

# DOI Sustainable Practices Database

Field User Training  
FY2015 Data Call



# Training Outline

- Purpose of Report
- User Roles
- System Improvements
- Logging On and Registration
- Data Entry
  - Solid Waste Management
  - Printing and Finalizing Data

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Welcome to the Sustainable Practices training.

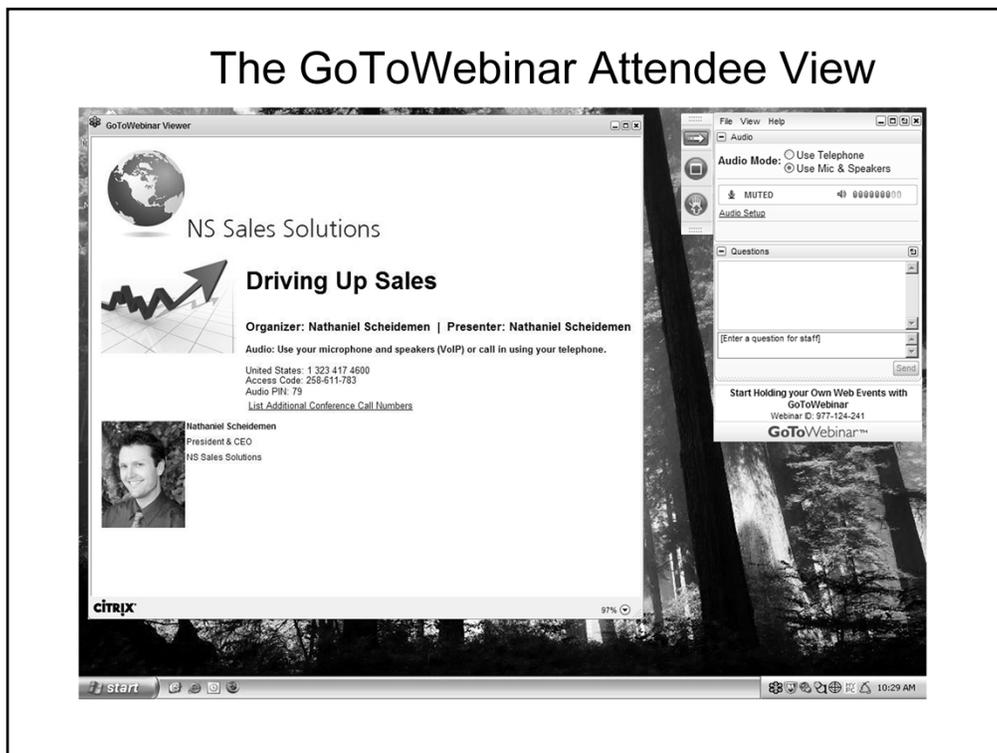
You are welcome to leave the training after your relevant section has been discussed. However, the Bureau and Office Central Office and HQ users should listen to the entire presentation

The B/O Central Office user session will follow this one

# Presenter

**Katie Chiang**  
**Environmental Management Integration Team**  
**Office of Environmental Policy and Compliance**

## The GoToWebinar Attendee View

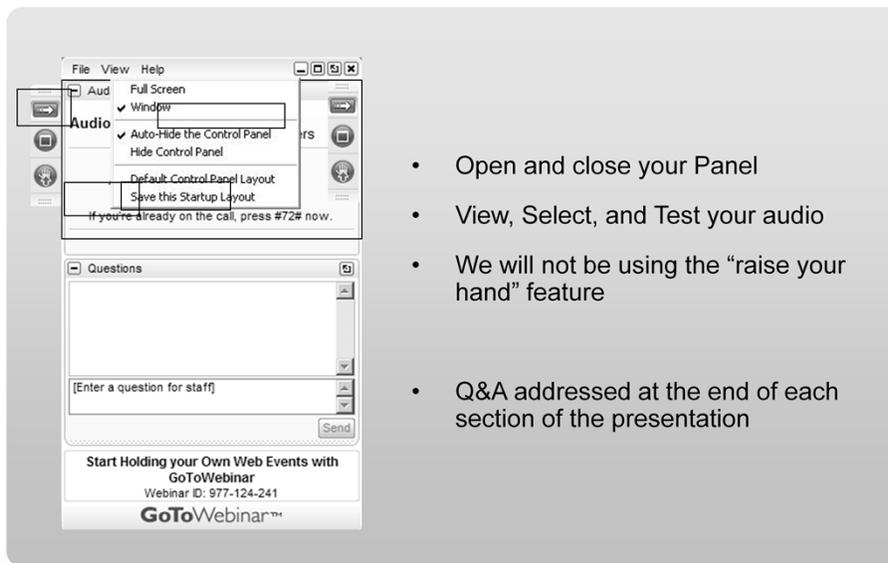


*Before we get started, I want to review a few housekeeping items and let you know how you can participate in today's Web event.*

*We're looking at an example of the GoToWebinar Attendee Interface which is made up of two parts. The Viewer Window on the left, which allows you to see everything the Presenter will share on their screen, and the Control Panel at the right. Within that Control Panel is how you can participate in today's event, so let's look at that.*

(Transition to Next Slide)

# How to Participate Today



- Open and close your Panel
- View, Select, and Test your audio
- We will not be using the “raise your hand” feature
- Q&A addressed at the end of each section of the presentation

## Move mouse over the Grab Tab

### Clicks 1, 2, and 3

*By clicking the orange arrow, you can open and close your control Panel*

### Click 4

*From the View Menu you can also set the Control Panel not to auto-hide when inactive if you prefer to keep it always open.*

### Click 5

*The Audio pane provides audio information. (If the organizer has given attendees a choice) By default you have joined the Webinar via Mic & Speakers.*

### Click 6

*Click Audio Setup to select your computer speaker or headset devices.*

### Clicks 4, 5 and 6

*If you prefer, you can join the audio via telephone by selecting Use Telephone, and the dial-in information will be displayed, including an Audio PIN. If you would like to ask any questions of today’s presenters over the phone, you must enter your Audio PIN in order to have your line unmuted.*

### Click 7

*During (at the end, etc.) the presentation, you have the ability to send questions to our Webinar staff through the Questions pane. Simply type in your question and click send. (Optional) At the end of the presentation we will do a Q&A session to answer as many questions as we have time for.*

### Click 8

*During the presentation we may ask you to answer a question by raising your hand. This option is located on the Grab Tab. (Optional) You can also indicate that you have a question and would like your line unmuted by raising your hand.*

### Click 9 and 10

*We will address Q&A at the end of today’s session, and as a final reminder, today’s Webinar is being recorded, and everyone will receive an email within 24 hours with a link to view a recording of today’s event.*

## Training Norms

- All of the phone lines are muted.
- Please submit questions through the “Questions” area.
- We will respond to questions at the end of each training section.
- You may leave the training after the sections relevant to your work have been discussed.

