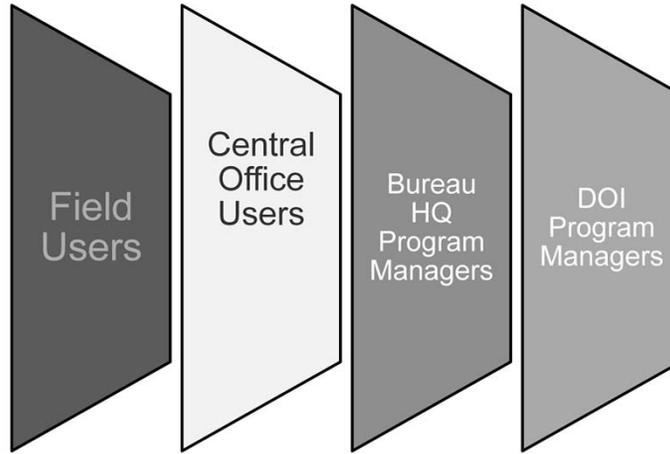


ROLE OF CENTRAL OFFICE USERS IN DATA CALL

User Roles



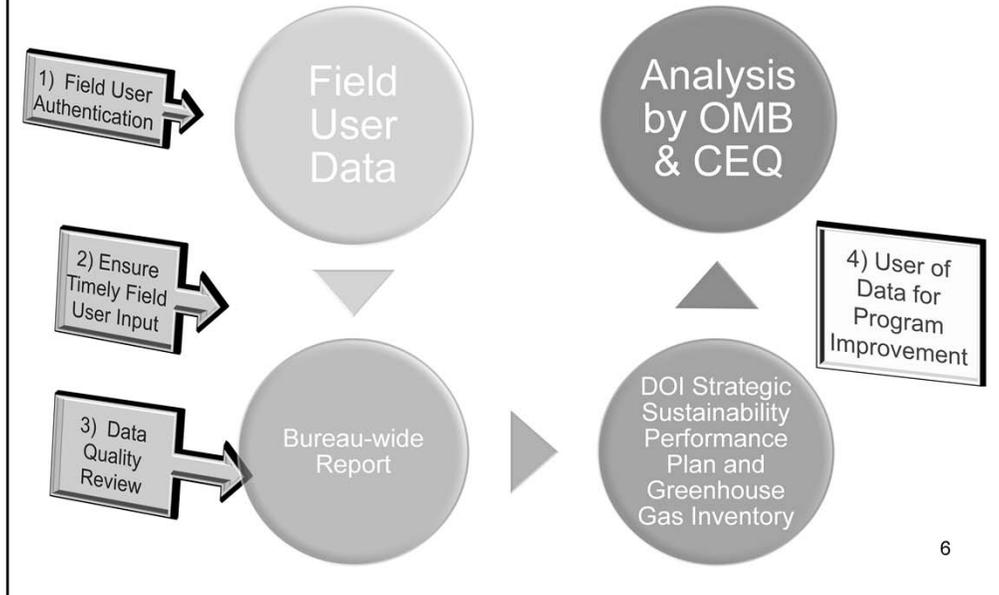
Who are Central Office Users?

- Second-line program contacts for solid waste management
- Depending on your bureau, this could be at a Regional Office, Field Office, State Office, or Area Office level
- 1 central office can have 1 or 2 users, depending how your solid waste programs are managed
- As a Central Office User, you will be able to view and edit data for facilities and users within your jurisdiction (i.e., region, area)

How Are Central Office Users Designated?

- Bureau/office HQ program managers for Solid Waste assign this role to you as part of their administrative duties within the reporting tool
- What if I don't think I am the right person for this task?
 - Contact your Bureau HQ program contact

Central Office Program Contacts Play 4 Critical Roles



Logging Into the System

If you used the system last year, but don't remember your password or are locked out of the system, click here. You will get your username or a new password via e-mail

SUSTAINABLE PRACTICES DATABASE

Home Contact Us Help Login

LOGIN

If you are **first time user**, please click [here](#) to register

If you **forgot your user name and/or password**, please click [here](#) to have this information mailed to you.

To **unlock your account**, please click [here](#). Request a new password and it will unlock your account too.

Please enter your Username and Password below and click the 'Login' button.

Username:

Password:

LOGIN

WARNING TO USERS OF THIS SYSTEM: This is a United States Government computer system, maintained by the Department of the Interior, to provide Unclassified U.S. Government information only. Use of this system by any authorized or unauthorized user constitutes consent to monitoring, retrieval, disclosure by authorized personnel. Unauthorized use may subject violators to criminal, civil, and for disciplinary action.

Notices | Disclaimer | Privacy | FOIA | USA.gov | DOI Home | PMB Home

U.S. Department of the Interior
Office of Policy Management and Budget
Last updated: October 22, 2012
This site has been optimized for Internet Explorer 7

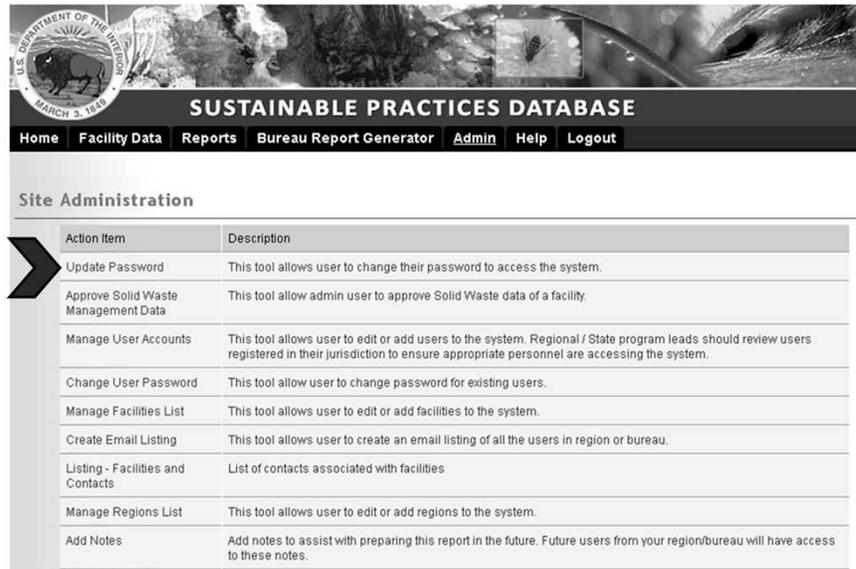
To Login and register for the site, go to <http://www.nbc.gov/spreport/> and then click on the "Login" tab to see this screen.

Click "register here" if you are a new user. Click "forgot your username/password" if you've forgotten your password or if you've been locked out of the system.

Central Office NEW User Login

- User name = your email address
- Register for an account
- Ask your HQ Program Manager to assign you the role of Central Office User

Change Password



The screenshot shows the 'SUSTAINABLE PRACTICES DATABASE' interface. At the top left is the U.S. Department of the Interior seal with the text 'U.S. DEPARTMENT OF THE INTERIOR' and 'MARCH 3, 1849'. Below the seal is a navigation menu with links: Home, Facility Data, Reports, Bureau Report Generator, Admin, Help, and Logout. The 'Admin' link is highlighted. Below the menu is a section titled 'Site Administration' containing a table with two columns: 'Action Item' and 'Description'. The 'Update Password' row is highlighted with a large black arrow pointing to it from the left.

| Action Item | Description |
|-------------------------------------|---|
| Update Password | This tool allows user to change their password to access the system. |
| Approve Solid Waste Management Data | This tool allow admin user to approve Solid Waste data of a facility. |
| Manage User Accounts | This tool allows user to edit or add users to the system. Regional / State program leads should review users registered in their jurisdiction to ensure appropriate personnel are accessing the system. |
| Change User Password | This tool allow user to change password for existing users. |
| Manage Facilities List | This tool allows user to edit or add facilities to the system. |
| Create Email Listing | This tool allows user to create an email listing of all the users in region or bureau. |
| Listing - Facilities and Contacts | List of contacts associated with facilities |
| Manage Regions List | This tool allows user to edit or add regions to the system. |
| Add Notes | Add notes to assist with preparing this report in the future. Future users from your region/bureau will have access to these notes. |

9

If you are able to log into the system, you may change your own password by selecting the “Admin” tab and then clicking on “Update Password”

Change Password



Change Password

To update your password, please enter your new password and then confirm it. A valid password must meet the following security standards:

- Be at least 12 characters and no more than 15 characters
- Contain one upper-case alpha, one lower-case alpha, and one numeric character.
- Contain one special character such as @, \$, or &
- The new password can't contain the old password (e.g. the old password can't be 'password' and the new password 'password1').

| | |
|-------------------------------------|--------------------------|
| Password: | <input type="password"/> |
| Confirm Password: | <input type="password"/> |
| <input type="button" value="SAVE"/> | |

It's important to pick a password that follows these rules!

