

**NEW HAMPSHIRE  
DEPARTMENT  
OF  
ENVIRONMENTAL SERVICES**

**DEPARTMENT  
OF  
ADMINISTRATIVE SERVICES**

**2009 New Hampshire Interagency  
Recycling and Product Purchase  
Committee Report**

**October  
2009**

***Make Your Old Man Proud!  
NH Recycles Paper***





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Interagency Recycling and Product Purchase Committee Report  
October 2009  
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## 2009 Interagency Recycling and Product Purchase Committee Report

### Overview

The Interagency Recycling and Product Purchase Committee was created as a result of HB 877 and the Laws of 2008, Chapter 359. This committee was given a multiplicity of tasks, including:

- (a) Identify waste materials for which recycling markets are readily available to state agencies in various parts of the state, and
- (b) Identify the materials, supplies, and products for purchase by state agencies that have the highest content of recycled materials and which are recyclable and non-toxic, to the extent feasible, acceptable, and appropriate, which shall include paper purchases specified in RSA 9-C:9.

Each state agency was tasked in the bill to:

- (a) Minimize the amount of solid and hazardous waste that it generates,
- (b) Recycle any generated waste materials for which markets are readily available, with particular attention to waste materials that are not biodegradable, and
- (c) Purchase materials, supplies, and products that have the highest content of recycled materials and which are recyclable and non-toxic, to the extent feasible, acceptable, and appropriate.

### Waste Materials That Were Recycled by State Agencies in FY 2009

The following materials were recycled in FY 2009 by State Agencies: (Data from Administrative Services for agencies serviced by Administrative Services Contracts)

<u>Material</u>	<u>Quantity</u>	<u>Rebate or (Cost)</u>
Steel (including furniture)	3,098,290 pounds	\$166,131.63
Aluminum	51,825 pounds	\$14,193.30
Copper	2,490 pounds	\$1,832.60
Batteries	16,433 pounds	\$1,595.04
Waste Oil	42,880 pounds	\$796.50
Antifreeze	2320 pounds	(\$87)
Toner Cartridges	278 pounds	\$1,165.06
Electronic Monitors	27, 106 pounds	(\$5,231)
Computers	18,313 pounds	Included in monitors
Mixed Electronics	15,765 pounds	Included in monitors
Shredded Paper	114,882 pounds	(\$7,289.54)
Mercury Products	115 pieces	N/A
Lamps Straight Fluorescent	352,066 linear feet	N/A
Lamps Compact Fluorescent	6940 pieces	N/A
Lamps U-Tubes, Circline Fluorescents	13,850 pieces	N/A
Lamps HID, Mercury Vapor, Metal Halide, HPS	21,783 pieces	N/A
Lamps Broken/Crushed Incidental	121 pounds	N/A
Lamps Misc Specialty Lamps	419 pieces	N/A

<b>Material</b>	<b>Quantity</b>	<b>Rebate or (Cost)</b>
Lighting Ballasts	10,191 pounds	N/A
Mercury Intact Devices	115 pieces	N/A
Tires		(\$13,918.66)
<b>Total</b>	<b>3,373,788 pounds<sup>1</sup>.</b>	<b>\$159,187.93</b>

1. Weight does not include items such as compact fluorescents for which there are no suitable conversion factors from units, length or feet to weight.

### **Purchases of Recycled Materials, Supplies and Products**

RSA 9-C:10 requires that state agencies and or the Division of Plant and Property Management track the quantity and cost by state agency. The Division of Plant and Property Management does not have the capability to track or report this activity at an agency or state level. The Division is only able to obtain the information on a total state wide basis based on information provided by the vendor community.

In accordance with RSA 9-C:8, the Division of Plant and Property Management is working with the Committee, state agencies and the vendor community to establish contracts to procure recycled materials and recycle waste materials and products.

#### ***Recycled Materials, Supplies and Products for Purchase***

On November 10, 2008 the Interagency Recycling and Product Purchase Committee met and recommended the following materials and supplies for purchase by state agencies with the highest content of recycled materials:

Paper	Toner/Ink Cartridges
Steel, Aluminum	Plastic
Lumber (decking materials)	Recyclable Batteries
Energy Star Computers and Appliances	Furniture

All state agencies are required by law or executive order to purchase and utilize paper with a minimum of 30% recycled material content and recycled toner ink cartridges. The Division has established contracts for recycled paper, toner/ink cartridges, energy star computers and appliances as well as furniture. In addition, the Division procures steel and aluminum products with high recycled content including rebar and sheet aluminum for signs and license plates.

#### ***Waste Materials for Recycling***

On November 10, 2008, the Interagency Recycling and Product Purchase Committee met and recommended that recycling for the following materials be handled in a two stream approach: Mixed paper including boxboard and containers (plastic, tin, cans, bottles, glass and Styrofoam). In addition the Committee recommended that state agencies recycle the following waste materials:

Automotive Batteries	Rechargeable Batteries
Cell Phones	Fluorescent Bulbs and Ballasts
Mercury added products	Recyclable Steel and Scrap Metal
Tires	Waste Oil
Shredded Paper	Electronics (Computers, Printers and Monitors)

Antifreeze  
Construction Debris

Toner Ink Cartridges

The Division of Plant and Property Management has established contracts for all the above recyclable materials except for construction debris. Cell phones are either sold at the State Surplus Property store called the White Farm or included with recycled electronics. Rechargeable batteries are included with large batteries.

In the spring of 2009 the Division of Plant and Property Management went out to bid and established contracts for trash removal on a statewide basis. In addition, the Division also went out to bid three times in an attempt to establish recycling services on a statewide basis. The Division encountered difficulties establishing contracts on a statewide basis due to a lack of accurate recycling history and a depressed recycling market. The Division was forced to concentrate their efforts on establishing dual stream recycling in the Concord area and, in September of 2009, a contract was established with Pinard Waste for recycling for state facilities located in the Concord area. This contract is working out well and resulting in the reduction of paper, cardboard and containers from the waste stream. The Division is continuing to work with state agencies and the vendor to fine tune the process and increase the amount and efficiency of recycling. The Division will continue to work with state agencies to establish contracts for recycling outside of Concord when it is possible to aggregate enough sites to make it attractive to recycling vendors.

Through the Bureau of Public Works Design and Construction, the Division was able to create new specifications on all construction or renovation projects that require contractors to recycle 75% of construction debris beginning on July 1, 2008. Between July 1, 2008 and June 30, 2009 there were 14 construction projects that resulted in 144 tons of waste with 117 tons being recycled for an 81% recovery rate.

