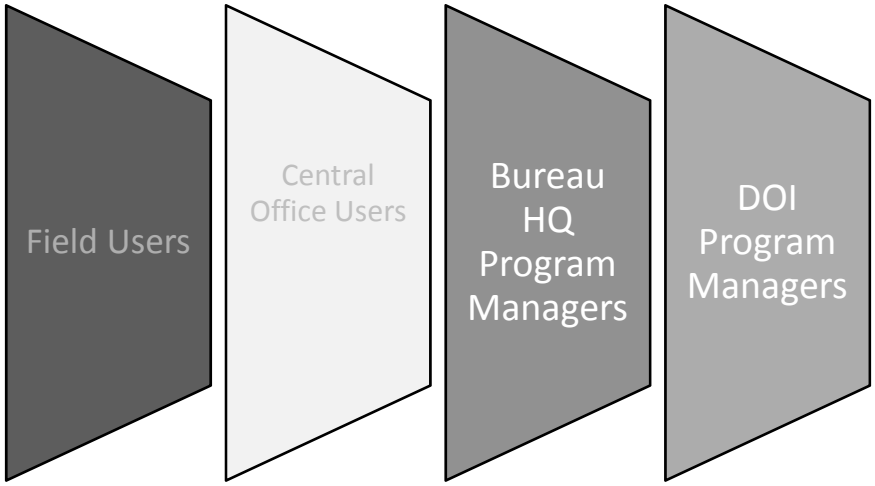
DOI Solid Waste Management Database

Central Office User Training

FY 2017 Report

ROLE OF CENTRAL OFFICE USERS IN DATA CALL

User Roles



3

Who are Central Office Users?

- Second-line program contacts for solid waste management
- Depending on your bureau, this could be at a Regional Office, Field Office, State Office, or Area Office level
- 1 central office can have 1 or 2 users, depending how your solid waste programs are managed
- As a Central Office User, you will be able to view and edit data for facilities and users within your jurisdiction (i.e., region, area)

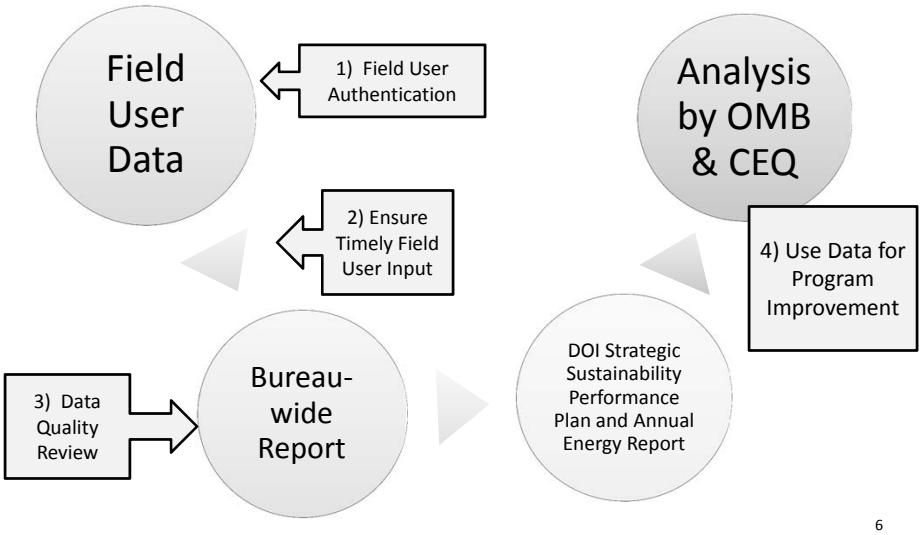
4

How Are Central Office Users Designated?