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-However, the Bureau and Office Central and HQ users should listen to the entire presentation.

-The Bureau and Office Central Office users training session will follow this one.

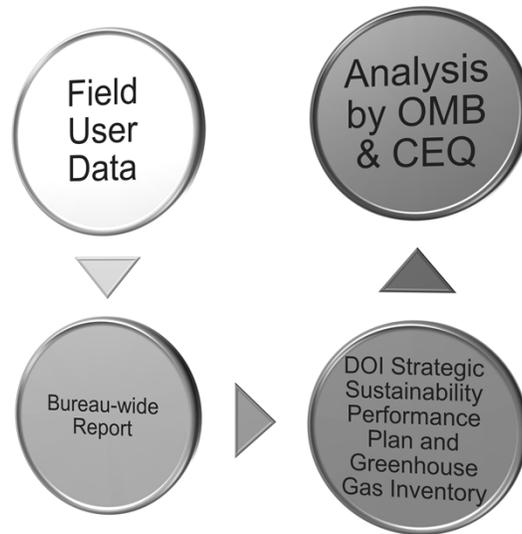
# **PURPOSE OF REPORT**

# Purpose of the Report

- Data are needed for a mandated report to the Office of Management and Budget and the Council on Environmental Quality
  - Annual update for the DOI Strategic Sustainability Performance Plan
  - Annual DOI Greenhouse Gas Inventory
  
- Questions address:
  - Executive Order 13693 – Planning for Federal Sustainability in the Next Decade
    - Section 3 (j) advance waste prevention and pollution prevention
  - Resource Conservation and Recovery Act
  - Pollution Prevention Act of 1990

# The Process

How is your data used?



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The data input from Field Users are compiled in the Bureau-wide Report. The Bureau and Office Reports are then used to develop the updated Department's Strategic Sustainability Performance Plan (SSPP) and the Greenhouse Gas Inventory. The SSPP is submitted to the Office of Management and Budget (OMB) and the Council on Environmental Quality (CEQ). If you are not familiar with them, but OMB and CEQ are part of the Executive Office of the President.

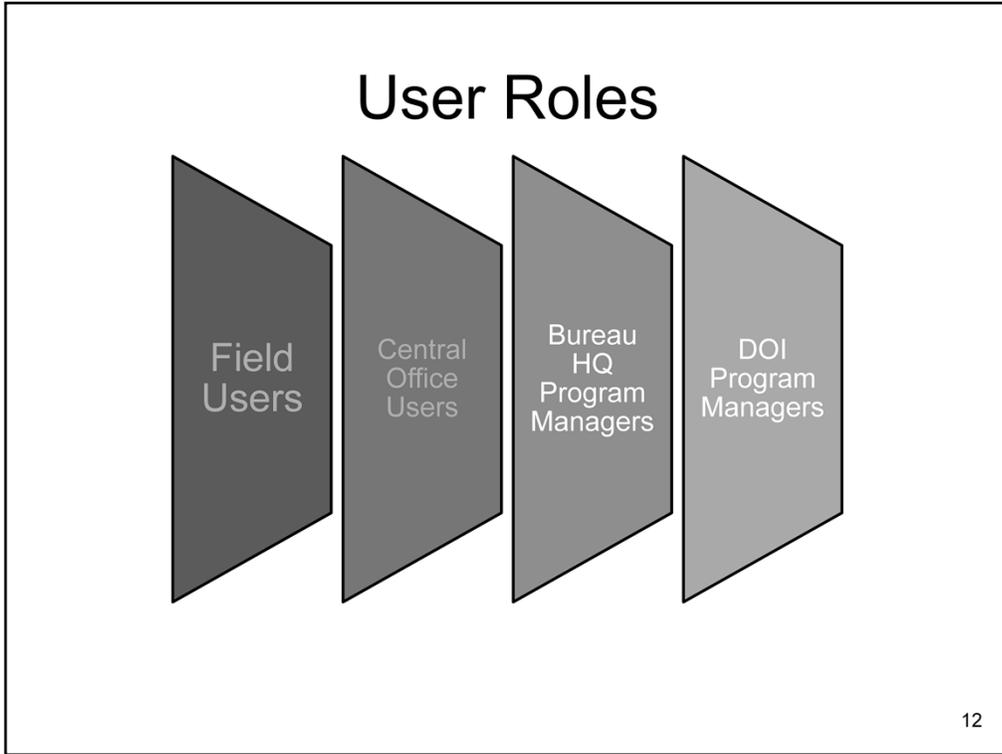
## Sustainable Practices Database

- The Sustainable Practices Database is located at <http://www.nbc.gov/spreport/>
- Field User questions are a *subset* of the OMB data call
- 18 questions
- Data entry should take 1 hour or less if data is readily available

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System only includes those questions for which data depend on field responses

# **USER ROLES**

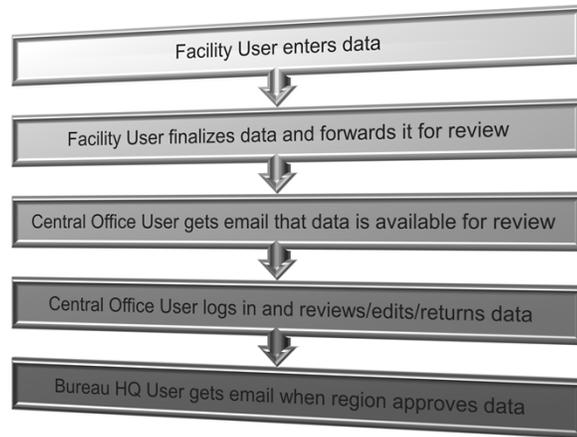


Here you can see the different layers of users.

## More on Roles

- “Central Office” - second-line program contacts in your region, area, or state office.
- At each level, there is a “solid waste manager.”
- Central and HQ roles perform data quality review of field data.
- Managers track report status for individual facilities.

# Data Quality Assurance



# Status Reports

**SUSTAINABLE PRACTICES DATABASE**

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

Status Report for Solid Waste Management

Facility	Started	Email
OS	4 of 12 (33 %)	
HQ	4 of 12 (33 %)	
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

\*Sample data only in this presentation, not actual data

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In the “Reports” tab, Central Office users may track the progress of individual facilities. Select “Status Report for Solid Waste Prevention & Recycling” from the list of options. The first column shows the name of the facility. The second column shows whether the facility has started entering data. The third column shows whether a draft of the data is complete. The fourth column shows whether that draft has been approved by the Central Office. The fifth column shows whether HQ has approved the data. If a facility has started its data entry but it is not complete, the Central Office may email the contacts for that facility to inquire as to the progress of the facility’s data entry.

\*\*Please Note that all of the data shown in this training are just for demonstration purposes and are not actual data reported by facilities \*\*

Questions?