In July of this year, the Tobey School closed and was not able to continue providing recycling services to several state agencies. Through the Bureaus of General Services and Facilities and Asset Management, the Division was able to continue to provide recycling services to over 40 state owned facilities and reduce the amount of products going to the land fill. With the onset of recycling contracts, the Division will continue to work with the Department of Health and Human Services to enhance the recycling process and provide meaningful work for their clients as well.

Financial Summary Tobey School Recycling Program					
		Tons	Revenue	Expenses	Surplus Funds
SFY 2008	7/1/07-6/30/08	314.26	43,250.95	43,231.25	19.70
SFY 2009	7/1/08-6/30/09	313.15	18,248.40	18,215.39	33.01
<b>Totals</b>		<b>627.41</b>	<b>61,499.35</b>	<b>61,446.64</b>	<b>52.71</b>
SFY 2009 Quarterly					
Quarter		Tons	Revenue	Expenses	Balance
7/1/08 to 9/30/08		104.03	15,899.30	1,557.93	14,341.37
10/1/08 to 12/31/08		65.37	2,116.10	1,774.95	341.15
1/1/2009 to 3/30/09		72.78	-	1,876.23	(1,876.23)
04/01/09 to 6/30/09		70.97	233.00	13,006.28	(12,773.28)
		313.15	18,248.40	18,215.39	33.01

1. Tons recycled are all MIXED PAPER.
2. All funds are deposited into 010-014-8262-2052. Only funds expended are requested for reimbursement.
3. Expenses from 7/1/08-3/31/09 have been transferred from Admin Services to DHHS.
- Expenses (\$1,876.23) from 1/1/09 to 3/31/09 includes payment of invoices totaling \$807 from NRRRA.
4. (Price paid per ton decreased and Haul Charge did not fluctuate resulting in cost)

In addition, the Division of Plant and Property Management has also converted all their cleaning products to "green products" and is also utilizing recycled paper towels and toilet paper at over 60 state owned facilities.

The Division is committed to encourage and support state agencies to procure recycled products and to recycle waste materials. The Division will continue to work with the Committee, state agencies and vendors to encourage and support recycling wherever it is feasible.

Material	Quantity	Recycled Content	Cost
Paper	1,326,193 lbs	30% <sup>1.</sup>	\$891,149.12
Toner/Ink Cartridges	N/A	Avg. 50%	N/A
Aluminum Plates	75,522 lbs	80%	\$130,275.45
Aluminum Signs	8,950 lbs	25%	\$18,246.25
Steel (Rebar, Guardrail)	N/A	Avg. 85%	N/A
Energy Star Computers	N/A	N/A	N/A
Energy Star Appliances	N/A	N/A	N/A
Furniture	N/A	Avg. of 30 – 35%. Some as high as 75%	N/A
Batteries	N/A	N/A	N/A

1. Average recycled content of paper sold in U.S. is 30%.

## **Success Stories**

The Department of Revenue Administration (DRA), at its 109 Pleasant Street, Concord address, was supplied with two dumpsters for trash under the state contract. The committee representative from DRA, Lynn Trenholm, questioned the need for both of these dumpsters. She determined that the quantity of materials generated by the Department did not justify these and contacted Administrative Services. Now, only one dumpster is used at DRA, saving both money and space. Awareness and activism on the part of state agencies will produce long term cost savings to the state when the generation of waste is decreased and agencies diligently recycle as much as possible. The committee applauds the efforts at DRA.

The Department of Environmental Services Green Team, in very close cooperation with the cleaning staff, kept a log for about 1 month to show daily trash never filled both dumpsters and in fact was only about  $\frac{3}{4}$  of the volume of 1 dumpster, thanks in part to the new commingled contract begun March 2008. The new trash contract started on July 1, 2008, so they lobbied to have the new contract with just one dumpster and to bring the cardboard dumpster (now cardboard/paper) close to the dock for easier access. In addition, the DES Green Team maintains a composting area and they use it for food scraps generated by the department. The groundskeepers also use it for leaf and yard waste generated around the 29 Hazen Drive facility.

The Liquor Commission minimizes the disposal of cardboard boxes by offering empty liquor and wine boxes to the customers in lieu of paper bags for purchases. This represents a considerable cost savings to the agency.

## **State Recycling and Waste Generation Summary**

During the reporting period, the Commission received facility specific reports from a number of agencies. From these reports, we determined that at least 58,000 tons of material, primarily scrap metal, were recycled by the reporting agencies. Because most agencies use dumpsters for solid waste and there is not yet an accurate count of the number of dumpsters collected, the Commission could only account for 1373 tons of waste. Since this is obviously a low number, it is not appropriate to report a recycling rate. With the new waste and recycling contracts, data from the next reporting period should be more accurate and complete.

Of note is that 936 tons of paper materials were recycled. This exceeds the 663 tons of paper purchased by the state. A large portion of the 936 tons includes cardboard. Cardboard comprises corrugated boxboard, and other packing materials.

## **Recommendations**

In accordance with RSA 9-C:10, (d) the Chairs of the Interagency Recycling and Product Purchase Committee offer the following suggestion regarding modifications to the existing law that would enable the state agencies and the Division of Plant and Property Management to focus on increasing recycling efforts with state agencies and the vendor community while complying with the law as written.

Currently RSA 9-C:10, (b) requires the Committee to report on the "Purchases made by state agencies during the prior fiscal year of those types of materials, supplies, and products identified by the committee under RSA 9-C4, II (b) as being available with recycled material content, by type, recycled material content, if any, quantity cost and agency. Where possible, the committee shall rely upon information recorded by the division through the procurement process."

The State does not have the capability to track this level of activity by agency. In order to comply with this requirement, state agencies and or the Division of Plant and Property Management would have to manually track every purchase for the identified products or materials. This would require a significant amount of additional resources that could be better utilized to expand recycling efforts and put any required contracts in place.

For these reasons, we recommend that RSA 9-C:10, (b) be modified to the following: Purchases made by state agencies during the prior fiscal year of those types of materials, supplies, and products identified by the committee under RSA 9-C:4, II (b) as being available with recycled material content, by type, recycled material content, if any, quantity and cost Where possible, the committee shall rely upon information recorded or obtained by the division through the procurement process.

