

DOI Sustainable Practices Database

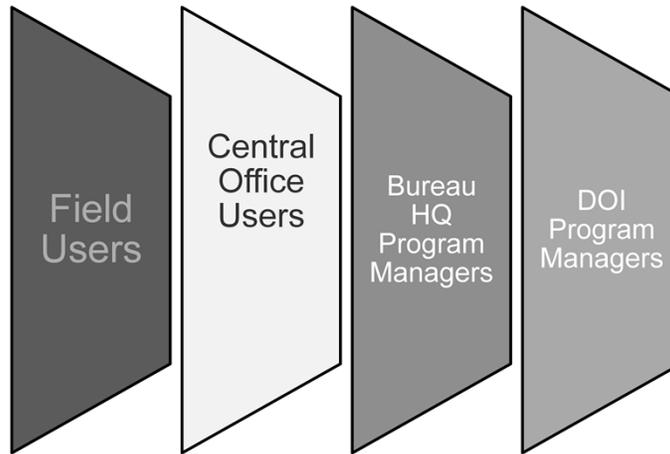
FY 2016 Reporting Cycle

Central Office User Training



ROLE OF CENTRAL OFFICE USERS IN DATA CALL

User Roles



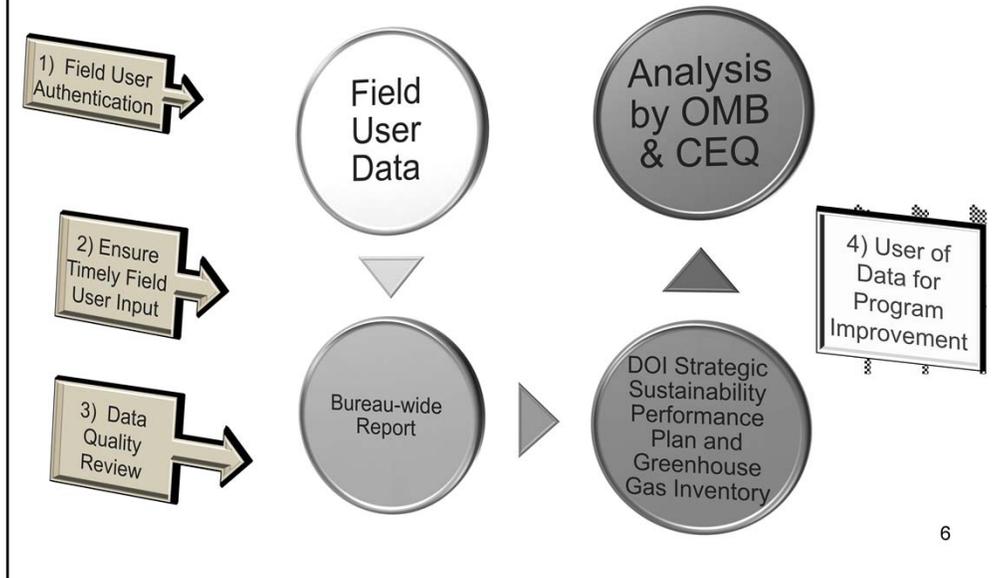
Who are Central Office Users?

- 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.

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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

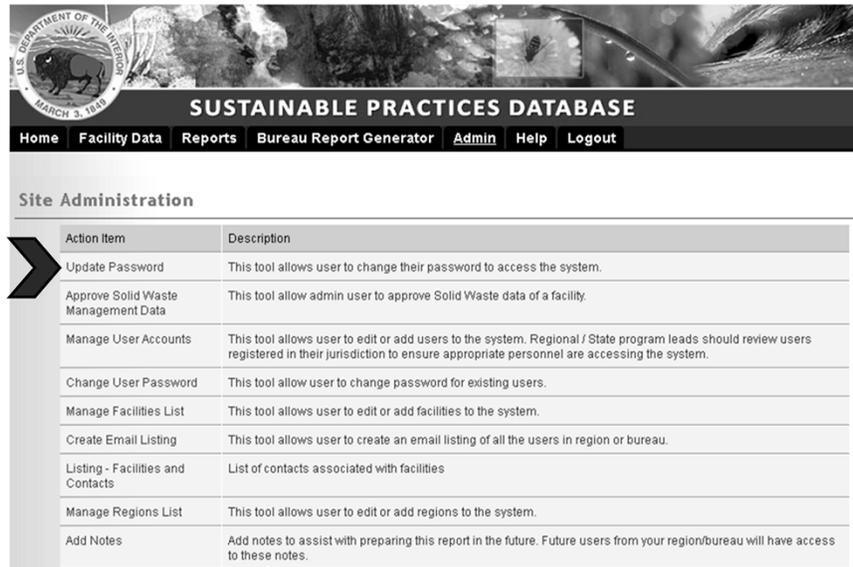
To Login and register for the site, go to <http://www.nbc.gov/spreport/> and then click on the "Login" tab to see this screen.

