. Keep records in the same manner indicated in Section 3.2.A.3 of this
269 Policy for the amount of Electricity Procured from Biomass
270 Conversion facilities, including the general procurement record
271 information specified in Section 3.2.A.3.a.

272 b. Receive written notification by an authorized representative of the
273 biomass conversion facility certifying that biomass feedstock was
274 received from a permitted solid waste facility identified in 14 CCR
275 Section 18993.1(i).

276 c. Provide these records to the Recordkeeping Designee.

277 **3.3 Requirements for Direct Service Providers**

278 A. Direct Service Providers of landscaping maintenance, renovation, and
279 construction shall:

280 1. Use Compost and SB 1383 Eligible Mulch, as practicable, produced from
281 recovered Organic Waste, as defined in Section 2.B and 2.R of this Policy,
282 for all landscaping renovations, construction, or maintenance performed for
283 the City, whenever available, and capable of meeting quality standards and
284 criteria specified. SB 1383 Eligible Mulch used for land application shall
285 comply with 14 CCR, Division 7, Chapter 12, Article 12 and must meet or
286 exceed the physical contamination, maximum metal concentration and
287 pathogen density standards specified in 14 CCR Section
288 17852(a)(24.5)(A)(1) through (3).

289 2. If Direct Service Provider is subject to the City's WELO pursuant to City
290 Municipal Code Section 17.276, comply with one of the following, whichever
291 is more stringent: (i) the locally-adopted WELO that is more stringent than
292 the State's MWELO, or (ii) Sections 492.6 (a)(3)(B), (C), (D), and (G) of the
293 State's MWELO, Title 23, Division 2, Chapter 2.7 of the CCR, as amended
294 September 15, 2015, which requires the submittal of a landscape design
295 plan with a "Soil Preparation, Mulch, and Amendments Section" to include
296 the following:

297 a. For landscape installations, Compost at a rate of a minimum of 4
298 cubic yards per 1,000 square feet of permeable area shall be
299 incorporated to a depth of six (6) inches into the soil. Soils with
300 greater than six percent (6%) organic matter in the top six (6) inches
301 of soil are exempt from adding Compost and tilling.

302 b. Apply a minimum three- (3-) inch layer of mulch on all exposed soil
303 surfaces of planting areas except in turf areas, creeping or rooting
304 groundcovers, or direct seeding applications where mulch is
305 contraindicated. To provide habitat for beneficial insects and other
306 wildlife, leave up to five percent (5%) of the landscape area without
307 mulch. Designated insect habitat must be included in the landscape
308 design plan as such.

- c. 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.
- d. 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).

3. Keep and provide records of Procurement of Recovered Organic Waste Products (either through purchase or acquisition) to Recordkeeping Designee, on a schedule to be determined by Recordkeeping Designee. Information to be provided shall include:

- a. General description of how and where the product was used and if applicable, applied;
- b. 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;
- c. Type of product;
- d. Quantity of each product; and,
- e. Invoice or other record demonstrating purchase or procurement.

SECTION 4. RECYCLED-CONTENT PAPER PROCUREMENT

4.1 Requirements for City Departments

333 A. If fitness and quality of Recycled-Content Paper Products and Recycled-Content
334 Printing and Writing Paper are equal to that of non-recycled items, all departments
335 and divisions of City shall purchase Recycled-Content Paper Products and
336 Recycled-Content Printing and Writing Paper that consists of at least thirty percent
337 (30%), by fiber weight, postconsumer fiber, whenever the total cost is the same or
338 a lesser total cost than non-recycled items or whenever the total cost is no more
339 than one percent (1%) of the total cost for the non-recycled items, consistent with
340 the requirements of the Public Contract Code, Sections 22150 through 22154 and
341 Sections 12200 and 12209, as amended.

342 B. All Paper Products and Printing and Writing Paper shall be eligible to be labeled
343 with an unqualified recyclable label as defined in Title 16 Code of Federal
344 Regulations Section 260.12 (2013).

345 C. Provide records to the Recordkeeping Designee of all Paper Products and Printing

346 and Writing Paper purchases on a schedule to be determined by Recordkeeping
347 Designee (both recycled-content and non-recycled content, if any is purchased)
348 made by a division or department or employee of the City. Records shall include a
349 copy of the invoice or other documentation of purchase, written certifications as
350 required in Section 4.2.A.3-4 for recycled-content purchases, vendor name,
351 purchaser name, quantity purchased, date purchased, and recycled content
352 (including products that contain none), and if non-Recycled-Content Paper
353 Products and/or non-Recycled-Content Printing and Writing Paper are provided,
354 include a description of why Recycled-Content Paper Products and/or Recycled-
355 Content Printing and Writing Paper were not provided.