- Bureau/office HQ program managers for Solid Waste assign this role to you as part of their administrative duties within the reporting tool
- What if I don't think I am the right person for this task?
- Contact your Bureau HQ program contact

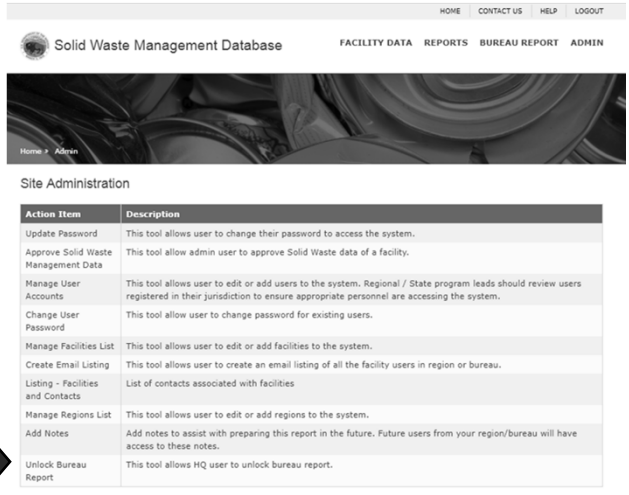
5

Central Office Program Contacts Play 4 Critical Roles



6

Notes for Future Reports



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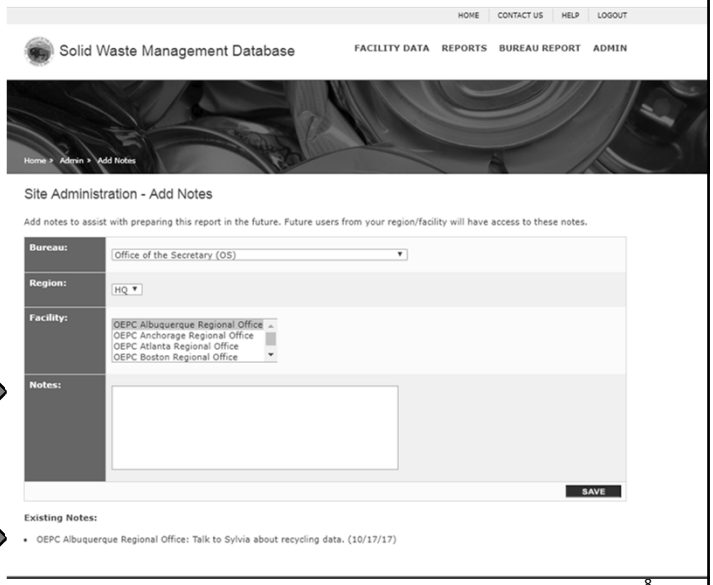
Manage Regions List	This tool allows user to edit or add regions to the system.
Add Notes	Add notes to assist with preparing this report in the future. Future users from your region/bureau will have access to these notes.
Unlock Bureau Report	This tool allows HQ user to unlock bureau report.

This feature allows you to save and view notes in the system that will be available to whomever is the Central Office User for your region or area during future reporting cycles.

7

Notes for Future Reports



Enter new notes for your Facilities

Existing Notes appear here

8

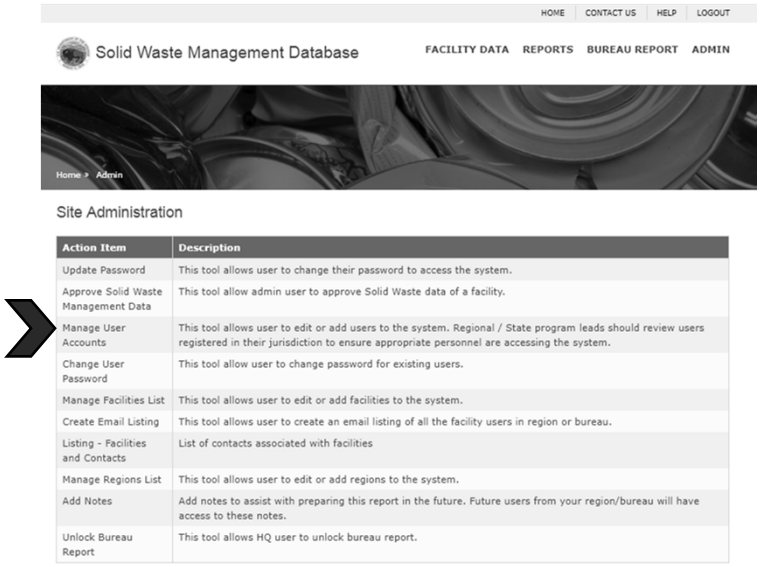
FIELD USER VERIFICATION AND USER ACCOUNT MANAGEMENT

Why Verify Users?