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 displays 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'. The main header reads 'SUSTAINABLE PRACTICES DATABASE'. Below the header is a navigation menu with the following items: Home, Facility Data, Reports, Bureau Report Generator, Admin, Help, and Logout. The 'Admin' tab is highlighted. Underneath, the 'Site Administration' section contains a table with the following data:

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.

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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!

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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

SUSTAINABLE PRACTICES DATABASE

Contact Us
Help
Login

Department of the Interior FY15 Sustainable Practices Database User Aids

- Signed DOI Data Call memo for FY 2015 Reporting on Solid Waste and Chemicals Management
- FY 2015 Reporting Training Information
- FY 2015 Training Presentations
 - Sustainable Practices Database Field User Training (5.6 MB)
 - Sustainable Practices Database Central Office User Training (6 MB)
- FY 2012 Training Presentations
 - Sustainable Practices Database Bureau Headquarters User Training (1.1 MB)
- Frequently Asked Questions
- Feedback Form
- Other useful links:
 - Trash and Recycling Tracking Tool
Download the **Trash and Recycling Tracking Tool** using the link above. Do not open the file in Google Sheets as this will cause errors.
 - Guidance on waste-to-energy and waste diversion
 - EPA published standard volume to weight conversion factors
 - Conversion Factors used in this data call
- Green procurement links:
 - GSA Sustainable Facilities Tool - Green Procurement Compilation - The Green Procurement Compilation (GPC) is a comprehensive tool designed for federal contracting personnel and program managers.

Send us an email

Check out the FAQs

Trash and Recycling Tracking Tool

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.

To help you track trash and recycling in future years, please have a look at the Trash and Recycling Tracking Tool

Feedback Form

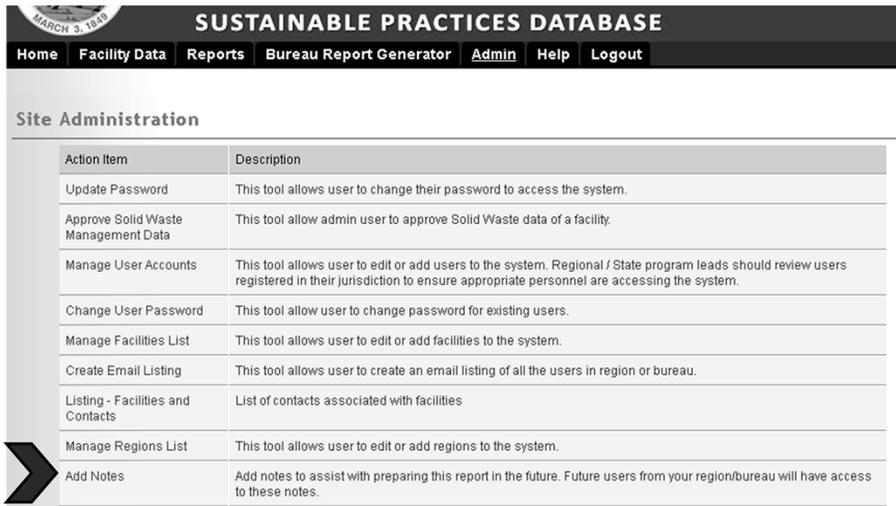
- Use for all your questions and or comments.
- Your feedback will automatically be sent to the DOI contacts (OCIO and OEPC) as well as designated bureau HQ contacts.

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 horizontal line separates the header from the main content. The text "Please Use This Form To Send Your Questions or Comments." is centered. The form contains three input fields: "Name:" followed by a text box, "Email Address:" followed by a text box, and a large, empty text area for comments. At the bottom of the form, there is a dark grey button with the word "SUBMIT" in white capital letters.