## Appendix 1 – State Agencies and Representatives

The Interagency Recycling and Product Purchase Committee was created as a result of HB 877 and the Laws of 2008, Chapter 359. The first duty of the co chairs of the Committee was to develop a list of State Agencies. A list was developed and notices of the first meeting date were sent to the following agencies and their representatives:

<u>Agency</u>	<u>Name</u>
Administrative Services	Michael Connor
Agriculture	Dick Uncles
Banking	Dawn Allen
Corrections	Richard Martell
Cultural Resources	Kathleen Stanick
Education	Michael Bieniek
Employment Security	Ernie Liakas
Environmental Services	Don Maurer
Fish and Game	Kathy Labonte
Governor's Office	Dari Sassan
Health and Human Services	Shawn Martin
Insurance	Kathleen Belanger
Justice	Evan Mulholland
Dept of Labor	Melissa Delorey
Legislature	Doug Dolcino
	Joel Anderson
	Rep. Jane Beaulieu
	Rep. William Tobin
	Rep. Pam Tucker
	Senator Harold Janeway
Liquor	Craig Bulkley
Lottery	Georges Roy
Dept of Information Technology	Rosanne Curry
Resources and Economic Development	James Robb
Revenue	Lynn Trenholm
Safety	David Barrett
Tax and Land Appeals	Al Shamash
Transportation	Lyle Knowlton
Veterans Home	Garry Naughton

## Appendix 2 – Meeting Minutes

The first meeting of the Interagency Recycling Product Purchase Committee was held on November 10, 2008. In accordance with RSA 9-C:4 the committee identified waste materials for which recycling markets are available and they also identified a list of materials, supplies and products for purchase by state agencies. In addition the committee also reviewed a proposed waste and recycling report and the status of the Tobey School Recycling fund. Listed below are copies of the agenda and meeting minutes.

HB 877  
Interagency Recycling and Products Purchase Committee  
11/10/2008  
Agenda

- Introduction of Meeting Attendees
  
- Identify waste material for recycling
  
- Identify recycle materials, supplies and products for purchase
  
- Status of recycling fund
  
- Waste minimization and recycling guidelines
  
- Next Meeting Date

HB 877  
Interagency Recycling and Product Purchase Committee  
Meeting Minutes  
11/10/2008

The first meeting of the State Interagency and Product Purchase Committee was held on November 10, 2008 in Room 306 of the Legislative Office Building

Attendees: Richard Parkinson, (Employment Security); Ron Proulx, (Health & Human Services); Richard Martell, (Corrections); Briana Heath, (Transportation); James Robb, (Resources and Economic Development); Donald Maurer (Environmental Services, Co-Chair); Michael Connor (Administrative Services, Co-Chair); Kathleen Belanger (Insurance Department); Dick Uncles, (Agriculture); David Barrett, (Dept of Safety) and Dari Sassan, (Governor's Office)

### **1. Identify Waste Materials for Recycling**

The Committee approved a list of recommended waste materials for which markets are readily available to state agencies located in various parts of the state. After some discussion the Committee recommended for the first year that recycling be accomplished in a two stream approach: Mixed

paper including boxboard and containers (plastic, tin, cans, bottles, glass and styrofoam). Within a year, single stream recycling will become readily available and state agencies will transition to single stream recycling. A few areas north of the Notch may not have recycling markets readily available and Don Maurer will work with local officials to attempt to locate potential recycling locations.

The following list of waste materials were recommended for recycling:

Mixed Paper including boxboard	Automotive Batteries
Containers (Plastics, tin, cans, bottles and glass)	
Rechargeable Batteries	Cell Phones
Fluorescent Bulbs and Ballasts	Mercury added products
Recyclable Steel and Scrap Metal	Tires
Waste Oil	Shredded Paper
Electronics (Computers, Printer and Monitors)	
Antifreeze	Toner Ink Cartridges
Construction and Demolition Debris	

The Committee reviewed a draft report form that all state agencies will be required to utilize to report the amount of waste and recycled materials. State agencies will be required to complete the form by September 1st of each year beginning in 2009. All committee members are to review the proposed report and provide feedback to Don Maurer within the next two weeks. Don Maurer also agreed to provide supporting documentation that will assist state agencies in determining the weight of various dumpsters.

**2. Identify Recycle Materials, Supplies and Products for Purchase**

The Committee approved the following materials, supplies and materials for purchase by state agencies with the highest content of recycled materials:

Paper	Toner/Ink Cartridges
Steel/Aluminum	Plastic
Lumber (Decking Material)	Energy Star Computers and Appliances
Recyclable Batteries	Furniture

**3. Status of Recycling Fund**

Mike Connor provided a report regarding the status of the Recycling Fund/Tobey School Recycling Program. The report covered the period from 7/1/2007 until 11/06/2008

Time Period	Tons	Revenue	Expenses	Surplus Funds
7/1/2007 - 6/30/2008	314.26	\$43,250.95	\$43,231.25	\$19.70
7/1/2008 - 11/06/2008	77.52	\$11,939.45	\$2,366.22	\$9,573.23

Tons recycled are all mixed paper.

All funds are deposited into 010-014-8262-2052. Only funds expended are requested for reimbursement.

There are five container exchanges for which payment has not yet been received.

Expenses form 7/1/2008 - 11/06/08 have not yet been transferred from Administrative Services to DHHS.

**4. Waste Minimization and Recycling Guidelines**

Don Maurer provided some statistics regarding the amount and type of waste that state government typically generates and some recommendations on how to reduce the amount of waste. Listed below are a few of the recommendations:

State agencies should utilize 2 sided printing whenever possible. Agencies should set default on printers to two sided. All Governor and Council items are to be double sided.

Don will provide additional information to state agencies at future meetings.

Administrative Services is planning to put contracts in place for trash removal and recycling for the materials identified above. Mike handed out a draft spreadsheet for state agencies to complete. State agencies are being asked to list the anticipated amount of trash or recycling for each material.

Additional information will include the size of the container, the anticipated frequency of pick up and whether the pick up will be automatic or will call. State agencies are to submit their information to Paul Rhodes at the Bureau of Purchase and Property. Paul can be reached at 271-3350 or Paul.Rhodes@nh.gov. State agencies are asked to complete and submit their information by the end of November.

### **5. Next Meeting Date**

The next meeting is scheduled for December 8, 2008 at 1:30 PM. The meeting will be held in the auditorium at 29 Hazen Drive.

The second meeting of the Interagency Recycling and Product Purchasing Committee was held on December 8, 2008. The Committee reviewed and approved the proposed waste and recycling report that state agencies are required to complete in accordance with RSA 9-C:4, III. The Committee also discussed future plans to establish statewide contracts for the pick up and disposal of waste and recyclables. Don Maurer provided state agencies with copies of some tools to assist state agencies to determine the weight of various waste and recycling materials. Listed below are copies of the meeting agenda, the meeting minutes and copies of the materials that were provided to state agencies to assist with the weight calculation process.

