

# Solid Waste and Recycling Report for July 2008-June 2009,

## 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 [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.
- 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, 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.

### \* 1. Agency ID

### \* 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"/> Cultural Resources, Dept. of                | <input type="checkbox"/> Labor, Dept. of                           |
| <input type="checkbox"/> Administrative Office of the Courts (Judicial) | <input type="checkbox"/> Employment Security Commission              | <input type="checkbox"/> Office of Information Technology Services |
| <input type="checkbox"/> Agriculture, Dept. of                          | <input type="checkbox"/> Environment and Natural Resources, Dept. of | <input type="checkbox"/> Public Instruction, Dept. of              |
| <input type="checkbox"/> Auditor, Office of State                       | <input type="checkbox"/> General Assembly                            | <input type="checkbox"/> Revenue, Dept. of                         |
| <input type="checkbox"/> Commerce, Dept. of                             | <input type="checkbox"/> Health and Human Services, Dept. of         | <input type="checkbox"/> State Controller, Office of               |
| <input type="checkbox"/> Community Colleges, Dept. of                   | <input type="checkbox"/> Insurance, Dept. of                         | <input type="checkbox"/> Transportation, Department of             |
| <input type="checkbox"/> Correction, Dept. of                           | <input type="checkbox"/> Justice, Dept. of                           | <input type="checkbox"/> Treasurer, Dept. of State                 |
| <input type="checkbox"/> Crime Control & Public Safety, Dept. of        | <input type="checkbox"/> Juvenile Justice and Delinquency Prevention |  |

# Solid Waste and Recycling Report for July 2008-June 2009,

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

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
Zip:	<input type="text"/>
Phone:	<input type="text"/>

## \* 4. Email

## 2. Changes to Raleigh-Area Recycling Program

Since I have started collecting the report, the Division of Facilities Management has managed a recycling contract for agency department office buildings in the Raleigh-area. If your Department only has offices in Raleigh, then Facilities Management reported your recycling tonnages to me directly. This will happen again this year. If your department has any offices outside of Raleigh, including leased spaces, then you are responsible to complete this report for those offices.

As many of you know, this summer the Raleigh contract was dropped. Therefore as your agency's recycling report contact, starting next year, you will be 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 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 you can compile all the data for the report you complete for me.

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

## Solid Waste and Recycling Report for July 2008-June 2009,

\* 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

\* 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.

# Solid Waste and Recycling Report for July 2008-June 2009,

\* 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](http://www.recycleguys.org))
- RE3 ([www.re3.org](http://www.re3.org))
- Recyclemania ([www.recyclemaniacs.org](http://www.recyclemaniacs.org))
- Other (please specify)

## Solid Waste and Recycling Report for July 2008-June 2009,

- \* 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 visitors?

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](http://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?):

## Solid Waste and Recycling Report for July 2008-June 2009,

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 2008-2009.
- 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 2008-2009.
- 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 [www.p2pays.org/epp/reports.asp](http://www.p2pays.org/epp/reports.asp).
- If your data is reported in pounds, convert the total pounds to tons (1 ton = 2,000 lbs).

# Solid Waste and Recycling Report for July 2008-June 2009,

\* 1. How much IN TONS did your agency recycle or compost from July 1, 2008 till June 30, 2009? 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 2008-2009.
- 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.

# Solid Waste and Recycling Report for July 2008-June 2009,

\* 1. Enter your agency's solid waste disposal and cost information for July 1, 2008 through July 30, 2009.

Total TONS of solid waste disposed by landfilling or incineration (Worksheet D, Line 1)	<input type="text"/>
Total COSTS for solid waste collection and disposal (Worksheet D, Line 3)	<input type="text"/>
COST PER TON of solid waste collected and disposed (divide Line 2 by Line 1 above or see Worksheet D, Line 4)	<input type="text"/>
Total TONS recycled or composted (see Part III above, or Line 8)	<input type="text"/>
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)	<input type="text"/>
Total COST for recycling and composting collection, processing, and marketing (calculate from your records)	<input type="text"/>
Total REVENUES from sale of recycled materials and compost products (calculate from your records)	<input type="text"/>

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](mailto: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, 2009.

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