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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: Office of the Secretary (OS)

Region: HQ

Facility: OEPC Atlanta Regional Office
OEPC Boston Regional Office
OEPC Denver Regional Office
OEPC Headquarters

Notes:

SAVE

Existing Notes:

- OEPC Headquarters: Testing Notes (10/14/11)
- OEPC Headquarters: Testing additional suggestions (10/06/14)
- OEPC Headquarters: Testing the suggestions page (09/29/15)
- OEPC Headquarters: Testing Notes (09/29/15)

Enter new notes for your Facilities

Existing Notes appear here

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

**FIELD USER VERIFICATION
AND
USER ACCOUNT MANAGEMENT**

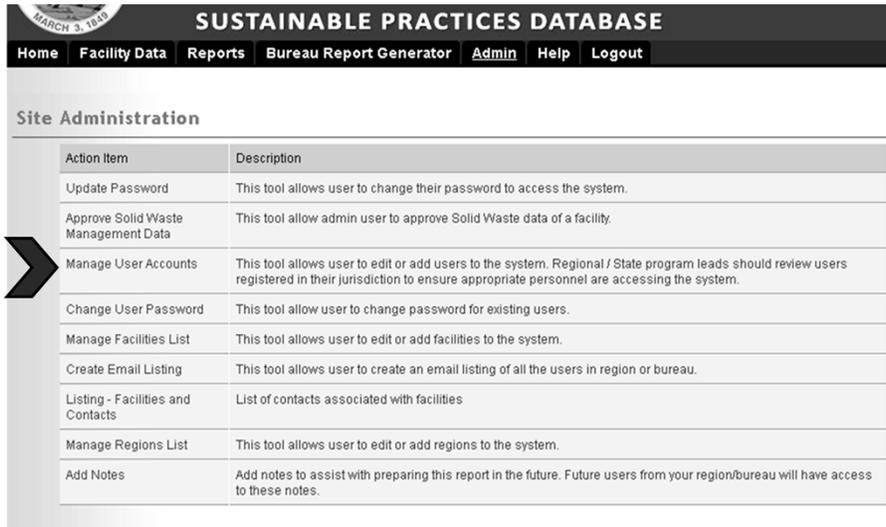
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Why Verify Users?

- 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

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Manage User Accounts



The screenshot displays the 'SUSTAINABLE PRACTICES DATABASE' interface. 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, the 'Site Administration' section is visible, containing a table of various administrative actions. 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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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.

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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"/>
Martha Hill (Martha_Hill@blm.gov)	Facility User		<input type="button" value="Delete"/>

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: Kathleen

Last Name: Chiang

Phone Number: 202-208-5939

Email Address: kathleen_chiang@ios.doi.gov

Bureau: Office of the Secretary

Region: HQ

Region registered: HQ

Facility: Select facility
District Office
OEPC Albuquerque Regional Office
OEPC Anchorage Regional Office

Facilities registered: Other
OEPC Headquarters
District Office

Desired Username: kathleen_chiang@ios.doi.gov

Security Role: Facility User
Bureau Regional Solid Waste Program Manager
Bureau Regional Green Purchasing Program Manager
Bureau HQ Solid Waste Program Manager
Bureau HQ Green Purchasing Program Manager

Submit

- 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

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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 red box, and a callout box on the left points to it with 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.
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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.

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



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.
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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.

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

The screenshot shows the 'Manage Facilities' interface. At the top is a navigation bar with links: Home, Facility Data, Reports, Bureau Report Generator, Admin, Help, Logout. Below this is the title 'Site Administration - Manage Facilities' and a sub-header 'Please use the search form to narrow down the listing below. Click on the delete button to delete facility.' There are two main sections: a form to 'Add a new facility' and a 'Facilities List' table. The form includes dropdowns for 'Bureau' and 'Region', a text input for 'Facility Name', and radio buttons for 'Only Active Facilities' and 'All Facilities'. A 'Search' button is at the bottom of the form. The 'Facilities List' table has columns for 'Facility Name (Region)', 'Bureau', and 'Deactivate'. An 'EXPORT' button is located above the table. Callout boxes with arrows point to: 'Add a new facility' (top left), 'Search for facilities here' (top right), 'Export this list to Excel' (middle left), and 'Click on the facility name to view its profile' (bottom left).

