



Sustainable Purchasing Guide

Computers & Monitors

Use this Guide When Purchasing

- Desktop computers
- Laptops
- Tablets
- Monitors
- Electronic displays/signage



How to Purchase

#1 Contracted Vendor: CDW Government Inc.

- Contract: BL8156

Visit www.cdwg.com to order from CDW Government Inc

- Contact at CDW Government Inc: Chris Anderson
- E: CHRAND@cdwg.com P: (847) 371-7149

#2 Contracted Vendor: Compuwave Inc.

- Contract Number: BL4387

Visit www.compuwave.com to order from Compuwave Inc

- Contact at Compuwave Inc: Scott Rudolph
- E: srudolph@compuwave.com P: (805) 650-9644

If you have any questions, reach out to GS-Procurement Services

- Karen Leichtweis, Vendor & Contract Specialist
- E: kleichtweis@countyofsb.org P: 805-568-2694

Product Requirements

MINIMUM REQUIREMENTS/SPECIFICATIONS	BENEFITS OF EPEAT AND TCO CERTIFICATIONS
<ul style="list-style-type: none">• The product currently has at least one of the following multi-attribute certifications:<ul style="list-style-type: none">• EPEAT Silver Registered• TCO Certified	<ul style="list-style-type: none">• Use 30-65% less energy vs non-certified• Reduce or eliminate toxic heavy metals• Are designed for repair, reuse, and recycling, supporting waste reduction practices

Ecolabels to Look For



Related Tips and Additional Resources

Recycling Electronics:

The County of Santa Barbara has a Surplus Policy and Program that GS-Procurement Services administers for disposing of goods when they have reached the end of their useful life. This process can be found on the GS-Connect SharePoint site [Here](#). Compliance with this process is required by law.

For help navigating this process, please reach out to the GS Mail Center team at DHuebner@countyofsb.org (805)568-2615.

Save Energy:

- Keep product sleep settings enabled - Let your equipment “go to sleep” after a period of inactivity. This is the single most effective method for saving energy
- Switch off equipment that will not be used for more than 2 hours (unless updates are being administered during a specified time frame)
- Make sure the equipment is plugged into a power strip/surge protector. When the equipment is not in use for extended periods, switch off the power strip to prevent equipment from drawing power even when turned off. If you don’t use a power strip, unplug equipment when it’s not in use



Sustainable Purchasing Guide

Copy and Multipurpose Paper

Use this Guide When Purchasing

- White 20# copy paper and multipurpose paper

How to Purchase

- Contracted Vendor: Staples
- Contract: BL8285

Visit www.staplesadvantage.com to order from Staples

- Contact at Staples: Laura Pokorny
- E: Laura.Pokorny@Staples.com P: 858-335-3950

If you have any questions, reach out to GS-Procurement

- Karen Leichtweis, Vendor & Contract Specialist
- E: kleichtweis@countyofsb.org P: 805-568-2694



Product Requirements

MINIMUM REQUIREMENTS/SPECIFICATIONS	BENEFITS
<ul style="list-style-type: none">• 30% post-consumer recycled content, AND• Product has at least one of the following fiber content certifications:<ul style="list-style-type: none">• Green Seal• FSC certified “Recycled” or “Mix” <p>SB 1383 Record Keeping Requirements:</p> <p>Staples documentation is maintained by Procurement Services. If you use an alternative vendor, send required records to Karen Leichtweis:</p> <ul style="list-style-type: none">• Records verifying the minimum recycled content of the paper product• Written documentation from the vendor certifying that the paper product is recyclable• Invoice or other proof of purchase that includes paper type and volume details	<p>Buying paper made with post-consumer recycled content instead of virgin fiber:</p> <ul style="list-style-type: none">• Reduces energy use by 31% and greenhouse gases (GHG) emissions by 40%• Helps prevent deforestation, which protects wildlife habitat and waterways, and promotes carbon sequestration• Consumes less water and creates less water pollution• Diverts paper waste from our landfills

Ecolabels to Look For



Related Tips and Additional Resources

Reduce paper use by:

- Printing double-sided and set printers and copiers to duplex as the default
- Utilizing electronic document sharing and signature options instead of printing
- Installing/enabling on-demand printing on multifunction devices
- Reusing the backside of single-sided documents for drafts and notes
- Asking your IT group about electronic alternatives to paper-intensive processes
- Prioritizing high-volume uses
- [SB 1383 Recycled Content Paper Purchasing Requirements Resources from CalRecycle](#)
- Check the County's [Less is More – White Paper and Computer Paper Recycling](#) webpage for additional SB 1383 tips, and other support tools.



