



North Carolina Department of Administration

Beverly Eaves Perdue, Governor
Moses Carey, Jr., Secretary

Facility Management Division
S. Tony Jordan, Jr., Director

2012 Telephone Book Recycling Program

The Department of Administration has a container located behind the Facility Management Building at 431 N. Salisbury Street to collect state government telephone books for the purpose of recycling. This container will be at this site May 14, 2012 through June 29, 2012.

State agencies are reminded that telephone books must not be placed into trash cans or recycling containers. Telephone books are made from recycled materials which contain dyes and adhesive. These recycled products are classified as "end of life" items and must be disposed of properly to prevent them from going into the landfills.

State Agencies located within the City of Raleigh and Wake County are encouraged to recycle old telephone books using free resources made possible by the City of Raleigh and Wake County. Wake County Convenience Centers are available to State Agencies year round. To facilitate access to the special containers, the City of Raleigh has posted a listing of all sites accepting old telephone books at <http://www.wakegov.com/recycling/residents/telephonebook.htm>

Telephone Books Available Online

In an effort to save money we are asking each North Carolina State Government Agency to address the following:

- **North Carolina State Government Agencies (Wake County) located in buildings not maintained by the Department of Administration should utilize the Wake County Convenience Centers for the recycling of old telephone books. Convenience Centers are accepting old telephone books year round at no cost.** A complete listing of Convenience Centers in Wake County is listed at : <http://www.wakegov.com/recycling/residents/recycle/telephonebook.htm>
- The AT&T telephone book is available online at <http://www.realpageslive.com/>
Employees are encouraged to use electronic versions instead of ordering hard copies of telephone directories.
- Contact Telephone Book Companies to remove new telephone books received in duplicate, triplicate or where an order has not been placed by the Department of Administration for delivery.

North Carolina State Government Agencies are hereby reminded telephone books are "recyclable" and are not placed in waste receptacles or office recycling bins. Beginning **May 14, 2012 through June 29, 2011**, the Division of Facility Management will provide services for the removal of old telephone books to those State Agencies located in Wake County State Office Buildings maintained by the Department of Administration. These governmental agencies are requested to submit a **Recycling Request Form** available at www.ncfacilitymanagement.net via email to Recycling.Coordinator@doa.nc.gov to schedule the removal of old telephone books from the designated area. Each request form will need to specify **"telephone books" and the quantity for pickup services**.

Beginning July 2, 2012, State Government buildings not assigned to the Department of Administration but serviced by the Office Waste Recycling Services Contract administered by the Department of Administration will be required to submit the **Recycling Request Form** available at www.ncfacilitymanagement.net to request contractor services for the removal of remaining old telephone books. This service will be a **billable charge** to the requesting agency.

All Recycling Coordinators and/or Building Coordinators are requested to make this information about the Telephone Book Recycling Program available to all state employees. For additional assistance or information, contact Jennifer M. Norton at (919) 733-3855 or send an email to recycling.coordinator@doa.nc.gov

Mailing Address:
1313 Mail Service Center
Raleigh, NC 27699-1313

Telephone 919-733-3855
Fax 919-733-1430
State Courier Number: 56-54-04

Location:
431 North Salisbury Street
Raleigh, North Carolina