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

23

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:	<input type="text"/>
Bureau:	<input type="text" value="Select Bureau"/>
Region:	<input type="text" value="Select Region"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
ZIP:	<input type="text"/>
Area: <small>(Can be left blank if not known)</small>	<input type="text"/>

- 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.

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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

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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



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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

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.						
Year:	2016 ▾					
Bureau:	Select Bureau ▾					
Region:	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.					
<input type="button" value="Search"/>						

- 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

Email facility users

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.

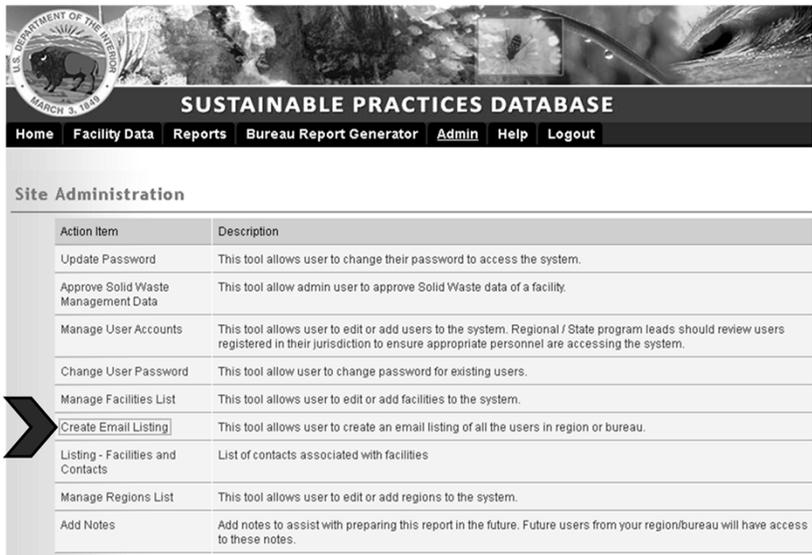
The fourth column shows whether the facility has finalized its data and a draft of the data is complete.

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.
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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

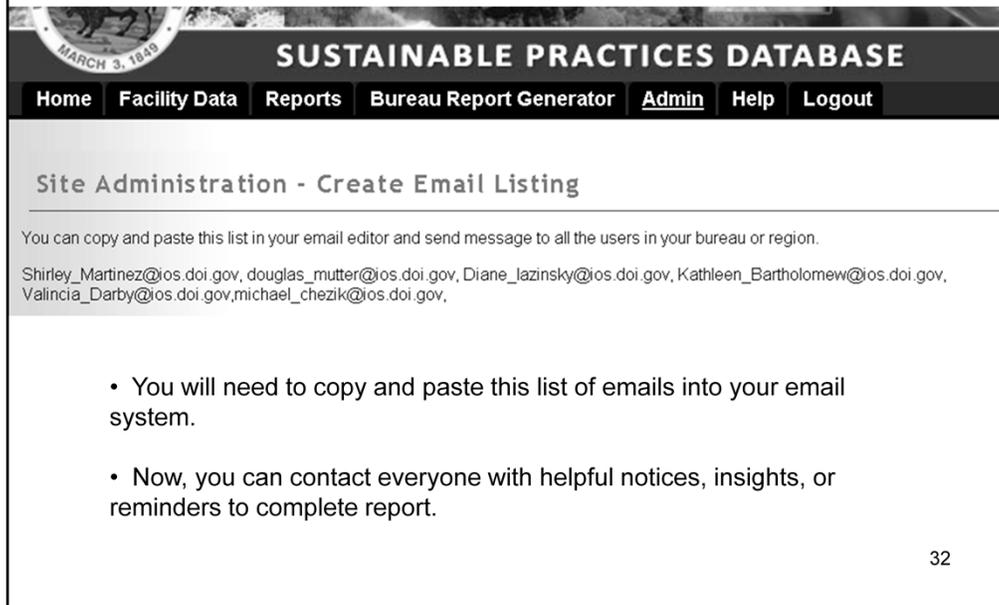
Check an appropriate status radio button to create listings. If no radio button is selected, report will display all the facilities.

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 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', 'Help', and 'Logout'. The main content area is titled 'Site Administration - Create Email Listing'. It contains a paragraph of text, a list of email addresses, and a bulleted list of instructions. The page number '32' is located in the bottom right corner.

SUSTAINABLE PRACTICES DATABASE

Home Facility Data Reports Bureau Report Generator Admin Help Logout

Site Administration - Create Email Listing

You can copy and paste this list in your email editor and send message to all the users in your bureau or region.

