**ATTACHMENT J  
Mandatory Paper Product Procurement Requirements**

Contractor hereby certifies that they will satisfy the following requirements:

**SB 1383 Compliant Invoicing and Record-Keeping**

1. Contracts for products: With each purchase order, Contractor shall provide an invoice that details the paper products purchased by product description (i.e., brand, product, and/or model numbers), quantity, unit price, and total price to the County Department or Agency that submits the order.
2. Contracts for services: If the County purchases or is supplied with paper products from Contractor through an agreement for services, Contractor shall provide an invoice, at least quarterly, that details the paper products provided to the County by product description (i.e., brand, product, and/or model numbers), quantity, unit price, and total price.

**SB 1383 Compliant Paper Products**

1. All paper products offered, sold, or provided to the County pursuant to this Agreement shall conform to the following:
2. Paper products must consist of at least the minimum recycled content, by weight, post-consumer fiber per the table below:

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| **Product Category** | **Product Type** | **Minimum Recycled Content** |
| Office supplies | File folders, envelopes, index cards, cartons, wrapping, packaging, corrugated boxes | 30% |
| Writing and printing papers | Copy, xerographic, watermark, cotton fiber, offset, note pads, printer, other uncoated writing papers |
| Printed materials | Calendars, brochures, reports, magazines, publications, posters, newsprint, book paper, forms |
| Janitorial supplies | Toilet paper | 45% |
| Paper towels, general purpose paper wipers | 40% |
| Toilet seat covers, facial tissue | 30% |
| Foodware | Napkins, plates, bowls, cups, food trays, takeout boxes, placemats, etc. | 40% |
| Other | All other paper products | 30% |

ii. Products shall be eligible for an unqualified recyclable label as defined in the Code of Federal Regulations Title 16, Section 260.12 unless eligibility is unable to be determined due to lack of information required to make the determination. A product is eligible to be labelled with an unqualified recyclable label if recycling facilities are available to a substantial majority (at least 60 percent) of consumers or communities where the item is sold, and the entire product, excluding minor incidental components, is recyclable.

1. Paper products that do not meet the minimum recycled-content standard may be offered, sold, or provided to the County if comparable recycled-content products are not available at the same cost or within a 10% price preference compared to non-recycled product alternatives, or if the recycled-content products are not of the same fitness or quality as the non-recycled products.
2. Whenever possible, Contractor shall set ordering controls to ensure County personnel order compliant products that meet the requirements of this agreement.

**Approved SB 1383 Compliant Paper Products**

Contractor shall complete the following table with information on all paper products offered, sold, or provided to the County pursuant to this Agreement that meet the post-consumer recycled content and unqualified recyclable label requirements set forth herein. Add additional rows as needed.  
  
During the term of the Agreement, the Contractor shall notify the County contract administrator when and if SB 1383 compliant paper products listed below are temporarily or permanently unavailable and timely suggest alternative compliant products.

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| **Approved Compliant Paper Products** | | | |  |
| **Product, Product Category, or Services** | **Detailed Item Description** | **Minimum or Exact Percentage of Post- Consumer Recycled Fiber Content** | **Eligible for an Unqualified Recyclable Label (Yes/Unable to determine due to limited information)** | |
| *Example: Office Supplies* | *Printer Paper* | *30-100% post-consumer* | *Unable to determine due to limited information* | |
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**Approved Non-Compliant Paper Products**

Contractor shall identify all paper products offered, sold, or provided to the County pursuant to this Agreement that do not meet either or both of the post-consumer recycled content or unqualified recyclable label requirement set forth herein by completing the table below. Add additional rows as needed.  
  
Products not included in this table at the signing of this Agreement may be offered, sold, or provided to the County if written approval to do so is provided by the County contract administrator or County employee identified in the Notice section of the Agreement.  
  
Contractor shall further inform the County, through the County contract administrator or County employee identified in the Notice section of the Agreement, when compliant products are available to replace Approved Non-Compliant Paper Products.

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|  | **Approved Non-Compliant Paper Products** | | | |
| **Product, Product Category, or Services** | | **Detailed Item Description** | **Minimum or Exact Percentage of Post- Consumer Recycled Fiber Content** | **Eligible for an Unqualified Recyclable Label  (Yes/No/Unable to determine due to limited information)** |
| *Example: Food Service Ware* | | *Paper Cups* | *10% post-consumer* | *Unable to determine due to limited information* |
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**Contractor Explanation for Approved Non-Compliant Paper Products**

Contractor shall provide an explanation and/or supporting documentation for the offering of all Approved Non-Compliant Paper Products listed above that do not meet the post-consumer recycled content or unqualified recyclable label requirements set forth herein. Explanations may include, but are not limited to, documenting limited or non-existent market availability, inadequate fitness or quality, or recycled products not being available for the same or less total cost of non-recycled products.

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| **Contractor Explanation for Non-Compliant Paper Products** |
| *Example:* *Paper Cups offered because 30% post-consumer content alternative products are only available at a higher total cost.* |
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County reserves the right to request additional information or an additional paper procurement reporting form if this attachment is found to be incomplete. More information on the County’s paper procurement policy can be found here:    
<https://www.smcsustainability.org/sb1383procurementcompliance>

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| **I agree to the terms of this attachment and certify that the above information is correct to the best of my knowledge.** |

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| **Signature:** |  |
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| **Name:** |  |
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| **Date:** |  |