

How to Include Take-Back Supplemental Job Aid 1.0

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Target Audience: Department Buyer, Department Advanced Buyer, and Department PO Processor

Purpose: The purpose of this supplemental job aid is to provide information on how to include the availability of Take-Back programs to a purchase.

Introduction:

In order to designate a purchase as Environmentally Preferable (EPP), the purchase must fulfill one or more of the following criteria:

1. Acquired through an EPP Item
2. Meet a DGS Purchasing Standard
3. Include Third-Party Environmental Certification(s)
4. **Include the availability of a Take-Back program**
5. Be State Agency Buy Recycled Campaign (SABRC) compliant
6. Get recorded in FI\$Cal as EPP

What is Take-Back:

Take-Back is a manufacturer, retailer or third-party designee program that takes back the product(s) at the end-of-life for recycling, remanufacturing, or for proper disposal consistent with environmental laws and regulations.

There are many benefits to incorporating Take-Back into your purchase. The use of Take-Back keeps the item out of landfills. It may also provide a “new” product without having to go through all of the manufacturing steps, which conserves natural resources.

When the supplier or manufacturer of the product(s) being purchased offer a Take-Back program, the purchase of that product is considered EPP.

When to Include Take-Back:

Include Take-Back programs to your purchase(s) whenever Take-Back is offered.

When applying Take-Back programs, departments must adhere to all applicable laws, regulations, policies, best practices, and purchasing authority requirements.

Several products are candidates for Take-Back programs, such as consumer electronics, ink and toner cartridges, batteries, paint and carpet. When purchasing these items be on the lookout for Take-Back programs that can be included with your purchase.



One state. One system.

How to Include Take-Back:

1. Determine if the product(s) being purchased is a candidate for Take-Back. It is a candidate if:
 - a) The commodity or components of it are considered universal waste, prohibiting it from being disposed of in the trash. See *Buying Green: EPP: References & Resources* for information on universal waste, or
 - b) The commodity could be recycled or remanufactured.
2. Determine your purchasing mechanism. Identify if the supplier or manufacturer offers a Take-Back program.
3. If there is no Take-Back availability, you can still look for other ways to buy green, such as incorporating Third-Party Environmental Certifications and/or SABRC.
4. If offered, record Take-Back in FI\$Cal. See Job Aid: How to Record EPP in FI\$Cal.

When making a purchase, departments must adhere to all applicable laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, California Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual Volume F, 2, and 3, as applicable.

FI\$Cal- How to Record Take-Back in FI\$Cal:

If purchasing through an EPP Item, Take-Back will automatically be applied if it is offered. No further action to include Take-Back into your purchase is required.

If applying a DGS Purchasing Standard to your purchase, Take-Back may be identified as applicable. It is necessary to record Take-Back in FI\$Cal when a Take-Back program is offered for the product(s) purchased.

If the supplier or manufacturer offer Take-Back for the product(s) being purchased, and the program is identified as being available, select the box “Take-Back.”

The “Take-Back” check box in FI\$Cal quantifies the availability of Take-Back programs. If a program is offered, the box should be checked. If there is not an offered program, the box should remain unchecked.

For further details on the EPP fields in FI\$Cal and how they should be completed, review *Job Aid: How to Record EPP/SABRC in FI\$Cal*.

References & Resources:

Buying Green Guide DGS publishes a best practices manual – the Buying Green Guide, online at www.dgs.ca.gov/buyinggreen. The guide provides state buyers and suppliers with a single source of up-to-date EPP Contracts, DGS Purchasing Standards, bid specifications, and buying tips. It also provides access to laws, regulations and standards that shape procurements and provides transparency to the work DGS does.



The **EPP FI\$Cal Job Aids** are a comprehensive “how-to” series that provides detailed instructions on how to buy green and how to record those purchases in FI\$Cal.

Visit the Buying Green in FI\$Cal page at:

[http://www.dgs.ca.gov/buyinggreen/GeneralInfo/BuyingGreeninFI\\$Cal.aspx](http://www.dgs.ca.gov/buyinggreen/GeneralInfo/BuyingGreeninFI$Cal.aspx) to access the complete EPP FI\$Cal Job Aids:

1. How to Purchase Through an EPP Item
2. How to Apply DGS Purchasing Standards
3. How to Apply Third-Party Environmental Certifications
4. How to Include Take-Back
5. How to Apply State Agency Buy Recycled Campaign (SABRC)
6. How to Record EPP/SABRC in FI\$Cal

For additional references & resources visit the Buying Green Guide online at www.dgs.ca.gov/buyinggreen.

Contact the Environmentally Preferable Purchasing Program with Buying Green questions by emailing buygreen@dgs.ca.gov