10

If you click on "Update Password" this screen will appear. Simply type your new password into the fields provided. Then click on "Save" and your password will be changed.

Help Resources

Send us
an email

[Contact Us](#) [Help](#) [Login](#)

Department of the Interior FY13 Sustainable Practices Database User Aids

- Signed DOI Data Call memo for FY 2013 Reporting on Solid Waste and Chemicals Management
- FY 2012 Training Presentations - Updated FY 2013 Information Coming Soon
 - Sustainable Practices Database Field User Training [PDF](#) (3.5 MB)
 - Sustainable Practices Database Central Office User Training [PDF](#) (3.8 MB)
 - Sustainable Practices Database Bureau Headquarters User Training [PDF](#) (1.1 MB)
- Frequently Asked Questions
- Feedback Form
- Other useful links:
 - Guidance on waste-to-energy and waste diversion
 - EPA published standard volume to weight conversion factors
 - Conversion Factors used in this data call

Check out
the FAQs

11

If you need help, there are many resources available under the “Help” tab. Some of the resources are highlighted here.

Training presentations will be added to this page as well.

Feedback Form

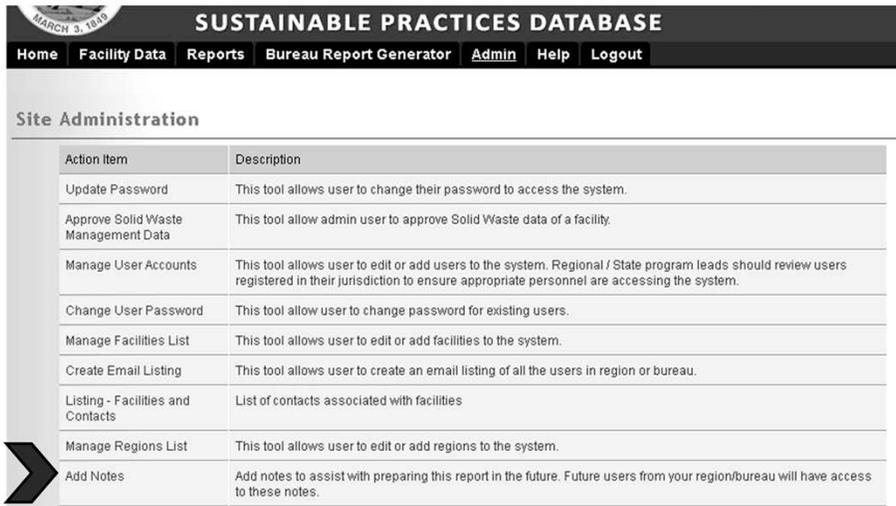
- Use for all your questions and or comments.
- Your feedback will automatically be sent to the DOI contacts (OCIO and OEPC) as well as designated bureau HQ contacts.

The image shows a screenshot of a web-based feedback form. At the top, the word "Feedback" is displayed in a grey header box. Below this, a line of text reads "Please Use This Form To Send Your Questions or Comments." The form contains three input fields: a "Name:" field, an "Email Address:" field, and a large, empty text area for comments. At the bottom of the form is a black button with the word "SUBMIT" in white capital letters.

12

Questions?

Notes for Future Reports



The screenshot shows the 'SUSTAINABLE PRACTICES DATABASE' website. At the top, there is a navigation menu with links for Home, Facility Data, Reports, Bureau Report Generator, Admin, Help, and Logout. Below the menu is the 'Site Administration' section, which contains a table with two columns: 'Action Item' and 'Description'. The table lists various administrative functions such as 'Update Password', 'Approve Solid Waste Management Data', 'Manage User Accounts', 'Change User Password', 'Manage Facilities List', 'Create Email Listing', 'Listing - Facilities and Contacts', 'Manage Regions List', and 'Add Notes'. A large black arrow points to the 'Add Notes' row.

| Action Item | Description |
|-------------------------------------|---|
| Update Password | This tool allows user to change their password to access the system. |
| Approve Solid Waste Management Data | This tool allow admin user to approve Solid Waste data of a facility. |
| Manage User Accounts | This tool allows user to edit or add users to the system. Regional / State program leads should review users registered in their jurisdiction to ensure appropriate personnel are accessing the system. |
| Change User Password | This tool allow user to change password for existing users. |
| Manage Facilities List | This tool allows user to edit or add facilities to the system. |
| Create Email Listing | This tool allows user to create an email listing of all the users in region or bureau. |
| Listing - Facilities and Contacts | List of contacts associated with facilities |
| Manage Regions List | This tool allows user to edit or add regions to the system. |
| Add Notes | Add notes to assist with preparing this report in the future. Future users from your region/bureau will have access to these notes. |

This feature allows you to save and view notes in the system that will be available to whomever is the Central Office User for your region or area during future reporting cycles.

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Notes for Future Reports

SUSTAINABLE PRACTICES DATABASE

Home Facility Data Reports Bureau Report Generator **Admin** Help Logout

Site Administration - Add Notes

Add notes to assist with preparing this report in the future. Future users from your region/facility will have access to these notes.

Bureau:

Region:

Notes:

SAVE

Existing Notes:

Test HQ notes (10/14/11)

Enter new notes for your Region/ State/ Area

Existing Notes appear here

14

If you click on “Add Notes” from the Admin tab, you will see this screen. You can add a new note for a specific region. Existing notes entered by you or other Central Office Users from your region will appear at the bottom of the screen.

**FIELD USER VERIFICATION
AND
USER ACCOUNT MANAGEMENT**

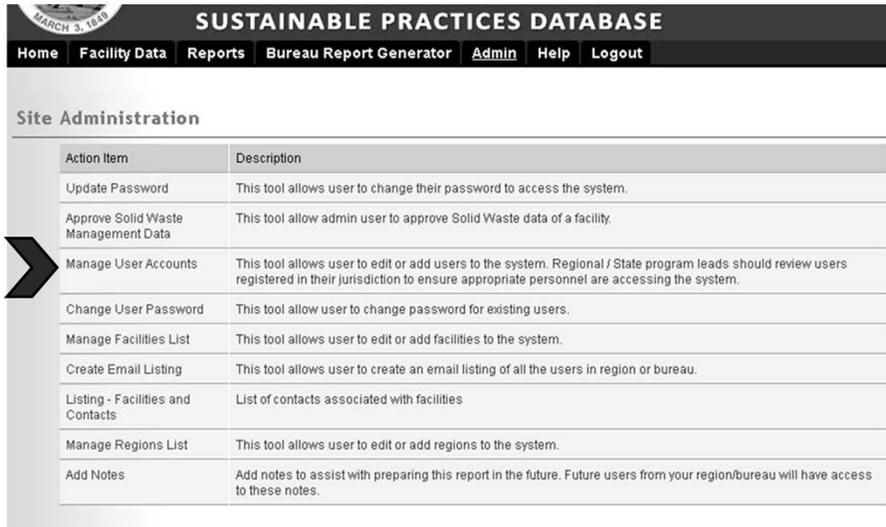
15

Why Verify Users?

- All users are assigned their role by a manager at a higher level EXCEPT Field Users
- Field Users self-identify and register
- Central Office users receive e-mail notification of new user registration
- To ensure data integrity, Central Office Users can review and, if necessary, delete field user accounts

16

Manage User Accounts



The screenshot displays the 'Sustainable Practices Database' Admin interface. At the top, there is a navigation menu with links for Home, Facility Data, Reports, Bureau Report Generator, Admin (highlighted), Help, and Logout. Below the navigation is a 'Site Administration' section containing a table of action items. A large black arrow points to the 'Manage User Accounts' row in the table.

| Action Item | Description |
|-------------------------------------|---|
| Update Password | This tool allows user to change their password to access the system. |
| Approve Solid Waste Management Data | This tool allow admin user to approve Solid Waste data of a facility. |
| Manage User Accounts | This tool allows user to edit or add users to the system. Regional / State program leads should review users registered in their jurisdiction to ensure appropriate personnel are accessing the system. |
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| Create Email Listing | This tool allows user to create an email listing of all the users in region or bureau. |
| Listing - Facilities and Contacts | List of contacts associated with facilities |
| Manage Regions List | This tool allows user to edit or add regions to the system. |
| Add Notes | Add notes to assist with preparing this report in the future. Future users from your region/bureau will have access to these notes. |

17

Central Office Users can check user information through the “Manage User Accounts” function on the “Admin” page.