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,

- You will need to copy and paste this list of emails into your email system.
- Now, you can contact everyone with helpful notices, insights, or reminders to complete report.

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

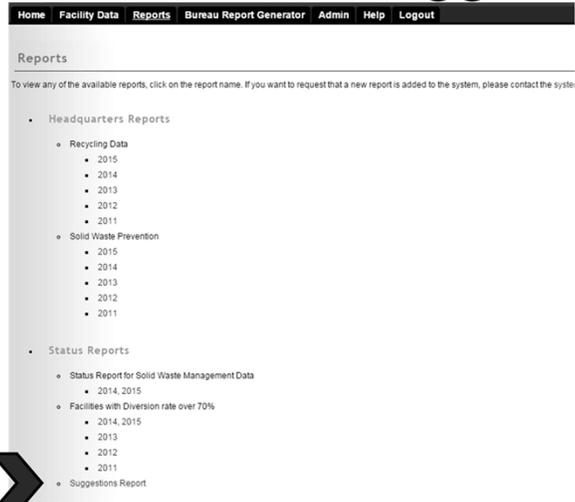
Provide Feedback

- 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 two success messages: '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.

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	

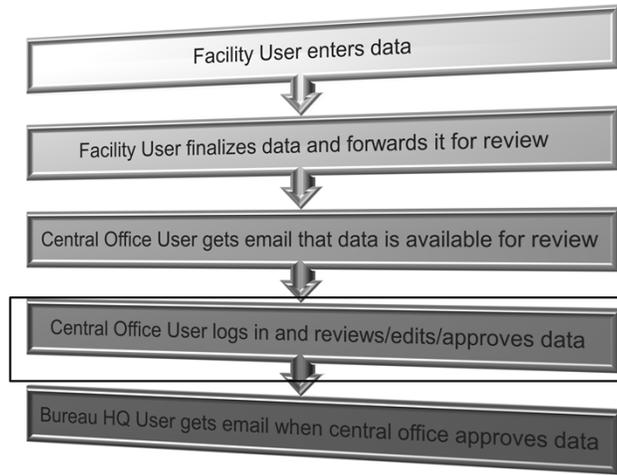
35

DATA QUALITY REVIEW

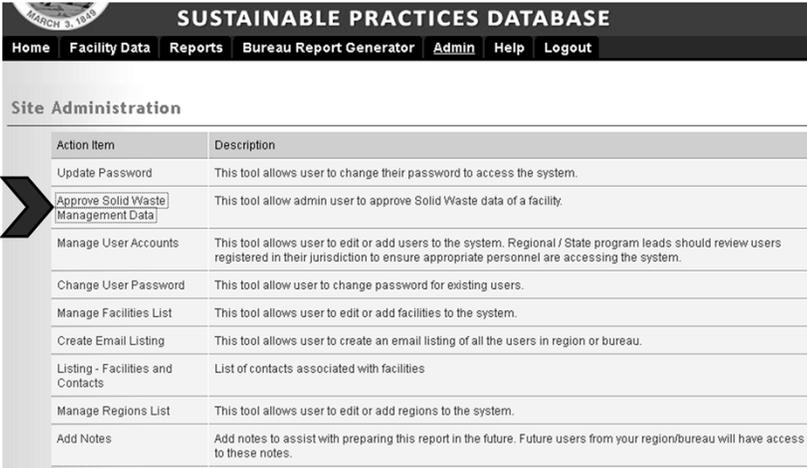
36

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 menu with links for Home, Facility Data, Reports, Bureau Report Generator, Admin, Help, and Logout. Below the menu, the page title is 'Approve Solid Waste Management Data'. A instruction 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.

Bureau:	Select Bureau
Region:	Select Region
ALL finalized facilities	<input type="radio"/> Check this box to see all the facilities that have been finalized.
Approval by Regional Manager:	<input type="radio"/> Check this box to see the facilities that need approval by Regional Manager.
Approval by Bureau Manager:	<input type="radio"/> Check this box to see the facilities that need approval by Bureau Manager.
Approved:	<input type="radio"/> Check this box to see the facilities that have all necessary approvals.