# **SYSTEM IMPROVEMENT**

- New reports for previous years' data

# New Reports for Previous Years' Data

- Bureau and Region Reports
  - Recycling Data
    - 2015
    - 2014
    - 2013
    - 2012
    - 2011
  - Solid Waste Prevention
    - 2015
    - 2014
    - 2013
    - 2012
    - 2011
  - Solid Waste Prevention Narrative Details
    - 2015
    - 2014
    - 2013
    - 2012
    - 2011
  - Chemicals Management Data
    - 2015
    - 2014
    - 2013
    - 2012
    - 2011
  - Download Solid Waste Data in EXCEL
    - 2015
    - 2014
    - 2013
    - 2012
    - 2011

# LOGGING ON

- Logging Into the System
- Forgot Username or Password
- System Registration
- Change Password
- Help Resources

# 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 and/or a new password via e-mail

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 Official Unclassified U.S. Government information only. Use of this system by any authorized or unauthorized user constitutes consent to monitoring, retrieval, and disclosure by authorized personnel. Unauthorized use may subject violators to criminal, civil, and for disciplinary action.

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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.

If you've been locked out of the system due to unsuccessful attempts to login, click on "to unlock your account"

Only request a password once, it takes up to 5 minutes for you to receive the new password. Once you receive your new password, copy and paste it directly from the email into the login page. Be sure to include any punctuation included in the password.

# Forgot Username or Password



**SUSTAINABLE PRACTICES DATABASE**

Home | Contact Us | Help | Login

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## Forgot Username / Password

Please enter your complete email address and indicate the type of assistance you are requesting, then click the "Submit" button. An email will be sent with the requested information.

Email Address:

Please confirm my Username.  
 Please reset my Password.  
 Please confirm my Username and reset my Password.

The password will be sent to you within 5 minutes. If you request a new password, please be sure that you enter it exactly as it appears in the email that you receive. You may want to try copying and pasting the password from the email into the login page, including any punctuation that is included in the password. After you successfully log in, you are encouraged to change your password to something you will remember by going to the "Admin" tab and selecting "Update Password."

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Office of Policy Management and Budget  
Last updated: October 22, 2012  
This site has been optimized for Internet Explorer 7

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This screen appears if you clicked on "Forgot Username/Password" from the Login screen. Follow the instructions to request information and log in.

# System Registration

**SUSTAINABLE PRACTICES DATABASE**

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

## REGISTRATION

Please input your email address to begin registration.

Email Address:

**SUBMIT**

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

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Last updated: October 22, 2012  
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If you clicked on “click here to register” on Login screen, this page will come up. We have added this step to prevent multiple registrations for the same person. When you enter your email here the system will check whether you already have an account. If you already have an account, you will be routed to a page where you can request that your username or a password be sent to you. If you do not have an account, you will be routed to the registration page, which is on the following slide.

The screenshot shows the 'SUSTAINABLE PRACTICES DATABASE' registration page. At the top, there is a navigation bar with 'Home', 'Contact Us', 'Help', and 'Login'. Below this is the 'Registration' section, which includes instructions and a list of password requirements: 'At least 12 characters and no more than 15 characters', 'Contain one upper-case alpha, one lower-case alpha and one numeric character', and 'Contain one special character such as @, \$, or &'. The main form is titled 'USER INFORMATION' and contains several fields: 'Bureau' (a dropdown menu), 'Region' (a dropdown menu), 'Facility' (a dropdown menu), 'First Name', 'Last Name', 'Email' (pre-filled with 'brien\_milchek@ios.doi.gov'), 'Phone Number', 'Desired Username' (pre-filled with 'brien\_milchek@ios.doi.gov'), 'Password', and 'Verify Password'. A 'Submit' button is located at the bottom of the form. Two callout boxes with arrows point to the password requirements and the dropdown menus, providing additional instructions.

**It's important to pick a password that follows these 3 rules!**

**Once you pick your bureau and region, you will be given a list of facility names to pick from here**

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This is the screen that appears when you submit an email address that does not already have an account. Enter your information into the form to register for the website. Then click "Submit"

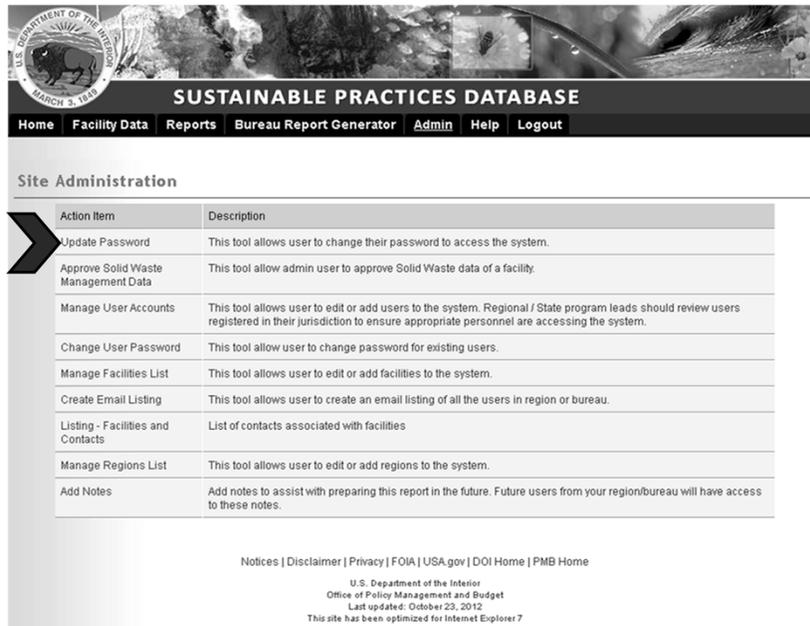
## More on Registration

- User name = your email address
- Central office program manager will be notified of new facility user registrations.
- You can register to enter data for more than one facility.
- If you move to a new facility, your central office program manager can update your user profile with your new contact and facility info.

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Generally, your user name is the same as your email address. You may specify a different user name during the registration process if you like. Please keep a record of that user name for future reference.

# Change Password



The screenshot shows the 'Sustainable Practices Database' Admin 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 is a 'Site Administration' section containing 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.

At the bottom of the page, there is a footer with the following text: 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 23, 2012  
This site has been optimized for Internet Explorer 7

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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

The screenshot shows the 'SUSTAINABLE PRACTICES DATABASE' website. At the top, there is a navigation bar with 'Contact Us', 'Help', and 'Login' buttons. Below this is the main content area titled 'Department of the Interior FY15 Sustainable Practices Database User Aids'. The content includes several links and resources, with three callout boxes highlighting specific items:

- Send us an email:** Points to the 'Contact Us' button in the navigation bar.
- Check out the FAQs:** Points to the 'Frequently Asked Questions' link in the main content area.
- New! Trash and Recycling Tracking Tool:** Points to the 'Trash and Recycling Tracking Tool' link under the 'Other useful links' section.

The page number '26' is visible in the bottom right corner of the screenshot.