Site Administration - Manage User Accounts

Please use the search form to narrow down the listing below. Click on the delete button to delete that user. [ADD A NEW USER](#)

Bureau:

Region:

User's Name:
(First name or last name)

Click here to add a new user

Search for users here

Selected Criteria:

Export this list to Excel

Listing 1 to 10 of 1473

| User's Name (username) | Role | Facilities | Delete |
|---|---------------|------------------------------|---------------------------------------|
| Stanley Adams (stan_adams@blm.gov) | Facility User | Richfield Field Office | <input type="button" value="Delete"/> |
| Dan Aguirre (daniel_aguirre@nv.blm.gov) | Facility User | Battle Mountain Field Office | <input type="button" value="Delete"/> |
| Sing Ahuja (sahuja) | Facility User | Eastern States State Office | <input type="button" value="Delete"/> |
| Markus ... | Facility User | | |

Click on the user's name to view their profile

SUSTAINABLE PRACTICES DATABASE

[Home](#) | [Facility Data](#) | [Reports](#) | [Bureau Report Generator](#) | [Admin](#) | [Help](#) | [Logout](#)

Site Administration - Manage User Accounts

For Regional Manager Access, select region from the drop down. You may select more than 1 region. You do not have to select a facility.

For Facility User Access, select one region from the drop down and then select facilities from the facilities drop down. You may select more than 1 facility.

| | |
|------------------------|---|
| First Name: | <input type="text" value="Kathleen"/> |
| Last Name: | <input type="text" value="Chiang"/> |
| Phone Number: | <input type="text" value="202-208-5939"/> |
| Email Address: | <input type="text" value="kathleen_chiang@ios.doi.gov"/> |
| Bureau: | Office of the Secretary |
| Region: | <input type="text" value="HQ"/> |
| Region registered: | HQ |
| Facility: | <input type="text" value="Select facility"/> <ul style="list-style-type: none"> • District Office • OEPC Albuquerque Regional Office • OEPC Anchorage Regional Office |
| Facilities registered: | <ul style="list-style-type: none"> • Other • OEPC Headquarters • District Office |
| Desired Username: | <input type="text" value="kathleen_chiang@ios.doi.gov"/> |
| Security Role: | <input type="text" value="Facility User"/> <ul style="list-style-type: none"> • Bureau Regional Solid Waste Program Manager • Bureau Regional Green Purchasing Program Manager • Bureau HQ Solid Waste Program Manager • Bureau HQ Green Purchasing Program Manager |

- Central Office Users can assist with changing a Field User's affiliation with a facility or region, if necessary
- Central Office Users can assign themselves to a Facility User role to input facility data

19

This is the User Profile page.

Change Field User Passwords

The screenshot shows the 'SUSTAINABLE PRACTICES DATABASE' Admin interface. The navigation menu includes Home, Facility Data, Reports, Bureau Report Generator, Admin, Help, and Logout. The 'Site Administration' section contains a table of action items. The 'Change User Password' item is highlighted with a grey background and a red border. A grey callout box on the left with an arrow points to this item, containing the text: 'Central Office Users can change Field User passwords'.

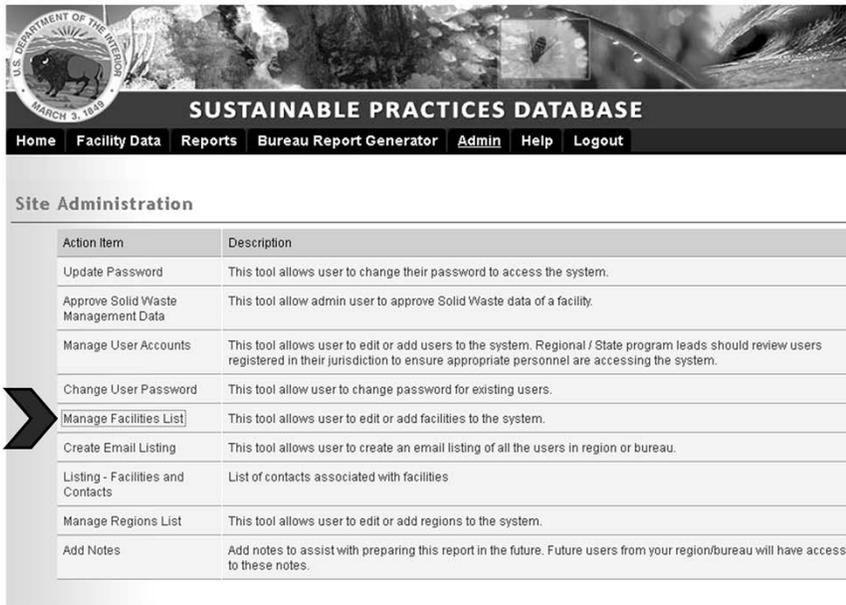
| Action Item | Description |
|-------------------------------------|---|
| Update Password | This tool allows user to change their password to access the system. |
| Approve Solid Waste Management Data | This tool allow admin user to approve Solid Waste data of a facility. |
| Manage User Accounts | This tool allows user to edit or add users to the system. Regional / State program leads should review users registered in their jurisdiction to ensure appropriate personnel are accessing the system. |
| Change User Password | This tool allow user to change password for existing users. |
| Manage Facilities List | This tool allows user to edit or add facilities to the system. |
| Create Email Listing | This tool allows user to create an email listing of all the users in region or bureau. |
| Listing - Facilities and Contacts | List of contacts associated with facilities |
| Manage Regions List | This tool allows user to edit or add regions to the system. |
| Add Notes | Add notes to assist with preparing this report in the future. Future users from your region/bureau will have access to these notes. |

Note that users can update their own passwords, and have passwords sent to them if they have forgotten them. See the slide on Logging into the System.

If users have already tried to reset their own passwords and have not been successful, you may then choose to change the user password for them.

MANAGE FACILITIES LIST

Manage Facilities List



The image shows a screenshot of the Sustainable Practices Database website. At the top left is the U.S. Department of the Interior seal. Below it is a navigation menu with links for Home, Facility Data, Reports, Bureau Report Generator, Admin, Help, and Logout. The main content area is titled "Site Administration" and contains a table with two columns: "Action Item" and "Description". A large black arrow points to the "Manage Facilities List" row in the table.

| Action Item | Description |
|-------------------------------------|---|
| Update Password | This tool allows user to change their password to access the system. |
| Approve Solid Waste Management Data | This tool allow admin user to approve Solid Waste data of a facility. |
| Manage User Accounts | This tool allows user to edit or add users to the system. Regional / State program leads should review users registered in their jurisdiction to ensure appropriate personnel are accessing the system. |
| Change User Password | This tool allow user to change password for existing users. |
| Manage Facilities List | This tool allows user to edit or add facilities to the system. |
| Create Email Listing | This tool allows user to create an email listing of all the users in region or bureau. |
| Listing - Facilities and Contacts | List of contacts associated with facilities |
| Manage Regions List | This tool allows user to edit or add regions to the system. |
| Add Notes | Add notes to assist with preparing this report in the future. Future users from your region/bureau will have access to these notes. |

22

Click on "Manage Facilities List" here to add, remove or edit facility information.

The screenshot shows a web application interface for managing facilities. At the top is a navigation bar with links: Home, Facility Data, Reports, Bureau Report Generator, Admin, Help, and Logout. Below this is the page title 'Site Administration - Manage Facilities'. A message reads: 'Please use the search form to narrow down the listing below. Click on the delete button to delete facility.' Below the message is a form with fields for 'Bureau' (a dropdown menu), 'Region' (a dropdown menu), and 'Facility Name' (a text input). There are radio buttons for 'Only Active Facilities' and 'All Facilities'. A 'Search' button is at the bottom of the form. Below the form is a table of facilities. The table has columns for 'Facility Name (Region)', 'Bureau', and 'Deactivate'. Each row has a 'Deactivate' button. An 'EXPORT' button is located above the table. A 'Selected Criteria:' section is also visible. Callout boxes with arrows point to: 'Add a new facility.' (with an arrow pointing to a button), 'Click here to add a new facility' (pointing to the 'Add a new facility.' text), 'Search for facilities here' (pointing to the search form), 'Export this list to Excel' (pointing to the 'EXPORT' button), and 'Click on the facility name to view its profile' (pointing to a facility name in the table).

Home Facility Data Reports Bureau Report Generator Admin Help Logout

Site Administration - Manage Facilities

Please use the search form to narrow down the listing below. Click on the delete button to delete facility.