In addition a second memo was distributed to all state agencies reminding them of their requirement to track waste and recycling information and the need to submit the report by September 1, 2009 in accordance with RSA 9-C:10, I (b). Listed below is a copy of the memo that was distributed to all state agencies on January 19, 2009,

HB 877  
Interagency Recycling and Products Purchase Committee  
12/8/2008  
Agenda

- Approval of Meeting Minutes from 11/10/2008
  
- Introduction of Meeting Attendees
  
- Review annual waste and recycling report
  
- Statewide trash and recycling contract information
  
- Next Meeting Date

Interagency Recycling and Product Purchase Committee  
Meeting Notes  
12/08/2008

The State Interagency and Product Purchase Committee met on December 8, 2008 at 1:30 PM in the Auditorium at 29 Hazen Drive in Concord, NH.

Voting Members in Attendance: Ron Proulx, (Health & Human Services); Richard Martell, (Corrections); Brianna Heath, (Transportation); Lyle Knowlton, (Transportation); James Robb, (Resources and Economic Development); Donald Maurer, (Environmental Services, Co-Chair); Michael Connor, (Administrative Services, Co-Chair); Kathleen Belanger, (Insurance Department);

Melissa Delorey, (Labor); Lynn Trenholm, (Revenue); Senator Harold Janeway, (State Senate); Dawn Allen, (Banking); Dari Sassan, (Governor's Office) and Regina Carman, (Safety).

Non voting members in attendance: George Roy, NH Lottery, Al Shamash, Board of Tax and Land Appeals, Garry Naughton, NH Veterans Home and Paul Rhodes, Administrative Services.

### **1. Approval of the minutes from 11/10/2008**

The minutes from the last Interagency Recycling and Product Purchase Committee on 11/10/2008 were approved.

### **2. Review of Annual Waste and Recycling Report**

The Committee reviewed and approved the proposed report form that all state agencies will be required to utilize to report the amount of waste and recycled materials (copy attached). Pursuant to Chapter 359, Laws of 2008, 'the head of governing board of each department or other primary state agency shall complete the form to the extent that the information is applicable to the agency, and return it to the committee by September 1 of each year beginning in 2009.' For the initial report state agencies will report the amount of waste and recyclable material that they have disposed of beginning on January 1, 2009.

To accomplish this task, all state agencies should begin to calculate the amount (lbs.) of waste and recyclable material that they generate. State agencies are encouraged to post clip boards near the dumpsters and recyclable collection pick up sites to tabulate the amount of waste and recyclables that are being removed from the respective building locations.

### **3. Statewide Trash and Recycling Contract Information**

In order to assist state agencies with the proper disposal of waste and recyclables the Administrative Services is in the process of establishing contracts for statewide pick up and disposal of waste and recyclable products. A notice has been distributed to all state agencies to provide information to enable the Bureau of Purchase and Property to go out to bid and establish statewide contracts by February of 2009.

Don Maurer handed out documents that provide state agencies with some tools to assist them to determine the weight of various waste and recycling materials (copies attached). State agencies are encouraged to utilize the documents to provide estimates of the amount of waste and recyclable materials that they generate.

In order to establish state wide contracts for trash and recycling of recyclable material, state agencies have been asked to list the anticipated amount of trash or recycling for each material. Additional information will include the size of the container, the anticipated frequency of pick up and whether the pick up will be automatic or will call. State agencies are to submit their information to Paul Rhodes at the Bureau of Purchase and Property. Paul can be reached at 271-3350 or Paul.Rhodes@nh.gov. State agencies are asked to complete and submit their information by December 18, 2008.

### **4. Next Meeting Date**

The next meeting is scheduled for February 23, 2009 at 1:30 PM. The meeting will be held in the Auditorium at 29 Hazen Drive in Concord, NH.

The third meeting of the Interagency Recycling and Product Purchase Committee was held on February 23, 2009. The Committee announced that forms were available on line and that efforts were underway to put statewide contracts in place for trash and recycling. The funding balance for the Tobey School was also reviewed with the Committee. Listed below is a copy of the meeting agenda and minutes from that meeting.

HB 877  
Interagency Recycling and Products Purchase Committee  
2/23/2009  
Agenda

- Approval of Meeting Minutes from 12/08/2008
  
- Forms online
  
- Statewide trash and recycling contract information
  
- Tobey School Recycling Fund Information
  
- Other Items of Interest
  
- Next Meeting Date

Interagency Recycling and Product Purchase Committee  
Meeting Notes  
2/23/2009

The State Interagency and Product Purchase Committee met on February 23, 2009 at 1:30 PM in the Auditorium at 29 Hazen Drive in Concord, NH.

Voting Members in Attendance: Shawn Martin, (Health & Human Services); Richard Martell, (Corrections); Brianna Heath, (Transportation); James Robb, (Resources and Economic Development); Donald Maurer, (Environmental Services, Co-Chair); Michael Connor,

(Administrative Services, Co-Chair); Lynn Trenholm, (Revenue); Dawn Allen, (Banking); and Evie Taft, (Liquor Commission).

Non voting members in attendance: Al Shamash, Board of Tax and Land Appeals, Garry Naughton, NH Veterans Home and Paul Rhodes, Administrative Services.

### **1. Approval of the minutes from 12/08/2008**

The minutes from the last Interagency Recycling and Product Purchase Committee on 12/08/2008 were approved.

### **2. Forms Online**

Don Maurer briefed the Committee regarding progress that Environmental Services has made putting all recycling forms online. In addition, Environmental Services is in the process of placing additional recycling information on their web site to assist state agencies.

### **3. Statewide Trash and Recycling Contract Information**

In order to assist state agencies with the proper disposal of waste and recyclables Administrative Services is in the process of establishing contracts for statewide pick up and disposal of waste and recyclable products. A notice has been distributed to all state agencies to provide information to enable the Bureau of Purchase and Property to go out to bid and establish statewide contracts by February of 2009.

Paul Rhodes explained that we are looking to establish dual stream recycling, paper and cardboard in one container and all containers (plastic, aluminum, tin, etc.) to be gathered in another recycling container for pick up.

### **4. Tobey School Recycling Fund Information**

Mike Connor distributed information regarding the Tobey School recycling program. In Fiscal 2008 the Tobey School took in approximately 314 tons of mixed paper for several state facilities located in Concord. They took in \$43,251 dollars in revenue and \$43,232 in expenses for a net proceed of \$19.00

### **5. Other Items of Interest**

James Robb stated that he had a surplus of binders that he was looking to recycle. Mike Connor replied that Administrative Services was interested in obtaining some surplus binders.

### **6. Next Meeting**

The next meeting is scheduled for May 18, 2009 at 1:30 PM. The meeting will be held in the Auditorium at 29 Hazen Drive in Concord, NH.

The fourth meeting of the Interagency Recycling and Product Purchase Committee was held on May 18, 2009. The Committee discussed the progress on the statewide bids for trash removal and the challenges that they were facing to establish statewide recycling service contracts. The Tobey School Funding was also reviewed. State agencies were reminded of their responsibility to submit their annual waste and recycling report by September 30, 2009. State agencies were directed to submit their forms electronically to Donald Maurer at the Department of Environmental Services. Listed below are copies of the meeting agenda and meeting minutes.

