



City of Arts & Innovation

# City of Riverside Administrative Manual

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**Policy Owner(s):** City Manager's Office  
 Finance Department  
 Public Works Department

**Approved:**

*Gilbert Hernandez*

Department

*[Signature]*

Department

*Mike Futrell*

Mike Futrell (Feb 28, 2023 17:32 PST)

City Manager

## SUBJECT:

### Environmentally Preferable Purchasing (EPP)

#### PURPOSE:

Environmentally Preferable Purchasing (EPP) is the procurement of goods and services that have a reduced impact on human health and the environment compared to competing products serving the same purpose. The primary purpose of the Environmentally Preferable Purchasing policy is to support the purchase of recycled and environmentally preferred products in order to minimize environmental impacts related to the work of the City and in accordance with Purchasing Resolution Section 606 Recycled Goods Preference.

By considering environmental, social, and economic impacts in public purchasing, the City of Riverside can reduce its burden on the local and global environment, protect public health, reduce costs and liabilities, and potentially improve the environmental quality of the region.

When procuring materials, products, and services, City employees shall consider, whenever possible:

- A. Environmental impact including but not limited to:
  1. Conservation of resources, including the use of energy, water and materials
  2. Waste minimization, both within their operations and through reduction of packaging
  3. Recyclability, recycled content, energy efficiency and consumption
  4. Greenhouse gas emissions
  5. Pollutant releases
  6. Impacts on biodiversity
  
- B. Social equity factors including but not limited to:
  1. Human health impacts
  2. Fair labor practices, livable wages and worker rights
  3. Environmental justice (disproportionate environmental and health impacts on different population groups)
  
- C. Economic prosperity factors including but not limited to:

1. Supporting job creation and facilitating opportunities for small- and medium-sized enterprises and social impact businesses
2. Providing a living wage (at a minimum) to employees and contractors
3. Use of local businesses and vendors whenever possible

## **DEFINITIONS:**

- A. Compost: The product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility. Compost shall meet the State's composting operations regulatory requirements.
- B. Environmentally Preferable Product: A product that has a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.
- C. Organic Waste: Solid wastes containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, paper products, printing and writing paper, manure, biosolids, digestate, and sludges.
- D. Paper Products: Include, but not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling.
- E. Practical: Satisfactory in performance and available at a fair and reasonably competitive cost.
- F. Printing and Writing Paper: Include, but not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications.
- G. Recovered Organic Waste Products: Products made from California, landfill-diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility.
- H. Recyclability: The Paper Products and Printing and Writing Paper offered or sold to the City are eligible to be labeled with an unqualified recyclable label (indicates that recycling facilities are available to at least 60% of the consumers or communities where the item is sold).
- I. Recycled Content Paper Products and Recycled Content Printing and Writing Paper: Paper products and printing and writing paper that consist of at least 30%, by fiber weight, postconsumer fiber.
- J. Recycled Content Products: Products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste and/or other waste that otherwise would not have been utilized.
- K. Recycling: The process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.

## **POLICY:**

The City of Riverside strives to create an organizational culture that supports waste reduction and recycled content product (RCP) procurement practices in all aspects of its business operations. It is an essential part of the City's sustainability efforts and the City's search for high quality products and services at competitive prices. Price, quality, and availability being comparable, the City shall buy recycled content products rather than nonrecycled content products. Each City Department shall be responsible for the implementation of this policy and shall procure recycled content products and use recycling programs whenever practical.

### Paper

Beginning January 1, 2022, Senate Bill 1383 requires jurisdictions to purchase recycled-content paper products that are recyclable.<sup>1</sup> The City of Riverside is required to purchase and keep records that paper products contain postconsumer recycled content and are recyclable. Non-compliance may result in a State-mandated 120-day improvement plan followed by fines of up to \$10,000 per day.

City departments must maintain records showing the post-consumer recycled content and recyclability of all paper purchases, including:

- Copies of all invoices, receipts, or other proofs of purchase that detail the procurement of paper products
- Written certification(s) of the recycled content of each paper product. These can come from:
  - Paper vendors, such as a usage report
  - Manufacturer or vendor websites
  - Product labels, invoice, receipts, etc.
- Written documentation from the product vendor(s) certifying the products are recyclable. A sample vendor recycled-content and recyclable paper certification form is attached to this policy.

City departments will procure recycled-content paper products that are recyclable, including but not limited to, printing and writing papers, imprinted letterhead paper, envelopes, copy paper, and business cards. Whenever practical, these shall contain a minimum of 30% post-consumer recycled content.

The City will maintain a compliance record for paper products purchased directly by the City, including printing services provided by a print service vendor. Paper products that are sourced by a vendor delivering services (e.g., janitorial services contractor provision of paper towels and toilet paper) are excepted from SB 1383.

Retention of these records will be in accordance with *Administrative Manual Policy No. 05.001.00, Records Retention and Disposition*. City departments will maintain their records of recycled-content paper and will be responsible for reporting to the Purchasing Manager on a regular basis, as determined by the Manager, in order to ensure compliance with SB 1383.

The Finance Department, Purchasing Division will assist City Departments in the development of specifications used in public bidding aimed at eliminating barriers to recycled content products, such as outdated or overly stringent product specifications.

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<sup>1</sup> CalRecycle Recycled-Content Paper Requirements: <https://calrecycle.ca.gov/organics/slcp/procurement/RecycledPaper/>

### Recovered Organic Waste Products<sup>2</sup>

Beginning January 1, 2022, Senate Bill 1383 requires cities and counties to procure annually a quantity of recovered organic waste products to meet their Annual Recovered Organic Waste Product Procurement Target. These procurement requirements strengthen California's green, self-sustaining economy.