Add a new facility.

Bureau: Select Bureau

Region: Select Region

Facility Name:

Facilities List: Only Active Facilities: All Facilities:

Search

Selected Criteria:

EXPORT Listing 1 to 10 of 1201

| Facility Name (Region) | Bureau | Deactivate |
|--|--------|------------|
| 1645 E. 101 Avenue (Western) | MMS | Deactivate |
| 21100000 - FISC (All FL Leased Offices) (ER) | USGS | Deactivate |
| 21112070 - FISC (Gainesville, FL (Bio)) (ER) | USGS | Deactivate |
| 23100000-Upper Midwest Environmental Science Center - BSC (Biology) (ER) | USGS | Deactivate |
| 23200000-Leetown Science Center - BSC (Biology) (ER) | USGS | Deactivate |
| 23204100-Northern Appalachian Research Lab (Biology) (ER) | USGS | Deactivate |

If you click on “Manage Facilities List,” this page will appear.

A Central Office User may:

- click on “Add a new facility” to add a new facility to the list.
- search for facilities within their Bureau or Region or by their name.
- export the list to Excel
- click on a Facility Name to see that facility’s profile.
- Deactivate facilities by clicking on the “Deactivate” button on the right side of the page. No further data may be entered for a deactivated facility.

Add a New Facility

SUSTAINABLE PRACTICES DATABASE

Home Facility Data Reports Bureau Report Generator Admin Help Logout

Site Administration - Add New Facility

Facility Name:

Bureau:

Region:

Address:

City:

State:

ZIP:

Area:
(Can be left blank if not known)

- If a facility has changed names or regions, contact us at spreport@ios.doi.gov to change the facility information in the system
- Please DO NOT deactivate an existing facility just to add a new facility with the new name or region.

24

If you click on “Add a new facility” on the Manage Facilities List page, this screen will appear. Fill in the information and click “Submit.”

View Facility Profile

SUSTAINABLE PRACTICES DATABASE

Home Facility Data Reports Bureau Report Generator Admin Help Logout

Site Administration - Manage Facilities

| | |
|----------------|---|
| Facility Name: | OEPC Headquarters |
| Bureau: | OS |
| Region: | HQ |
| Address: | 1849 C Street, NW |
| City: | Washington |
| State: | DC |
| ZIP: | 20240 |
| Area: | |
| Active: | <input checked="" type="radio"/> YES <input type="radio"/> NO |

Submit

You can edit a facility's region and address, but not the facility name or bureau.

PROGRESS MONITORING

Status Reports

- Central Office Users can check on how far along Facility Users are in entering data
- You can email registered Facility Users to encourage them to complete data entry
- A report flags facilities reporting over 70% waste diversion



Under the “Reports” tab, Central Office Users have a variety of reports available to them. The reports highlighted here allow a Central Office User to track the progress of the Solid Waste report.

Status Reports

 **SUSTAINABLE PRACTICES DATABASE**

[Home](#) [Facility Data](#) [Reports](#) [Bureau Report Generator](#) [Admin](#) [Help](#) [Logout](#)

Status Report for Solid Waste Management

Check an appropriate status radio button to see facilities in that status. If no radio button is selected, report will display all the status.

| | |
|-----------------------------|---|
| Bureau: | <input type="text" value="Select Bureau"/> |
| Region: | <input type="text" value="Select Region"/> |
| Not Yet Started | <input type="radio"/> Check this box to see the facilities that have not started entering data. |
| Started: | <input type="radio"/> Check this box to see the facilities that have started entering data. |
| Finalized: | <input type="radio"/> Check this box to see the facilities that have finalized data. |
| Approved by Central Office: | <input type="radio"/> Check this box to see the facilities that have been approved by the Central Office. |
| Approved by Bureau HQ: | <input type="radio"/> Check this box to see the facilities that have been approved by the Bureau HQ. |

- Search for facilities based on the status of their data entry
- If no specific status is selected, all facilities and their status will be shown

Status Reports

| Home | Facility Data | Reports | Bureau Report Generator | Admin | Help | Logout |
|---|-------------------|-------------------|-------------------------|----------------------------|-----------------------|--------|
| Status Report for Solid Waste Management | | | | | | |
| Facility | Not Started | Started | Final | Approved by Central Office | Approved by Bureau HQ | Email |
| OS | 9 of 12 (75 %) | 3 of 12 (25 %) | 0 of 12 (0 %) | 0 of 12 (0 %) | 0 of 12 (0 %) | |
| HQ | 9 of 12 (75 %) | 3 of 12 (25 %) | 0 of 12 (0 %) | 0 of 12 (0 %) | 0 of 12 (0 %) | |
| District Office | | ✓ | | | | Email |
| OEPC Albuquerque Regional Office | | ✓ | | | | Email |
| OEPC Anchorage Regional Office | ✓ | | | | | Email |
| OEPC Atlanta Regional Office | ✓ | | | | | Email |
| OEPC Boston Regional Office | ✓ | | | | | Email |
| OEPC Denver Regional Office | ✓ | | | | | Email |
| OEPC Headquarters | | ✓ | | | | Email |
| OEPC Oakland | ✓ | | | | | Email |
| OEPC Philadelphia | ✓ | | | | | Email |
| OEPC Portland | ✓ | | | | | Email |
| Other | ✓ | | | | | Email |
| Program Office | ✓ | | | | | Email |

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If you click on “Search” without selecting any of the options shown on the previous slide, this screen will appear.

The first column shows the name of the facility.

The next two columns show whether the facility has started entering data.

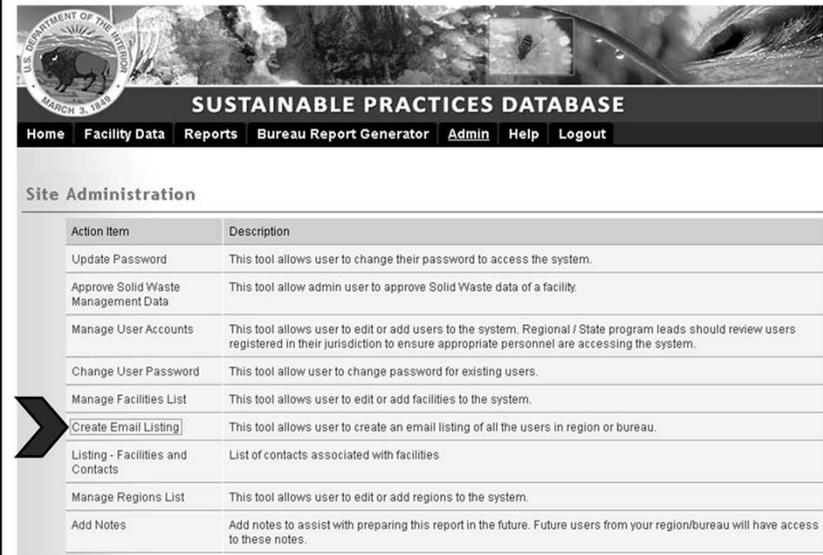
The fourth column shows whether the facility has finalized its data and a draft of the data is complete.

The fifth column shows whether that draft has been approved by the Central Office.

The sixth column shows whether HQ has approved the data.

The Central Office may email the contacts for that facility to inquire as to the progress of the facility’s data entry. If you send an email to a facility user, it goes to the last person to enter data if they have started data entry. If the facility has not started data entry, the email goes to the person who finalized last year’s report.

Create Email List



The screenshot shows the 'Sustainable Practices Database' interface. At the top left is the U.S. Department of the Interior logo with the text 'U.S. DEPARTMENT OF THE INTERIOR' and 'MARCH 3, 1849'. Below the logo is a navigation bar with links: Home, Facility Data, Reports, Bureau Report Generator, Admin, Help, and Logout. The main content area is titled 'Site Administration' and contains a table with two columns: 'Action Item' and 'Description'. The 'Create Email Listing' row is highlighted with a large black arrow pointing to it from the left. To the right of the table, a text box explains that Central Office Users can capture emails for all registered users within their region or area.

| Action Item | Description |
|-------------------------------------|---|
| Update Password | This tool allows user to change their password to access the system. |
| Approve Solid Waste Management Data | This tool allow admin user to approve Solid Waste data of a facility. |
| Manage User Accounts | This tool allows user to edit or add users to the system. Regional / State program leads should review users registered in their jurisdiction to ensure appropriate personnel are accessing the system. |
| Change User Password | This tool allow user to change password for existing users. |
| Manage Facilities List | This tool allows user to edit or add facilities to the system. |
| Create Email Listing | This tool allows user to create an email listing of all the users in region or bureau. |
| Listing - Facilities and Contacts | List of contacts associated with facilities |
| Manage Regions List | This tool allows user to edit or add regions to the system. |
| Add Notes | Add notes to assist with preparing this report in the future. Future users from your region/bureau will have access to these notes. |

Central Office Users can capture the emails for all the registered users within their region or area.

