



**ADMINISTRATIVE MEMORANDUM
COUNTY OF SAN MATEO**

NUMBER: B-33

SUBJECT: State-Mandated Procurement Requirements under California Senate Bill 1383 for Paper Products, Compost, Mulch, and Renewable Natural Gas

RESPONSIBLE DEPARTMENTS: Sustainability Department

APPROVED: _____

Michael P. Callagy, County Executive

DATE: 9/17/25

1. Purpose

It is the policy of the County, applicable to all departments and divisions, to comply with the state-mandated requirements for recycled organic-material procurement established under California Senate Bill 1383, (Lara, Chapter 395, Statutes of 2016), ("SB 1383").

This state mandate requires the County to: 1) procure recycled-content paper products that are themselves able to be recycled in turn; 2) procure a certain amount of qualifying compost, mulch, and renewable natural gas specified by the State annually; and 3) keep detailed records of all such procurement.

2. Background

In September 2016, SB 1383 established statewide emissions reduction targets for short-lived climate pollutants such as methane. Methane is a powerful greenhouse gas, which results from the landfilling of organic waste. SB 1383 requires the State to reduce the amount of organic waste disposed of in landfills by 75 percent from 2014 levels by 2025. The law aims to accomplish this by requiring cities and counties across the state to implement mandatory curbside composting programs. Additionally, in order to ensure the long-term economic sustainability of these programs by creating markets for the recycled-content materials, the law also requires cities and counties to procure recycled-content paper products and a certain quantity of qualifying compost, mulch, or renewable natural gas annually. For the County, this will mean updating procurement practices and incorporating new provisions in the agreements held with vendors or contractors.

San Mateo County is already facing the impacts of climate change in the form of extreme weather conditions, wildfires, and sea level rise. By increasing the County's recycled product procurement, we are ensuring resources continue to circulate through our economy and stay out of the landfills where they contribute to climate change. SB

1383 furthers the County's work on its Climate Action Plans and is consistent with the Climate Emergency Declaration the Board of Supervisors passed in 2019 with its stated intention for the County to invest in climate solutions that span all County departments.

3. Paper Product Procurement Requirements

Outlined below are the specific procurement requirements that all County departments are required to implement to comply with this new state law.

- A. For the purpose of this policy, paper products include, but are not limited to: file folders, hanging file folders, white wove envelopes, manila envelopes, index cards, cartons, wrapping, packaging, corrugated boxes, copy paper, xerographic paper, watermark paper, cotton fiber paper, offset paper, note pads, computer printout paper, writing tablets, calendars, brochures, reports, magazines, publications, posters, newsprint, book paper, forms, toilet paper, toweling, facial tissue, toilet seat tissue covers, and foodware items such as paper plates, bowls, takeout boxes, napkins, paper cups.

In compliance with [Public Contract Code 12209](#), all County departments shall procure paper products containing the minimum specified recycled content, by weight, post-consumer fiber by product type as specified on the County's SB 1383 Procurement site:

<https://smcgov.sharepoint.com/sites/SB1383ProcurementCompliance/SitePages/Paper-Product-Procurement-Compliance.aspx>

- B. All County departments that start/amend/extend a contract or agreement with contractors or vendors are required to include Attachment J: Mandatory Paper Product Procurement Requirements in their contract.
- C. All County departments, as well as all contractors and vendors that provide the County with paper products, shall procure or offer paper products that consist of at least the specified minimum recycled content, by weight, postconsumer fiber, whenever such products are available at the same cost or within a 10% price preference as specified in [Admin Memo E-14](#), and are of the same fitness and quality as non-recycled products. County departments are encouraged to procure paper products that consist of 100 percent postconsumer fiber whenever possible.
- D. County departments that procure paper products from vendors the County does not have a vendor agreement with shall complete the Paper Product Procurement Reporting Form for each purchase order or invoice.

The reporting form can be found here: <https://forms.office.com/g/SazcvSigib>

4. Compost, Mulch, and Renewable Natural Gas Procurement Requirements

- A. All County departments, contractors, and vendors shall only procure compost, mulch and (when available) renewable natural gas products that are eligible to contribute towards meeting the County's SB 1383 procurement target.

Compost and mulch must meet the definition of "land application" in subparagraph (A) of paragraph (24.5) of subdivision (a) of Section 17852 of Title 14 of the California Code of Regulations, and must meet the pathogen, metals, and physical contamination limits that apply to existing composting facilities.

Furthermore, all County departments, contractors, and vendors shall procure compost, mulch, and renewable natural gas from the Sustainability Department's list of eligible compost and renewable gas products, or contact the Sustainability Department before procuring products that are not included on this list.

The Sustainability Department's list of eligible compost, mulch, and renewable natural gas products can be found on the Sustainability Department website here: <https://www.smcsustainability.org/waste-reduction/find-compost-mulch-rng-products/>

- B. All County departments that start/amend/extend a contract or agreement with contractors or vendors are required to include Attachment K: Mandatory Compost, Mulch, and Renewable Natural Gas Procurement Requirements in their contract.
- C. County departments shall require all contractors that use or procure compost, mulch, or renewable natural gas on the County's behalf and vendors through which they procure compost, mulch, and/or renewable natural gas to complete and provide the [Compost, Mulch and Renewable Natural Gas Procurement Reporting Form](#) with information regarding all compost, mulch, and renewable natural gas provided to or used on behalf of the County since the completion of the previous reporting form. County departments will specify the frequency of these reports in their agreements with the contractor or vendor. County departments shall complete this form when procuring these products directly through a vendor agreement or a purchase order.

This reporting form can be found here: <https://www.smcsustainability.org/compost-mulch-and-rng-procurement-reporting-form/>

- D. County departments shall email all complete *Compost, Mulch, and Renewable Natural Gas Procurement Forms* to SUST_SB1383Compliance@smcgov.org

5. Onsite Mulching and Compost Creation

The County may receive a percentage of its annual procurement target total through onsite mulching and compost practices.

- A. All County departments, contractors, and vendors shall ensure that compost and mulch created onsite meets the application requirements mandated by SB 1383 and AB 2346, and/or any guidance developed by the State Department of Resources Recycling and Recovery (CalRecycle), and meets the pathogen, metals, and physical contamination limits that apply to existing composting facilities.
- B. All County departments, contractors, and vendors shall complete the aforementioned [Compost, Mulch and Renewable Natural Gas Procurement Reporting Form](#) with information regarding all compost and/or mulch generated onsite, whether by department staff, contractor, or vendor.
- C. County departments shall email all completed Compost, Mulch, and Renewable Natural Gas Procurement Forms to SUST_SB1383Compliance@smcgov.org

6. Resources and Technical Assistance

The Sustainability Department will maintain the list of eligible compost, mulch, and renewable natural gas products and reporting forms referenced in this administrative memo as well as guidance on how to fulfill these requirements. County employees can find guidance here:

<https://smcgov.sharepoint.com/sites/SB1383ProcurementCompliance>

The Sustainability Department also maintains a public-facing webpage for contractors and vendors, which provides comprehensive information on eligible products, contract requirements, and reporting procedures to support compliance with SB 1383 procurement requirements. It can be found here: <https://www.smcsustainability.org/sb-1383-procurement-compliance/>

The Sustainability Department will work in close coordination with Procurement to identify ways to increase implementation efficiency of this new state procurement mandate.

All questions about the requirements in this policy or requests for assistance with its implementation can be emailed to the Sustainability Department at SUST_SB1383Compliance@smcgov.org.

7. Effective Date

The provisions of the policy originally took effect on March 1, 2022, and the revised provisions will take effect on October 1, 2025.