- All users are assigned their role by a manager at a higher level EXCEPT Field Users
- Field Users self-identify and register
- Central Office users receive e-mail notification of new user registration
- To ensure data integrity, Central Office Users can review and, if necessary, delete field user accounts

10
10

Manage User Accounts



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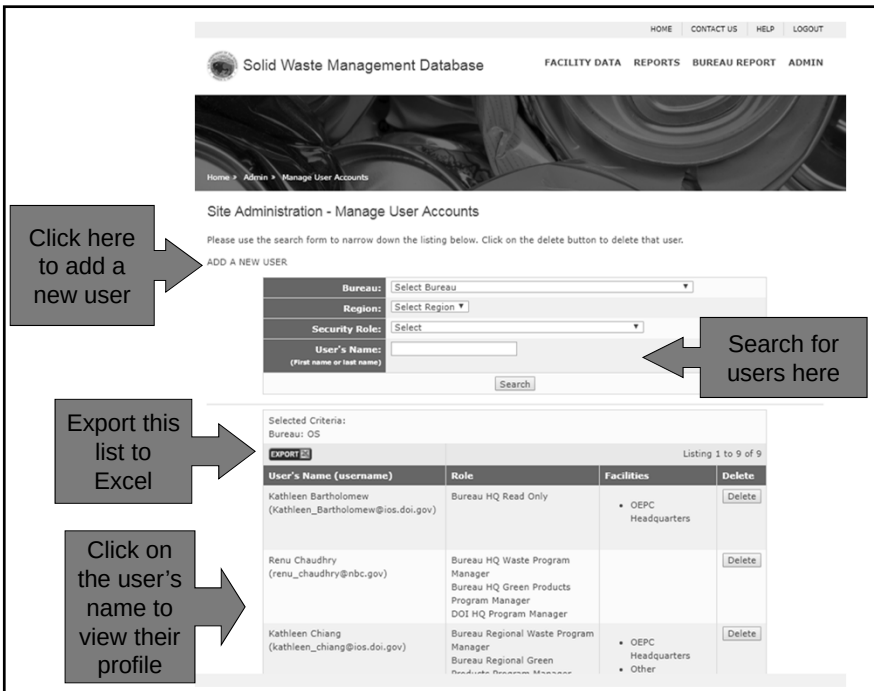

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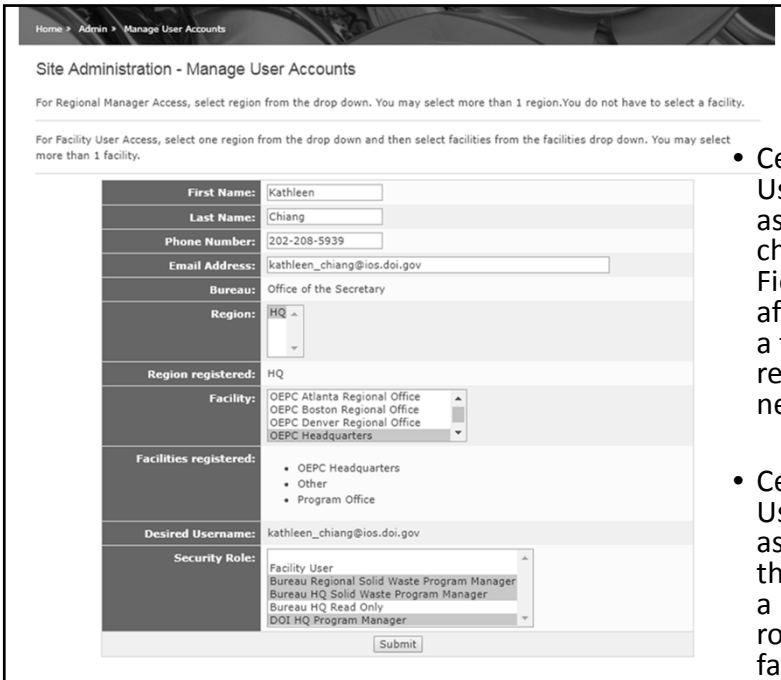

