United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

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PEP/EMIT

Memorandum

To: Bureau Senior Sustainability Officers

From: Willie R. Taylor, Director
Office of Environmental Policy and Compliance

Subject: Fiscal Year (FY) 2015 Reporting on Solid Waste and Chemicals Management
(Reply Due: February 19, 2016)

This memorandum is the official departmental data call for all bureau and office facilities to submit solid waste management and chemicals management data for the period from October 1, 2014, to September 30, 2015 (FY 2015), by **February 19, 2016,** via the web-based reporting system at http://www.nbc.gov/spreport. The system is open and ready for data input. This data call is required by the Office of Management and Budget (OMB) and fulfills solid waste reporting requirements for Executive Order (EO) 13693, *Planning for Federal Sustainability in the Next Decade.* Information from the report on solid waste management and chemicals management is included in the Department's annual Strategic Sustainability Performance Plan.

The Department's web-based system allows data to be reviewed and approved at multiple management levels from the facility level to headquarters, as appropriate. This process facilitates collaborative reporting, allows confirmation of data accuracy, and promotes data awareness. It is recommended that bureaus and offices set an internal facility data reporting deadline far ahead of the final bureau deadline to allow time for facility data review, re-submittal and final approval. Once all facility data has been reviewed, approved, and submitted to bureau or office points of contact, bureau and office headquarters will submit the report created by the online system's Bureau Report Generator, summarizing the data submitted by their facilities. **All bureaus and offices must use this system to submit their report data by February 19, 2016.**

The system has been updated to reflect the feedback received following the FY 2014 reporting period and includes the questions from the previous OMB data call, which we do not expect to change. Questions in this data call are also designed to provide information needed for the Department's greenhouse gas inventory. Additionally, if any of your employees have forgotten their password and/or user name, please note that they can have this information sent to them via e-mail by going to <https://www.nbc.gov/spreport/setitagain.cfm>.

In addition to entering FY 2015 data, we ask that you verify and correct your bureau or office user and facility information. Reporting tool configuration instructions for bureau headquarters offices are found in Attachment 1. Also please see Attachment 2 for guidance to help you complete the report.

Please submit a hard copy of your final bureau or office report from the system's Bureau Report Generator to me **no later than February 19, 2016.** In addition to the data report, please submit a memorandum certifying that the data submitted is accurate and complete.

Following the reporting deadline, the Department will review the data and ask bureaus and offices for clarification or corrections, where needed. We request that responses to these questions and/or corrections to the data be completed no later than two weeks after they are received (we will send out a reminder with any questions or clarifications).

For assistance completing the report, please contact Ms. Katie Chiang, Office of Environmental Policy and Compliance at 202-208-5939 or Kathleen_chiang@ios.doi.gov .

Thank you in advance for taking the time to complete this important report.

Attachments

cc: Principal Deputy Assistant Secretary – Policy, Management and Budget
Deputy Assistant Secretary – Policy and International Affairs
Bureau and Office Directors

bcc: PEP (File)

OS/PMB/PEP:KatieChiang:vr(FINAL):9-25-15:O:/pep/PEP/EMIT:Sustainable Practices Report/FY 2015 Report/Data Call

FY 15 Solid Waste and Chemicals Management Report: Bureau / Office Headquarters Procedures to Update Sustainable Practices Database