HB 877  
Interagency Recycling and Products Purchase Committee  
5/18/2009  
Agenda

- Approval of Meeting Minutes from 2/23/2009
  
- Statewide trash and recycling contract information
  
- Tobey School Recycling Fund Information
  
- Other Items of Interest
  
- Next Meeting Date

Interagency Recycling and Product Purchase Committee  
Meeting Notes  
5/18/2009

The State Interagency and Product Purchase Committee met on May 18, 2009 at 1:30 PM in the Auditorium at 29 Hazen Drive in Concord, NH.

Voting Members in Attendance: Shawn Martin, (Health & Human Services); Richard Martell, (Corrections); Brianna Heath and Lyle Knowlton, (Transportation); James Robb, (Resources and Economic Development); Donald Maurer, (Environmental Services, Co-Chair); Michael Connor, (Administrative Services, Co-Chair); Lynn Trenholm, (Revenue); Dawn Allen, (Banking); Kathy Stanick (Cultural Resources); Dave Barrett (Safety); Ernie Liakas (Employment Security) Kathy Belanger (Insurance Department) and Craig Bulkley (Liquor Commission); .

Non voting members in attendance: Al Shamash, Board of Tax and Land Appeals, and Paul Rhodes, Administrative Services.

### **1. Approval of the minutes from 2/23/2009**

The minutes from the last Interagency Recycling and Product Purchase Committee on 2/23/2009 were approved.

### **2. Statewide Trash and Recycling Contract Information**

Paul Rhodes, Purchasing Agent from the Bureau of Purchasing, briefed the Committee on the status of the trash and recycling contracts. Bids have gone out and Purchasing is in the process of establishing statewide contracts for trash removal. All trash removal contracts are scheduled to begin on July 1, 2009.

Paul explained that we are looking to establish contracts for dual stream recycling, paper and cardboard in one container and all containers (plastic, aluminum, tin, etc..) to be gathered in another recycling container for pick up. The Bureau of Purchasing went out to bid for statewide recycling and did not receive any compliant bid responses. Paul is going to meet with the vendors to determine why vendors did not bid and to go back out to bid for recycling services for Concord only. The goal would be to establish new contracts by July 1, 2009.

### **3. Tobey School Recycling Fund Information**

Mike Connor distributed information regarding the Tobey School recycling program. From July 1, 2008 to March 31, 2009 Tobey School took in approximately 299 tons of mixed paper from several state facilities located in Concord. For the same time period the Tobey School program had revenue of \$18,015 and expenses of \$12,806 for a balance of \$12,806 in FY 2009.

In addition, Mike revealed that the Tobey School is no longer going to be providing recycling services and that Administrative Services is working with the Tobey School to continue to provide recycling services for state buildings under their care. Other agencies are asked to work with their local transfer station and or janitorial services company to maintain recycling services until contracts can be put in place.

### **4. Other Items of Interest**

Don Maurer briefed the Committee regarding progress that Environmental Services has made putting all recycling forms online. In addition, Environmental Services is in the process of placing additional recycling information on their web site to assist state agencies. The web site is <http://des.nh.gov/organization/divisions/waste/swrtas>  
To access the Annual Recycling and Waste Report for State Agencies click on Forms and Publications on the right hand column.

The 2009 Annual Waste and Recycling Report for State Agencies is due to the Committee by September 30, 2009. All agencies are instructed to submit the information to Don Maurer at the following address:

Department of Environmental Services  
Waste Management Division - SWTAS  
PO Box 95 29 Hazen Drive

Concord, NH 03302-0095

You can also submit the form electronically to Don at Donald.Maurer@des.nh.gov

Attached is an electronic copy of the form.

Don also briefed the Committee on the status of the single stream recycling. The plant in Manchester does not look viable but the facility in Penacook still has promise.

## **6. Next Meeting Date**

The next meeting is scheduled for September 28, 2009 at 1:30 PM. The meeting will be held in the Auditorium at 29 Hazen Drive in Concord, NH.

The fifth meeting of the Interagency Recycling and Product Purchase Committee was held on September 28, 2009. The Committee discussed the progress of the statewide trash and recycling contracts. State wide trash disposal has worked well. A contract for recycling for paper and cardboard as well as containers metal, plastic and glass has also been established in the Concord area. The Committee reviewed the status of the Tobey School Funding and the fact that the Tobey School was no longer providing recycling services. The Committee also discussed the potential for single stream recycling within the next year and potential markets for electronics, batteries and toner cartridges. Listed below are copies of the meeting agenda and meeting minutes.

HB 877  
Interagency Recycling and Products Purchase Committee  
9/28/2009 @ 1:30 PM  
29 Hazen Drive, Auditorium  
Agenda

- Approval of Meeting Minutes from 5/18/2009
  
- Statewide Trash and Recycling Report Status
  
- Statewide trash and recycling contract information
  
- Tobey School Recycling Fund Information
  
- Other Items of Interest

- o Next Meeting Date, December 7, 2009, 1:30 PM, 29 Hazen Drive, Auditorium

Interagency Recycling and Product Purchase Committee  
Meeting Notes  
9/28/2009

The State Interagency and Product Purchase Committee met on September 28, 2009, 2009 at 1:30 PM in the Auditorium at 29 Hazen Drive in Concord, NH.

Voting Members in Attendance: Shawn Martin, (Health and Human Services); Richard Martell, (Corrections); Russell St. Pierre, (Transportation); James Robb, (Resources and Economic Development); Donald Maurer, (Environmental Services, Co-Chair); Michael Connor, (Administrative Services, Co-Chair); Lynn Trenholm, (Revenue); Dawn Allen, (Banking); Ernie Liakas (Employment Security); Kathy Belanger (Insurance Department); Evan Mulholland, (Dept of Justice); and Craig Bulkley (Liquor Commission); .

Non voting members in attendance: Kevin Connor and Paul Rhodes, Administrative Services.

**1. Approval of the minutes from 5/18/2009**

The minutes from the last Interagency Recycling and Product Purchase Committee on 5/18/2009 were approved.

**2. Statewide Trash and Recycling Report Status**

Don Maurer briefed the Committee on the status of the annual state agency trash and recycling report. The following agencies have submitted their report information: Administrative Services, Lottery Commission, Corrections, Liquor, Tax and Land Appeals and the Department of Revenue. Don is in the process of compiling the information from state agencies. Don stressed the need for all state agencies to submit their information in order to prevent being identified as non compliant. Don is compiling the information and will be submitting the information to the Governor and Legislature by November 1, 2009.