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 FY 2016 and future years, please have a look at the NEW 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 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.

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Questions?

# DATA ENTRY

- Solid Waste Questions
- Print Report
- Finalize Data
- Central Office Data Review

# **PREVIEW OF SOLID WASTE QUESTIONS**

# Navigation

The screenshot shows 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 this, the breadcrumb trail reads 'Home » Facility Data »'. The main content area is titled 'SOLID WASTE MANAGEMENT' and includes a 'Facility: Other' dropdown menu. A left-hand navigation bar lists various sections: Solid Waste Prevention, Recycling, Waste Disposal, Toxics and Hazardous Chemicals Management, Forward Solid Waste Data, Print Solid Waste Data, and a 'USEFUL LINKS' section containing Facility Notes, Bureau Contacts, and 2014 Solid Waste Data. A list of instructions for entering data is provided on the right side of the page.

**Your current location within the system is shown here** (points to the breadcrumb trail)

**Left navigation** (points to the left-hand navigation bar)

**Your facility name is shown here** (points to the Facility dropdown menu)

**Instructions to enter data**

- At this time we are only collecting information for Solid Waste Management. If you have questions, please contact your Bureau Contacts.
- Users can save partially-complete or complete survey data by clicking on the SAVE button at the bottom of the page before navigating elsewhere.
- Your data will be lost if you do not click SAVE at the bottom of each page.
- Click on the 2014 data under "Useful links" for the reports for FY 2014.
- Click on the Bureau Contacts under "Useful links" to see your reviewers.
- When ready, click on any section to enter data.
- You must Forward Data before your report is complete.

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Here, the "Facility Data" tab has been selected.

The system has a left-hand side navigation bar, which lists solid waste management sections of the report.

The user would complete each item under Solid Waste Management to complete the report.

# Navigation (cont'd)

The screenshot shows 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, the page is titled 'Home » Facility Data »'. The main content area is divided into two columns. The left column, under the heading 'SOLID WASTE MANAGEMENT', contains several buttons: Solid Waste Prevention, Recycling, Waste Disposal, Toxic and Hazardous Chemicals Management, Forward Solid Waste Data, and Print Solid Waste Data. Below this is a section titled 'USEFUL LINKS' with buttons for Facility Notes, Bureau Contacts, and 2014 Solid Waste Data. The right column shows 'Facility: Other' and 'Instructions to enter data' with a list of instructions. Two callout boxes are present: one on the left pointing to the 'Bureau Contacts' button, and another on the bottom left pointing to the '2014 Solid Waste Data' button.

Find the name and contact information for your designated Central Office and bureau/office HQ contacts.

Review the Data you submitted last year. You may print last year's report and refer to it when compiling this year's responses.

**SUSTAINABLE PRACTICES DATABASE**  
Home Facility Data Reports Bureau Report Generator Admin Help Logout

Home » Facility Data »

**SOLID WASTE MANAGEMENT** Facility: Other

Solid Waste Prevention  
Recycling  
Waste Disposal  
Toxic and Hazardous Chemicals Management  
Forward Solid Waste Data  
Print Solid Waste Data

**USEFUL LINKS**

Facility Notes  
Bureau Contacts  
2014 Solid Waste Data

Instructions to enter data

- At this time we are only collecting information for Solid Waste Management. If you have questions, please contact your Bureau Contacts.
- Users can save partially-complete or complete survey data by clicking on the SAVE button at the bottom of the page before navigating elsewhere.
- Your data will be lost if you do not click SAVE at the bottom of each page.
- Click on the 2014 data under "Useful links" for the reports for FY 2014.
- Click on the Bureau Contacts under "Useful links" to see your reviewers.
- When ready, click on any section to enter data.
- You must Forward Data before your report is complete.

There is a link to bureau contacts for more information on how to complete this report.

You can click on the link on the lower left to see your facility's 2013 data. The data have been locked and cannot be changed.

# Facility Notes

**SUSTAINABLE PRACTICES DATABASE**

Home Facility Data Reports Bureau Report Generator Admin Help Logout

Home » Facility Data » Solid Waste Management »

**SOLID WASTE MANAGEMENT** Facility: Other

Solid Waste Prevention

Recycling

Waste Disposal

Toxics and Hazardous Chemicals Management

Forward Solid Waste Data

Print Solid Waste Data

**USEFUL LINKS**

Facility Notes

Bureau Contacts

2014 Solid Waste Data

Facility Notes

**Add Notes:**

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

SAVE

Existing Notes for this Facility:

- 1234 (06/08/13)

Enter notes here for next year's report and view notes added in previous years

# Solid Waste Prevention

The screenshot shows a web interface for the Sustainable Practices Database. At the top, there is a header with the U.S. Department of the Interior logo and the text 'SUSTAINABLE PRACTICES DATABASE'. Below the header is a navigation menu with links for Home, Facility Data, Reports, Bureau Report Generator, Admin, Help, and Logout. The main content area is titled 'SOLID WASTE MANAGEMENT' and 'Facility: Other'. It features a sidebar with buttons for 'Solid Waste Prevention', 'Recycling', 'Waste Disposal', 'Toxics and Hazardous Chemicals Management', 'Forward Solid Waste Data', and 'Print Solid Waste Data'. The main form area is titled 'A. Solid Waste Prevention' and contains a note: 'Note: You must click on "SAVE" below or your data will be lost.' The form includes several questions with radio button options for 'Yes' and 'No':

- 1) Is your facility in leased space?  
 Yes  No
- 1a) Is your facility in leased space within a multi-tenant building?  
 Yes  No
- 2) Does your facility have an active office products recycling program?  
 Yes  No
- 3) Does your facility have housing units?  
 Yes  No
- 3a) If applicable, how many residential housing units operated by your facility have access to an active household products recycling program?  
[ ] units of [ ] total units

At the bottom of the form, there is a small note: 'The database will calculate the percentage based on the number of units you provide here.'

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Click on Solid Waste Prevention to begin data entry.

This screen will appear

The questions shown here are pretty straight-forward, just indicated whether your facility (1) is in leased space, (2) has a recycling program, (3) has housing units.

## Solid Waste Prevention (cont'd)

4) Did your facility institute new, substantially improved, or updated non-hazardous solid waste prevention practices in FY 2012? For additional information on solid waste prevention please go to: [http://www.epa.gov/region7/waste/solidwastoreduce\\_waste.htm](http://www.epa.gov/region7/waste/solidwastoreduce_waste.htm)

Yes  No

If yes, explain (255 characters max):

7) Within FY 2012 contracts for your facility, did any specifications include a requirement for Waste Reduction Plans (FAR Clause 52.223-10) in demolition, construction, and service contracts to achieve waste diversion goals? Provide specific examples.

Yes  No  Not Applicable

5) Does your facility compost any of its waste (either onsite or offsite)?

