

# Recycled-Content Certification

Campus: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

This form shall be completed by contractor/vendor/bidder/buyer. The completed form must be filed with the CSU entity with a row completed for each product supplied to the State. Attach additional sheets if necessary. Information must be included, even if the product does not contain recycled material. Product labels, catalog/Web site descriptions, or bid specifications, are acceptable documentation verifying the information required.

Contractor's Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_ Web site \_\_\_\_\_

Item/ Row	Qty	Unit of Measure	Unit Cost	Subtotal	Product Number / ID SKU	Product Manufacturer	Product Description / Brand	SABRC Product Category <sup>1</sup>	Postconsumer Material (Percent) <sup>2</sup>	Secondary Material (Percent) <sup>3</sup>	Virgin Material (Percent) <sup>4</sup>	Total Percent <sup>5</sup>	Meets SABRC
												100%	
												100%	
												100%	
												100%	
												100%	
												100%	
				Total \$									

Public Contract Code sections 10233, 10308.5, 10354, and 12205(a) require certification in writing, under penalty of perjury, to the State agency awarding a contract, the minimum, if not the exact, percentage of postconsumer and secondary material in the products, materials, goods, or supplies offered or sold.

I certify that the above information is true. I further certify that these environmental claims for recycled content regarding these products are consistent with the Federal Trade Commission's Environmental Marketing Guidelines in accordance with PCC 12404. These guidelines are available at: <http://www.ftc.gov/bcp/gmrule/guides980427.htm>

Print name of person completing form \_\_\_\_\_ Title \_\_\_\_\_ Agency/Company \_\_\_\_\_ Signature of person completing form \_\_\_\_\_ Date \_\_\_\_\_

(See footnotes on the back of this page.)

## Footnotes

- Product category** refers to one of the product categories listed to the right, into which the reportable purchase falls. For products made from multiple materials, choose the category that comprises most of the product by cost, weight, or volume.  
**If the product does not fit into any of the product categories, enter "N/A." Common N/A products include wood products, natural textiles, aggregate, concrete, electronics such as computers, TV, software on a disk or CD, telephone systems, printers, copiers, and fax machines.**
- Postconsumer material** comes from products that were bought by consumers, used, then recycled. For example: a newspaper that has been purchased and read, next recycled, and then used to make another product would be postconsumer material.
- Secondary material** consists of fragments of finished products of a manufacturing process. Examples of secondary material include paper trimmed from an oversized roll in the printing plant and re-grind from a molded plastic product. These excess materials are recycled prior to the finished product reaching a consumer. Therefore, that material would be secondary material (also referred to as preconsumer or postindustrial material) as opposed to postconsumer material.

Example: If copy paper contained 20 percent postconsumer material, the remainder will be virgin material. Indicate 20 percent in the Postconsumer column and 80 percent in the Virgin Material column. If it contained 20 percent postconsumer material and 40 percent secondary material, indicate 20 percent in the Postconsumer column, 40 percent in the Secondary Material column, and 40 percent in the Virgin Material column.

- Virgin material** is that portion of the product made from new or non-recycled material. The material is neither secondary nor postconsumer.
- Total percent** is the sum of the Postconsumer Material column, Secondary Material column, and Virgin Material column and it must equal 100 percent.

Note: If it is a refurbished or remanufactured product, such as a remanufactured toner cartridge or a retreaded tire, then include that information in the product description column and do not complete the postconsumer material, secondary material, and virgin material columns.

For more information, please visit [www.ciwmb.ca.gov/BuyRecycled/](http://www.ciwmb.ca.gov/BuyRecycled/).

**TR** = total recycled content      **PC** = postconsumer

<b>Product category</b>	<b>State's minimum recycled-content requirements</b>
<b>Antifreeze (AF)</b> engine coolant added to radiator water in cars, trucks, and many other types of engines	70% PC
<b>Compost and co-compost (CO)</b> landscaping materials, erosion control, weed control, decomposed organic yard, or food materials	50% TR 10% PC
<b>Glass Products (GL)</b> windows, fiberglass (insulation), tiles, construction blocks, and flat glass sheets	50% TR 10% PC
<b>Lubricating Oils (LO)</b> motor, transmission fluids, power steering, crankcase, transformer dielectric fluids, gear, hydraulic, industrial fluids, base stock for tractors, vehicles, cars, trucks, and buses	70% PC
<b>Paint (PT)</b> latex paint, interior/exterior, maintenance	50% PC
<b>Paper Products (PP)</b> paper janitorial supplies, corrugated boxes, paperboard (boxes, cartons, wrapping), hanging files, file boxes, building insulation, and containers	50% TR 10% PC
<b>Plastic Products (PL)</b> toner cartridges, blank diskettes and CDs, carpet, office products, plastic lumber, waste baskets, benches, tables, fencing, clothing, packaging, signs, posts, and binders	50% TR 10% PC
<b>Printing and Writing Paper (PW)</b> xerographic and higher-grade papers, high-speed copier paper, offset paper, forms, carbonless paper, ruled tablets, calendars, posters, manila file folders, index cards, white wove envelopes, and cover stock	30% PC
<b>Solvents (SO)</b> heavy printer cleaner, auto degreaser, parts cleaner	70% PC
<b>Steel Products (ST)</b> automobiles, vehicles, staplers, paper clips, furniture, scissors, and pipe. Steel products made in North America, Europe, and Japan meet SABRC requirements; thus, only complete Dollars, Product Description, and SABRC Product Category.	25% TR 10% PC
<b>Tire-Derived Products (TD)</b> flooring, wheelchair ramps, playground cover, parking bumpers, truck-bed liners, pads, walkways, tree ties, road surfacing, wheel chocks, rollers, traffic control products, mud flaps, and posts	50% PC
<b>Tires (TI)</b> passenger, truck, bus, and equipment tires. For retreaded tires indicate this in the product description column and do not complete postconsumer, secondary, and virgin material columns	50% TR 10% PC

**Recycled-Content Certification for Manufacturers**

**Date** \_\_\_\_\_

By completing this form, you are taking the proactive steps of certifying the amount of recycled material in the products you manufacture. California law requires local and State public agencies to collect this information for all products, materials, good, or supplies being offered or sold. Complete a row for each product, and attach additional sheets if necessary. This product certification is valid until the product composition changes, and it is the responsibility of the manufacturer to update this certification.

**Check any that apply:**  Disabled Veteran Business (DVBE)

**Manufacturer** \_\_\_\_\_ California Certified:  Small Business (SB) or  Microbusiness (MB)

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Fax** \_\_\_\_\_ **E-mail** \_\_\_\_\_ **Web site** \_\_\_\_\_

Product Number / ID SKU	Product Description / Brand / Construction Specification Index (CSI)	SABRC Product Category <sup>1</sup>	Postconsumer Material (Percent) <sup>2</sup>	Secondary Material (Percent) <sup>3</sup>	Virgin Material (Percent) <sup>4</sup>	Total Percent <sup>5</sup>
						100%
						100%
						100%
						100%
						100%
						100%
						100%
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Print name of manufacturer representative completing form

Title

Signature of manufacturer representative completing form

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