

- State government is a highly visible role model for the state's citizens, businesses, industries, and local governments.
- State government creates laws and policies that shape the economic growth of the state and its impacts on the environment.

II. Reduction and Reuse opportunities in the workplace:

Paper reduction: visit the WasteWise homepage at:

<http://www.sustainablenc.org/wastewise/workshop/index.htm>

You will find lots of great information on how to reduce paper use in the workplace including waste assessment handouts and calculation for determining the amount of money saved through paper reduction.

Office Supply Reuse: Work together with your office mates to decrease the amount of supplies needed. File folders can be used again and again. Save those paperclips and rubber bands. Save your Division money and resources by reusing. If you are interested in setting up a formal reuse program contact Sarah Ketchem at 715-6505 or sarah.Ketchem@ncmail.net for resources and support.

Carpooling: Save gas, decrease pollution and get a spot up front! Find a buddy in your building who comes from the same direction. Not only will it help the environment it will save you money!

Bring a mug: Everybody needs a good cup of coffee or a soda to get them through the workday. Isn't it nicer out of your own reusable cup or mug? Get rid of the Styrofoam and paper options (saves money....) and ask people to bring their own. Keep extras on hand for visitors.

Hold Waste Free Meetings: Does everybody really need their own paper copy of the agenda? How about writing it up on the board. If you want to offer handouts why not download them to the web and give out the address then people can easily download from their own office. If you must print paper copies make sure that you double side and use the smallest print and paper size feasible. If you are going to offer food go for something with the least amount of waste....How about fruit?

Electronic Communications: Utilize email, phone and the web as your primary interoffice communication tools. Saves lots of paper and tends to be more convenient.

Telecommuting: Talk to your supervisor about the feasibility of telecommuting. If you have an independent project to work on why not stay home and save some gas! See Governor Hunt's teleworking plan for more information: <http://www.p2pays.org/ref/03/02222.pdf>

For more information re: Reduction and Reuse opportunities in the workplace check out the following websites:

<http://www.ciwmb.ca.gov/bizwaste/officepaper/measure.htm>

III. Recycling Information

Contact: Brian S. Haynesworth Recycling Program Manager
919-733-3855 or email Brian.Haynesworth@ncmail.net

New Contractor to Collect Recycling Materials

On August 22, 2000 QuikShred Corporation was awarded the recycling collection services contract issued by the Department of Administration's Division of Facility Management. QuikShred replaces, longtime recycle contractor for the State of North Carolina, Orange Recycling Services, Inc. Governor Hunt and the Department of Administration have remained committed to providing recycling collection services since 1991. Brian S. Haynesworth, the Contract Administrator, indicated, *"QuikShred with its mobile collection carts and on-site destruction system will bring a faster, more efficient and secure recycle collection service to government employees. But as with any transition in service there may be some minor inconveniences (delays), as they become familiar with container locations in approximately 200 office locations."* The materials included as part of the collection contract are office paper, aluminum cans, PETE plastic bottles, clear glass bottles, magazines/glossy materials, and hard back books. All questions regarding the recycling collection services contract should be directed to Brian Haynesworth at 733-3855 or via e-mail at Brian.Haynesworth@ncmail.net.

Please be advised of the following requirements of the recycle collection program:

- **A minimum of 500 pounds of recycle material** (office paper, mixed paper, magazines/glossy materials, and hardback books) must be available for collection prior to requesting a recycle pick-up. 500 pounds of recycle material is the amount of contents found in approximately three "full" 55-gallon drums. Overflowing aluminum cans, clear glass bottles, or plastic container bins should be reported immediately to avoid an insect problem.
- All requests for recycle collection service should be directed to **Work Control at 919-733-2967**.
- When calling Work Control to request a recycle pick-up please provide the following information: your name, the specific location of the recycle material (building, address, floor, room number, etc.), the amount and type(s) of recycle material to be collected and the site contact person's information (name, phone number, and e-mail address). This information will insure timely service and save time in trying locate offices and reduce the problem of not bringing the adequate number of containers to remove the material.

- During periods of unusually heavy paper generation resulting from office moves, file purges, and in-house shredding of confidential documentation, additional recycle collection service will be provided. **It is the responsibility of the participating office and not the recycle collection services' contractor to process (remove staples, plastic and metal binders and clips, hanging file folders, etc.) all material prior to placing the material in designated recycle collection containers or boxes, pallets, etc. labeled RECYCLE.**

In order that this extra material is collected you must notify Work Control. The information relayed to Work Control should include a request for the delivery of temporary recycle collection containers, the amount and type of extra material, its specific location, and a contact person's name, telephone number and e-mail address. Collection of this extra material will occur **within 72 hours (THREE BUSINESS DAYS) of receiving the Work Order request.**

Government offices designated as being on an "On-call" recycle collection schedule will be provided collection service when a collection volume of 500 pounds is achieved. Collection of this material will occur **within 72 hours (THREE BUSINESS DAYS) of receiving the Work Order request**

IV. Buying Recycled...closing the loop

NC Buy Recycled Web Page: www.p2pays.org/BuyRecycled

State Contract Product info: <http://www.doa.state.nc.us/PandC/recycled.htm>

Other Resources:

- <http://brba.nrc-recycle.org/>
- <http://www.epa.gov/OSWRCRA/non-hw/reduce/wstewise/buyguide.htm>
- <http://www.conservatree.com/>
- <http://www.ecomall.com/>
- <http://www.epa.gov/epaoswer/non-hw/procure/index.htm>
- <http://www.epa.gov/opptintr/epp/>

V. State Surplus:

Contact State Surplus when you have an item that you no longer need but that could be reused by another agency or the public. State Surplus has an excellent web page available at: <http://www.doa.state.nc.us/doa/ssp/ssp.htm>

Department of Environment and Natural Resources Guide to Sustainability in the Workplace

- I. Introduction to Sustainability
- II. Reduce and Reuse
- III. Recycling Information (who, what, where, when, why and how)
- IV. Close the Loop...Buying recycled
- V. Surplus Property

I. Introduction to sustainability

Why should state Government spend time on sustainability issues? Will any of this really make a difference? You be the judge. The following are estimates of the impact that state government has on resource use throughout the state:

- ✓ **103,377,463 kWh electricity** consumed by state-owned buildings in Raleigh in 97-98
- ✓ **102,561,272 gallons water** consumed by state-owned buildings in Raleigh in 97-98
- ✓ **117,752,043 miles driven** by Motor Fleet Management vehicles in 97-98
- ✓ **5,309,971 gallons of gasoline** consumed by Motor Fleet Management vehicles during 97-98
- ✓ **7,510 Motor Fleet Management vehicles** in operation, est. 1998
- ✓ **21,801,234 gallons of fuel consumed** at NCDOT fuel pumps statewide in 1998
- ✓ **21,823,265 road miles traveled by NCDOT vehicles** in 97-98
- ✓ **516,681 total acres property managed** by state agencies
- ✓ **5,800 acres total agricultural crop, pasture, and orchard land** cultivated by NCDA
- ✓ **44,701 acres state forest managed** by NCDENR
- ✓ **5.25 million gallons per day maximum wastewater** flow permitted from state facilities (80% of maximum, or 4.2 MGPD estimated actual flow)

* This information represents a work in early progress. Please do not expect any single number to be definitive, all-inclusive, or reproducible at this time.

Why State Government?

North Carolina government is an important contributor to our state's environmental quality in three main areas:

- As the state's single largest organization and employer, it consumes energy and natural resources and creates waste and other environmental impacts