Yes  No

If yes, select the type of composting:

If you collect compostable materials at your site and send them to a commercial composting facility, select "offsite composting." If you collect compostable materials and compost them onsite, select "on-site composting."

8) What is your facility's goal for solid waste diversion by 2015?  
DOT's Waste Division goal is 50% by 2015.

Please input only numbers.

6) Did your facility have any demolition projects during FY 2012?

Yes  No

6a) If yes, how many demolition projects managed by and/or conducted at your facility include the recovery of construction materials?

demolition projects of  total demolition projects in FY 2012

The database will calculate the percentage based on the number of units you provide here.

9) Do you have onsite waste disposal, such as a landfill, at your facility? Please answer "yes" if your facility has a permitted landfill that was in operation anytime between 1980 and today.

Yes  No

SAVE

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Save partially-complete or complete survey data by clicking on the "SAVE" button at the bottom of each page before navigating elsewhere.

If you do not click on "SAVE" your data will be lost!

Note that there are links to hints and helpful information for answering the questions, such as links to “non-hazardous solid waste prevention practices” and “recovery of construction materials”

Note that for question #5, the question on composting, re-use of materials onsite such as mulch or grasscycling in landscaping is not composting. To count as composting, material must be decomposed in some manner before it is re-applied to landscaping.

For question #9, we are asking whether you have an onsite landfill.

When you are done entering data on this page, click “SAVE” – THIS IS CRITICAL, YOUR DATA WILL NOT BE SAVED UNTIL YOU CLICK THE “SAVE” BUTTON

# Recycling

Home > Facility Data > Solid Waste Management >

**SOLID WASTE MANAGEMENT** Facility: Other

Solid Waste Prevention

Recycling

Waste Disposal

Toxics and Hazardous Chemicals Management

Forward Solid Waste Data

Print Solid Waste Data

**USEFUL LINKS**

Facility Notes

Bureau Contacts

2014 Solid Waste Data

**B. Recycling**

Note: You must click on "SAVE" below or your data will be lost.

1) Indicate which of these commodities your facility recycled during FY 2015 (10/1/14 - 9/30/15). Waste incinerated for energy may not be counted as recycled. Waste Guidance on waste-to-energy and waste diversion

<input type="checkbox"/> Aluminum	<input type="checkbox"/> Keyboard
<input checked="" type="checkbox"/> Antifreeze	<input type="checkbox"/> Light Ballasts
<input type="checkbox"/> Asphalt	<input checked="" type="checkbox"/> Manure
<input type="checkbox"/> Batteries (Lead/acid - car)	<input type="checkbox"/> Mixed Paper
<input type="checkbox"/> Batteries (Lead/acid - truck)	<input type="checkbox"/> Monitor
<input type="checkbox"/> Batteries (NiCd rechargeable)	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Batteries - Mixed	<input type="checkbox"/> Notebook PC
<input type="checkbox"/> Brick	<input type="checkbox"/> Pallets
<input type="checkbox"/> Car Tires	<input type="checkbox"/> Plastic (#1PET/#2HDPE)
<input type="checkbox"/> Cardboard	<input type="checkbox"/> Printer
<input type="checkbox"/> Carpet	<input type="checkbox"/> Scrap Metals
<input checked="" type="checkbox"/> Ceiling tiles	<input type="checkbox"/> Single-Stream Mixed Recyclables (steel and aluminum cans, glass and plastic bottles, mixed paper, cardboard)
<input checked="" type="checkbox"/> Co-mingled (glass, Al cans, plastic)	<input type="checkbox"/> Steel Cans
<input type="checkbox"/> Concrete	

Co-mingled category includes most containers

Single Stream Category includes containers and paper

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Under "Recycling" click on the commodities that your facility recycled during FY 2014. Then click "SAVE".

## Recycling (cont'd)

### B. Recycling

Note: You must click on **SAVE** below or your data will be lost.

Please input the actual or estimated weight or volume of the total amount of each commodity recycled during FY 2013 from your facility. There are volume to weight conversions programmed into the system for most commodities.

- EPA published standard volume to weight conversion factors.
- Conversion Factors used in this data call.

Conversion factors used are available through these links.

Select Recycled C&D Waste only for items recycled as the result of construction and demolition projects.

- C&D waste = construction and demolition waste.
- Ton = 2,000 pounds
- Metric Ton = 1,000 kilograms = approximately 2,205 pounds

You must enter amount and select Type of Recycling for each commodity.

Commodity	Amount Recycled	Unit	Compacted/Not	Type of Recycling
Other:	<input type="text"/>	lbs	compacted	Select
Aluminum:	0	lbs	uncompacted	Select
Cardboard:	0	lbs	uncompacted	Composted
Mixed Paper:	0	lbs	uncompacted	Recycled C&D Waste
				Other Recycling

**SAVE**

Select the Type of Recycling here to avoid receiving an error later on

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For each commodity that you selected on the previous page, you will be asked to enter the amount recycled. You may enter the amounts in a variety of units, as shown here, but they will be automatically converted to tons for the final report.

You must enter the amount recycled, there are some options for units you can use such as tons, pounds, cubic yards, etc.

Under “type of recycling” you must enter whether the recycled waste is recycled construction and demolition waste (C&D waste), composted, or other recycling. Other recycling is generally recycled municipal solid waste.

Click “SAVE” when you’ve entered all of your data for the commodities recycled.

## 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** – If a facility reports 200,000 cys 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 amounts.

## Recycling (cont'd)

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 this is a navigation bar with links: Home, Facility Data, Reports, Bureau Report Generator, Admin, Help, and Logout. The breadcrumb trail shows 'Home > Facility Data > Solid Waste Management >'. The left sidebar contains a 'SOLID WASTE MANAGEMENT' section with buttons for Solid Waste Prevention, Recycling, Waste Disposal, Toxics and Hazardous Chemicals Management, Forward Solid Waste Data, Print Solid Waste Data, and a 'USEFUL LINKS' section with buttons for Facility Notes, Bureau Contacts, and 2014 Solid Waste Data. The main content area shows 'Facility: Other' and 'B. Commodities Recycling'. It lists recycling data for FY 2015: 100 lbs of Uncompacted Antifreeze - Other Recycling = 100 lbs, 50 lbs of Uncompacted Ceiling Tiles - Recycled C&D Waste = 50 lbs, 100 lbs of Uncompacted Concrete - Recycled C&D Waste = 100 lbs, 50 lbs of Uncompacted Manure - Composted = 50 lbs, and 25 lbs of Uncompacted Pallets - Recycled C&D Waste = 25 lbs. Summary statistics are provided: Total: 325 lbs = 0.163 tons, Total Composted Recycling: 50 lbs = 0.025 tons, Total C&D Recycling: 175 lbs = 0.088 tons, and Total Other Recycling: 100 lbs = 0.050 tons. A message states 'The Recycling data has been saved for this facility.' and a large black arrow points left towards a 'Waste Disposal' button in the sidebar.

