



CITY OF LAKEPORT

ADMINISTRATIVE POLICY

Waste Reduction and Recycled Products Procurement

Adopted April 24, 2002

Updated January 13, 2022

As part of the City of Lakeport's overall integrated approach to waste management and commitment to procuring environmentally preferred products, it is the policy of the City of Lakeport ("city") to promote waste reduction and recycling activities and require the procurement of recycled and recycled-content products.

This Policy **applies to all City of Lakeport departments and divisions** and includes requirements for certain vendors.

A primary objective of this updated Policy is to maximize the amount of recycled-content paper that is purchased by the city, consistent with the goals of SB 1383 which [require jurisdictions to purchase recycled-content paper products](#) that are recyclable. Traditional paper manufacturing, especially that relying on virgin wood fiber, creates environmental burdens including the overuse of trees, energy, water and other natural resources; soil degradation; the release of greenhouse gases and other air pollutants; and the generation of solid waste. Paper made with recycled content conserves natural resources, reduces pollution, and uses less energy during its production, therefore producing fewer greenhouse gas emissions.

- I. **Waste Reduction Practices:** All city personnel are encouraged to reduce their consumption of resources by incorporating the following practices into their daily activities.
 1. Practice waste prevention in all procurement decisions.
 2. Use of duplex function on printers and copiers whenever possible.
 3. Share, send and store information electronically when possible.
 4. Encourage reducing the size and number of documents through streamlining and format revisions such as using wider margins in MS Word and smaller fonts to get more on a page.
 5. Consider durability and reparability of products prior to purchase.
- II. **Procurement Practices:** The following environmentally preferable product categories shall be evaluated and purchased whenever practicable:
 1. Recycled-content paper products and recycled-content printing and writing paper, including copy paper, letterhead, forms, envelopes, janitorial supplies, corrugated boxes, file folders and other products composed primarily of paper. 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 shall purchase recycled-content paper products and recycled-content printing and writing paper. These products shall consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever the total cost is no more than 100 percent (100%) 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.

2. Re-refined lubricating and hydraulic oils.
3. Re-refined antifreeze.
4. Products made from recycled tire rubber including rubberized asphalt.
5. Compost, mulch and other organics including recycled biosolid products.
6. Remanufactured paint.

III. Recordkeeping: There are no reporting requirements for paper purchases at the time of this Policy update; however, the city must maintain records to verify compliance with the procurement requirements. Records that must be kept include:

1. Copies of all invoices, receipts, or other proofs of purchase that detail the procurement of paper products and printing and writing papers by volume and type.
2. Written certification(s) from vendors and other verification(s) for minimum recycled content, as applicable. The city has two options for maintaining this documentation in the implementation record:

a) Option 1: Product Vendor Certification

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

b) Option 2: Product Vendor Certification and Other Verification

- 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
- 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.

3. City staff (all departments/divisions) responsible for procurement of Paper Products and Printing and Writing Paper shall provide records to the Recordkeeping Designee no less than every 12 months, preferably annually each February 1st detailing purchases in the preceding calendar year.
 - a) Records shall include a copy of the invoice or other documentation of purchase, written certifications as required in Section IV. 3. and 4. for recycled-content purchases, vendor name, 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.
 - b) The city's Recordkeeping Designee shall be assigned by the Lakeport City Manager. At the time of this Policy update (01/2022) it is the Compliance Officer.

IV. Recordkeeping Responsibilities:

1. The Public Works Department will be the responsible department and the City Manager 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.
2. 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:
 - a) 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.
 - b) 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 of Lakeport 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.

- c) 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. and 4. of this Policy.
- d) 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, annually as evidence of implementing this Policy.

V. Requirements for Vendors: All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to the city 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 item, and available at no more than 100% of the total cost for non-recycled Paper Products.
2. 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).
3. 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.
4. 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).
5. Records of all purchases of Paper Products and Printing and Writing Paper made by a division or department or employee of the city from a vendor shall be provided to the Recordkeeping Designee no less than every 12 months, preferably annually each February 1st detailing purchases in the preceding calendar year (both recycled-content and non-recycled content, if any is purchased). Records shall include a copy of the

invoice or other documentation of purchase, written certifications as required in Section IV 3. and 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.

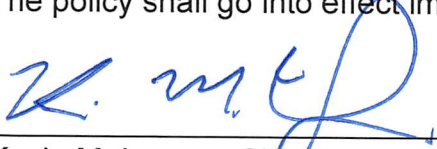
6. All vendors providing printing services to the city via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, or as amended by Public Contract Code Section 12209.

VI. Recycling Practices: Various collection programs and containers are available at all City of Lakeport facilities to encourage recycling of the following:

1. Paper, including copy paper; mail and envelopes; construction plans and drawings; corrugated boxes; file folders and other similar paper products deemed recyclable by the local waste hauler.
2. Lubricating and hydraulic oils.
3. Printer toner cartridges and refillable inkjet cartridges.
4. Beverage containers placed in recycling bins.

VII. Exemption: Nothing in this Policy shall be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable price. Recycled-content paper products and recycled-content printing and writing paper meeting the 30% post-consumer content threshold shall be purchased if the total cost is no more than 100 percent (100%) of the total cost for the non-recycled items.

I certify the City of Lakeport's Waste Reduction and Recycled Products Procurement Policy has been reviewed and approved for distribution to all city departments and staff. The policy shall go into effect immediately.



Kevin M. Ingram, City Manager

1/25/22
Date