**3. Statewide Trash and Recycling Contract Information**

Paul Rhodes, Purchasing Agent from the Bureau of Purchasing, briefed the Committee on the status of the trash and recycling contracts. Purchasing established statewide contracts for trash removal beginning on July 1, 2009. Over twelve contracts were awarded across the state and the process seems to be going well. Bids have gone out and Purchasing is in the process of establishing statewide contracts for trash removal.

The Bureau of Purchasing has also established recycling contracts in the Concord area with Pinard Waste. Containers have been set up at state facilities. One container for paper and cardboard and one container commingled containers including plastic, metal and glass. The Contractor and the State are making adjustments to recycling bin locations and frequency schedules during the early stages of the contract. The Bureau of Purchasing would like to expand recycling to other areas if we

can establish enough of a recycling stream to attract vendors to bid. Paul invited state agencies to submit information including recycling amounts and frequency schedules for potential sites.

#### **4. Tobey School Recycling Fund Information**

Mike Connor distributed information regarding the Tobey School recycling program. IN Fiscal 2009 the Tobey School took in approximately 313 tons of mixed paper from several state facilities located in Concord. For the same time period the Tobey School program had revenue of \$18,248 and expenses of \$18,215 for a balance of \$33 in FY 2009.

As of July 1, 2009 the Tobey School is no longer providing recycling services. Administrative Services will be overseeing the fund going forward.

#### **5. Other Items of Interest**

Don Maurer briefed the Committee regarding the status of single stream recycling centers. There are currently single stream recycling plants located in Charlestown and Auburn Massachusetts. There is also a small plant owned by Republic that is located on River Road in Hooksett. The single stream plant in Manchester does not look feasible; however the plant in Penacook is scheduled to be online by fall of 2010.

There were some questions regarding recycling for electronics and Don responded that all the major manufacturers offered recycling of computers, monitors and printers. In general the amount of electronics that have been recycled has remained flat with 4.2 million pounds of electronics being recycled in 2008.

Recycling opportunities also exist for rechargeable batteries Dawn Allen reported that Staples had a program that offered their customers \$3 for each used toner cartridge. She wondered if State agencies could use their program. Mike replied that contracts are in place to recycle toner cartridges and that state agencies should avail themselves of these contracts. Mike also agreed to look into the current toner cartridge recycling situation to see if they could improve the toner cartridge recycling process.

#### **6. Next Meeting Date**

The next meeting is scheduled for December 7, 2009 at 1:30 PM. The meeting will be held in the Auditorium at 29 Hazen Drive in Concord, NH.

### Appendix 3 – Memo from the Commissioner of Administrative Services to State Agencies

In accordance with Laws of 2008, Chapter 359:6 all state agencies were notified on November 26, 2008 of the requirements of the act. Listed below is a copy of the memo that was distributed to all state agencies.

#### STATE OF NEW HAMPSHIRE

##### Inter-Department Communication

Date November 26, 2008

FROM Linda M. Hodgdon  
Commissioner

AT (OFFICE)  
Department of Administrative Services  
25 Capitol Street, Room 106  
271-6899

SUBJECT HB 887 Statewide Interagency  
Recycling Committee

TO All State Agencies

During the last session, the legislature enacted new legislation regarding statewide recycling and purchase of recycled materials. Chapter 359, Laws of 2008 created an interagency recycling and product purchase committee. In accordance with Chapter 359:6, this will serve as notice to all state agencies regarding the requirements of this act. The committee met recently and established a list of materials that state agencies are required to recycle and a list of recycled products and materials that state agencies are required to purchase.

##### List of recommended materials for recycling:

Mixed Paper including boxboard	Automotive Batteries*
Containers (plastic, tin, cans, bottles, glass and Styrofoam)	
Rechargeable Batteries	Construction and Demolition Debris
Cell Phones	Fluorescent Bulbs and Ballasts*
Mercury added products*	Tires*
Recyclable Steel and Scrap Metal*	Waste Oil*
Electronics (Computers, Printers, Monitors)	Shredded Paper
Antifreeze*	Toner Ink Cartridges*

\* State contracts already in place, See [www.admin.state.nh.us/purchasing](http://www.admin.state.nh.us/purchasing) for a list of current contracts.

##### List of recommended recycled materials, supplies and products for purchase:

Paper	Toner/Ink Cartridges	Steel, Aluminum
Plastic	Lumber (decking materials)	Recyclable batteries
Energy Star computers and appliances		Furniture

The new legislation requires **all state agencies** including, "any board, department, bureau, office, commission, hospital, sanitarium, home, library, school, college, prison, or other institution by whatever name, conducted or operated by the state of New Hampshire, and shall include the legislative branch of state government, but not the judicial branch." All state agencies will be required to "adhere to recycling waste materials or purchasing the materials, supplies and products" detailed above or "shall be presumed to be in noncompliance with state policy principles of RSA 9-C:3, I (b) or (c) unless good cause is demonstrated, consistent with the purpose and policy established by this chapter, as part of its certification filing under RSA 9-C:10, I (b)."

The committee is in the process of developing a report that all state agencies will be required to complete annually. "The head or governing board of each department or primary state agency shall complete the form to the extent the information is applicable to the state agency and return it to the committee by September 1 of each year beginning in 2009."

The Department of Administrative Services, through the Division of Plant and Property Management is working to put contracts in place to enable state agencies to comply with the requirements of this legislation. They are in the process of putting together bids and eventual contracts for trash and recycling services for all state agencies. We are planning to have the contracts in place in February of 2009. In order to put the proper contracts in place please complete the attached forms and return them to the attention of Paul Rhodes on or before December 17, 2008. Paul can be reached at 271-3350 or Paul.Rhodes @ nh.gov.

The interagency recycling committee's next meeting is scheduled for December 8, 2008 at 1:30 PM in the auditorium at 29 Hazen Drive in Concord, NH. Please send a representative from your agency to attend the meeting and participate in this statewide initiative.

Thank you for your cooperation worthwhile project.

**Appendix 4 – Memo from the Commissioner of Administrative Services to State Agencies**

STATE OF NEW HAMPSHIRE

Inter-Department Communication

Date January 19, 2009

FROM Linda M. Hodgdon  
Commissioner

AT (OFFICE)

SUBJECT HB 887 Statewide Interagency  
Recycling Committee

Department of Administrative Services  
25 Capitol Street, Room 120  
271-3201

TO All State Agencies

During the last session, the legislature enacted new legislation regarding statewide recycling and purchase of recycled materials. Chapter 359, Laws of 2008 created an interagency recycling and product purchase committee. In accordance with Chapter 359:6, this will serve as a reminder to all state agencies regarding the requirements of this act. The committee met recently and established a list of materials that state agencies are required to recycle and a list of recycled products and materials that state agencies are required to purchase.

