

RECYCLED PAPER PROCUREMENT

The Implementation Record requirements for paper product procurement are detailed in 14 CCR Section 18993.4.

- ☐ Copies of invoices, receipts, or other proof of purchase that describe the procurement of paper products by volume and type for all paper purchases
- ☐ Copies of all certifications or other verification required under 14 CCR Section 18993.3.
- ☐ For any products purchased that do not have verification of recycled content, it is recommended to include a related explanation in the Implementation Record

Note: CalRecycle recognizes circumstances that challenge a jurisdiction's ability to provide invoices, receipts, or other proof of purchase for products with recycled content, as outlined in 14 CCR Sections 18993.3. and 18993.4. Additionally, there are instances where the jurisdiction purchased publications and subscriptions that are offered by a single vendor and are not available to purchase with post-consumer recycled content. In such circumstances, a jurisdiction may include in its Implementation Record a clear explanation of the challenge or reason additional documentation is not available or a statement noting that the products are not available with recycled content. CalRecycle will consider the explanation in the determination of compliance.

Regarding jurisdiction's **public libraries** or other departments, below is a sample statement that jurisdictions may include in an Implementation Record. This statement addresses purchase of books, periodicals, microfilm, microfiche, etc., procured in high volume by **libraries** or other departments. While the statement should include a description of the types of documents purchased, it is not necessary to list each individual **library** or department book, periodical, or other document.

Example:

The City/Municipality of (____) **public library** purchases books, microfiche, microfilm, and periodicals (including magazines, newspapers) that are publications procured at a significantly high volume. Information regarding the recycled content for these products is not available due to the high purchasing volume of these products. In addition, many of these items can only be purchased from one vendor. Purchases of other paper products, including other printing and writing paper, are included in the Implementation Record. Our goal is to continually seek out post-consumer recycled-content products when available.

INSPECTION

Compliance reviews, route reviews, waste evaluations, and inspections

The Implementation Record requirements for inspection and enforcement are detailed in 14 CCR Sections 18995.1 and 18995.2(f)(4) and (11-13) and outlined below.