# Solid Waste and Recycling Report for July 2011-June 2012, Departmental

## 1. INSTRUCTIONS AND AGENCY CONTACT INFORMATION

Read all information, instructions, and worksheets. Download Worksheets and FAQs as well as a PDF of this entire report at http://portal.ncdenr.org/web/deao/recycling to aid in the completion of this data. Please note that you must still file this electronic report. Your data will be saved as you complete each page when you click the "Next" button. You may come back to edit this report until you click the "Submit" button. You must push "Submit" to complete this report process.

- If a precise figure is unavailable, use your best estimate.
- Double-check your calculations.
- Round totals to the nearest whole number.
- DO NOT use any symbols or punctuation(" , . ? $ %).
- **All questions must be answered by noon on November 15, 2012.**

If you have questions or concerns about preparing this report, please contact Rachel Eckert with the Division of Environmental Assistance and Outreach, at (919) 707-8132 or e-mail rachel.eckert@ncdenr.gov. Thank you for your compliance in completing this report.

### *1. Agency ID

### *2. Which agency are you completing this report for? Choose one of the following agencies listed in alphabetical order.

- Administration, Dept. of
- Administrative Office of the Courts (Judicial)
- Agriculture, Dept. of
- Auditor, Office of State
- Commerce, Dept. of
- Community Colleges, Dept. of
- Correction, Dept. of
- Crime Control & Public Safety, Dept. of
- Cultural Resources, Dept. of
- Employment Security Commission
- Environment and Natural Resources, Dept. of
- General Assembly
- Health and Human Services, Dept. of
- Insurance, Dept. of
- Justice, Dept. of
- Juvenile Justice and Delinquency Prevention
- Labor, Dept. of
- Office of Information Technology Services
- Public Instruction, Dept. of
- Revenue, Dept. of
- State Controller, Office of
- Transportation, Department of
- Treasurer, Dept. of State

## *3. Please provide your agency contact information.

**First Name:**

**Last Name:**

**Title:**

**Address:**

**City:**

**Zip:**

**Phone**

## *4. Email

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## 2. Changes to Raleigh-Area Recycling Program

If your department has any offices outside of Raleigh, including leased spaces, their recycling and solid waste data must also be included in this report. Please be advised that the Division of Facilities Management has discontinued their management of the recycling contract for the majority of agency department office buildings in the Raleigh-area. Therefore as your agency's recycling report contact, you are responsible for completing this annual recycling report for each of the office spaces your department occupies. This includes all office space outside the Raleigh area, as well as the Raleigh offices, and all leased spaces.

As always, I am available to provide assistance. My suggestion would be for you to find a contact at each of your office locations and email them a pdf copy of this report to print up and complete and fax to you. All recycling and solid waste data can be easily collected via your property manager, or by contacting your haulers. They are required to track the data for payment purposes, although most likely you won't receive exact tonnages but estimates, which is not uncommon. Then as the recycling report contact, you can compile all the data for the annual report you complete to me (DENR).

Our office has been working with the State Property Office to ensure that all lease contracts have language in them that requires the property managers to provide recycling for state agency tenants. This will be a great tool in the future to ensure that all agencies are in compliance with the Executive Order and General Statutes. In order to prepare for this change in reporting next year, I wanted to ask all the agency department report filers a few additional questions. Thanks for your assistance.

### *1. Does your department have offices outside the Raleigh area?

- Yes
- No

### *2. Are the office spaces your department occupies leased space or state owned buildings?

- Lease Space
- State-owned Buildings
- Both

### *3. How many office spaces does your agency occupy?

### *4. To your knowledge, are all your office locations recycling the required items (aluminum cans, glass and plastic bottles, newspapers, and office paper)?

- Yes
- No
- Some of them are
- Most of them are
- Most of them are not
- I don't know

Comments:

***5. Have you been collecting recycling data from each of these locations for this report?**

- Yes
- No

Comments:

## 3. EDUCATION ON WASTE REDUCTION AND RECYCLING

**Effective education is the key to a successful waste reduction program.** Executive Order 156 requires state agencies to (a) educate employees about recycling and waste reduction to ensure participation, and (b) establish a network of volunteers or designees to help the agency's lead coordinator carry out the agency's waste reduction education programs.

### *1. What level of commitment does your agency demonstrate in their recycling efforts? Check all that apply.

- ☐ Top-down support for a recycling program.
- ☐ A lead coordinator for waste reduction and recycling efforts.
- ☐ A position dedicated to recycling efforts.
- ☐ An office dedicated to waste reduction and recycling.
- ☐ None of the above.
- ☐ Other

Feel free to elaborate briefly on managerial efforts, titles, and other details.

### *2. Did your agency have an ongoing educational and promotional program for waste reduction and recycling?

- ○ Yes
- ○ No

If yes, how was it communicated and how was information distributed?

***3. Do you use any of the following outreach campaign materials? Materials include commercials, stickers, posters, tee-shirts, key chains, and more.**

- ☐ Recycle Guys (www.recycleguys.org)
- ☐ RE3 (www.re3.org)
- ☐ RecycleMore (www.recyclemorenc.org)
- ☐ Recyclemania (www.recyclemaniacs.org)
- ☐ Other (please specify)

***4. If your agency routinely hosts members of the public at its facilities (e.g., state parks, highway rest areas, museums, sports venues, etc.), did your agency provide waste reduction and recycling opportunities for vistors?**

- ○ Yes
- ○ No
- ○ N/A

Please elaborate.