- Central Office Users can assist with changing a Field User's affiliation with a facility or region, if necessary
- Central Office Users can assign themselves to a Facility User role to input facility data

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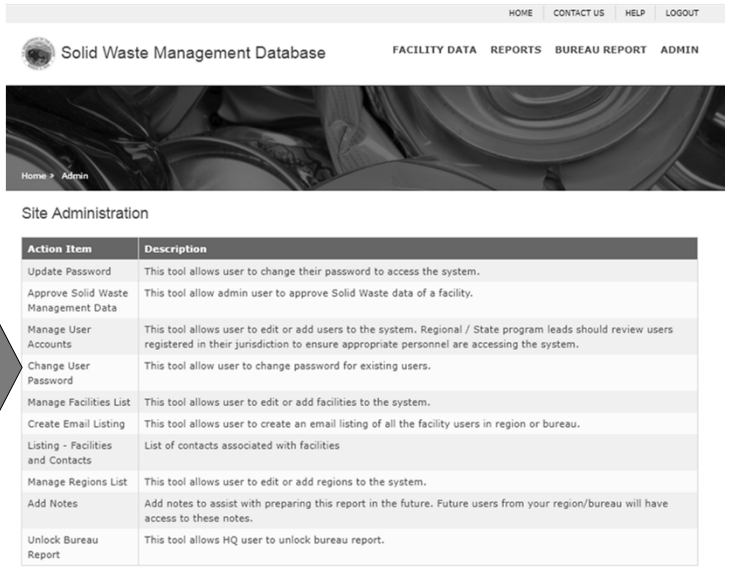
Change Field User Passwords



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Central Office Users can change Field User passwords

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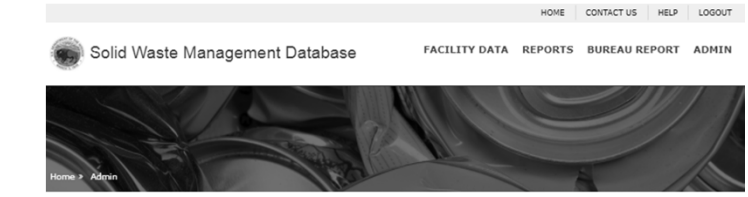
MANAGE FACILITIES LIST

Manage Facilities List



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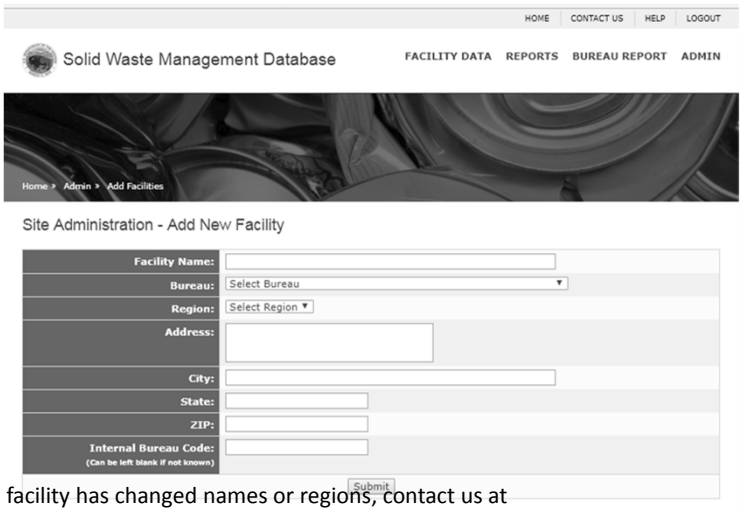
Add New Facility



- If a facility has changed names or regions, contact us at swmanagement@ios.doi.gov to change the facility information in the system
- Please DO NOT deactivate an existing facility just to add a new facility with the new name or region.

