

**Department of Administration
Division of Facility Management
Recycling and Waste Program
Frequently Asked Questions**



Direct all questions to the Division of Facility Management Recycling Coordinator via email at Recycling.Coordinator@doa.nc.gov or call (919) 733-3855

I. Recycling Program and Services

What is changing with the new office recycling contract starting September 1, 2013?

Answer: We are changing to a dual stream system which means one stream will be paper (defined later in this document) and the other stream will be glass bottles, metal containers, foil and plastic containers. You will receive at least one bin for each waste stream unless you have a heavy volume and need more.

The vendor is changing from Orange Recycling to Shimar Recycling

Your pick-up day will remain the same unless you are contacted to change it.

What Items are recycled in State Buildings?

Answer: Recycling Markets are expanding daily. As a general resource for State Agencies, the following items are recycled on behalf of State Agencies by the Division of Facility Management under the Waste Management Program, State Surplus Retail Sales and Specific Term Contracts, or Purchase and Contracts, through Approved Statewide Contracts:

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|-------------------------------|--|
| * White Office Paper | * Hardback Books |
| * Mixed Office Paper | * Shredded Paper |
| * Plastic Containers | * Metal Containers- steel, aluminum & foil |
| * Newspaper | * Magazines |
| * Glossy Materials | * Glass Bottles |
| * Telephone Books/Directories | * Training Manuals |
| * Batteries | * Electronic/Computer Equipment |
| * Fluorescent Lights/Ballasts | * Mercury Products |
| * Wood Pallets | * Cardboard |
| * Used Oil | * Printer Cartridges |
| * Used Office Furniture | * Office Supplies |
| * Scrap Metal | * Automobiles |
| * Tires | * Batteries |
| * Office Supplies | |

Continuous improvements are ongoing with the Divisions to expand recycling opportunities. For updates on current recycling trends and resources, send an email to Recycling Coordinator at Recycling.Coordinator@doa.nc.gov

What items are collected by Division of Facility Management for recycling?

Answer: Yes, currently the following items are approved for collection and recycling under the Waste Management Program:

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|-------------------------------|---------------------------------|
| * White Office Paper | * Books (Hardback or Telephone) |
| * Mixed Office Paper | * Shredded Paper |
| * Plastic containers | * Aluminum Foil, Cans and Tin |
| * Newspaper | * Magazines |
| * Glossy Materials | * Glass Bottles |
| * Training Manuals | * Batteries |
| * Fluorescent Lights/Ballasts | * Mercury Products |
| * Wood Pallets | * Cardboard |

Additional recycling information is available online at the NC Facility Management Website, www.ncfacilitymanagement.net regarding recycling services and resources for State Agencies. Contact the Recycling Coordinator at Recycling.Coordinator@doa.nc.gov with additional recycling service questions

What other items should we consider for recycling in State Agencies?

Answer: Recycling Markets are continuously growing. For a current listing of recyclable items or to locate a vendor to service agency specific recycling needs, visit the Department of Environmental and Natural Resources (DENR) Pollution Prevention Website at <http://p2pays.com>. Check with your Agency Recycling Coordinator for additional assistance with the recycling program

What Environmental Statute or Executive Orders exist for state agencies regarding recycling?

Answer: Several Environmental Statutes and Executive Orders have been issued regarding the Recycling Program for the State of North Carolina and its agencies. They are:

[Executive Order 156](#) State Government Environmental Sustainability, Reduction of Solid Waste, and Procurement of Environmentally Preferable Products

[Executive Order 26](#) Water System Protection

[§ 130A-309.09A](#). Local government solid waste responsibilities

[§ 130A-309.14](#). Duties of State agencies (establishment of recycling program)

[§ 143-58.2](#). State policy; bid procedures and specifications; identification of products (purchase products with recycled content)

[§ 143-58.3](#). Purchase of recycled paper and paper products; goals

HB 1465 **October 1, 2009** prohibits the disposal of motor vehicle, oil filters, rigid plastic containers, wooden pallets and oyster shells in landfills.