Sustainable Purchasing Guide

Surplus and Recycling Programs



Sustainable Surplus Program

- The County of Santa Barbara's Surplus Property Policy, managed by Procurement Services, supports the responsible redistribution or disposal of items no longer in use. By extending the life of goods through repurposing and recycling, the program helps conserve natural resources, reduce landfill waste, and greenhouse gas emissions, contributing to a cleaner, more sustainable environment.
- Compliance is required in accordance with:
[Santa Barbara County Purchasing Ordinance Article VI, Section 2-47](#)
- Access the Surplus Policy and process guide on GS-Connect SharePoint: [Surplus Policy](#)



Sustainable Surplus Program Benefits:

The County of Santa Barbara's Surplus Policy and process is designed to ensure that surplus items are managed responsibly, transparently, and sustainably. The policy promotes internal reuse and repurpose of assets, reducing the need for new purchases and minimizing environmental impact. Departments can post surplus items on the internal County Surplus platform for at least 14 days. [County Surplus site](#)

If items go unclaimed internally, they are then listed by the GS Mail Center for public auction where public entities can procure them at a reduced cost. [Public Surplus site](#)

- **Reduce Waste and Minimize Environmental Impact:** Reallocating surplus items significantly reduces the environmental impact of waste disposal and assists agencies in contributing to a circular economy.
- **Make an Impact:** Submitting the Surplus Declaration Form ensures items are responsibly managed instead of being disposed of.
- **Support the Community:** Surplus items can be reused internally, auctioned, or donated, helping departments save money and supporting nonprofit and public agency operations.



Sustainable Recycling Program



Household Battery Recycling

- Rechargeable batteries, such as NiMH household batteries or lithium-ion batteries used in laptops and phones, can be reused hundreds of times saving money and reducing waste.
- Departments are encouraged to purchase rechargeable batteries when possible.
- GS Mail Center will assist with proper disposal through recycling.



Toner Cartridge Recycling

- Recycling toner cartridges reduces waste and supports sustainability efforts.
- Departments are encouraged to purchase recycled and high-fill toner cartridges when possible.
- Many manufacturers include a shipping label. GS Mail Center will assist with proper return and shipping.



For battery and toner recycling questions, please reach out to the GS Mail Center team:

- Mail Center Team

Adam Sjovold

E: ASjovold@countyofsb.org

P: 805-568-2612

Dave Huebner

E: DHuebner@countyofsb.org

P: 805-568-2615

Getting Started with Sustainable Recycling

What to do	Benefits
<p>Household Batteries</p> <ul style="list-style-type: none">• What to do: Collect household and rechargeable batteries.• Place used household batteries in your recycling container for inter-office outgoing mail pick up. <p>Toner Cartridges</p> <ul style="list-style-type: none">• What to do: Store used toner cartridges in a box or designated return packaging.• Use the vendor’s return label if available and place the toner cartridge package in your outgoing mail area. The County Mail Center Division will assist with shipping it out.	<ul style="list-style-type: none">• High Performing: Rechargeable batteries offer better performance in high-drain devices.• Reduces Waste & pollution: Rechargeable batteries & toner cartridges result in less habitat destruction, soil erosion, and water pollution.• Cost-effective: Rechargeable batteries can be used hundreds of times before they’re spent. Remanufactured toner cartridges that have been recycled are often less expensive than new cartridges.• Eco-Friendly: Recycling household batteries prevents heavy toxic metals from polluting soil & water while toner cartridges require less energy.• Conserve Resources: Helps conserve natural resources like oil, plastic, and metals, which are used in the production of new cartridges.