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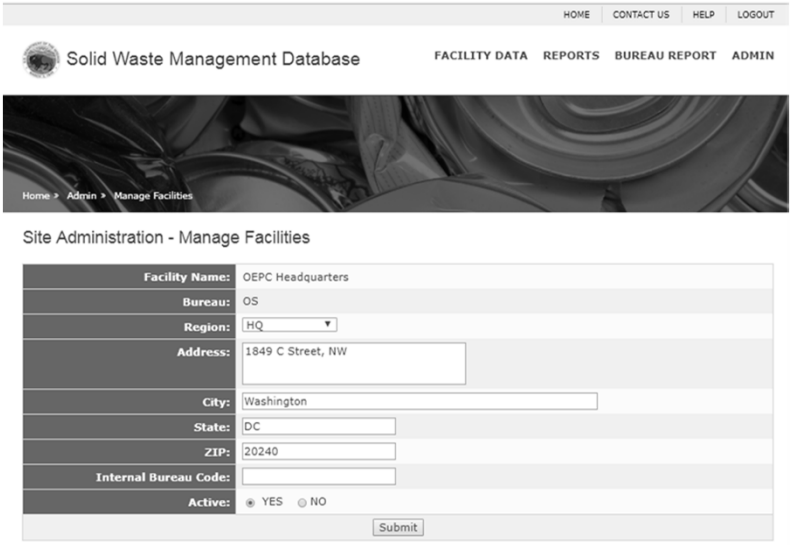
View Facility Profile



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PROGRESS MONITORING

Status Reports

- Central Office Users can check on how far along Facility Users are in entering data
- You can email registered Facility Users to encourage them to complete data entry
- A report flags facilities reporting over 70% waste diversion

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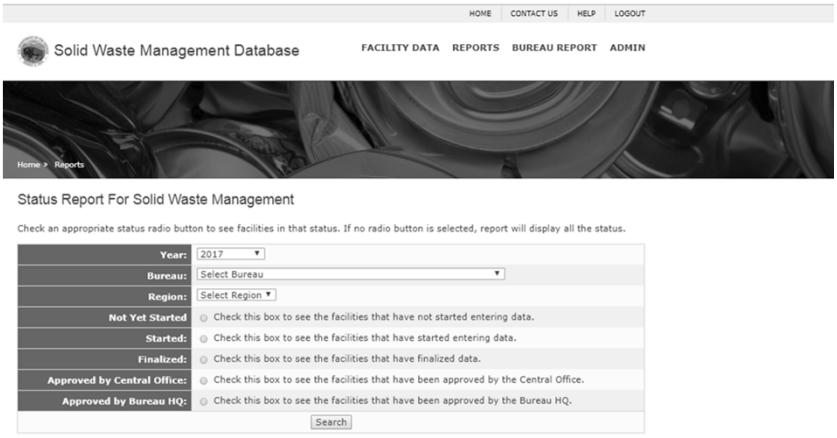
Status Reports



- Search for facilities based on the status of their data entry
- If no specific status is selected, all facilities and their status will be shown

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Status Reports

HOME | CONTACT US | HELP | LOGOUT

Solid Waste Management Database

FACILITY DATA REPORTS BUREAU REPORT ADMIN

Status Report For Solid Waste Management - 2017

Facility	Not Started	Started	Final	Approved by Central Office	Approved by Bureau HQ	Email
OS	7 of 11 (64 %)	4 of 11 (36 %)	2 of 11 (18 %)	1 of 11 (9 %)	1 of 11 (9 %)	
HQ	7 of 11 (64 %)	4 of 11 (36 %)	2 of 11 (18 %)	1 of 11 (9 %)	1 of 11 (9 %)	
OEPC Albuquerque Regional Office		Yes	Yes			Email
OEPC Anchorage Regional Office		Yes				Email
OEPC Atlanta Regional Office	No					No contact exists
OEPC Boston Regional Office	No					Email
OEPC Denver Regional Office	No					No contact exists
OEPC Headquarters		Yes				Email
OEPC Oakland	No					No contact exists
OEPC Philadelphia		Yes	Yes	Yes	Yes	Email
OEPC Portland	No					Email
Other	No					Email
Program Office	No					No contact exists