List of recommended materials for recycling:

Mixed Paper including boxboard	Automotive Batteries*
Containers (plastic, tin, cans, bottles, glass and Styrofoam)	Construction and Demolition Debris
Rechargeable Batteries	Fluorescent Bulbs and Ballasts*
Cell Phones	Tires*
Mercury added products*	Waste Oil*
Recyclable Steel and Scrap Metal*	Shredded Paper
Electronics (Computers, Printers, Monitors)	Toner Ink Cartridges*
Antifreeze*	

\* State contracts already in place, See [www.admin.state.nh.us/purchasing](http://www.admin.state.nh.us/purchasing) for a list of current contracts.

List of recommended recycled materials, supplies and products for purchase:

Paper	Toner/Ink Cartridges	Steel, Aluminum
Plastic	Lumber (decking materials)	Recyclable batteries
Energy Star computers and appliances		Furniture

The new legislation requires **all state agencies** including, "any board, department, bureau, office, commission, hospital, sanitarium, home, library, school, college, prison, or other institution by whatever name, conducted or operated by the state of New Hampshire, and shall include the legislative branch of state government, but not the judicial branch." All state agencies will be required to "adhere to recycling waste materials or purchasing the materials, supplies and products" detailed above or "shall be presumed to be in noncompliance with state policy principles of RSA 9-

C:3, I (b) or (c) unless good cause is demonstrated, consistent with the purpose and policy established by this chapter, as part of its certification filing under RSA 9-C:10, I (b)." "The head or governing board of each department or primary state agency shall complete the form to the extent the information is applicable to the state agency and return it to the committee by September 1st of each year beginning in 2009."

Attached is a copy of the Recycling and Waste Report form that all state agencies are required to complete. State agencies should begin now to compile the information that will be due on September 1, 2009. In addition attached are some supplemental documents to assist state agencies with the completion of the annual report form.

Attached are minutes from the last interagency recycling committee meeting that was held on December 8, 2008. The interagency recycling committee's next meeting is scheduled for February 23, 2009 at 1:30 PM in the auditorium at 29 Hazen Drive in Concord, NH. Please send a representative from your agency to attend the meeting and participate in this statewide initiative.

Thank you for your cooperation worthwhile project.

## Appendix 5- Solid Waste Standard Volume to Weight Conversions

Category	Recyclable Materials	Est. Weight (lbs) per 1 Cubic Yard	Mid-Point Weight per Yard
<b>Glass</b>			
	<b>Bottles</b>		
	Whole	500-700 lbs.	600 lbs.
	Semicrushed	1000-1800 lbs.	1400 lbs.
	Crushed	1800-2700 lbs.	2,250 lbs.
<b>Metals</b>			
	<b>Al Cans</b>		
	Whole	50-75 lbs.	62.5 lbs.
	Compacted	250-430 lbs.	340 lbs.
	<b>Ferrous</b>		
	Whole		150 lbs.
	Flattened		850 lbs.
<b>Plastics</b>			
	Whole uncompact PET		40 lbs.
	Whole uncompact HDPE		25 lbs.
	Mixed PET & HDPE		30 lbs.
<b>Paper</b>			
	<b>Newspaper</b>		
	Uncompact	360-505 lbs.	432.5 lbs.
	Compacted/baled	720-1000 lbs.	860 lbs.
	<b>Old Corrugated Cardboard</b>		
	Uncompact	50-150 lbs.	100 lbs.
	Compacted	300-500 lbs.	400 lbs.
	Baled	700-1100 lbs.	900 lbs.
<b>Yard Waste</b>			
	<b>Grass clippings</b>		
	Un-compacted	350-450 lbs.	400 lbs.
	Compacted	550-1500 lbs.	1025 lbs.
	<b>Leaves</b>		
	Uncompact	200-250 lbs.	225 lbs.
	Compacted	300-450 lbs.	375 lbs.
<b>MSW</b>			
	Residential (un-compacted)	150-300 lbs.	225 lbs.
	Commercial-industrial	300-600 lbs.	450 lbs.
	Compacted	500-1000 lbs.	750 lbs.
	Landfill density	750-1250 lbs.	1000 lbs.
<b>C&amp;D</b>			
	Residential	122-621 lbs.	372 lbs.
	Non-residential	100-1500 lbs.	750 lbs.
	Mixed (Res/Com)	50/50 Weighted Average	560 lbs.
<b>Other</b>			
	Mixed Containers		212 lbs
	Textiles		200 lbs
	Monitors & TVS		35 lbs
	Computers (with peripherals)		25 lbs
	Propane Tanks	8 lbs per 20 lb Tank; 25 lbs per 100 lb tank	8 lbs or 25 lbs
	Lead Acid batteries		45 lbs

US EPA, Franklin Associates, 1999; eWasteCanda.ca (monitors); Oregon DEQ (computers)

## Appendix 6 - VOLUME-TO-WEIGHT CONVERSION FACTORS

Materials:	Volume *	Weight in Pounds *
<b>PAPER:</b>		
Mixed Paper Grades/Junk Mail, loose	One cubic yard	875
Corrugated Cardboard (OCC), baled	One cubic yard	1,100
Corrugated Cardboard (OCC), baled	30" x 60" x 48"	900
Corrugated Cardboard (OCC) , compacted	One cubic yard	500
Corrugated Cardboard (OCC), flattened, loose	40 cubic yard roll-off	2000
Newsprint (ONP), loose	One cubic yard	600
Newsprint (ONP), compacted	One cubic yard	860
Newsprint (ONP)	12" stack	35
Office paper	40" x 48" x 40"	650)
Office paper	One cubic yard	400
Phone Books	12" stack	25
<b>CONTAINERS:</b>		
Mixed PET, dairy, whole loose	One cubic yard	30 (Average)
Mixed PET, dairy & other rigid, whole, loose	One cubic yard	40 (Average)
PET (soda bottles), whole, loose	One cubic yard	35
PET (soda bottles), whole, loose	Gaylord	45
PET (soda bottles), whole, baled	30" x 48" x 60"	600
HDPE (dairy only), baled	30" x 48" x 60"	650
HDPE (mixed), baled	30" x 48" x 60"	750
HDPE (whole) uncompacted	One cubic yard	24
HDPE (whole) compacted	One cubic yard	270
Aluminum Containers, whole	One cubic yard	62
Aluminum Containers, flattened	One cubic yard	250
Steel Cans, whole	One cubic yard	150
Steel Cans, flattened	One cubic yard	850
Glass Whole Containers	One cubic yard	1,000
Glass Whole Container	Full grocery bag	15
<b>OTHER MATERIALS</b>		
Scrap Metal	One cubic yard	225
Scrap Metal--Used Major Appliances (average of all types and brands)	One appliance	150
Pallets	One, average size	35
Pallets	Five cubic yards	2000
Electronic Scrap	CRT (Computer Monitor)	50
Electronic Scrap	TV	90
Plastic Film, baled	30" x 42" x 48"	1,100
Plastic Film, baled	semi-trailer load	44,000
<b>Other Plastics:</b>		
Mixed rigid, no film, granulated	Gaylord	750
Mixed rigid and densified by mixed plastic mold technology	One cubic foot	average 60
PS, granulated or peanuts	One cubic yard	9
Household Hazardous Waste	One gallon	10
Latex Paint	One gallon	10.9
Mixed Textiles, loose	One cubic yard	240
Mixed Textiles, baled	One cubic yard	480
Mixed Textiles, baled	31" x 45" x 60"	885
Carpet Padding	One cubic yard	62
<b>* Formula for converting cubic yards to tons:</b>		