Search

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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

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	2015 Recycled/Trash tons	2014 Recycled/Trash tons	Reviewed by Central Office Manager	Approved by Bureau Manager	Status
Office of the Secretary							
District Office (HQ) User Info	Return Data	Details	Total: 0.68 / 2.5 C&D: 0 / 0 Municipal: 0.68 / 2.5	Total: 0.033 / 0.0005 C&D: 0 / 0 Municipal: 0.033 / 0.0005		<input type="checkbox"/>	

The total **municipal recycled** amount for your facility is at least 0.68 tons.

The total **municipal trash** amount for your facility is at least 2.5 tons.

Reasons Selected by Facility User:

- Facility Expanded Recycling/Composting
- Improved Tracking

Explanation provided by Facility User: new bins were added

Greening the Interior Reporting System - Google Chrome

webteam.nbc.gov/spreport/admin/user_admin/programdetails.cfm?faccode=...

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:	50

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


SUSTAINABLE PRACTICES DATABASE

Home
Facility Data
Reports
Bureau Report Generator
Admin
Help
Logout

Site Administration - Approve Solid Waste Management

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

Facility (Region)	Return Data	Solid Waste Data	2015 Recycled/Trash tons	2014 Recycled/Trash tons
Office of the Secretary				
District Office (HQ)	Return Data	Details	Total: 0.68 / 2.5 C&D: 0 / 0 Municipal: 0.68 / 2.5	Total: 0 C&D: 0 Municipal: 0.0005

The total **municipal recycled amount** for your facility is at least 10 times greater than the FY 2014 total.

The total **municipal trash amount** for your facility is at least 10 times greater than the FY 2014 total.

Reasons Selected by Facility User:

- Facility Expanded Recycling/Composting
- Improved Tracking

Explanation provided by Facility User: new bins were added to our program

Recycled Commodities for District Office

Category	2015			2014		
	Recycled (tons)	Trash (tons)	Diversion rate	Recycled (tons)	Trash (tons)	Diversion rate
Total	0.68	2.5	21.38%	0.033	0.0005	98.51%
Construction & Demolition	0	0	0.00%	0	0	0.00%
Municipal	0.68	2.5	21.38%	0.033	0.0005	98.51%

Recycled Amount Details				
Product	2015		2014	
	Amount	Recycling Type	Amount	Recycling Type
Aluminum	10 lbs	Other	66 lbs	Other
Antifreeze				
Asphalt				
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

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	2015 Recycled/Trash tons	2014 Recycled/Trash tons	Reviewed by Central Office Manager	Approved by Bureau Manager	Status
Office of the Secretary	Return	Details					
District Office (HQ) User Info	Return	Details					

The total municipal recycled amount for your facility: _____

The total municipal trash amount for your facility: _____

Reasons Selected by Facility User:

- Facility Expanded Recycling/Composting
- Improved Tracking

Explanation provided by Facility User: new

SUSTAINABLE PRACTICES DATABASE

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

Home > Facility Data > Solid Waste Management >

Facility: District Office

SOLID WASTE MANAGEMENT

Solid Waste Prevention Summary: Solid Waste Management [PRINT](#)

Click on the PRINT button to print the report.

A. Solid Waste Prevention

1) Is your facility in leased space?
Yes

1a) Is your facility in leased space within a multi-tenant building?
Yes

2) Does your facility have an active office products recycling program?
Yes

3) Does your facility have housing units?
No

3a) If applicable, how many residential housing units operated by your facility have access to an active household products recycling program?

USEFUL LINKS

[Facility Notes](#)

[Bureau Contacts](#)

[2014 Solid Waste Data](#)

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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

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	2015 Recycled/Trash tons	2014 Recycled/Trash tons	Reviewed by Central Office Manager	Approved by Bureau Manager	Status
Office of the Secretary							
District Office (HQ) User Info	Return Data	Details	Total: 0.68 / 2.5 C&D: 0 / 0 Municipal: 0.68 / 2.5	Total: 0.033 / 0.0005 C&D: 0 / 0 Municipal: 0.033 / 0.0005		<input type="checkbox"/>	

The total **municipal recycled amount** for your facility is at least 10 times greater than the FY 2014 recycled amount.
 The total **municipal trash amount** for your facility is at least 10 times greater than the FY 2014 trash amount.