Email facility users

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Create Email List

HOME | CONTACT US | HELP | LOGOUT

Solid Waste Management Database

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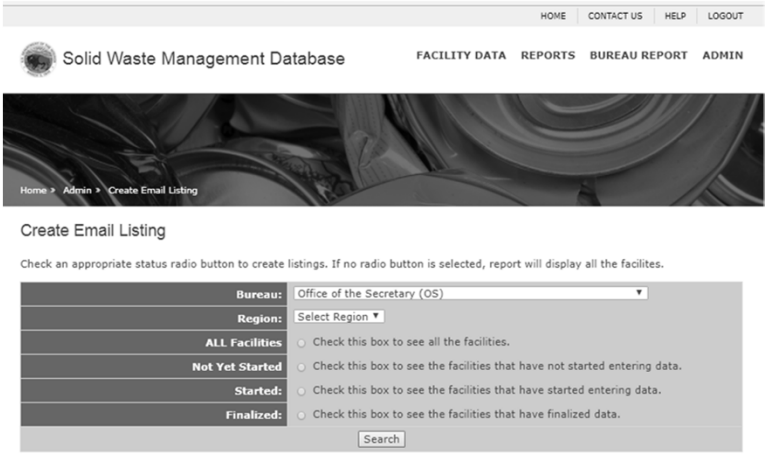
Create Email List



You have several options for which users you would like to email. The system will generate an email list according to which group you would like to contact.

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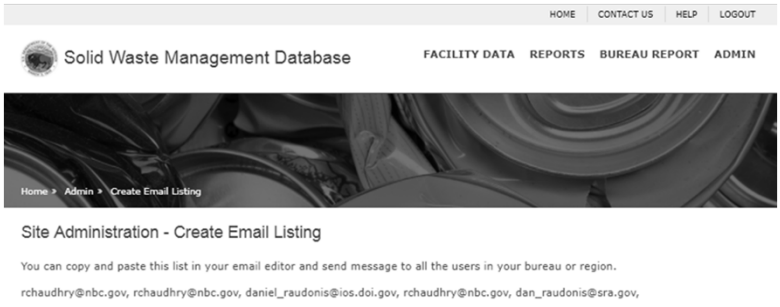
Create Email List



- You will need to copy and paste this list of emails into your email system.
- Now, you can contact everyone with helpful notices, insights, or reminders to complete report.

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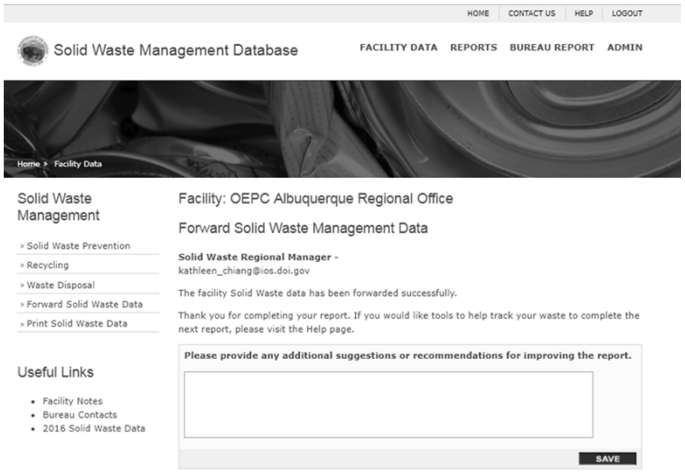
Provide Feedback

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



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Access to User Suggestions

- Status Reports
  - Status Report for Solid Waste Management Data
    - 2017, 2016, 2015, 2014
    - 2013 | 2012 | 2011 | 2010 | 2009 | 2008
  - Facilities with Diversion rate over 70%
    - 2017, 2016, 2015, 2014
    - 2013 | 2012 | 2011 | 2010 | 2009 | 2008
  - Suggestions Report

- Central Office Users may view facility suggestions from their regions by going to the “Reports” tab and selecting “Suggestions Report” as shown here.