GS 130A-310.60 requires each state agency and political subdivisions of the State to establish a program for the collection and recycling of all used fluorescent lights and thermostats that contain mercury

How is recycling information distributed to state offices located in Wake County/Raleigh Area?

Answer: Updated information is sent to the Building and Recycling Coordinators as it occurs. The Division of Facility Management will post updates to their website at www.ncfacilitymanagement.net as an additional form of communication. State agencies that are not receiving communication or the recycling contact has changed, send an email to the Facility Management Recycling Coordinator at Recycling.Coordinator@doa.nc.gov and include the Contact Name, Agency Name, Physical Building Address, Building Name, and an office phone number. Contact information will be updated immediately

Are recycling signs available for State Agencies to post in the Office regarding the recycling program?

Answer: Yes, recycling signs are available online at the Facility Management website at www.ncfacilitymanagement.net for posting on recycling containers or in general areas for employees

II. Recycling of Plastic

How are we to dispose of Binders?

Answer: Binders may be re-used by State Agencies for alternate projects, declared surplus property and recycled by State Surplus Property Agency to make them available to other state agencies, the general public or non-profit agencies, or discarded as waste where the product life of the binder has been met. Agencies are encouraged to visit the State Surplus Property website at <http://www.doa.state.nc.us/ssp> for additional information on the recycling of state property.

Do you recycle yogurt containers as part of plastic?

Answer: Yes, Please rinse and place in container marked for metal, glass, and plastic

Do we recycle the tops of yogurt containers?

Answer: Yes, the metal tops are made of aluminum and can be placed in the aluminum recycling container after they are rinsed.

Are there any special instructions before I can recycle plastic items?

Answer: Yes, plastic items are to be empty, rinsed and dried prior to disposal in a plastic recycling container to prevent contamination and unwanted pests

What is a “plastic container” defined as for recycling purposes?

Answer: Plastic Containers can be described as all rigid plastic items that are used as a container for packaging purposes. We accept all containers marked with: #1 (PETE) and #2 (HDPE) , #3 (PVS), #4 (LDPE), #5 (PP), #6 (PS) and #7 (Other). This does not include plastic bags or film, utensils, other non-container rigid materials, PVC pipe/tubing, vinyl siding, Styrofoam, plastic medical/lab waste, plastics contaminated with petroleum products or hazardous waste. Lids are fine for recycling. When possible press the air out of bottles and replace the lid on the bottle. If the air cannot be compressed out of the container, just place lid in the recycling separately.

Does the current Office Recycling Services Contract administered by the Division of Facility Management make provisions for the recycling of all plastic containers?

Answer: Unfortunately, no. For additional assistance with the recycling of other plastic container types, contact the Recycling Coordinator at Recycling.Coordinator@doa.nc.gov

Can Plastic bottles be thrown into the Trash?

Answer: No. Under House Bill 1465, effective October 1, 2009, Recyclable rigid plastic containers that have a neck smaller than the body of the container, and that accept a screw top, snap cap, or other closure cannot be placed in the trash. The prohibition on disposal of recyclable rigid plastic containers in landfills does not apply to rigid plastic containers that are intended for use in the sale or distribution of motor

oil or pesticides. To view the Bill in entirety, visit the link <http://www.p2pays.org/ref/38/37984.pdf>

III. Recycling of Beverage Cans, Tin and Aluminum

Can steel cans like the ones soup or beans come in be recycled under the current office recycling contract?

Answer: They may be recycled with aluminum cans.

What is T2-T4?

Answer: T2 and T4 refer to the tin can grading that is located on the bottom of aluminum cans usually found in kitchens.

Is Aluminum Foil Recyclable?

Answer: Clean foil and pans free from food remnants can be recycled with beverage cans

Can we comingle plastic, aluminum and tin into one recycling container?

Answer: Yes, under the Office Recycling Services Contract Administered by the Division of Facility Management does allow for the comingling of plastic, aluminum and tin into one recycling container. All items are to be free from remnants prior to placing it into the recycling containers

IV. Recycling Glossy Materials/Magazines

What items are accepted for Recycling in this category under the State Contract?

