

## Source Reduction, Recycling, Composting, and Disposal of Solid Waste Report Frequently Asked Questions

For answers to questions not listed here or for further clarification, please contact the State Recycling Coordinator at DEAO, (919) 707-8132.

**Why must state agencies complete these reports each year?** Reporting requirements were established in 1993 for all state departments and offices, universities, and community colleges by Executive Order 8 and upheld recently in Executive Order 156. This year, we are reviving the report to again emphasize the importance of recycling in North Carolina, starting with the example we set as state agencies. The data will help us identify recycling leaders, as well as areas that need more focus on recycling efforts.

**Why are reports due on November 15 if the fiscal year ends in June?** The deadline for receipt of reports is November 15 for the preceding fiscal year as established by Executive Order No. 156. This gives agencies an additional four months from the end of the fiscal year to gather and compile all their solid waste and recycling data.

**All my agency's offices are located in Raleigh and our trash and recyclables are collected by Facility Management contractors. Does my agency still need to report?** Yes, even if your agency's trash and recyclables are collected by state contractors, your agency still needs to report certain information. You may skip questions pertaining to solid waste and recycling totals (Unless you are including data from facilities outside Raleigh. *See No. 5, below.*) If you are not sure whether your agency is serviced by state contractors, contact the Recycling Services Manager at the Division of Facility Management, (919) 733-3855.

**My agency's Raleigh trash collection and paper recycling services are provided through Facility Management, but we contract with a local hauler to collect our cardboard. Which recyclable materials should I report?** Report totals for recyclables hauled from your facilities by your staff or your contract hauler.

**My agency's trash is picked up by the local government at no charge. Do I need to report our solid waste totals?** Yes, you should still attempt to calculate the amount of trash disposed regardless of whether you pay for the service or not. Try estimating this information for each container by using Worksheet C in the *Source Reduction, Recycling, Composting, and Disposal Information and Worksheets*. Be sure to include any internal collection costs, such as housekeeping services paid by your agency. Contact the State Agency Recycling Coordinator at DEAO, (919) 707-8132, for assistance with these calculations.

**My agency's headquarters is located in Raleigh, but we have divisions and regional facilities in other parts of the state. Do I need to collect data from each of these sub-agencies too?** Yes, each agency report should contain totals for all solid waste disposed and recyclables collected at each of your agencies facilities, regional offices, and institutions outside the Raleigh area. Send a copy of the report form and worksheets to each of your regional office and facility recycling contacts. *Compile all data from these reports into one final report for your agency.*

**My agency's regional offices are located in leased space with trash collection included as part of their leases. How can they find out how much trash their offices generated in a year?** The first step is to contact the property manager or trash hauler for information about solid waste collection and disposal at these locations. If you cannot get cost and weight information directly from the hauler or property manager, try estimating this information for each location by using Worksheet C in the *Source*

*Reduction, Recycling, Composting, and Disposal Information and Worksheets.* Contact the State Agency Recycling Coordinator, at DEAO, (919) 707-8132, for assistance with these calculations.

**My agency recycles other materials through State Surplus Property contracts. Should I include the tonnage for these items in my report? If the materials are collected** for recycling directly from your agency by the contract vendor, then you should include these totals on your report. Since surplus computers go to the SSPA warehouse before being recycled, do not report these totals for your agency.