# of cubic yards x weight in pounds ÷ 2000 pounds = tons

## VOLUME-TO-WEIGHT CONVERSION FACTORS

Materials:	Volume *	Weight in Pounds *
<b>MIXED MUNICIPAL SOLID WASTE (MSW)</b>		
MSW, (uncompacted)	One cubic yard	150-300 (225 Average)
MSW, (compacted in truck)	One cubic yard	500-1,000
MSW, compacted in packer truck	3.3 cubic yards	2000 (Average)
<b>C &amp; D; Clean Fill</b>		
Concrete	One cubic yard	860
Asphalt Paving	One cubic yard	773
Brick, Ceramic, Porcelain	One cubic yard	860
Roofing	One cubic yard	731
Wood	One cubic yard	169
<b>SPECIAL WASTE</b>		
Industrial Waste (Similar to MSW and C & D categories)		
Friable Asbestos/other Regulated Asbestos (Similar different type of C & D)	One cubic yard	Varies
Infectious Waste (Similar to MSW categories)		
Ash	One cubic yard	945-1080
PCS (Petroleum Contaminated Soils)	One cubic yard	929
Offal (animal and fish scraps)	One cubic yard	1350
Sewage Sludge dry	One cubic yard	945
Sewage Sludge wet	One cubic yard	1215
Other Sludges (dry-wet)	One cubic yard	945-1215
<b>Other Materials</b>		
Vegetative--Food Waste	One cubic yard	1,070
Yard Waste, raw, mulched (either for composting or land application)	One cubic yard	350
Yard Waste, finished compost	One cubic yard	1,400
Brush, loose	One cubic yard	300
Scrap Tire-Passenger**	One passenger	22.5
Scrap Tire-Truck**	One truck tire	60
Used Motor Oil***	One gallon	8
Antifreeze***	One gallon	8
Lead Acid Batteries****	One vehicle battery	40

\* **Formula for converting cubic yards to tons:**

# of cubic yards x weight in pounds ÷ 2000 pounds = tons

\*\***Formula for converting tires to tons:**

# of tires x weight in pounds ÷ 2000 pounds = tons

\*\*\***Formula for converting gallons to tons:**

# of gallons x weight in pounds ÷ 2000 pounds = tons

\*\*\*\***Formula for converting # of Lead Acid Batteries to tons:**

# of batteries x weight in pounds ÷ 2000 pounds = tons

\*\* Gaylord size most commonly used in 40" x 48" x 36"; weight of empty Gaylord approx. 45 pounds

One cubic foot = 7.5 gallons or 1728 cubic inches

One cubic yard = 36" x 36" x 36" or 46,656 cubic inches

One cubic yard = 202 gallons or 27 cubic feet

18 bushel hamper = 0.83 cubic yards

SOURCES: National Recycling Coalition Measurement Standards and Reporting Guidelines; EPA; FEECO and CIWMB 2006

**Appendix 7 – State Agency Reporting Form**



**2009 ANNUAL RECYCLING AND WASTE REPORT FOR STATE AGENCIES**

**1. Name of Facility**

Facility Name Administrative Services, Bureau of Public Works Design and Construction	Street Address 7 Hazen Drive
Town/City Concord	State/ZIP NH 03301

**2. Waste Generated**

Please indicate measurement units as follows: T=Tons, CY(L)=Cubic Yards Loose, CY(C)=Cubic Yards Compacted. **Add to the amount of waste the letter E for estimate or the letter A for actual.**

**Use a separate sheet for additional entries if necessary.**

Waste Type	List Buildings/Agencies Covered	Amount In Tons	Disposal Destination
Commercial/ Industrial MSW	Morton Building		Included in General Services Report
Other			

**3. Recycling**

*Please list tonnages and ultimate destination (market) for recyclable materials. Do you need to convert different weights to tons? See the attached conversion chart.*

Material	Quantity (2009) In tons unless otherwise noted	Destination
All containers commingled (metals & plastics)	Included in General Services report	
Antifreeze (Gallons)		
Automotive Batteries		
Cans-Aluminum	Included in General Services report	

Cans-Commingled (steel & aluminum)		
Cans-Steel		
Construction and Demolition Debris	117 Tons	Unknown
Corrugated Cardboard	Included in General Services report	
Electronics		
Fluorescent Bulbs (Feet)		
Glass (including glass aggregate)	Included in General Services report	
Mixed Paper (including magazines)	Included in General Services report	
Newspaper	Included in General Services report	
Office Paper		
Oil – Waste (Gallons)		
Plastic-commingled (PETE & HDPE)		
Plastic-HDPE		
Plastic-PETE		
Propane Tanks (skip if already counted in scrap metal)		
Rechargeable Batteries		
Scrap Metal		
Tires (Units)		
Toner Ink Cartridges (Units)		
<b>Single Stream Recycling</b>		
<b>Dual Stream Recycling</b>		
<b>Total (in tons):</b>		

**4. Equipment Survey**

<b>What equipment does the facility own? Lease?</b>					
<b>Item</b>	<b>Own?</b>	<b>Lease?</b>	<b>Item</b>	<b>Own?</b>	<b>Lease?</b>
Horizontal baler			Roll off Container		
Vertical baler			Trailer (Storage)		
Forklift/Skid Steer			Plastic granulator		
Scale			Glass crusher		

**Complete and return this form by *September 30, 2009* to:**

Department of Environmental Services  
Waste Management Division - SWTAS  
PO Box 95 29 Hazen Drive  
Concord, NH 03302-0095

**If you have any questions, please call the Solid Waste Technical Assistance Section at (603) 271-3713.**

**RETAIN A COPY OF THIS REPORT FOR YOUR RECORDS!**