## 4. WASTE PREVENTION: SOURCE REDUCTION OF WASTE

North Carolina places source reduction and reuse at the top of the hierarchy of preferred methods for managing solid waste. Executive Order 156 requires state agencies to practice waste prevention whenever feasible. Refer to the worksheets (www.p2pays.org/epp/reports.asp) for an explanation of waste prevention and examples of source reduction techniques.

### *1. Did most of your agency's employees practice one or more techniques for reducing waste at the source?

- ○ Yes
- ○ No

Feel free to elaborate on types of waste reduced.

### *2. Did your agency conduct solid waste assessments of the amount and types of solid waste at its facilities?

- ○ Yes
- ○ No

If yes, please describe briefly (whole facility or partial, internal study or contracted, results available?):

### 3. Which techniques did your agency practice to reduce office paper (copy paper, letterhead, envelopes, and packaging) waste? Check all that apply.

- ☐ Eliminated unnecessary reports and reduced report size.
- ☐ Eliminated unnecessary forms or converted to electronic format.
- ☐ Made fewer copies.
- ☐ Printed or copied documents on both sides of the paper.
- ☐ Other or describe a particularly great success.
- ☐ Used email and voice mail to communicate.
- ☐ Post information and documents online (internet/intranet).
- ☐ No action was taken for our department.

***4. Did you see a reduction in overall paper purchases from last year?**

- Yes
- No

If yes, about how much less (please be sure to label reams, boxes, tons, or dollar amount)

## 5. RECYCLING AND COMPOSTING INFORMATION

- **Totals should be reported for all materials that your agency (including all constituent facilities, institutions, regional offices, etc) recycled or composted in FY 2011-2012.**
- Use Worksheet B to help you calculate the totals for paper, metal, glass, plastic, organics, and other materials recycled or composted by each facility in your agency in FY 2011-2012.
- Calculate your agency's totals for each category from the worksheet and transfer to the corresponding spaces below.
- If actual weights are not available, estimate the totals according to the conversion table on the worksheets at http://portal.ncdenr.org/web/deao/recycling.
- If your data is reported in pounds, convert the total pounds to tons **(1 ton = 2,000 lbs).**

### *1. How much IN TONS did your agency recycle or compost from July 1, 2011 till June 30, 2012? Please provide your answer in tons. (You may use decimal points.)

| | |
|---|---|
| PAPER: newspaper, cardboard, magazines, office paper, mixed paper, telephone books, hardback books, etc. | |
| METAL: aluminum cans, steel cans, scrap metal, white goods, etc. (if commingled, answer below) | |
| GLASS CONTAINERS: clear, brown, green, and mixed glass (if commingled, answer below) | |
| PLASTIC: PETE (#1), HDPE (#2), six-pack rings (LDPE, or #4), mixed plastic, etc. (if commingled, answer below) | |
| COMMINGLED CONTAINERS: if you collect aluminum and steel cans and glass and plastic containers together, enter that sum here rather than estimating for the breakout categories. | |
| ELECTRONICS: monitors, computers, printers, copiers, televisions, etc. | |
| ORGANIC MATERIALS: wooden pallets, other wood, yard waste, food scraps, used cooking grease, animal manure, etc. | |
| OTHER MATERIALS: lead-acid batteries, textiles/fabrics, motor oil, tires, asphalt, etc. | |
| GRAND TOTAL TONS RECYCLED AND COMPOSTED: | |

### 2. How is your agency managing obsolete or discarded electronics (monitors, computers, printers, etc.)?

## 6. SOLID WASTE DISPOSAL AND COST INFORMATION

- **Totals should be reported for all solid waste collected from your agency (including all constituent facilities, institutions, regional offices, etc.) for disposal at a landfill or incinerator in FY 2011-2012.**
- Use Worksheets C and D to calculate the cost of your agency's solid waste and recycling programs for each facility and transfer to the corresponding spaces below.
- Enter figures on the total costs and revenues of your agency's recycling and composting programs.
- Round all totals to the nearest whole dollar.

### *1. Enter your agency's solid waste disposal and cost information for July 1, 2011 through July 30, 2012.

| | |
|---|---|
| Total **TONS** of solid waste disposed by landfilling or incineration (Worksheet D, Line 1) | |
| Total **COSTS** for solid waste collection and disposal (Worksheet D, Line 3) | |
| **COST** PER TON of solid waste collected and disposed (divide Line 2 by Line 1 above or see Worksheet D, Line 4) | |
| Total **TONS** recycled or composted (see Part III above, or Line 8) | |
| Total solid waste collection and disposal **COSTS** AVOIDED by diverting waste from the landfill through recycling and composting (multiply Line 3 and Line 4 above, or see Worksheet D, Line 6) | |
| Total **COST** for recycling and composting collection, processing, and marketing (calculate from your records) | |
| Total **REVENUES** from sale of recycled materials and compost products (calculate from your records) | |

### 2. Please use this space to include more information about your program, including other solid waste activities not included in this report, or specifics about the collection of materials at your facilities. Operations are an important part of making recycling programs effective, so thank you for sharing! You may also include information here about the markets you are using for your materials. Please feel free to email me at rachel.eckert@ncdenr.gov about challenges with your program and I will be happy to work with you.

## 7. REPORT SUBMITTAL

The preceding pages of this report will be available to edit if you need to come back later, **until** you click the SUBMIT button below. You must click SUBMIT to complete your report, and once you click SUBMIT your report is final and can no longer be edited. This report must be submitted by **November 15, 2012**.

**"I have completed this report accurately and with the best information available, and by clicking SUBMIT I am 'digitally signing' this survey."**