Answer: Items appearing with a glossy coating are accepted, for example posters, magazines, airline tickets, training manuals. For additional information, contact the Recycling Coordinator at Recycling.Coordinator@doa.nc.gov

Do we need separate container for the Magazines and Glossy Materials?

Answer: No. Place them in the paper bins

V. Recycling Newspaper

Is newspaper accepted for Recycling?

Answer: Yes, newspaper is accepted under the Facility Management Office Recycling Contract for recycling purposes. For buildings that have a **large volume** of newspapers to Recycle, a News and Observer container can be placed at the site. The removal of the recycling material by the News and Observer is currently at no charge to the state.

Can Newspaper be combined with Magazines, Glossy Material for recycling?

Answer: Yes. Place with all other paper items.

We have current space limitations that prevent us from having multiple containers in our office, what should we do to continue to recycle in our Office?

Answer: Contact the Facility Management Recycling Coordinator for assistance with spacing. Each Agency is required to recycle products to reduce waste streams in their respective office.

VI. Recycling Paper

What is the “Paper” that is mentioned in the State Recycling Program?

Answer: Paper: “Paper” shall mean anything that tears except phone books and corrugated cardboard boxes. Please flatten corrugated boxes and place in designated areas for recycling.

Our Office generates White Paper and Mixed Office Paper. Should we separate the White Paper and Mixed Office Paper for Recycling?

Answer: No, mixed office paper and white paper will be combined for recycling

The copy paper ream wrappers are listed under the mixed paper section but one side is often glossy. What happens then?

Answer: Place the wrappers in with mixed paper. If wrappers are plastic or coated with plastic, please place them in the trash can. Non brown-colored wrappers are made of a higher grade of paper, and can thus be placed in the paper bin.

Are Training Manuals recyclable?

Answer: Yes. Most Manuals and Training Guides are recyclable. The Agency will be required to prepare the material prior to receiving recycling services. For special assistance and instructions for recycling manuals, contact the Recycling Coordinator at Recycling.Coordinator@doa.nc.gov

VII. Recycling Cardboard

Is Cardboard Recycled?

Answer: Yes. Cardboard Boxes are collected by Janitorial Services from buildings assigned to the Department of Administration, and placed into Cardboard Collection

Bins provided by Facility Management for recycling. Visit www.ncfacilitymanagement.net for location of containers

VIII. Recycling Telephone Books

Are Telephone Books Recyclable?

Answer: Yes, Telephone Books are recyclable in the current Market. They should be kept separate from other recycling and a recycling service request form must be submitted for pick-up. The Division of Facility Management provides recycling resources and assistance to ensure State Agencies in Raleigh/Wake County are recycling Telephone Books. Current information can be located on the Facility Management Website at www.ncfacilitymanagement.net under the Telephone Book Recycling Program Section

I am in a location that is not serviced by the State Recycling Program, where can I find resources for Recycling Old Telephone Books?

Answer: Various counties and municipalities provide recycling collection bins for recycling of telephone books. Recycling services for the collection of old telephone books are made available by the City of Raleigh for a limited time period and are available on their website at www.raleighnc.gov. Wake county landfill currently accepts old telephone books year round and provides information to citizens on their website at www.wakegov.com

Each year, duplicate or triplicate copies of Telephone Books are left on the Loading Dock of our Building. What should we do with extra copies sent to our Agency location?

Answer: State agencies are asked to contact the Issuing telephone book company to remove excess copies of new telephone books delivered to their location. Telephone book companies will “re-distribute” excess telephone books thereby reducing future recycling costs to the State.

As a State Agency, what can we do to reduce the number of telephone books ordered?

Answer: Employees are encouraged to use electronic versions of telephone book which is available at <http://www.realpageslive.com> instead of ordering hard copies of telephone directories to reduce future recycling costs to the State

IX. RECYCLING SERVICES

Who collects the Recyclables from the State Buildings on behalf of the Division of Facility Management?

Answer: Currently, Shimar Recycling Services, Inc located in Durham, NC provides recycling services to the Division of Facility Management for the collection of recyclable items in the Raleigh/Wake County Area.

Is there a Schedule Available for Recycling Pickup Dates?