Reasons Selected by Facility User:

- Facility Expanded Recycling/Composting
- Improved Tracking

Explanation provided by Facility User: new bins were added to our program

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	2015 Recycled/Trash tons	2014 Recycled/Trash tons	Reviewed by Central Office Manager	Approved by Bureau Manager	Status
Office of the Secretary							
District Office (HQ) User Info	Return Data	Details	Total: 0.68 / 2.5 C&D: 0 / 0 Municipal: 0.68 / 2.5	Total: 0.033 / 0.0005 C&D: 0 / 0 Municipal: 0.033 / 0.0005		<input type="checkbox"/>	

The total **municipal recycled amount** for your facility is at least 10 times greater than the FY 2014 recycled amount.

The total **municipal trash amount** for your facility is at least 10 times greater than the FY 2014 trash amount.

Reasons Selected by Facility User:

- Facility Expanded Recycling/Composting
- Improved Tracking

Explanation provided by Facility User: new bins were added to our program

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	2015 Recycled/Trash tons	2014 Recycled/Trash tons	Reviewed by Central Office Manager	Approved by Bureau Manager	Status
Office of the Secretary							
District Office (HQ) User Info	Return Data	Recalls	Total: 0.68 / 2.5 C&D: 0 / 0 Municipal: 0.68 / 2.5	Total: 0.033 / 0.0005 C&D: 0 / 0 Municipal: 0.033 / 0.0005		<input type="checkbox"/>	

The total **municipal recycled amount** for your facility is at least 10 times greater than the FY 2014 recycled amount.
The total **municipal trash amount** for your facility is at least 10 times greater than the FY 2014 trash amount.

Reasons Selected by Facility User:

- Facility Expanded Recycling/Composting
- Improved Tracking

Explanation provided by Facility User: new bins were added to our program

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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.

Office of the Secretary Other (HQ)

Please enter a note below to the facility explaining why you are returning their data to them and any action they should take. This message will be sent to the facility contact(s) via email. Click "Submit" to send the email message and unlock the data for editing.

This facility data is being returned because it needs additional information

SUBMIT

History of the Facility Data's Returns

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	2015 Recycled/Trash tons	2014 Recycled/Trash tons	Reviewed by Central Office Manager	Approved by Bureau Manager	Status
Office of the Secretary							
District Office (HQ) User Info	Return Data	Details	Total: 0.68 / 2.5 C&D: 0 / 0 Municipal: 0.68 / 2.5	Total: 0.033 / 0.0005 C&D: 0 / 0 Municipal: 0.033 / 0.0005		<input checked="" type="checkbox"/>	
<p>The total municipal recycled amount for your facility is at least 10 times greater than the FY 2014 recycled amount.</p> <p>The total municipal trash amount for your facility is at least 10 times greater than the FY 2014 trash amount.</p> <p>Reasons Selected by Facility User:</p> <ul style="list-style-type: none"> Facility Expanded Recycling/Composting Improved Tracking <p>Explanation provided by Facility User: new bins were added to our program</p>							
						APPROVE ALL MARKED	

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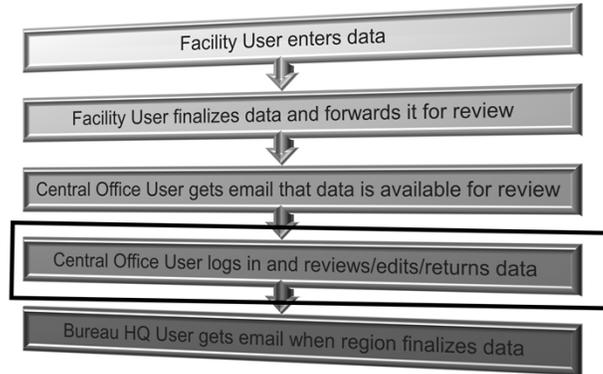
To approve the data, click the box under the "Reviewed by Regional Manager" column, and then click on the button at the bottom of the page to "Approve All Marked."

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

- Bureau and Region Reports

- Commodities Data

- 2016 | 2015 | 2014

- Recycling Data

- 2016 | 2015 | 2014 | 2013 | 2012 | 2011 | 2010 | 2009 | 2008

- Municipal Solid Waste Data

- 2016 | 2015 | 2014

- Solid Waste Prevention

- 2016 | 2015 | 2014 | 2013 | 2012 | 2011 | 2010 | 2009 | 2008

- Solid Waste Prevention Narrative Details

- 2016 | 2015 | 2014 | 2013 | 2012 | 2011 | 2010 | 2009 | 2008

- Chemicals Management Data

- 2016 | 2015 | 2014 | 2013 | 2012 | 2011 | 2010 | 2009

- Download Solid Waste Data in EXCEL

- 2016 | 2015 | 2014 | 2013 | 2012 | 2011 | 2010 | 2009 | 2008

- Facility Level Reports

- Print reports for individual Facility

- Recycling Data

- 2016
 - 2015
 - 2014
 - 2013

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These are 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 programs.

