

Purchases of Materials and Supplies with Recycled Content Report Frequently Asked Questions

For answers to questions not listed here or for further clarification, please contact DPPEA, (919) 715-6505.

- 1. Why must state agencies complete these reports each year?** Reporting requirements were established in 1993 for all state departments and offices, universities, community colleges, and local school administrative offices by North Carolina law (G.S. 143-58.2(a)) and Executive Order No. 156.
- 2. Why are reports due on November 15 if the fiscal year ends in June?** The deadline established by Executive Order No. 156 for receipt of reports is actually October 1. This gives agencies an additional three months from the end of the fiscal year to gather and compile all their purchasing data. We realize even three months may be difficult for some agencies, so we have established a final deadline of November 15.
- 3. I competed this report last year, can I use the same form?** No, you must use the current report form. Questions and background information change each fiscal year. Updated forms are available starting in August of each calendar year.
- 4. What's the difference between "recycled" and "recyclable"?** **Recycled products** are goods that contain materials diverted from the solid waste stream, including post-consumer waste materials and waste materials generated in industrial processes. **Recyclable materials** are materials capable of being recycled, and which otherwise would be processed or disposed as solid waste.
- 5. How can I tell which products are recycled?** Don't assume that a product is recycled. Check invoices, purchase orders, vendor catalogs, and state term contracts for information on recycled content. For a complete list of recycled products currently available on state term contracts, visit the Division of Purchase and Contract web site, www.doa.state.nc.us/PandC/rcycl.htm. Look for terms like, "recovered material," "post-consumer content," "remanufactured," and "post-industrial content." If your agency purchases compost and mulch, report only purchases of products manufactured from organic waste materials such as food, wood debris, yard trash, biosolids, or industrial or agricultural by-products.
- 6. Does my agency have to report all its purchases of recycled products or just purchases of items from state term contract?** You must report – to the best of your ability – *all* recycled products purchased, not just items purchased from state term contracts.
- 7. How can my agency track purchases of recycled products?** Tracking ability will differ from agency to agency. The degree to which you can track your agency's purchases depends on a number of factors, including whether your accounting system is computerized or manual, and whether you have a system in place to code invoices, purchase orders, and shipping receipts for recycled products in a way that will allow you to track them later. All purchasers in your agency should be aware of the reporting requirement and take steps to track when they purchase recycled products.

- 8. 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, the total expenditures reported for your agency as a whole should include recycled products purchased by all your agency's divisions, facilities, and institutions during the fiscal year.
- 9. My local school administrative office has little, if any, control over what individual schools in the district purchase. Do I need to report purchases for each school or just my central office?** If you cannot easily obtain information from individual schools, you do not need to include their purchasing data in your report. If schools purchase materials and supplies from a central warehouse, just report total recycled product purchases by the warehouse, not for each school.
- 10. Should expenditures by my agency's in-house printer or jobs performed by Correction Enterprise be reported separately?** No, purchases of recycled copy and offset paper by your agency's in-house printer should be reported as part of your agency's overall expenditures for recycled paper and paper purchases. Paper purchased for use by Correction Enterprise printing operations is reported directly by the Department of Correction.
- 11. How can I tell whether private, non-state printers used recycled paper for my agency's print orders?** Printers will usually print on recycled paper only when it is specified by an agency. Contact the vendor or check your purchase orders or invoices for an indication that recycled paper was used. If your agency has a policy to use recycled paper for printing, be sure to always request it.