

# Purchases of Materials and Supplies with Recycled Content for July

## 1. INSTRUCTIONS, OVERVIEW, AND AGENCY CONTACT INFORMATION

Read all information, instructions, and worksheets. Download Worksheets and FAQs as well as a PDF of this entire report at [www.p2pays.org/epp/reports.asp](http://www.p2pays.org/epp/reports.asp) 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.
- DO NOT use any symbols or punctuation (" , . ? \$ %) when completing input fields.
- Double-check your calculations.
- Round all purchase totals to the nearest whole dollar.
- All questions must be answered by noon on November 15, 2009.

If you have questions or concerns about preparing this report, please contact Rachel Eckert with the Division of Pollution Prevention and Environmental Assistance, at (919) 715-6505 or (800) 763-0136, or e-mail [rachel.eckert@ncdenr.gov](mailto:rachel.eckert@ncdenr.gov). Thank you for your compliance in completing this report.

Recovered materials are not truly recycled until they are remanufactured into new products and then purchased by consumers. Each year, North Carolina state agencies recycle approximately 70,000 tons of paper, plastic, glass, metal, and organics. Recycling employs approximately 14,000 people across the state, in over 540 North Carolina recycling businesses. Our Recycling Markets Directory lists over 530 NC businesses, which is a 74 percent increase from 1994 ([www.p2pays.org/dmrm](http://www.p2pays.org/dmrm)).

As a large generator of recyclables, state agencies have an obligation to lead by example and "close the recycling loop" by purchasing products and supplies made with recycled materials. North Carolina law (G.S. 143-58.2(a)) and Executive Order No. 156 both proclaim that state agencies shall maximize their efforts to purchase and use products made wholly or in part from recycled materials. State law and Executive Order set a goal for all state agencies to purchase only recycled content paper and paper products by FY 2000-01, High quality recycled paper is available on state term contract to help agencies comply with this goal.

All state agencies and local school administrative units must submit an annual report of their purchases of recycled products. Use Worksheet A to help you complete Part III of this report to calculate your agency's total purchases of recycled content paper and paper products. For a complete list of recycled products currently available on state term contracts, visit the Division of Purchase and Contract recycled products web site.

DEFINITIONS. Although the terms sound the same, the terms "recycled" and "recyclable" mean two very different things. Recycled products are goods that contain materials that have been diverted from the solid waste stream, including post-consumer materials and materials generated in industrial processes. Recyclable materials are materials capable of being recycled, and which otherwise would be processed or disposed of as solid waste.