Answer: Yes, a recycling services schedule for the five (5) recycling regions is available online at www.ncfacilitymanagement.net for state agencies receiving recycling services under the Office Recycling Services Contract administered by the Division of Facility Management

Our State Agency location is not listed on the recycling schedule, what should we do?

Answer: Contact Division of Facility Management Recycling Coordinator at Recycling.coordinator@doa.nc.gov and include the name of the recycling coordinator, the physical address of the building and a phone number at the location.

Our State Agency is located in a leased building, are recycling provisions provided?

Answer: Questions regarding Recycling Services for State Agency located in Leased Property Sites are to be directed to the Department of Administration State Property Office for assistance with recycling service questions.

Our Department/Division is conducting an Office Clean Up and we will need additional Recycling Bins and an Additional Recycling Pickup, what should we do?

Answer: Recycling Coordinators are requested to complete a Recycling Request Form available on the Division of Facility Management website located at www.ncfacilitymanagement.net to request the delivery of recycling bins and is to be completed in its entirety. Completed forms are sent electronically to the Recycling Coordinator at Recycling.Coordinator@doa.nc.gov.

What should I do if I have questions regarding recycling?

Answer: Contact Stan Edwards, Division of Facility Management Recycling Coordinator via email at Recycling.coordinator@doa.nc.gov or call (919) 733-3855

X. Miscellaneous Recycling Questions

Are Printer Cartridges Recyclable?

Answer: Yes, printer cartridges are recyclable. Printer Cartridges purchased with state funds are recycled and funds received from the return of the cartridges are managed in

accordance to State Budget Fiscal Policies. For additional assistance, contact the Recycling Coordinator at Recycling.Coordinator@doa.nc.gov or the Purchasing Office for the respective agency for assistance

How do we discard of Fluorescent Lights?

Answer: Visit the North Carolina Department of Environmental and Natural Resources website at <http://www.p2pays.org/stateagencies.asp> for view the Statewide Contract approved by Purchase and Contracts for the recycling of spent fluorescent lights and products containing mercury.

Buildings maintained by the Division of Facility Management are to contact the Recycling Coordinator at Recycling.Coordinator@doa.nc.gov for instructions to recycling spent fluorescent light bulbs and mercury products

What are the recycling provisions for State Maintained Buildings?

Answer: The Division of Facility Management makes provisions for the collection of Cardboard, Wood Pallets and Fluorescent Lights waste used in State Maintained Facilities in the Raleigh/Wake County Area. For additional information on recycling these items, contact Recycling.Coordinator@doa.nc.gov

Our Employees are required to wear a Uniform in their line of work. The Vendor provides Metal Hangers when delivering clean uniforms. Are the Metal Hangers recyclable?

Answer: No. Not under the current contract.

Where can a State Agency locate additional information on recycling resources and programs?

Answer: The Division of Facility Management Recycling Coordinator is available to assist with recycling questions at recycling.coordinator@doa.nc.gov.

North Carolina Department of Administration State Surplus Division provides assistance to Agencies with recycling needs. Visit the State Surplus website at www.doa.state.nc.us/spp for additional information on your recycling needs

Additional recycling resources can be found online at www.p2pays.org which is maintained by the NC Department of Environmental and Natural Resources, Division of Pollution Prevention and Environmental Assistance

What are alternatives for Recycling Office Products that have not exhausted their usefulness?

Answer: Property or supplies that have not exhausted their **useful purpose** may be eligible for Recycling with the NC State Surplus Office. Visit the NC State Surplus Agency website at <http://www.doa.state.nc.us/spp/> for additional information on the State Surplus Recycling Program

Our Office generates items that cannot be recycled and are not reusable, how do we dispose of the items?

Answer: Recycling markets are continuously growing. For a current listing of Recycling Markets and Vendors, visit the Department of Environmental and Natural Resources (DENR) website at <http://p2pays.com>.

Also, contact the Division of Facility Management Recycling Coordinator for assistance with recycling services.

Does Facility Management provide Confidential Shredding Services on behalf of State Agencies?

Answer: The current office recycling contract does not make provisions for confidential file destruction services. State agencies should work with their Purchasing Department to secure these services, in accordance to the agency file destruction guidelines