Under the “Admin” tab, the Central Office User may also create a list of all the email addresses for contacts in your Region/State/Area or your Bureau or Office if you are a HQ user.

Create Email List

SUSTAINABLE PRACTICES DATABASE

Home Facility Data Reports Bureau Report Generator Admin Help Logout

Create Email Listing

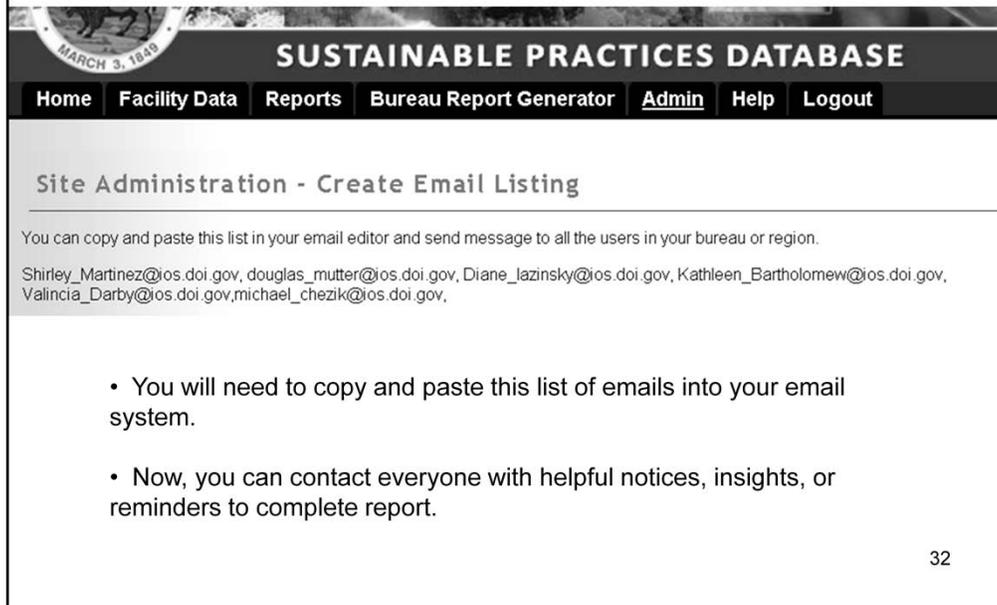
Check an appropriate status radio button to create listings. If no radio button is selected, report will display all the facilities.

| | |
|---------------------------------------|--|
| Bureau: | National Park Service (NPS) |
| Region: | Select Region |
| ALL facilities: | <input type="radio"/> Check this box to see all the facilities. |
| Not Yet Started: | <input checked="" type="radio"/> Check this box to see the facilities that have not started entering data. |
| Started: | <input type="radio"/> Check this box to see the facilities that have started entering data. |
| Finalized: | <input type="radio"/> Check this box to see the facilities that have finalized data. |
| <input type="button" value="Search"/> | |

You now have several options for which users you would like to email. The system will generate an email list according to which group you would like to contact.

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Create Email List



The screenshot shows a web application interface for the Sustainable Practices Database. At the top, there is a navigation bar with a logo on the left and the text "SUSTAINABLE PRACTICES DATABASE" in the center. Below the navigation bar, there are several menu items: "Home", "Facility Data", "Reports", "Bureau Report Generator", "Admin" (which is highlighted), "Help", and "Logout". The main content area is titled "Site Administration - Create Email Listing". Below the title, there is a paragraph of text: "You can copy and paste this list in your email editor and send message to all the users in your bureau or region." This is followed by a list of email addresses: "Shirley_Martinez@ios.doi.gov, douglas_mutter@ios.doi.gov, Diane_lazinsky@ios.doi.gov, Kathleen_Bartholomew@ios.doi.gov, Valincia_Darby@ios.doi.gov, michael_chezik@ios.doi.gov,". Below the list of email addresses, there are two bullet points: "• You will need to copy and paste this list of emails into your email system." and "• Now, you can contact everyone with helpful notices, insights, or reminders to complete report." In the bottom right corner of the main content area, the number "32" is displayed.

If you generate an email list as described on the previous slide, this screen will appear.

New Screen to Provide Feedback

- After the facility data are successfully forwarded, the user will see a new screen to provide suggestions to improve the reporting system
- Users may enter comments in the box provided and click “Save”

The screenshot displays the 'SUSTAINABLE PRACTICES DATABASE' interface. At the top, there is a navigation bar with links for Home, Facility Data, Reports, Bureau Report Generator, Admin, Help, and Logout. Below this, a breadcrumb trail reads 'Home > Facility Data > Solid Waste Management >'. The main content area is titled 'SOLID WASTE MANAGEMENT' and shows 'Facility: Other'. A sidebar on the left contains buttons for 'Solid Waste Prevention', 'Recycling', 'Waste Disposal', 'Toxics and Hazardous Chemicals Management', 'Forward Solid Waste Data', 'Print Solid Waste Data', 'USEFUL LINKS', 'Facility Notes', and 'Bureau Contacts'. The main area features a 'Forward Solid Waste Management Data' button, followed by a list of users including 'Solid Waste Regional Manager - kathleen_chiang@ios.doi.gov'. Two success messages are displayed: 'The facility Solid Waste data has been routed successfully.' and 'The facility Solid Waste data has been forwarded successfully.'. Below these messages is a text box with the prompt 'Please provide any additional suggestions or recommendations for improving the report.' and a 'SAVE' button at the bottom right.

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Access to User Suggestions



- Central Office Users may view facility suggestions from their regions by going to the “Reports” tab and selecting “Suggestions Report” as shown here.

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View User Suggestions

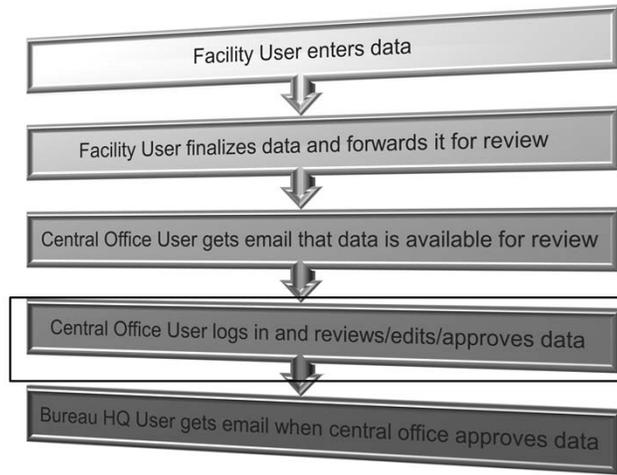
| SUSTAINABLE PRACTICES DATABASE | |
|--|--|
| Home Facility Data Reports Bureau Report Generator Admin Help Logout | |
| Status Report for Solid Waste Management | |
| Facility | Suggestions |
| OS | |
| HQ | |
| OEPC Albuquerque Regional Office | |
| OEPC Anchorage Regional Office | |
| OEPC Atlanta Regional Office | |
| OEPC Boston Regional Office | |
| OEPC Denver Regional Office | |
| OEPC Headquarters | <ul style="list-style-type: none">• Testing Notes (10/14/11) by <i>Renu Chaudhry</i>• Testing additional suggestions (10/06/14) by <i>Renu Chaudhry</i> |
| OEPC Oakland | |
| OEPC Philadelphia | |
| OEPC Portland | |

DATA QUALITY REVIEW

36

This is where Central Office Users play a key role.

Data Quality Assurance



Review and Approve Data

SUSTAINABLE PRACTICES DATABASE

Home Facility Data Reports Bureau Report Generator **Admin** Help Logout

Site Administration

| Action Item | Description |
|--|---|
| Update Password | This tool allows user to change their password to access the system. |
| Approve Solid Waste Management Data | This tool allow admin user to approve Solid Waste data of a facility. |
| Manage User Accounts | This tool allows user to edit or add users to the system. Regional / State program leads should review users registered in their jurisdiction to ensure appropriate personnel are accessing the system. |
| Change User Password | This tool allow user to change password for existing users. |
| Manage Facilities List | This tool allows user to edit or add facilities to the system. |
| Create Email Listing | This tool allows user to create an email listing of all the users in region or bureau. |
| Listing - Facilities and Contacts | List of contacts associated with facilities |
| Manage Regions List | This tool allows user to edit or add regions to the system. |
| Add Notes | Add notes to assist with preparing this report in the future. Future users from your region/bureau will have access to these notes. |

Central Office Users can review and approve the facility Solid Waste reports.