356 **4.2 Requirements for Vendors**

357 A. All vendors that provide Paper Products (including janitorial Paper Products) and
358 Printing and Writing Paper to City shall:

359 1. Provide Recycled-Content Paper Products and Recycled-Content Printing
360 and Writing Paper that consists of at least thirty percent (30%), by fiber
361 weight, postconsumer fiber, if fitness and quality are equal to that of non-
362 recycled item, and available at equal or lesser price or available at no more
363 than one percent (1%) of the total cost for non-recycled Paper Products.

364 2. Only provide Paper Products and Printing and Writing Papers that meet
365 Federal Trade Commission Recyclability standard as defined in Title 16
366 Code of Federal Regulations Section 260.12 (2013).

367 3. Certify in writing, under penalty of perjury, the minimum percentage of
368 postconsumer material in the Paper Products and Printing and Writing
369 Paper offered or sold to the City. This certification requirement may be
370 waived if the percentage of postconsumer material in the Paper Products,
371 Printing and Writing Paper, or both can be verified by a product label,
372 catalog, invoice, or a manufacturer or vendor internet website.

373 4. Certify in writing, under penalty of perjury, that the Paper Products and
374 Printing and Writing Paper offered or sold to the City is eligible to be labeled
375 with an unqualified recyclable label as defined in Title 16 Code of Federal
376 Regulations Section 260.12 (2013).

377 5. Provide records to the Recordkeeping Designee of all Paper Products and
378 Printing and Writing Paper purchased from the vendor on a schedule to be
379 determined by Recordkeeping Designee (both recycled-content and non-
380 recycled content, if any is purchased) made by a division or department or
381 employee of the City. Records shall include a copy of the invoice or other
382 documentation of purchase, written certifications as required in Section
383 4.2.A.3-4 for recycled-content purchases, purchaser name, quantity
384 purchased, date purchased, and recycled content (including products that
385 contain none), and if non-Recycled-Content Paper Products and/or non-
386 Recycled-Content Printing and Writing Paper are provided, include a

387 description of why Recycled-Content Paper Products and/or Recycled-
388 Content Printing and Writing Paper were not provided.

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

393 SECTION 5. RECYCLED-TIRE RUBBER PRODUCT PROCUREMENT

394 On Capital Improvement Program (CIP) projects, the Public Works and Engineering
395 department shall evaluate, at least, the following environmentally preferable product
396 categories for inclusion as construction materials for bid items specified in the project
397 requirements whenever practical:

398 1. Re-crushed cement concrete aggregate and asphalt.

399 2. Cement and asphalt concrete containing tire rubber, glass cullet, recycled
400 fiber, plastic, fly ash or other alternative products.

401 3. Re-treaded tires and products made from recycled tire rubber including
402 rubberized asphalt, playground surfaces and fatigue mats.

403 Public Works and Engineering staff are encouraged to reduce consumption of virgin
404 resources by incorporating environmentally preferable practices into CIP projects. The
405 Public Works and Engineering Department shall be responsible for the implementation of
406 this policy and shall:

407 A. Practice waste prevention whenever possible.

408 B. Ensure that CIP project procurement documents issued by the department include
409 environmental preferred alternatives as construction materials whenever practical.

410 C. Be responsible for recordkeeping on recycle program utilization for CIP projects.

411 Exemption: Nothing in this policy shall be construed as requiring the purchase of products
412 that do not perform adequately and/or are not reasonably available at a reasonable cost.

413 SECTION 6. RECORDKEEPING RESPONSIBILITIES

414 A. The Administrative Services department will be the responsible department and
415 will select an employee to act as the Recordkeeping Designee that will be
416 responsible for obtaining records pertaining to Procurement of Recovered Organic
417 Waste Products and Recycled-Content Paper Products and Recycled-Content
418 Printing and Writing Paper.

419 B. The Recordkeeping Designee will do the following to track Procurement of

Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper:

1. Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of City's documentation of its compliance with 14 CCR Section 18993.3.
2. 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 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.
3. Collect, collate, and maintain documentation submitted by the City, Direct Service Providers, and/or vendors, including the information reported to the Recordkeeping Designee in accordance with Sections 3.2.A.3, 3.2.B.2, 3.2.C.2, 3.3.A.3, 3.3.B.2, 3.3.C.3, 4.1.C, and 4.2.A.5.
4. 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 the City Council or other regulating body annually as evidence of implementing this Policy.

SECTION 7. EFFECTIVE DATE OF POLICY

458 This Policy shall go into effect on November 10, 2022.