Home > Facility Data > Solid Waste Management >

**SOLID WASTE MANAGEMENT** Facility: Other

Solid Waste Prevention

Recycling

Waste Disposal

Toxics and Hazardous Chemicals Management

Forward Solid Waste Data

Print Solid Waste Data

**USEFUL LINKS**

Facility Notes

Bureau Contacts

2014 Solid Waste Data

**B. Commodities Recycling**

For FY 2015, your facility recycled:  
100 lbs of Uncompacted Antifreeze - Other Recycling = 100 lbs  
50 lbs of Uncompacted Ceiling Tiles - Recycled C&D Waste = 50 lbs  
100 lbs of Uncompacted Concrete - Recycled C&D Waste = 100 lbs  
50 lbs of Uncompacted Manure - Composted = 50 lbs  
25 lbs of Uncompacted Pallets - Recycled C&D Waste = 25 lbs

**Total:** 325 lbs = 0.163 tons  
**Total Composted Recycling:** 50 lbs = 0.025 tons  
**Total C&D Recycling:** 175 lbs = 0.088 tons  
**Total Other Recycling:** 100 lbs = 0.050 tons

The Recycling data has been saved for this facility.  
Please proceed to Solid Waste Management: Waste Disposal

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After you've entered information for your commodities recycled, you will see a summary of the data you entered for those commodities.

After reviewing the data, click on the link to proceed to the "Waste Disposal" section of the report.

# Waste Disposal

Bureau Report Generator   Admin   Help   Logout

Management >

Facility: Other

## C. Waste Disposal

**Note: You must click on "SAVE" below or your data will be lost.**

Please input only numbers. You can input 0 if you do not have any of these types of waste.

Type of Waste	Amount	Unit
<b>Construction and Demolition Waste Sent to Landfill or Waste-to-Energy (C&amp;D Waste)</b> <ul style="list-style-type: none"> <li>Total amount of construction &amp; demolition waste sent for disposal in FY 14.</li> <li>Do not include any materials recycled.</li> <li>Include amounts of waste resulting from natural resource management activities such as illegal dumping clean-ups, storm debris clean-ups, river debris clean-ups for hydroelectric dams, and habitat restoration projects.</li> </ul>	100000	lbs
<b>All Other Trash (Municipal Solid Waste) sent to Landfill</b> <ul style="list-style-type: none"> <li>Total amount of waste sent to landfill during FY 14.</li> <li>Do not include C &amp; D waste reported above.</li> <li>Do not include any materials recycled.</li> <li>Do not include trash sent to a waste-to-energy facility.</li> <li>Include trash sent to a waste incinerator that is not a waste-to-energy facility.</li> <li>Include trash amount here if you are not sure what type of facility it goes to.</li> </ul>	100000	lbs

**All Other Trash (Municipal Solid Waste) sent to Waste-to-Energy**

Total amount of waste sent to Waste-to-Energy facility, or waste combustor, to be burned for energy. Include trash that was not recycled and was sent to a waste-to-energy facility.

- Do not include C & D waste reported above.
- Do not include any materials recycled.
- Do not include trash sent to a waste incinerator that is not a waste-to-energy facility.

100000   lbs

**Need help estimating waste amount?**

Guidance on waste-to-energy data

Provide comments here about your waste reported, if any.

**SAVE**

Please note this guidance

You must enter data on this screen or you will receive an error message.

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In the Waste Disposal section you will be asked about the total amount of waste disposed and not recycled.

Do not include any amounts recycled on this page.

Report amounts for:

- Construction and demolition waste not recycled
- Municipal solid waste sent to the landfill and not recycled
- Waste sent to waste-to-energy facilities

Click on "Need help estimating waste amount?" if you need assistance.

Also please note that any waste burned for energy is not considered to be diverted waste. You may still report the amount burned for energy here. Please see the linked [Guidance on Waste-to-Energy Data](#).

## Waste Disposal (cont'd)

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, the breadcrumb trail reads 'Home > Facility Data > Solid Waste Management >'. The main content area is titled 'SOLID WASTE MANAGEMENT' and includes a sidebar with buttons for Solid Waste Prevention, Recycling, Waste Disposal, Toxics and Hazardous Chemicals Management, Forward Solid Waste Data, Print Solid Waste Data, and 2014 Solid Waste Data. The main content area shows 'Facility: Other' and 'C. Waste Disposal'. A table displays waste disposal data for Construction & Demolition, Municipal, and Total categories. Below the table, there is a section for Greenhouse Gas Emissions, stating that the facility's undiverted municipal solid waste has resulted in approximately 73.02 MT CO<sub>2e</sub>. A bolded statement indicates that the facility has not reached the Department Waste Diversion Goal of 50% or more by FY 2015. At the bottom, there is a link to 'Proceed to Solid Waste Management: Toxics and Hazardous Chemicals Management'.

Home > Facility Data > Solid Waste Management >

**SOLID WASTE MANAGEMENT** Facility: Other

Solid Waste Prevention

Recycling

Waste Disposal

Toxics and Hazardous Chemicals Management

Forward Solid Waste Data

Print Solid Waste Data

**USEFUL LINKS**

Facility Notes

Bureau Contacts

2014 Solid Waste Data

**C. Waste Disposal**

The Waste Disposal data has been added for this facility.

Category	Undiverted Waste (tons)	Recycled (tons)	Diversion rate
Construction & Demolition	50	0.088	0.17%
Municipal	100	0.075	0.07%
Total	150	0.163	0.11%

\*The formula for calculating waste diversion is:  

$$\frac{\text{Recycled materials}}{\text{Recycled materials} + \text{Trash}}$$

Greenhouse Gas Emissions:  
 Your undiverted municipal solid waste has resulted in approximately **73.02 MT CO<sub>2e</sub>** (metric tonne carbon dioxide equivalent) in greenhouse gas emissions.  
 \*Greenhouse Gas Emissions amount = short tons of undiverted municipal waste x 0.7302 MTCO<sub>2e</sub>/short ton

**Department Waste Diversion Goal: 50% or more by FY 2015.**  
**Your facility has yet not reached this goal.**

Access to recycling services and facilities differs in different parts of the country. Please consider implementing additional cost-effective measures to further prevent the generation of solid waste and to recycle at your facility.

Guidance on how to enhance your Waste Diversion and Recycling Program.

State Waste Diversion Goal: The diversion goal for state is N/A.

Please proceed to Solid Waste Management: Toxics and Hazardous Chemicals Management

Once you have entered and saved all of your data for Recycling, you will see this screen. Note that there are additional links providing information on how to enhance your waste diversion and recycling program and about recycling goals. Click on the link at the bottom to “Proceed to Solid Waste Management: Toxics and Hazardous Chemicals Management.”

