



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

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PEP/EMIT

## Memorandum

To: Bureau and Office Chief Sustainability Officers

From: Stephen G. Tryon, Director  
Office of Environmental Policy and Compliance

Subject: Fiscal Year (FY) 2020 Reporting on Solid Waste and Chemicals Management  
**(Reply Due: January 29, 2021)**

This memorandum is the official departmental data call for all bureau and office facilities to submit solid waste management and chemicals management data for the period from October 1, 2019, to September 30, 2020 (FY 2020), by **January 29, 2021**, via the web-based reporting system at <https://swmanagement.doi.gov/>. The system is now open and ready for data input. Data from this report are submitted to the Council on Environmental Quality (CEQ) and fulfill solid waste reporting requirements for Executive Order (EO) 13834, *Efficient Federal Operations*. Information from the report is included in the Department's Sustainability Plan.

The Department's web-based system allows data to be reviewed and approved at multiple management levels from the facility level to headquarters, as appropriate. This process facilitates collaborative reporting, allows confirmation of data accuracy, and promotes data awareness.

It is recommended that bureaus and offices set an internal facility data reporting deadline ahead of the final bureau deadline to allow time for facility data review, re-submittal and final approval. Once all facility data have been reviewed, approved, and submitted to bureau or office points of contact, the bureau or office headquarters will submit the report created by the online system's Bureau Report Generator, summarizing the data submitted by their facilities. **All bureaus and offices must use this system to submit their report data by January 29, 2021.** In addition to the data report, please submit a memorandum to me via email or in hard copy certifying that the data submitted are accurate and complete. Please see Attachment 1 for a template for this memorandum.

The system has been updated to comply with "Implementing instructions for EO 13834, Efficient Federal Operations," issued by CEQ in April 2019 and incorporates feedback received following the FY 2019 reporting period.

In addition to entering FY 2020 data, we ask that you verify and correct your bureau or office user and facility information. Reporting tool configuration instructions for bureau headquarters

offices are found in Attachment 2. Also included is Attachment 3, which is guidance, to assist in completing the report.

Please be advised that the Department will not be conducting a data review or ask bureaus and offices for clarification or corrections. The data will be used as submitted and we ask that bureaus and offices conduct a comprehensive review to ensure data are accurate and complete as submitted.

For assistance completing the report, please contact Ms. Dawn Gunning, Office of Environmental Policy and Compliance, at 202-322-9275 or [dawn\\_gunning@ios.doi.gov](mailto:dawn_gunning@ios.doi.gov).

Thank you in advance for taking the time to complete this important report.

Attachments

cc: Deputy Assistant Secretary – Policy and Environmental Management  
Bureau and Office Directors