STEP	Instruction Detail
1. Provide your Headquarters Program Staff Contact Information	• **If the staff contact has changed, email the name(s) of your headquarters-level program manager(s)** responsible for overseeing the Solid Waste Management data call to SPReport@ios.doi.gov ➢ This person(s) will have HQ-level administrative capabilities. ➢ OEPC will ensure that identified HQ-program contacts have a user name and password.
2. HQ-Program Contacts Log-in	• **Login at http://www.nbc.gov/spreport/ using your username and password** ➢ You may change your password by selecting "Admin" from the menu bar, and then selecting the "Update Password" from the list of options.
3. Update your Regions List	• **Review the names of your Bureau's/Offices regions, central, or state offices.** ➢ Click "Admin", and then select "Manage Regions List." ➢ Click on "Add a new region" to add new names to the list. Click on the "Deactivate" button to remove an existing region. ➢ Bureaus and Offices that provided this information in previous years should review for accuracy.
4. Update your Facilities List	• **Review your Bureau's/Office's list of facilities for accuracy**. ➢ Click on "Admin", and then select "Manage Facilities List." ➢ Click on "Add a new facility" to add new facility names to the list. ➢ Click the "Deactivate" button next to a facility name to deactivate a facility if it is no longer reporting. ➢ Click on facility name to edit facility information. ➢ For each new facility, input the name of the facility, address, and the region or central office within which it resides.
5. Update Regional/Central Office Program Manager Accounts	• **HQ-level Waste Program Managers can update information for their regional/central office contacts.** ➢ If you know your regional/central office contacts have changed, click on "Admin", and then select "Manage User Accounts" where you can add new contacts to the list or edit/ delete existing ones. ➢ For new regional/central office contacts, you may either: o Input address, phone number, and email information as well as identify the associated regional/central office. Give all new contacts the same initial password, which they can change when they login. **OR** o Ask them to register for the system at http://www.nbc.gov/spreport/index.html. After they have registered, you may designate them as the central office user by selecting "Admin" then "Manage User Accounts." • **Update user accounts for designated Waste Program Managers at each of your facilities.** ➢ Regional/central office program contacts are responsible for validating personnel logging in from field sites, and for reviewing and approving field site data.

FY 2015 Solid Waste and Chemicals Management Report Guidance

- NOTE: For reporting purposes waste generated from infrequent or episodic natural resource management activities, such as illegal dumping cleanups, habitat restoration projects, and storm debris cleanups, **should be reported as construction and demolition (C&D) waste, whether it is disposed of or recycled/composted**. **Infrequent or episodic storm debris cleanup should be reported as C&D waste.**
- Facilities must provide data for undiverted waste (amounts that went to landfills and waste-to-energy facilities) in addition to what was recycled. Facilities reporting only amounts recycled and a 100 percent recycling rate will be asked to explain why they have such a high recycling rate.
- Facilities must report both the amount recycled and the amount that went to a landfill for construction and demolition (C&D) waste. Facilities reporting only C&D waste amounts recycled and a 100 percent C&D waste recycling rate will be asked to explain why they have such a high recycling rate.
- Even if waste disposal is free, the amount disposed of should be reported.
- Please do not double count. If a quantity of a commodity is reported as recycled, that quantity **should not** be included in the landfill or waste-to-energy amounts.
- Re-use of materials onsite, such as mulch in landscaping, may be counted towards waste diversion, but it is not considered to be composting, and should be reported as recycled amounts. To count as composting, material must be decomposed in some manner before it is re-applied to landscaping.
- Grasscycling of turf grass acreage (mulching of grass clippings in place using a mulching mower) can be reported as a recycling activity. To simplify reporting, please report the number of acres managed with grasscycling in the "Grass clippings via grasscycling" commodity row, and select "acres" as the unit reported. The database will automatically convert this to an estimated amount diverted using an average conversion factor of 8 tons per acre per year. This conversion factor assumes the acreage is mowed multiple times throughout the growing season. **Do not** include the number of times the acreage is mowed. If you are not able to accurately estimate the number of acres managed with grasscycling or the amount of plant material mulched, do not report this amount. Any acreage managed with seasonal or annual mowing for fuels reduction, or brush removal for fuels reduction **should not** be counted as grasscycling.
- Bureaus do not need to report solid waste and recycling data for the Main Interior Complex (Main Interior and South Interior Buildings) unless bureaus have additional recycling outside of what is processed by the Office of Facilities and Administrative Services.
- Please review the data before submitting it to ensure that reported quantities are reasonable for each facility.
- Please review data for the following causes of overestimating waste diversion:
    - Entering data with incorrect units or conversion factors. Please double check the units entered. 1 ton = 2,000 pounds.

- Entering recycling data, but no data on undiverted waste that went to the landfill, resulting in a 100 percent waste diversion rate.
- Over-estimating the cubic yards (cys) of paper recycled. If a facility reports 200,000 cys paper recycled, this is equivalent to 75,000,000 pounds. Please try to provide an accurate estimate.
- Over-estimating the weight of paper recycled. One hundred tons of paper is equivalent to 200,000 pounds of paper. Please be careful with estimations.