## 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 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.

# Toxics And Hazardous Chemicals Management

The screenshot shows a web application 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'. To the right is a banner image showing a landscape with a river and a close-up of a person's eye. Below the banner is a dark navigation bar with the text 'SUSTAINABLE PRACTICES DATABASE' and a menu with items: Home, Facility Data, Reports, Bureau Report Generator, Admin, Help, Logout. Below the navigation bar is a breadcrumb trail: Home » Facility Data » Solid Waste Management ». The main content area is titled 'SOLID WASTE MANAGEMENT' and 'Facility: Other'. On the left is a vertical sidebar with buttons for: Solid Waste Prevention, Recycling, Waste Disposal, Toxics and Hazardous Chemicals Management (highlighted), Forward Solid Waste Data, Print Solid Waste Data, USEFUL LINKS, Facility Notes, Bureau Contacts, and 2014 Solid Waste Data. The main content area has a sub-header 'Toxics And Hazardous Chemicals Management' and a note: 'Note: You must click on "SAVE" below or your data will be lost.' Below the note is a numbered list item: '1) Briefly describe what your facility has done to reduce the purchase of toxic and hazardous chemicals. Do not report quantitative information (volume or dollars) on chemicals or chemical-containing products purchased or reduced.' This is followed by a text input field containing the text: 'We have implemented a plan to replace mercury thermometers with non-mercury alternatives.' At the bottom right of the input field is a 'SAVE' button.

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This is the page to enter information on your facility's efforts to reduce the purchase, use and disposal of toxic and hazardous chemicals. Enter your narrative information and click "SAVE."

**PRINT REPORT  
FORWARD DATA**

## Printing your reports

- Print a copy of each report before you finalize!
  - Hard copy can be circulated for review and approval within your facility prior to finalizing
  - Click on “Print Solid Waste Data”
  - Navigate to web browser and select print function there

# Printing your reports

When you are done entering data, you may print your report here.

**SUSTAINABLE PRACTICES DATABASE**

Home Facility Data Reports Bureau Report Generator Admin Help Logout

Home » Facility Data » Solid Waste Management »

**SOLID WASTE MANAGEMENT**

- Solid Waste Prevention
- Recycling
- Waste Disposal
- Toxics and Hazardous Chemicals Management
- Forward Solid Waste Data
- Print Solid Waste Data

**USEFUL LINKS**

- Facility Notes
- Bureau Contacts
- 2014 Solid Waste Data

Facility: Other

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?  
\_\_\_\_\_
- 1a) Is your facility in leased space within a multi-tenant building?  
\_\_\_\_\_
- 2) Does your facility have an active office products recycling program?  
\_\_\_\_\_
- 3) Does your facility have housing units?  
\_\_\_\_\_
- 3a) If applicable, how many residential housing units operated by your facility have access to an active household products recycling program?  
\_\_\_\_\_ units of total units  
The database will calculate the percentage based on the number of units you provide here.
- 4) Did your facility institute new, substantially improved, or updated non-hazardous solid waste prevention practices in FY 2015?  
\_\_\_\_\_

**If Yes, please explain (255 characters max):**

- 5) Does your facility compost any of its waste (either onsite or offsite)?  
\_\_\_\_\_

**If yes, select the type of composting.**

# Forward Data

Click here for your report to be forwarded to the regional, state or area office

Home » Facility Data » Solid Waste Management »

**SOLID WASTE MANAGEMENT** Facility: Other

Solid Waste Prevention

Recycling

Waste Disposal

Toxics and Hazardous Chemicals Management

**Forward Solid Waste Data**

Print Solid Waste Data

**USEFUL LINKS**

Facility Notes

Bureau Contacts

2014 Solid Waste Data

**Forward Solid Waste Management Data**

- After you click on "Continue" your regional or central office will be notified that your facility data are available for review.
- After your data have been reviewed at the regional or central office level, your data will be forwarded to your bureau headquarters for review and inclusion in your bureau's Sustainable Practices Report.

If all the data for Solid Waste has been added / edited completely, check the box to forward the facility data for regional approval.

Forward the Solid Waste facility data for approval.

**CONTINUE**

When you have completed entering the data for Solid Waste Management or Green Purchasing, you must “Forward Solid Waste Data” before it is sent to the Central Office for approval.

# System Checks

Facility: District Office

Forward Solid Waste Management Data

Your data is complete but...

The total recycled amount for your facility is at least 10 times greater than the FY 2011 recycled amount.  
The total trash amount for your facility is at least 10 times greater than the FY 2011 trash amount.  
The total recycled amount for your facility is at least 1000 tons more than FY 2011 recycled amount.  
Please verify the data you've entered and/or provide an explanation here.

Please select reason/s:

- Facility Expanded Recycling/Composting
- Facility Started New Recycling/Composting
- Facility had a singular event that increased/decreased quantities
- Disposal increase/decrease was due to changes in Visitation
- Usage or Temporary Facility Closure
- Improved Tracking
- Weighing Trash instead of Volume Estimates
- Added New Materials to Recycling Program

Please explain:

More accurate tracking

• The system checks for data completeness and consistency when you click on "Forward Solid Waste Data"

• Errors like the one shown here appear when:

- Recycling is 10 times or greater than last year's amount

- Recycling is less than 10% of last year's amount

- Greater than 50 ton variation in trash or recycled amount if total waste is 100 tons or less.

- Non-diverted waste is 10 times or greater than last year's amount

- Non-diverted waste is 10% or less of last year's amount

- Greater than 1,000 ton variation in trash or recycled amount

- Recycling rate is 100%

• You must either correct your data or provide an explanation when you receive this error.

# System Checks

ts Bureau Report Generator Admin Help Logout

agement >

Facility: OEPC Albuquerque Regional Office

Forward Solid Waste Management Data

Your data on Solid Waste Management Data is not complete yet. Please enter all the data and then finalize it. Please complete the following data:

The data on the Recycling Program / Solid Waste Prevention is not complete.

- Explanation on new, substantially improved, or updated solid waste prevention practices (Solid Waste Prevention #4).
- Explanation on Requirement for Waste Reduction Plans (Solid Waste Prevention #7)

- These errors show that we have not entered all of the required data.

- We must complete these entries prior to forwarding our data.

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If your data are not complete when they are finalized, a screen will appear to tell you what information is missing and must be completed before it can be finalized. You must enter this data before it can be submitted to your Central Office.

# Forward Data

ts Bureau Report Generator Admin Help Logout

agement >

Facility: OEPC Albuquerque Regional Office

## Forward Solid Waste Management Data

- After you click on "Continue" your regional or central office will be notified that your facility data are available for review.
- After your data have been reviewed at the regional or central office level, your data will be forwarded to your bureau headquarters for review and inclusion in your bureau's Sustainable Practices Report.

If all the data for Solid Waste has been added / edited completely, check the box to forward the facility data for regional approval.



Forward the Solid Waste facility data for approval.