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Under the "Admin" tab, you may review and/or approve the report.

Review and Approve Data

The screenshot shows a web application interface for the Sustainable Practices Database. At the top, there is a navigation bar with the following items: Home, Facility Data, Reports, Bureau Report Generator, Admin, Help, and Logout. Below the navigation bar, the page title is "Approve Solid Waste Management Data". A sub-header reads: "Check an appropriate status radio button to create list of facilities. If no radio button is selected, report will display all the facilities." The form contains several fields: "Bureau:" with a dropdown menu labeled "Select Bureau"; "Region:" with a dropdown menu labeled "Select Region"; "ALL finalized facilities" with a radio button and the text "Check this box to see all the facilities that have been finalized."; "Approval by Regional Manager:" with a radio button and the text "Check this box to see the facilities that need approval by Regional Manager."; "Approval by Bureau Manager:" with a radio button and the text "Check this box to see the facilities that need approval by Bureau Manager."; and "Approved:" with a radio button and the text "Check this box to see the facilities that have all necessary approvals." At the bottom of the form is a "Search" button.

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If you clicked on “Approve Solid Waste and Diversion Data” as shown on the previous slide, this screen will appear. You can select which region to view and which facilities to view. If you don’t select anything, all facility records will be shown.

Review Solid Waste Data



SUSTAINABLE PRACTICES DATABASE

Home
Facility Data
Reports
Bureau Report Generator
Admin
Help
Logout

Site Administration - Approve Solid Waste Management Data

Click on the Recycled amount to see the details of the Recycled commodities. To send data back to facility user, click the "Return Data" link. To approve data of a facility, check the box and click on "Approve All Marked" button.

| Facility (Region) | Return Data | Solid Waste Data | 2013 Recycled/Trash tons Waste Diversion | 2012 Recycled/Trash tons Waste Diversion | Reviewed by Central Office Manager | Approved by Bureau Manager | Status |
|-------------------------|-------------|------------------|--|--|------------------------------------|----------------------------|--------|
| Office of the Secretary | | | | | | | |
| Other (HQ) | Return Data | Details | 9,2550 / 0,0050 100% | 0 / 0 100% | | <input type="checkbox"/> | |
| User Info | | | | | | | |

You have indicated 100% C&D recycling.

The total **recycled amount** for your facility is at least 10 times greater than the FY 2012 recycled amount.

The total **trash amount** for your facility is at least 10 times greater than the FY 2012 trash amount.

Reasons Selected by Facility User:

- Usage or Temporary Facility Closure

Explanation provided by Facility User: test

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After specifying which facilities to review, this list will appear for you to review the solid waste data.

As shown on the following slides, you can click on links within this page for details on facility data.

Review Solid Waste Data

SUSTAINABLE PRACTICES DATABASE

MARCH 3, 2011

Home Facility Data Reports Bureau Report Generator Admin Help Logout

Site Administration - Approve Solid Waste Management Data

Click on the Recycled amount to see the details of the Recycled commodities. To send data back to facility user, click the "Return Data" link. To approve data of a facility, check the box and click on "Approve All Marked" button.

| Facility (Region) | Return Data | Solid Waste Data | 2013 Recycled/Trash tons Waste Diversion | 2012 Recycled/Trash tons Waste Diversion | Reviewed by Central Office Manager | Approved by Bureau Manager | Status |
|-------------------------|-------------|------------------|--|--|------------------------------------|----------------------------|--------|
| Office of the Secretary | | | | | | | |
| Other (HQ) | Return Data | Details | 550 / 0.0050 % | 0 / 0 100% | | <input type="checkbox"/> | |
| User Info | | | | | | | |

You have indicated 100% C&D recycling.

The total recycled amount for your facility is at least 10 times the total trash amount.

The total trash amount for your facility is at least 10 times the total recycled amount.

Reasons Selected by Facility User:

- Usage or Temporary Facility Closure

Explanation provided by Facility User: test

Greening the Interior Reporting System - Windows Internet Explorer

Program Details for District Office

| | |
|---|--------|
| Leased: | Yes |
| Practice Details: | |
| Residential housing units having access to an active household products recycling program: | 0 of 0 |
| Demolition projects managed by and/or conducted includes the recovery of construction materials: | 0 of 0 |
| Requirement for Waste Reduction Plans (FAR Clause 52.223-10) in demolition, construction, and service contracts to achieve waste diversion goals: | |
| Goal: | 55 |

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If you click on the facility's link under "Solid Waste Data," a popup will appear providing detailed information on the facility's recycling program, including:

- whether the office is in leased space,
- new solid waste management practices,
- the number of housing units with access to a recycling program,
- the number of demolition projects that included recycling,
- the inclusion of FAR Clause 52.223-10 in construction contracts, and
- the facility's recycling goal.

Review Solid Waste Data

MARCH 3, 1849
SUSTAINABLE PRACTICES DATABASE

Home
Facility Data
Reports
Bureau Report Generator
Admin
Help
Logout

Site Administration - Approve Solid Waste Management Data

Click on the Recycled amount to see the details of the Recycled commodities. To send data back to facility, check the box and click on "Approve All Marked" button.

| Facility (Region) | Return Data | Solid Waste Data | 2013 Recycled/Trash tons Waste Diversion |
|-------------------------|-------------|------------------|--|
| Office of the Secretary | | | |
| Other (HQ) | Return Data | Details | 9.2550 / 0.0050 100% |
| User Info | | | |

You have indicated **100% C&D recycling**.

The total recycled amount for your facility is at least 10 times greater than the FY 2012 recycled amount.

The total trash amount for your facility is at least 10 times greater than the FY 2012 trash amount.

Reasons Selected by Facility User:

- Usage or Temporary Facility Closure

Explanation provided by Facility User: test

Recycled Commodities for Other

| Category | 2013 | | | 2012 | | |
|---------------------------|-----------------|--------------|----------------|-----------------|--------------|----------------|
| | Recycled (tons) | Trash (tons) | Diversion rate | Recycled (tons) | Trash (tons) | Diversion rate |
| Total | 9.2550 | 0.0050 | 99.95% | 0 | 0 | 0.00% |
| Construction & Demolition | 0.5000 | 0 | 100.00% | 0 | 0 | 0.00% |
| Municipal | 8.755 | 0.0050 | 99.94% | 0 | 0 | 0.00% |

Recycled Amount Details

| Product | 2013 | | 2012 | |
|-----------------------------|--------------|----------------|--------|----------------|
| | Amount | Recycling Type | Amount | Recycling Type |
| Aluminum | | | 0 Tons | Other |
| Antifreeze | | | 0 lbs | Other |
| Asphalt | 1000.000 lbs | CD | | |
| Batteries (Lead/acid - car) | | | | |

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If you click on the facility's link under "Recycled/Trash tons Waste Diversion" a popup will appear providing detailed information on the facility's recycling program.

This pop-up now details data for both the current year being reported as well as the previous year's data for easy comparison.

Review Solid Waste Data

MARCH 3, 1849
SUSTAINABLE PRACTICES DATABASE

[Home](#) [Facility Data](#) [Reports](#) [Bureau Report Generator](#) [Admin](#) [Help](#) [Logout](#)

Site Administration - Approve Solid Waste Management Data

Click on the Recycled amount to see the details of the Recycled commodities. To send data back to facility user, click the "Return Data" link. To approve data of a facility, check the box and click on "Approve All Marked" button.

