



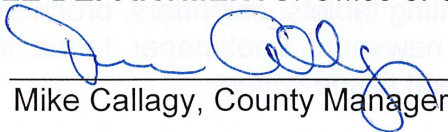
**ADMINISTRATIVE MEMORANDUM  
COUNTY OF SAN MATEO**

**NUMBER: B-33**

**SUBJECT:** State-Mandated Procurement Requirements under California Senate Bill 1383 for Paper Products, Compost, Mulch, and Renewable Natural Gas

**RESPONSIBLE DEPARTMENTS:** Office of Sustainability

**APPROVED:**

  
Mike Callagy, County Manager

**DATE:**

3/17/22

**1. Purpose**

It is the policy of the County, applicable to all departments and divisions, to comply with the state-mandated requirements for recycled organic-material procurement established under California Senate Bill 1383, (Lara, Chapter 395, Statutes of 2016), also known as SB 1383.

This state mandate requires the County to: 1) procure recycled-content paper products that are themselves able to be recycled in turn; 2) procure a certain amount of qualifying compost, mulch, and renewable natural gas specified by the State annually; and 3) keep detailed records of all such procurements.

**2. Background**

In September 2016, California Senate Bill 1383 established statewide emissions reduction targets for short-lived climate pollutants such as methane. Methane is a powerful greenhouse gas, which results from the landfilling of organic waste. SB 1383 requires the State to reduce the amount of organic waste disposed of in landfills by 75 percent from 2014 levels by 2025. The law aims to accomplish this by requiring cities and counties across the state to implement mandatory curbside composting programs. Additionally, in order to ensure the long-term economic sustainability of these programs by creating markets for the materials, the law also requires cities and counties to procure recycled-content paper products and a certain quantity of qualifying compost, mulch, or renewable natural gas annually. For the County, this means updating procurement practices and incorporating new provisions in the agreements held with vendors or contractors.

San Mateo County is already facing the impacts of climate change in the form of extreme weather conditions, wildfires, and sea level rise. By increasing the County's recycled product procurement, we are ensuring resources continue to circulate through our economy and stay out of the landfills where they contribute to climate change. SB 1383 furthers the County's work on its Climate Action Plans and is consistent with the

Climate Emergency Declaration the Board of Supervisors passed in 2019 with its stated intention for the County to invest in climate solutions that span all County departments.

### **3. Paper Product Procurement Requirements**

Outlined below are the specific procurement requirements that all County departments are required to implement to comply with this new state law.

- A. For the purpose of this policy, paper products include, but are not limited to: file folders, hanging file folders, white wove envelopes, manila envelopes, index cards, cartons, wrapping, packaging, corrugated boxes, copy paper, xerographic paper, watermark paper, cotton fiber paper, offset paper, note pads, computer printout paper, writing tablets, calendars, brochures, reports, magazines, publications, posters, newsprint, book paper, forms, toilet paper, toweling, facial tissue, and toilet seat tissue covers.
- B. All County departments shall procure paper products that consist of at least 30 percent, by weight, postconsumer fiber whenever such products are available at the same or lower total cost and same fitness and quality as non-recycled products. County departments are encouraged to procure paper products that consist of 100 percent postconsumer fiber whenever possible.
- C. County departments shall require all contractors and vendors that provide the County with paper products to:
  - 1) Procure or offer paper products that consist of at least 30 percent, by weight, postconsumer fiber whenever such products are available at the same or lower total cost and same fitness and quality as non-recycled products; and
  - 2) Complete and provide the *Paper Product Procurement Reporting Form* with information regarding all paper products offered and provided to the County since the completion of the previous reporting form. County departments will specify the frequency of these reports in their agreements with the contractor or vendor. County departments shall complete this form when procuring paper products directly through vendor agreement or a purchase order.

This reporting form can be found here:

<https://www.smcsustainability.org/paper-product-procurement-reporting-form>

County departments shall email all complete *Paper Product Procurement Reporting Forms* to [OOS\\_SB1383Compliance@smcgov.org](mailto:OOS_SB1383Compliance@smcgov.org) or submit complete forms here <https://forms.office.com/g/3jB2m4tRcK>

### **4. Compost, Mulch, and Renewable Natural Gas Procurement Requirements**

- A. All County departments, contractors, and vendors shall only procure compost, mulch and (when available) renewable natural gas products that are eligible

to contribute towards meeting the County's SB 1383 procurement target. Furthermore, all County departments, contractors, and vendors shall procure compost from the Office of Sustainability's list of eligible compost products, or contact the Office of Sustainability before procuring compost products that are not included on this list.

The Office of Sustainability's list of eligible compost products along with information on eligible mulch and renewable natural gas products can be found on the Office of Sustainability website here:

<https://www.smcsustainability.org/find-compost-mulch-RNG-products>

- B. County departments shall require all contractors that use or procure compost, mulch, or renewable natural gas on the County's behalf and vendors through which they procure compost, mulch, and/or renewable natural gas to complete and provide the *Compost, Mulch and Renewable Natural Gas Procurement Reporting Form* with information regarding all compost, mulch, and renewable natural gas provided to or used on behalf of the County since the completion of the previous reporting form. County departments will specify the frequency of these reports in their agreements with the contractor or vendor. County departments shall complete this form when procuring these products directly through a vendor agreement or a purchase order.

This reporting form can be found here:

<https://www.smcsustainability.org/compost-mulch-rng-procurement-reporting-form>

- C. County departments shall email all complete *Compost, Mulch, and Renewable Natural Gas Procurement Forms* to [OOS\\_SB1383Compliance@smcgov.org](mailto:OOS_SB1383Compliance@smcgov.org) or submit complete forms here: <https://forms.office.com/g/PrPMVZvvX2>

## **5. Resources and Technical Assistance**

The Office of Sustainability will develop and maintain the list of eligible compost, mulch, and renewable natural gas products and reporting forms referenced in this administrative memo as well as guidance on how to fulfill these requirements. County employees can find guidance here:

<https://smcgov.sharepoint.com/sites/SB1383ProcurementCompliance>

The Office of Sustainability will work in close coordination with Procurement to identify ways to increase implementation efficiency of this new state procurement mandate. All questions about the requirements in this policy or requests for assistance with its implementation can be emailed to the Office of Sustainability at [OOS\\_SB1383Compliance@smcgov.org](mailto:OOS_SB1383Compliance@smcgov.org).

## **6. Effective Date**

The provisions of the policy will take effect March 1, 2022.