CONTINUE

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If you have completed all of the information required by the Sustainable Practices Database, you will see this screen when you click on "Finalize Data". Click on the box to forward your data, and then click on "Continue" for your data to be forwarded to the Central Office for approval. Your Central Office manager will receive an email notifying them that your report has been finalized.

Once you have finalized your data, the facility user will not be able to edit it. If you discover an error, contact your Central Office to return the data to you so that you can make the change. If data is returned and sent back to you, you must finalize the report after you make your changes so that the Central Office will be notified you have made your changes.

You will receive an email if your Central Office returns your report to you for changes.

# Provide Feedback

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

The screenshot shows 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, the 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', 'Toxic and Hazardous Chemicals Management', 'Forward Solid Waste Data', 'Print Solid Waste Data', 'USEFUL LINKS', 'Facility Notes', and 'Bureau Contacts'. The main content area includes a 'Forward Solid Waste Management Data' button, contact information for the Solid Waste Regional Manager (kathleen\_chiang@ios.doi.gov and daniel\_raudonis@ios.doi.gov), a success message stating 'The facility Solid Waste data has been forwarded successfully.', a thank-you note, and a prompt: 'Please provide any additional suggestions or recommendations for improving the report.' Below this prompt is a large text input box and a 'SAVE' button.

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This screen will appear after you have successfully forwarded your facility's data.

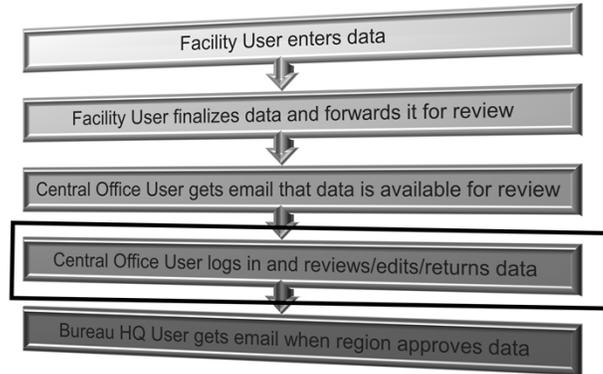
# Central Office Data Review

## At this stage:

- If edits or clarification are necessary the Central Office program reviewer sends report back to 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 the Bureau HQ User



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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. For more information on this process, please see the Powerpoint presentation for Central Office Users.

# Historical Reports

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

Solid Waste Reports - Historical Bureau 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 bureau name to see the data for the regions.

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
<b>Total</b>	0.00	0.00	0.00%	10,361.75	1,364.86	88.36%	226,069.07	94,172.02	70.59%
CS	0.00	0.00	0.00%	10.21	1,110.93	0.91%	1.57	0.00	100.00%
NPS	0.00	0.00	0.00%	10,000.00	0.00	100.00%	102,261.63	59,364.81	63.27%
FWS	0.00	0.00	0.00%	96.88	29.81	76.47%	22,088.18	24,517.48	47.39%
USGS	0.00	0.00	0.00%	0.00	0.00	0.00%	1,793.10	937.54	65.67%
BOEM/BSEE	0.00	0.00	0.00%	0.00	0.00	0.00%	43.87	67.41	39.42%
OSMRE	0.00	0.00	0.00%	0.00	0.00	0.00%	40.06	38.76	50.82%
BIA	0.00	0.00	0.00%	0.00	0.00	0.00%	0.14	0.00	100.00%
BLM	0.00	0.00	0.00%	0.00	0.00	0.00%	25,999.04	4,261.36	85.92%
BOR	0.00	0.00	0.00%	5.54	5.00	52.57%	73,531.13	4,713.88	93.98%
OFAS	0.00	0.00	0.00%	249.12	219.11	53.20%	310.37	270.79	53.41%

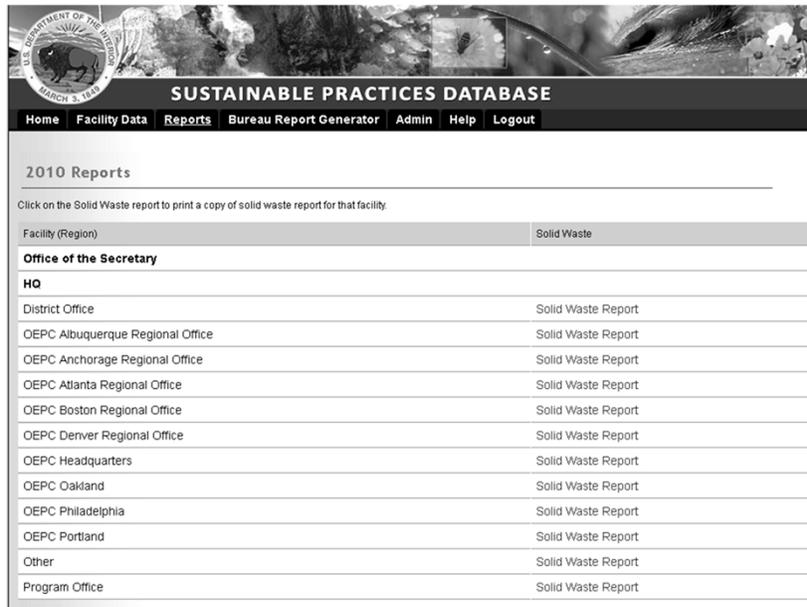
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Within the “Reports” tab, there are reports with historical data available. This report compares solid waste data for the last three years.

To drill down within the bureau, just click on the Bureau name, and on the following screen click on the Region name. You will then be able to see the facility historical data.

If you “Download historical data in Excel” you will see data for all years that data are available.

# Historical Reports



The image shows a screenshot of the Sustainable Practices Database website. At the top, there is a banner with the U.S. Department of the Interior logo and the text "SUSTAINABLE PRACTICES DATABASE". Below the banner is a navigation menu with links: Home, Facility Data, Reports, Bureau Report Generator, Admin, Help, and Logout. The main content area is titled "2010 Reports" and includes a sub-header "Office of the Secretary" and "HQ". A table lists various facilities and their corresponding "Solid Waste Report" links.

Facility (Region)	Solid Waste
<b>Office of the Secretary</b>	
<b>HQ</b>	
District Office	Solid Waste Report
OEPC Albuquerque Regional Office	Solid Waste Report
OEPC Anchorage Regional Office	Solid Waste Report
OEPC Atlanta Regional Office	Solid Waste Report
OEPC Boston Regional Office	Solid Waste Report
OEPC Denver Regional Office	Solid Waste Report
OEPC Headquarters	Solid Waste Report
OEPC Oakland	Solid Waste Report
OEPC Philadelphia	Solid Waste Report
OEPC Portland	Solid Waste Report
Other	Solid Waste Report
Program Office	Solid Waste Report

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You can also download complete reports for each facility for FYs 2006 - 2014.

Questions can be emailed to [SPReport@ios.doi.gov](mailto:SPReport@ios.doi.gov)

Thank you for your time and attention!

## **QUESTIONS? WRAP-UP**

