

# MANAGEMENT MEMO

NUMBER:

**MM 12-06**

SUBJECT:

**RECONDITIONED, USED, OR REMANUFACTURED  
AUTOMOTIVE PARTS; RE-REFINED OR SYNTHETIC MOTOR  
OIL AND LUBRICANTS**

DATE ISSUED:

**MAY 18, 2012**

EXPIRES:

**UNTIL RESCINDED**

REFERENCES: PUBLIC RESOURCES CODE §25722.8; GOVERNMENT CODE §11000; HEALTH AND SAFETY CODE §25250; PUBLIC CONTRACT CODE §10406, 12203 AND 12209 (e); EXECUTIVE ORDERS S-14-09 AND B-2-11

ISSUING AGENCY:

**DEPARTMENT OF  
GENERAL SERVICES****THIS MANAGEMENT MEMO REPLACES MANAGEMENT MEMO 01-22; AND UPDATES STATE ADMINISTRATIVE MANUAL SECTIONS: 3689.1, 4115, 4116**

Purpose of this Memorandum

The purpose of this management memo is to inform State agencies that the use of reconditioned, previously used, and/or remanufactured automotive parts can help reduce the cost of repairs to the State fleet and protect the environment. And, that the use of re-refined or synthetic motor oil and lubricants can help reduce the State fleet's petroleum consumption and protect the environment. State agencies are *required* to request these products whenever practical and cost-beneficial when having state vehicles serviced or repaired.

Background

Public Resources Code §25722.8 requires state agencies to reduce their fleet's consumption of petroleum products, including through the use of synthetic lubricants (motor oil). The State Petroleum Reduction Plan identifies the use of re-refined or synthetic motor oil, and extending the intervals between oil changes as part of the plan to reduce the State fleet's consumption of petroleum, see plan at: <http://www.documents.dgs.ca.gov/ofa/AB236Report2010.pdf>

Executive Orders S-14-09 and B-2-11, froze the acquisition of fleet vehicles thereby requiring those existing vehicles to remain in service longer. Extending the life of the existing fleet requires keeping those vehicles in good working condition through regular service and repairs. Using reconditioned, previously used, and/or remanufactured parts will help reduce the cost of keeping the vehicle fleet in good operating condition and protect the environment through recycling.

Who is affected

All State entities under the jurisdiction of Government Code §11000, unless specifically exempted.

Who should review

Executive Officers, Administrative Officers, Fleet Coordinators, Managers, Supervisors, Business Services Officers, Department Auditors, and State Vehicle Operators.

## STATE ADMINISTRATIVE MANUAL

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### Policy

1. When servicing fleet vehicles state agencies shall request the use of re-refined or synthetic motor oil and other lubricants when available.
2. State agencies shall follow the vehicle manufacturers' recommended oil change intervals for regular and synthetic oils as applicable. Because of improvements over the last several years in engine design and lubricants, the span between recommended oil change intervals has increased.
3. When repairing fleet vehicles state agencies shall request the use of reconditioned, previously used, and/or remanufactured parts whenever practical and if it would reduce the cost of the repairs.

Contact your local OFAM Inspector of Automotive Equipment for technical assistance.

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### DGS Contact

To find your local OFAM Inspector of Automotive Equipment follow this link:  
<http://www.dgs.ca.gov/ofam/Programs/InspSvs/Directory.aspx>

For further information, please contact:

Richard Shedd  
Department of General Services  
Office of Fleet and Asset Management  
(916) 928-9865  
[Richard.shedd@dgs.ca.gov](mailto:Richard.shedd@dgs.ca.gov)

Original Management Memo signed by Fred Klass, Director DGS

### Signature:

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Fred Klass, Director  
Department of General Services