



RECYCLED CONTENT REPORTING FORM

County of Ventura GSA/Procurement

In accordance with County of Ventura's Green Procurement Policy, all vendors selling product(s) to the County of Ventura must complete and return this form by September 30th, each year, for the previous fiscal year ending June 30th. The information provided should reflect all sales made to the County for the previous fiscal year. A row of information, as shown below, must be completed for EACH product sold to the County, even if the product does not contain any recycled material.

Company Name _____ **Contact** _____ **Date** _____
Address _____ **Phone** _____
Fax _____ **E-mail** _____ **Web Site** _____

Product Number	Item Description	Manufacturer	How many sold	Unit of Measure	Unit Cost	Extended Cost	County PO Number	Postconsumer Material in Product (%)	Secondary Material in Product (%)	% Virgin Material in Product	Total (Must Equal)
											100%
											100%
											100%
											100%
											100%
											100%
											100%
											100%

Please submit completed forms to:

County of Ventura Integrated Waste Management Division, Attn: Tobie Mitchell
 800 S. Victoria Ave., L#1650, Ventura, CA 93009
 Or e-mail: Tobie.Mitchell@ventura.org

Submit as many sheets as necessary to reflect the previous fiscal year's sales. Please contact Tobie Mitchell at (805) 658-4315 with any questions.

1. **Postconsumer material** comes from products purchased by consumers, used, then recycled. For example: a newspaper that has been purchased, read, recycled, and then used to make another product would be postconsumer material (i.e., “Contains 50% Postconsumer Material”).
2. **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 or re-grounded 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. (i.e., “Contains 25% Secondary Material”).
3. **Virgin material** is that portion of the product made from new or non-recycled material. The material is neither secondary nor postconsumer (i.e., “Contains 50% Postconsumer”, “50% Virgin Material”).

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

The sum of the Postconsumer Material column, Secondary Material column, and Virgin Material column must equal 100 %.

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

For more information, on recycled content items, go to <http://www.calrecycle.ca.gov>

Product category	State’s minimum recycled-content requirements	
	TR = Total Recycled Content	PC = Postconsumer Material Content
Antifreeze (AF) engine coolant added to radiator water in cars, trucks, and many other types of engines		70% PC
Compost and co-compost (CO) landscaping materials, erosion control, weed control, decomposed organic yard, or food materials	50% TR 10% PC	
Glass Products (GL) windows, fiberglass (insulation), tiles, construction blocks, and flat glass sheets	50% TR 10% PC	
Lubricating Oils (LO) motor, transmission fluids, power steering, crankcase, transformer dielectric fluids, gear, hydraulic, industrial fluids, base stock for tractors, vehicles, cars, trucks, and buses		70% PC
Paint (PT) latex paint, interior/exterior, maintenance		50% PC
Paper Products (PP) paper janitorial supplies, corrugated boxes, paperboard (boxes, cartons, wrapping), hanging files, file boxes, building insulation, and containers	50% TR 10% PC	
Plastic Products (PL) 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	
Printing and Writing Paper (PW) 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
Solvents (SO) heavy printer cleaner, auto degreaser, parts cleaner		70% PC
Steel Products (ST) 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	
Tire-Derived Products (TD) 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
Tires (TI) 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	