| Return | Solid Waste | 2013 Recycled/Trash tons | 2012 Recycled/Trash tons | Reviewed by Central | Approved by |
|--|-------------|-----------------------------|-----------------------------|---------------------|-------------|
| <div style="display: flex;"> <div style="width: 30%; border: 1px solid #ccc; padding: 5px; font-size: x-small;"> <p>Facility (Region)</p> <p>Office of the Secretary</p> <p>Other (HQ)</p> <p>User Info</p> <p>You have indicated 100% C&D recycling.</p> <p>The total recycled amount for your facility is at</p> <p>The total trash amount for your facility is at lea</p> <p>Reasons Selected by Facility User:</p> <ul style="list-style-type: none"> • Usage or Temporary Facility Closure <p>Explanation provided by Facility User: test</p> </div> <div style="width: 70%; border: 1px solid #ccc; padding: 5px; font-size: x-small;"> <div style="background-color: #333; color: white; padding: 2px;"> MARCH 3, 1849 SUSTAINABLE PRACTICES DATABASE </div> <div style="background-color: #333; color: white; padding: 2px; font-size: x-small;"> Home Facility Data Reports Bureau Report Generator Admin Help Logout </div> <p style="font-size: x-small;">Home » Facility Data » Solid Waste Management »</p> <p style="font-size: x-small;">Facility: Other</p> <p style="font-size: x-small;">SOLID WASTE MANAGEMENT Summary: Solid Waste Management</p> <p style="font-size: x-small;">Click on the PRINT button to print the report</p> <p style="font-size: x-small;">A. Solid Waste Prevention</p> <p style="font-size: x-small;">1) Is your facility in leased space?</p> <p style="font-size: x-small;">No</p> <p style="font-size: x-small;">1a) Is your facility in leased space within a multi-tenant building?</p> <p style="font-size: x-small;">No</p> <p style="font-size: x-small;">2) Does your facility have an active office products recycling program?</p> <p style="font-size: x-small;">Yes</p> <p style="font-size: x-small;">3) Does your facility have housing units?</p> <p style="font-size: x-small;">No</p> <p style="font-size: x-small;">3a) If applicable, how many residential housing units operated by your facility have access to an active household products recycling program?</p> </div> </div> | | | | | |

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If you click on the facility's name, a popup will appear showing the facility's complete report. You can print the report from the pop-up window.

Review Solid Waste Data

MARCH 3, 1949
SUSTAINABLE PRACTICES DATABASE

Home
Facility Data
Reports
Bureau Report Generator
Admin
Help
Logout

Site Administration - Approve Solid Waste Management Data

Click on the Recycled amount to see the details of the Recycled commodities. To send data back to facility user, click the "Return Data" link. To approve data of a facility, check the box and click on "Approve All Marked" button.

| Facility (Region) | Return Data | Solid Waste Data | 2013 Recycled/Trash tons Waste Diversion | 2012 Recycled/Trash tons Waste Diversion | Reviewed by Central Office Manager | Approved by Bureau Manager | Status |
|--|-------------|------------------|--|--|------------------------------------|----------------------------|--------|
| Office of the Secretary | | | | | | | |
| Other (HQ) | Return Data | Details | 9.2550 / 0.0050 100% | 0 / 0 100% | | <input type="checkbox"/> | |
| User Info | | | | | | | |
| You have indicated 100% C&D recycling. The total recycled amount for your facility is at least 10 times greater than the FY 2012 recycled amount. The total trash amount for your facility is at least 10 times greater than the FY 2012 trash amount. Reasons Selected by Facility User: <ul style="list-style-type: none"> • Usage or Temporary Facility Closure Explanation provided by Facility User: test | | | | | | | |

User Information

Kathleen Chiang
202-208-5939
kathleen_chiang@ios.doi.gov

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If you click on "User Info" a popup will appear providing contact information for the last person who edited the report.

Review Solid Waste Data

SUSTAINABLE PRACTICES DATABASE

Home
Facility Data
Reports
Bureau Report Generator
Admin
Help
Logout

Site Administration - Approve Solid Waste Management Data

Click on the Recycled amount to see the details of the Recycled commodities. To send data back to facility user, click the "Return Data" link. To approve data of a facility, check the box and click on "Approve All Marked" button.

| Facility (Region) | Return Data | Solid Waste Data | 2013 Recycled/Trash tons Waste Diversion | 2012 Recycled/Trash tons Waste Diversion | Reviewed by Central Office Manager | Approved by Bureau Manager | Status |
|--------------------------------|-------------|------------------|--|--|------------------------------------|----------------------------|--------|
| Office of the Secretary | | | | | | | |
| Other (HQ) | Return Data | Details | 9.2550 / 0.0050 100% | 0 / 0 100% | | <input type="checkbox"/> | |
| User Info | | | | | | | |

You have indicated **100% C&D recycling**.

The total **recycled amount** for your facility is at least 10 times greater than the FY 2012 recycled amount.

The total **trash amount** for your facility is at least 10 times greater than the FY 2012 trash amount.

Reasons Selected by Facility User:

- Usage or Temporary Facility Closure

Explanation provided by Facility User: test

Note that system generated data checks and facility provided reasons for wide variation in data are shown here.

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Please note this feature, which was added to assist in reviewing for data quality.

Approve or Return Data

After the Central Office User has reviewed a facility's report, s/he can either:

- Approve and forward to HQ
- "Return" back to Facility User with comments

Site Administration - Approve Solid Waste Management Data

Click on the Recycled amount to see the details of the Recycled commodities. To send data back to facility user, click the "Return Data" link. To approve data of a facility, check the box and click on "Approve All Marked" button.

| Facility (Region) | Return Data | Solid Waste Data | 2013 Recycled/Trash tons Waste Diversion | 2012 Recycled/Trash tons Waste Diversion | Reviewed by Central Office Manager | Approved by Bureau Manager | Status |
|--|-------------|------------------|--|--|------------------------------------|----------------------------|--------|
| Office of the Secretary | | | | | | | |
| Other (HQ) | Return Data | Waste | 9.2550 / 0.0050 100% | 0 / 0 100% | | <input type="checkbox"/> | |
| User Info | | | | | | | |
| You have indicated 100% C&D recycling. | | | | | | | |
| The total recycled amount for your facility is at least 10 times greater than the FY 2012 recycled amount. | | | | | | | |
| The total trash amount for your facility is at least 10 times greater than the FY 2012 trash amount. | | | | | | | |
| Reasons Selected by Facility User: | | | | | | | |
| <ul style="list-style-type: none"> • Usage or Temporary Facility Closure | | | | | | | |
| Explanation provided by Facility User: test | | | | | | | |

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On the pages to approve the facility data, the Central Office User may approve or return the data after reviewing the facility's report.

To disapprove, or return, the data for the facility to make changes, click on "Return Data" next to the facility name. This unlocks the data for editing and emails the facility contact to notify them that their data must be edited before it will be approved by the Central Office User.

Return Data

- Once the Central Office User returns data, the Facility User will get an email indicating that they have been asked to review and edit the data they previously submitted.
- After this message is sent, the facility's data may be edited.

| Date Returned | User Name | Details |
|---------------|-----------------|--|
| 10/18/13 | Kathleen Chiang | This facility data is being returned because it needs additional information |
| 10/18/13 | Kathleen Chiang | This facility data is being returned because it needs additional information |

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This screen appears if you click on “Return Data” as it appeared on the previous slide.

The Central Office User can edit the reason given for the data being returned.

Click on “SUBMIT” to send this message to the facility contact.

Once this message has been submitted, the data are unlocked and the Facility User or the Central Office User may edit the data.

If the Central Office User is going to make changes for the Facility User, that should be noted in the message box here.

The message will go to all facility users associated with the facility and the regional/Central Office Users for the facility.

At the bottom of the screen, please notice that there is now a history of how many times the data has been returned to the facility and by whom. This should help facilitate tracking how the data has changed through the reporting process.

Approve Data

Site Administration - Approve Solid Waste Management Data

Click on the Recycled amount to see the details of the Recycled commodities. To send data back to facility user, click the "Return Data" link. To approve data of a facility, check the box and click on "Approve All Marked" button.

| Facility (Region) | Return Data | Solid Waste Data | 2013 Recycled/Trash tons Waste Diversion | 2012 Recycled/Trash tons Waste Diversion | Reviewed by Central Office Manager | Approved by Bureau Manager | Status |
|--|-------------|------------------|--|--|------------------------------------|---|--------|
| Office of the Secretary | | | | | | | |
| Other (HQ) | Return Data | Details | 9 2550 / 0.0050 100% | 0 / 0 100% | | <input type="checkbox"/> | |
| User Info | | | | | | | |
| <p>You have indicated 100% C&D recycling.</p> <p>The total recycled amount for your facility is at least 10 times greater than the FY 2012 recycled amount.</p> <p>The total trash amount for your facility is at least 10 times greater than the FY 2012 trash amount.</p> <p>Reasons Selected by Facility User:</p> <ul style="list-style-type: none"> Usage or Temporary Facility Closure <p>Explanation provided by Facility User: test</p> | | | | | | | |
| | | | | | |  | |

To APPROVE a facility report and forward it to HQ:

- Click to place check mark next to the report
- Click "APPROVE ALL MARKED"

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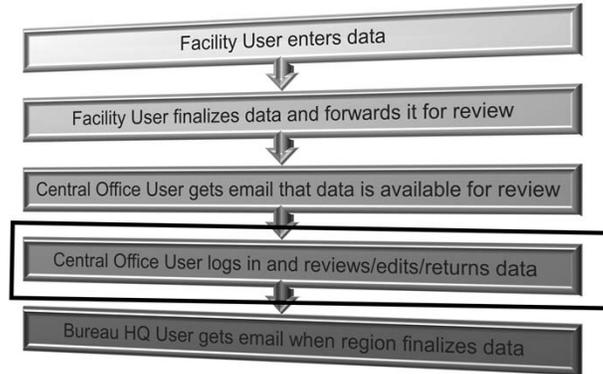
To approve the data, click the box under the "Reviewed by Regional Manager" column, and then click on the button at the bottom of the page to "Approve All Marked."