### \* 1. Agency ID

# Purchases of Materials and Supplies with Recycled Content for July

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Administration, Dept. of            | <input type="checkbox"/> Fayetteville State University        | <input type="checkbox"/> Pasquotank County Schools        |
| <input type="checkbox"/> Administrative Hearings, Office of  | <input type="checkbox"/> Fayetteville Tech Community College  | <input type="checkbox"/> Pembroke State University        |
| <input type="checkbox"/> Administrative Office of the Courts | <input type="checkbox"/> Forsyth Technical Community College  | <input type="checkbox"/> Pender County Schools            |
| <input type="checkbox"/> Agriculture, Dept. of               | <input type="checkbox"/> Franklin County Schools              | <input type="checkbox"/> Person County Schools            |
| <input type="checkbox"/> Alamance Community College          | <input type="checkbox"/> Gaston College                       | <input type="checkbox"/> Piedmont Community College       |
| <input type="checkbox"/> Alamance-Burlington School System   | <input type="checkbox"/> Gaston County Schools                | <input type="checkbox"/> Pitt Community College           |
| <input type="checkbox"/> Alexander County Schools            | <input type="checkbox"/> Gates County Public Schools          | <input type="checkbox"/> Pitt County Schools              |
| <input type="checkbox"/> Alleghany County Board of Education | <input type="checkbox"/> General Assembly                     | <input type="checkbox"/> Polk County Schools              |
| <input type="checkbox"/> Anson County Schools                | <input type="checkbox"/> Graham County Schools                | <input type="checkbox"/> Public Instruction, Dept. of     |
| <input type="checkbox"/> Appalachian State University        | <input type="checkbox"/> Granville County Schools             | <input type="checkbox"/> Randolph Community College       |
| <input type="checkbox"/> Ashe County Board of Education      | <input type="checkbox"/> Greene County Board of Education     | <input type="checkbox"/> Randolph County Schools          |
| <input type="checkbox"/> Asheboro City Schools               | <input type="checkbox"/> Guilford County Schools              | <input type="checkbox"/> Revenue, Dept. of                |
| <input type="checkbox"/> Asheville City Schools              | <input type="checkbox"/> Guilford Technical Community College | <input type="checkbox"/> Richmond Community College       |
| <input type="checkbox"/> Asheville-Buncombe Tech Com College | <input type="checkbox"/> Halifax Community College            | <input type="checkbox"/> Richmond County Schools          |
| <input type="checkbox"/> Auditor, Office of State            | <input type="checkbox"/> Halifax County Schools               | <input type="checkbox"/> Roanoke Rapids City Schools      |
| <input type="checkbox"/> Avery County Schools                | <input type="checkbox"/> Harnett County Schools               | <input type="checkbox"/> Roanoke-Chowan Community College |
| <input type="checkbox"/> Beaufort County Community College   | <input type="checkbox"/> Haywood Community College            | <input type="checkbox"/> Robeson Community College        |
| <input type="checkbox"/> Beaufort County Schools             | <input type="checkbox"/> Haywood County Schools               | <input type="checkbox"/> Robeson County Public Schools    |
| <input type="checkbox"/> Bertie County Schools               | <input type="checkbox"/> Health and Human Services, Dept. of  | <input type="checkbox"/> Rockingham Community College     |
| <input type="checkbox"/> Bladen Community College            | <input type="checkbox"/> Henderson County Public Schools      | <input type="checkbox"/> Rockingham County Schools        |
| <input type="checkbox"/> Bladen County Schools               | <input type="checkbox"/> Hertford County Schools              | <input type="checkbox"/> Rowan-Cabbarus Community College |
| <input type="checkbox"/> Blue Ridge Community College        | <input type="checkbox"/> Hickory Public Schools               | <input type="checkbox"/> Rowan-Salisbury Schools          |
| <input type="checkbox"/> Brunswick Community College         | <input type="checkbox"/> Hoke County Board of Education       | <input type="checkbox"/> Rutherford County Schools        |
| <input type="checkbox"/> Brunswick County Schools            | <input type="checkbox"/> Hyde County Board of Education       | <input type="checkbox"/> Sampson Community College        |
|  |   | <input type="checkbox"/> Sampson County Schools           |

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jn Buncombe County Schools	jn Insurance, Dept. of	jn Sandhills Community College
jn Burke County Public Schools	jn Iredell-Statesville Schools	jn Scotland County Schools
jn Cabarrus County Schools	jn Isothermal Community College	jn Secretary of State, Office of
jn Caldwell Community College & Tech. Institute	jn Jackson County Public Schools	jn Shelby City Schools
jn Caldwell County Schools	jn James Sprunt Community College	jn South Piedmont Community College
jn Camden County Schools	jn Johnston Community College	jn Southeastern Community College
jn Cape Fear Community College	jn Johnston County Schools	jn Southwestern Community College
jn Carteret Community College	jn Jones County Schools	jn Stanly Community College
jn Carteret County Schools	jn Justice, Dept. of	jn Stanly County Schools
jn Caswell County Schools	jn Juvenile Justice and Delinquency Prevention	jn Stokes County Schools
jn Catawba County Schools	jn Kannapolis City Schools	jn Surry Community College
jn Catawba Valley Community College	jn Kings Mountain District Schools	jn Surry County Schools
jn Central Carolina Community College	jn Labor, Dept. of	jn Swain County Schools
jn Central Piedmont Community College	jn Lee County Schools	jn Thomasville City Schools
jn Chapel Hill-Carrboro City Schools	jn Lenoir Community College	jn Transportation, Department of
jn Charlotte-Mecklenburg Board of Education	jn Lenoir County Public Schools	jn Transylvania County Schools
jn Chatham County Schools	jn Lexington City Schools	jn Treasurer, Dept. of State
jn Cherokee County Schools	jn Lieutenant Governor's Office	jn Tri-County Community College
jn Clay County Board of Education	jn Lincoln County Schools	jn Tyrrell County Schools
jn Cleveland Community College	jn Macon County Schools	jn UNC Asheville
jn Cleveland County Board of Education	jn Madison County Schools	jn UNC Chapel Hill
jn Clinton City Schools	jn Martin Community College	jn UNC Charlotte
jn Coastal Carolina Community College	jn Martin County Board of Education	jn UNC Greensboro
jn College of the Albemarle	jn Mayland Community College	jn UNC Hospitals
jn Columbus County Schools	jn McDowell County Schools	jn UNC Wilmington
	jn McDowell Technical Community College	jn Union County Public Schools
	jn Mitchell Community College	jn Vance County Schools
	jn Mitchell County Schools	jn Vance-Granville Community College

