# Solid Waste and Recycling Report for July 2012-June 2013

## 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/state-agencies 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.

- 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, 2013.**

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

### *1. Agency ID

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

- Alamance Community College
- Appalachian State University
- Asheville-Buncombe Tech Com College
- Beaufort County Community College
- Bladen Community College
- Blue Ridge Community College
- Brunswick Community College
- Caldwell Community College & Tech. Institute
- Cape Fear Community College
- Carteret Community College
- Catawba Valley Community College
- Central Carolina Community College
- Central Piedmont Community College
- Cleveland Community College
- Coastal Carolina Community College
- College of the Albemarle
- Craven Community College
- Davidson County Community College
- Durham Technical Community College
- East Carolina University
- Edgecombe Community College
- Elizabeth City State University
- Fayetteville State University
- Fayetteville Tech Community College
- Forsyth Technical Community College
- Gaston College
- Guilford Technical Community College
- Halifax Community College
- Haywood Community College
- Isothermal Community College
- James Sprunt Community College
- Johnston Community College
- Lenoir Community College
- Martin Community College
- Mayland Community College
- McDowell Technical Community College
- Mitchell Community College
- Montgomery Community College
- Nash Community College
- NC A&T State University
- NC Central University
- NC School of Science & Mathematics
- NC School of the Arts
- NC State University
- Pamlico Community College
- Piedmont Community College
- Pitt Community College
- Randolph Community College
- Richmond Community College
- Roanoke-Chowan Community College
- Robeson Community College
- Rockingham Community College
- Rowan-Cabbarus Community College
- Sampson Community College
- Sandhills Community College
- South Piedmont Community College
- Southeastern Community College
- Southwestern Community College
- Stanly Community College
- Surry Community College
- Tri-County Community College
- UNC Asheville
- UNC Chapel Hill
- UNC Charlotte
- UNC Greensboro
- UNC Hospitals
- UNC Pembroke
- UNC Wilmington
- Vance-Granville Community College
- Wake Technical Community College
- Wayne Community College
- Western Carolina University
- Western Piedmont Community College
- Wilkes Community College
- Wilson Community College
- Winston-Salem State University

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

**First Name:**

**Last Name:**

**Title:**

**Address:**

**City:**

**Zip:**

**Phone**

### *4. Email

## 2. 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., training/meeting facilities, museums, sports venues, etc.), did your agency provide waste reduction and recycling opportunities for vistors?**

- Yes
- No
- N/A

Please elaborate.

## 3. 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 (http://portal.ncdenr.org/web/deao/recycling/state-agencies) for an explanation of waste prevention and examples of source reduction techniques.

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***1. Did your agency's employees practice any of the following techniques for reducing waste at the source? Check all that apply.**

- ☐ Eliminated unnecessary reports and/or forms, or convert to electronic format.
- ☐ Made fewer copies.
- ☐ Printed or copied documents on both sides of the paper.
- ☐ Post information and documents online (internet/intranet).
- ☐ Conduct green meetings (paperless, encourage reusable/recyclable/compostable when food is involved, provide call-in/online attendance options).
- ☐ Held swap-shops for office supplies.
- ☐ No action was taken for our department.
- ☐ Other or describe a particularly great success.

***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. 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)

## 4. 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 2012-2013.**
- 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 2012-2013.

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- 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/state-agencies.
- If your data is reported in pounds, convert the total pounds to tons **(1 ton = 2,000 lbs).**

The following are a series of questions to gather your recycling tonnage data. First we will inquire about your traditional recyclables (paper, cardboard, aluminum cans, glass and plastic bottles), followed by other recyclables (such as electronics, organics, construction and demolition debris, and other incidental materials).

### 1. How do you collect your traditional recyclables (paper, cardboard, aluminum cans, glass and plastic bottles)?

- ○ Source separated (i.e. there is a separate bin to collect each commodity)
- ○ Dual-Stream (two recycling bins, one for fiber and another for containers)
- ○ Commingled Recycling (all fiber and containers go into the same recycling bin)

## 5. Source Separated Recycling

### *1. You indicated that your agency has a source separated recycling program. How much IN TONS did your agency recycle from July 1, 2012-June 30-2013? Please provide your answer in tons. (You may use decimal points.)

| | |
|---|---|
| PAPER (newspaper, cardboard, magazines, office paper, mixed paper, telephone books, hardback books, etc.): | |
| ALUMINUM and STEEL CANS: | |
| GLASS BOTTLES: clear, brown, green, and mixed glass | |
| PLASTIC BOTTLES and CONTAINERS (if applicable): | |
| TOTAL TONS RECYCLED: | |

## 6. Dual-Stream Recycling

### *1. You indicated that your agency has a dual-stream recycling program. How much IN TONS did your agency recycle from July 1, 2012-June 30-2013? Please provide your answer in tons. (You may use decimal points.)

| | |
|---|---|
| PAPER (newspaper, cardboard, magazines, office paper, mixed paper, telephone books, hardback books, etc.): | |
| COMMINGLED CONTAINERS (aluminum cans, steel cans, green, brown, and clear glass containers, plastic bottles and containers if applicable): | |
| TOTAL TONS RECYCLED: | |

## 7. Single Stream Recycling

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***1. You indicated that your agency has a single stream recycling program. How much IN TONS did your agency recycle from July 1, 2012-June 30-2013? This should include all PAPER (newspaper, cardboard, magazines, office paper, mixed paper, telephone books, hardback books, etc.) and COMMINGLED CONTAINER (aluminum cans, steel cans, green, brown, and clear glass containers, plastic bottles and containers if applicable) RECYCLING. Please provide your answer in tons. (You may use decimal points.)**

## 8. Other Recyclables

**1. This section covers materials beyond traditional recyclables. How much IN TONS did your agency recycle from July 1, 2012-June 30-2013?**

ORGANIC MATERIALS: (wooden pallets, other wood, yard waste, food scraps, used cooking grease, animal manure)

CONSTRUCTION AND DEMOLITION DEBRIS: (gypsum wallboard, shingles, metal, wood, brick, vinyl siding)

OTHER METALS: (scrap metal, white goods)

ELECTRONICS: (monitors, computers, printers, copiers, televisions)

OTHER MATERIALS: (lead-acid batteries, textiles/fabrics, motor oil, tires)

***2. How is your agency managing obsolete or discarded electronics (monitors, computers, printers, etc.)? You may select more than one answer.**

- ☐ Send to State Surplus
- ☐ Donated
- ☐ Sold
- ☐ Collected by a recycling vendor on State Contract
- ☐ Collected by a recycling vendor not on State Contract
- ☐ We handle University-owned electronics and student electronics the same way.
- ☐ We handle University-owned electronics and student electronics differently.
- ☐ Other (please specify)

## 9. 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 2012-2013.**
- 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, 2012 through July 30, 2013.**

| | |
|---|---|
| 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 **COST** for recycling and composting collection and removal | |
| Total **REVENUES** from sale of recycled materials and compost products (if applicable) | |

**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.**

## 10. 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, 2013**.

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