Central Office Data Review

- If edits or clarification are necessary the Central Office program reviewer returns the report to the Facility User.

- Then the Facility User makes changes and re-finalizes the data, sending the report back to the Central Office.

-If no changes are needed, the Central Office User can forward data to Bureau HQ



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Once the Central office receives the data, the Central Office may decide that there is a problem with the facility data that must be corrected before it can be forwarded on to the bureau or office HQ level for approval. If there is a problem with facility data, the Central Office User may send the data back to the facility user for correction by “Unapproving” or “Returning” it.

If the Central Office sees that the data for its facilities are ready to be forwarded on to the Bureau HQ level, the Central User may then forward the data on.

What are some flags that solid waste data need further review?

- 100% of Solid Waste is Diverted – This means that there was no waste sent for landfill disposal or incineration.
- Large amounts (1,000 tons or greater) of recycling or trash for a relatively small facility.

Recycling Data Tips

- **Check your units** – 100 tons of paper = 200,000 pounds of paper, which is a lot of paper.
- **Check estimates of amounts recycled** - One facility reported 200,000 cys (cubic yards) paper recycled, this is equivalent to 75,000,000 pounds. Please do not over estimate.
- **Be careful with decimals and zeros** - extra zeros can greatly increase your recycling and waste amounts.

Data Entry Guidelines

- Facilities must provide data for undiverted waste in addition to what was recycled for both municipal solid waste and construction and demolition (C&D waste).
- Undiverted waste is the amount that went to the landfill, incinerator and/or waste-to-energy (WTE) facilities.
- Facilities reporting only amounts recycled and a 100% recycling rate will be asked to explain why they have such a high recycling rate.
- Report amounts of biomass/wood chips burned onsite for heat or electricity as WTE if wood would have otherwise gone to a landfill
- 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.

USE OF DATA FOR PROGRAM MANAGEMENT

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Reports

Reports

To view any of the available reports, click on the report name. If you want to request that a new report is added to the system, please contact the system administrator.

2013 Reports

- Headquarters Reports
 - Recycling Data
 - Solid Waste Prevention

- Status Reports
 - Status Report for Solid Waste Management Data
 - Facilities with Diversion rate over 70%

- Bureau and Region Reports
 - Recycling Data
 - Solid Waste Prevention
 - Solid Waste Prevention Narrative Details
 - Chemicals Management Data
 - Download Solid Waste Data in EXCEL

- Facility Level Reports
 - Print reports for individual Facility
 - Recycling Data
 - Solid Waste Prevention
 - Solid Waste Prevention Narrative Details
 - Chemicals Management Data

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These are all of the Facility Level Reports available on the “Reports” tab. They show all of the data entered by facilities. You may use these reports to help manage your solid waste and green purchasing programs.

Facility Level Recycling Data



SUSTAINABLE PRACTICES DATABASE

[Home](#)
[Facility Data](#)
[Reports](#)
[Bureau Report Generator](#)
[Admin](#)
[Help](#)
[Logout](#)

Recycling Data

Click on the recycled amount to see the details.

Other Waste includes burned waste.

Municipal - Recycled amount includes the Composted amount.

| | Construction & Demolition | | | Municipal | | | | | Total | | |
|----------------------------------|---------------------------|------------|-----------------|-------------------|--------------|-------------|--------------|-----------------|-------------------|------------|-----------------|
| | Recycled | Waste | Waste Diversion | Recycled | Composted | Other Waste | Burned Waste | Waste Diversion | Recycled | Waste | Waste Diversion |
| OS | 0 | 0.4 | 0.00% | 15000.3405 | 0.333 | 0 | 0 | 100.00% | 15000.3405 | 0.4 | 100.00% |
| HQ | 0 | 0.4 | 0.00% | 15000.3405 | 0.333 | 0 | 0 | 100.00% | 15000.3405 | 0.4 | 100.00% |
| OEPC Albuquerque Regional Office | 0 | 0 | 0.00% | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0.00% |
| OEPC Anchorage Regional Office | 0 | 0 | 0.00% | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0.00% |
| OEPC Atlanta Regional Office | 0 | 0 | 0.00% | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0.00% |
| OEPC Boston Regional Office | 0 | 0 | 0.00% | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0.00% |
| OEPC Denver Regional | 0 | 0 | 0.00% | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0.00% |

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If you go to the Facility Level Recycling Data under the Reports tab, this report will appear. It shows the amount of recycling and waste totals for all of the Regional/State/Area offices for each bureau.

Historical Reports: Comparison of Solid Waste Data

Solid Waste Reports - Historical Regional Data

Report only includes data for active facilities. Previous years' data for facilities that are currently deactivated are not included. All amounts are in tons.

Click on the region name to see the data for the facilities.

Download historical data in EXCEL

| | 2012 | | | 2011 | | | 2010 | | |
|--------------|-----------------|--------------|-----------------|-----------------|--------------|-----------------|-----------------|--------------|-----------------|
| | Recycled (tons) | Waste (tons) | Waste Diversion | Recycled (tons) | Waste (tons) | Waste Diversion | Recycled (tons) | Waste (tons) | Waste Diversion |
| Total for OS | 0.49 | 0.00 | 100.00% | 0.49 | 90.18 | 0.54% | 1,521.42 | 48.38 | 96.92% |
| HQ | 1.57 | 0.00 | 100.00% | 0.49 | 90.18 | 0.54% | 1,521.42 | 48.38 | 96.92% |

This report shows solid waste totals for the last three years, including both municipal solid waste and construction and demolition (C&D waste).

Historical Reports: Comparison of Municipal Solid Waste Data

Solid Waste Reports - Historical Municipal Solid Waste Data

Click on the region name to see the data for the facilities.
 Other Waste includes burned waste.
 All amounts are in tons.

Download historical data in EXCEL

| | 2012 | | | | 2011 | | | | 2010 | | | |
|-------|----------|-------------|--------------|-----------------|----------|-------------|--------------|-----------------|----------|-------------|--------------|-----------------|
| | Recycled | Other Waste | Burned Waste | Waste Diversion | Recycled | Other Waste | Burned Waste | Waste Diversion | Recycled | Other Waste | Burned Waste | Waste Diversion |
| Total | 1.12 | 0.00 | 0.00 | 100.00% | 0.04 | 77.68 | 0.00 | 0.05% | 70.96 | 48.35 | 48.28 | 59.48% |
| HQ | 1.12 | 0.00 | 0.00 | 100.00% | 0.04 | 77.68 | 0.00 | 0.05% | 70.96 | 48.35 | 48.28 | 59.48% |

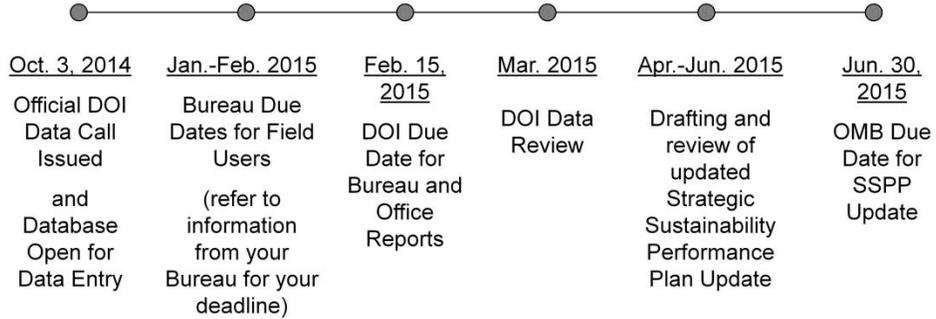
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This report shows detail for the facilities' municipal solid waste data, including how much was recycled, how much went to WTE (see the burned waste column) and waste diversion.

Questions?

REPORTING TIMELINE

FY 14 Reporting Timeline



Please note that we have given the bureaus and offices 19 weeks to complete the data call.

After the final due dates, we will have an after action review.

Questions can be emailed to SPReport@ios.doi.gov

Thank you for your time and attention!

QUESTIONS? WRAP-UP

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