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jn Commerce, Dept. of	jn Montgomery Community College	jn Wake County Schools
jn Community Colleges, Dept. of	jn Montgomery County Schools	jn Wake Technical Community College
jn Controller, Office of State	jn Moore County Schools	jn Warren County Schools
jn Correction, Dept. of	jn Mooresville Graded School District	jn Washington County Board of Education
jn Craven Community College	jn Mount Airy City Schools	jn Watauga County Schools
jn Craven County Schools	jn Nash Community College	jn Wayne Community College
jn Crime Control & Public Safety, Dept. of	jn Nash/Rocky Mount Schools	jn Wayne County Public Schools
jn Cultural Resources, Dept. of	jn NC A&T State University	jn Weldon City Schools
jn Cumberland County Schools	jn NC Central University	jn Western Carolina University
jn Currituck County Board of Education	jn NC Real Estate Commission	jn Western Piedmont Community College
jn Dare County Schools	jn NC School of Science & Mathematics	jn Whiteville City Schools
jn Davidson County Community College	jn NC School of the Arts	jn Wilkes Community College
jn Davidson County Schools	jn NC State University	jn Wilkes County Schools
jn Davie County Schools	jn New Hanover County Schools	jn Wilson County Schools
jn Duplin County Schools	jn Newton-Conover City Schools	jn Wilson Community College
jn Durham Public Schools	jn Northampton County Schools	jn Winston-Salem State University
jn Durham Technical Community College	jn Office of Information Technology Services	jn Winston-Salem/Forsyth County Schools
jn East Carolina University	jn Office of the Governor	jn Yadkin County Schools
jn Edenton-Chowan Schools	jn Onslow County Schools	jn Yancey County Schools
jn Edgecombe Community College	jn Orange County Schools	
jn Edgecombe County Schools	jn Pamlico Community College	
jn Elizabeth City State University	jn Pamlico County Schools	
jn Elkin City Schools		
jn Employment Security Commission		
jn Environment and Natural Resources, Dept. of		

# Purchases of Materials and Supplies with Recycled Content for July

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

First Name:

Last Name:

Title:

Address:

City:

ZIP:

Phone:

## \* 4. Email

## 2. GOALS, POLICIES, AND CONTRACTS

One indicator of state agencies' level of commitment to buying recycled products is the adoption of internal purchasing goals. Goals and supporting internal policies are necessary to enhance an agency's buy recycled efforts. Eliminating barriers and restrictions from contract specifications can also help boost agency procurement of recycled content products.

In regard to the past fiscal year (July 1, 2008 through June 30, 2009) please answer the following questions:

### \* 1. Does your agency have written buy recycled policies or goals?

Yes

No

Comments:

### \* 2. Did the head of your agency (e.g., Secretary, Commissioner, Chancellor, President, etc.) communicate the importance of purchasing recycled content products to employees?