The City can fulfill its annual procurement target by procuring any combination of

- Compost
- Mulch
- Renewable Energy (transportation fuel, heat, and electricity) from Anaerobic Digestion
- Electricity from Biomass Conversion<sup>3</sup>

The Public Works Department will be a leader in the City's effort to procure recovered organic waste products and will work with other departments to understand and properly implement State recommendations and requirements in this area. The Public Works Department, Solid Waste Division will work directly with departments to comply with reporting requirements.

City Departments responsible for landscaping maintenance, renovation, or construction are strongly encouraged to purchase compost and mulch that comply with SB 1383 requirements in order help the City meet its targets for procurement of recovered organic waste products.

### Technology

The IT Department will lead and help guide environmentally considerate technology procurement by working closely with City Departments to procure products or services that consider environmental, social, and economic impacts, in accordance with *Administrative Manual Policy No. 03.017.00, Technology Selection and Acquisition Policy*.

### Eco-Friendly Shipping

City Departments are strongly encouraged to select options for eco-friendly shipping that may include the use of biodegradable packaging and shipping products that can be easily recycled, used for other purposes, and do not take long to decompose. This can also refer to consolidating orders into single shipments and using low carbon-emitting methods of transportation.

### Reporting

Effective immediately (2023), each City department that purchases environmentally preferred products/services for the Target Products/Services categories, which currently include Paper and Recovered Organic Waste Products, shall submit an annual report regarding the total purchases of environmentally preferred products/services (including recycled and non-recycled content products) to the Purchasing Manager (Paper) or the Public Works Director (Recovered Organic Waste Products).

The Purchasing Manager and Public Works Director will coordinate with the City Manager's Office to report annually to the City Council and outside agencies as required for grant funding or other purposes.

Annual reporting for the Target Product/Service categories Technology and Eco-friendly Shipping, will be developed together with the Purchasing Manager and City departments, with reporting projected to begin in 2024.

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<sup>2</sup> CalRecycle Recycled Organics Resources: <https://calrecycle.ca.gov/organics/slcp/procurement/>

<sup>3</sup> Review [SB 1383 Article 12 regulations](#) for full regulatory requirements of procurement

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
All Departments	<ol style="list-style-type: none"><li>1. Procure recycled-content paper products, in compliance with Purchasing Resolution. Work with Purchasing to identify vendors as needed.</li><li>2. Maintain records of recycled-content paper products including:<ul style="list-style-type: none"><li>• Copies of invoices, receipts, or other proof of purchase</li><li>• Written certifications of the recycled content of each paper product</li><li>• Written documentation from the product vendor(s) certifying the products are recyclable. A sample form is attached to this policy.</li></ul></li><li>3. Submit report of recycled-content paper product purchases to Purchasing Manager.</li><li>4. Maintain records of procurement of recovered organic waste products and work directly with Public Works, Solid Waste Division for reporting.</li></ol>
Purchasing	<ol style="list-style-type: none"><li>5. Determine frequency of departmental reporting of recycled-content paper product procurement, not to be less than annual.</li><li>6. Gather records of recycled-content paper products from departments and compile a unified report.</li><li>7. Submit annual report to Public Works Department, Solid Waste Division Senior Administrative Analyst.</li></ol>
Public Works, Solid Waste Division	<ol style="list-style-type: none"><li>8. Serves as City lead and liaison with State of California.</li><li>9. Work directly with Public Utilities, Public Works, Parks, Recreation &amp; Community Services staff and other affected departments to gather reportable data on recovered organic waste product procurement.</li><li>10. Submit required reporting on recycled-content paper and recovered organic waste products to State of California.</li><li>11. Immediately notify Public Works management and Purchasing Manager of any non-compliance concerns.</li></ol>

**SOURCE OF AUTHORITY:**

Charter of the City of Riverside, Section 601  
City of Riverside Purchasing Resolution  
Envision Riverside 2025 Strategic Plan

**Attachment:** Sample Vendor Recycled-Content and Recyclable Paper Certification form

**CONTACT CITY MANAGER'S OFFICE FOR WORD VERSION**

## Vendor Recycled-Content and Recyclable Paper Certification

Beginning January 1, 2022, cities are required to purchase and obtain documentation certifying that paper products and printing and writing papers:

1. Contain postconsumer recycled content (PCRC)<sup>1</sup>
2. Are eligible to be labeled with an unqualified recyclable label<sup>2</sup>

All businesses shall certify in writing under penalty of perjury:

1. The minimum percentage, if not the exact percentage, of PCRC material in the paper products and printing and writing papers offered or sold to the City of Riverside, regardless of whether the product meets the minimum content requirements specified in law.
  - a. The City may waive the PCRC certification requirement if the percentage of postconsumer material in the paper products or printing and writing papers can be verified by a product label, catalog, invoice, or a manufacturer or vendor Internet website.
2. That the paper products and printing and writing papers offered or sold to the City are eligible to be labeled with an unqualified recyclable label as defined in 16 CFR Section 260.12.

Please clearly print or type your responses. Attach additional pages as necessary.

Business Name:

Address:

Phone:

Email:

Purchase Order #	Item #	Product Description	Quantity	Unit of Measure (each, box, etc.)	Weight (lbs)	30% PCRC <sup>1</sup>	Recyclable <sup>2</sup>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

I certify under penalty of perjury under the laws of the State of California that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

<sup>1</sup> "Postconsumer recycled-content material" is defined as products that were bought, used, and recycled by consumers. Recycled content paper products and printing and writing paper are defined as consisting of at least 30 percent, by fiber weight, postconsumer fiber.

<sup>2</sup> Products must be eligible to be labeled with an unqualified recyclable label as defined by Federal Trade Commission "Green Guides" ([16 CFR 260.12](#)), meaning that at least 60 percent of consumers or communities where the items are sold have access to recycling facilities for the products.