Facility Level Recycling Data

SUSTAINABLE PRACTICES DATABASE

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

Recycling Data - 2016

Click on the diverted amount under "Total" to see the details.

Diverted = Composted + Other Recycled Materials
 Non-diverted Waste = Landfilled trash + Waste-to-Energy
 Total Waste Generated = Diverted + Non-diverted Waste
 Waste Diversion Rate = Diverted/Total Waste Generated
 All amounts are in tons.

	Construction & Demolition				Municipal				Total			
	Diverted	Non-Diverted Waste	Total Waste Generated	Waste Diversion Rate	Diverted	Non-Diverted Waste	Total Waste Generated	Waste Diversion Rate	Diverted	Non-Diverted Waste	Total Waste Generated	Waste Diversion Rate
OS	900.023	111	1011.023	89.02%	293.69	999	1292.69	22.72%	1193.713	1110	2303.713	51.82%
HQ	900.023	111	1011.023	89.02%	293.69	999	1292.69	22.72%	1193.713	1110	2303.713	51.82%
District Office	0	0	0	0.00%	0.755	0	0.755	100.00%	0.755	0	0.755	100.00%
OEPC Albuquerque Regional Office	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
OEPC Anchorage Regional Office	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
OEPC Atlanta Regional Office	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
OEPC Boston Regional Office	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
OEPC Denver Regional Office	900	111	1011	89.02%	242	999	1241	19.50%	1142	1110	2252	50.71%

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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

	2014			2013			2012		
	Recycled (tons)	Waste (tons)	Waste Diversion	Recycled (tons)	Waste (tons)	Waste Diversion	Recycled (tons)	Waste (tons)	Waste Diversion
Total for OS	0.00	0.00	0.00%	10.21	1,110.93	0.91%	1.57	0.00	100.00%
HQ	0.00	0.00	0.00%	10.21	1,110.93	0.91%	1.57	0.00	100.00%

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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

Report only includes data for active facilities. Previous years' data for facilities that are currently deactivated are not included.
 Click on the bureau name to see the data for the regions.
 Other Waste includes Waste to Energy.
 All amounts are in tons.

Download historical data in EXCEL

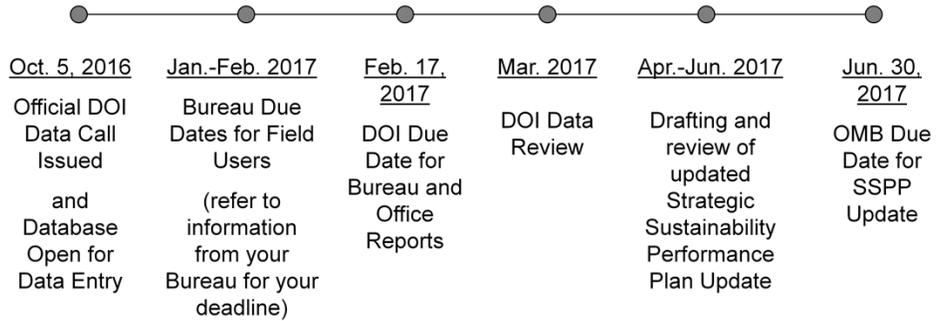
	2015				2014				2013			
	Recycled	Other Waste	Waste to Energy	Waste Diversion	Recycled	Other Waste	Waste to Energy	Waste Diversion	Recycled	Other Waste	Waste to Energy	Waste Diversion
Total	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	10,361.07	994.66	375.77	91.24%
OS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	9.66	740.73	370.53	1.29%
NPS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	10,000.00	0.00	0.00	100.00%
FWS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	96.88	29.81	5.24	76.47%
USGS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
BOEM/BSEE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
OSMRE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
BIA	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
BLM	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
BOR	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	5.42	5.00	0.00	52.00%

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 16 Reporting Timeline



Please note that we have given the bureaus and offices 20 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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