Yes

No

Comments:

# Purchases of Materials and Supplies with Recycled Content for July

\* 3. Did your agency have a lead coordinator for buy recycled efforts?

Yes

No

\* 4. In contracted work and services, did your agency specify or encourage the purchase of recycled products?

Yes

No

5. How much did your agency spend on print orders that were performed by private, non-state vendors that used *recycled content* paper?

6. How much did your agency spend on print orders that were performed by private, non-state vendors that used *nonrecycled content* paper?

## 3. RECYCLED CONTENT PAPER AND PAPER PRODUCT PURCHASES

- Use Worksheet A to calculate your spending for paper and paper products in FY 2008-2009.
- Check your invoices, purchase orders, or the Division of Purchase and Contract website to verify recycled content.
- If actual figures are not available, use your best estimate.
- Do not type figures with dollar signs (\$).
- Round totals to the nearest whole dollar.

Recycled Paper Purchases, July 1, 2008 through June 30, 2009.

\* 1. How much money did your agency spend on OFFICE PAPERS AND ENVELOPES?

Recycled content purchases (\$)

Non-recycled content purchases (\$)

Total paper purchases (\$)

\* 2. How much money did your agency spend on TOWEL, TISSUE, AND RELATED PRODUCTS?

Recycled content purchases (\$)

Non-recycled content purchases (\$)

Total paper purchases (\$)

# Purchases of Materials and Supplies with Recycled Content for July

\* 3. How much money did your agency spend on MISCELLANEOUS OTHER PAPER PRODUCTS?

Recycled content purchases (\$)	<input type="text"/>
Non-recycled content purchases (\$)	<input type="text"/>
Total paper purchases (\$)	<input type="text"/>

\* 4. Please provide the totals your agency spent in the following paper categories:

Total recycled content paper purchases (\$)	<input type="text"/>
Total non-recycled content paper purchases (\$)	<input type="text"/>
Total ALL paper purchases (\$)	<input type="text"/>

## 4. OTHER RECYCLED CONTENT PURCHASES

- Below, report your agency's purchases of recycled non-paper materials and supplies in FY 2008-2009.
- Check your invoices, purchase orders, or the Division of Purchase and Contract website to verify recycled content.
- Enter the expenditures for each commodity in the space provided.
- If actual figures are not available, use your best estimate.
- Do not type figures with dollar signs (\$).
- Round totals to the nearest whole dollar.

Purchases of Non-Paper RECYCLED Materials and Supplies, July 1, 2008 - June 30, 2009.

### 1. Monies spent RECYCLED CONTENT PRODUCTS

Remanufactured laser printer toner cartridges (\$)	<input type="text"/>
Recycling bins or other plastic waste containers (\$)	<input type="text"/>
Carpet (recycled pile, backing, or cushion) (\$)	<input type="text"/>
Uniforms (\$)	<input type="text"/>
Re-Refined motor oil (\$)	<input type="text"/>
Office supplies (\$)	<input type="text"/>
Plastic can liners (\$)	<input type="text"/>
Plastic (or plastic/wood composite) lumber products (\$)	<input type="text"/>
Recapped tires (\$)	<input type="text"/>
Compost and mulch products (made from organic wastes, e.g., food, yard trash, wood debris, agricultural by-products, biosolids) (\$)	<input type="text"/>
Building materials (\$)	<input type="text"/>
Other products or supplies (specify) (\$)	<input type="text"/>
TOTAL (add figures in column to calculate) (\$)	<input type="text"/>

## Purchases of Materials and Supplies with Recycled Content for July

2. Specify building materials:

3. Specify other products and/or supplies:

4. Please use this space to include more information about your agency's buy recycled activities, including details not represented in this report. Also, please share any environmentally preferable procurement (EPP) efforts within your agency, including the purchase of BIODIESEL, ENERGY EFFICIENT PRODUCTS, or GREEN BUILDING efforts. Please feel free to email me at [rachel.eckert@ncdenr.gov](mailto:rachel.eckert@ncdenr.gov) about challenges with your program and I will be happy to work with you.

## 5. 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, 2009.

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