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View User Suggestions

Home » Reports

Facility Suggestions Report

Facility	Suggestions
OS	
HQ	
District Office	• No more mercury thermometers (09/21/17) by *Kathleen Chiang* • (08/30/17) by *Kathleen Chiang* • Add notes here. (08/28/17) by *Kathleen Chiang* • testing (08/23/17) by *Renu Chaudhry* • I have suggestions (08/25/15) by *Kathleen Chiang* • i have suggestions. (08/25/15) by *Kathleen Chiang* • 1234 (09/14/13) by *Renu Chaudhry*
OEPC Albuquerque Regional Office	• 1234 (09/14/13) by *Renu Chaudhry*
OEPC Anchorage Regional Office	• 1234 (09/14/13) by *Renu Chaudhry*
OEPC Atlanta Regional Office	• test (09/28/15) by *Renu Chaudhry* • 1234 (12/21/13) by *Renu Chaudhry*

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DATA QUALITY REVIEW

Data Quality Assurance

Facility User enters data

↓

Facility User finalizes data and forwards it for review

↓

Central Office User gets email that data is available for review

↓

Central Office User logs in and reviews/edits/approves data

↓

Bureau HQ User gets email when central office approves data

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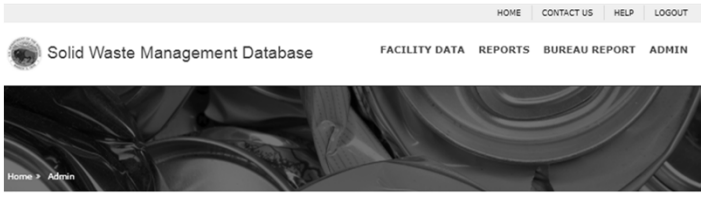
Review and Approve Data



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Central Office Users can review and approve the facility Solid Waste reports.

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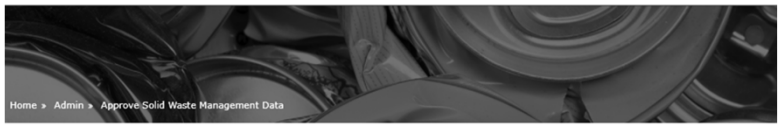
Review and Approve Data

HOME | CONTACT US | HELP | LOGOUT

Solid Waste Management Database

FACILITY DATA REPORTS BUREAU REPORT ADMIN



Approve Solid Waste Management Data

Check an appropriate status radio button to create list of facilities. If no radio button is selected, report will display all the facilites.

Bureau:	Office of the Secretary (OS)
Region:	Select Region
ALL finalized facilities	Check this box to see all the facilities that have been finalized.
Approval by Regional Manager:	Check this box to see the facilities that need approval by Regional Manager.
Approval by Bureau Manager:	Check this box to see the facilities that need approval by Bureau Manager.
Approved:	Check this box to see the facilities that have all necessary approvals.

Search

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Review Solid Waste Data

Site Administration - Approve Solid Waste Management Data

Click on the Recycled amount to see the details of the Recycled commodities. To send data back to facility user, click the "Return Data" link. To approve data of a facility, check the box and click on "Approve All Marked" button.

Note: Data on waste diversion for 2006-2016 might not be directly comparable to data for 2017 and later years due to changes in waste diversion guidance from the Council on Environmental Quality. For example, for 2006-2016, materials reused were included in amounts of waste diverted, but starting in 2017, materials reused are no longer included in amounts of waste diverted.

Facility (Region)	Return Data	Solid Waste Data	2017 (Diverted + Reused) /Undiverted tons	2016 (Diverted + Reused) /Undiverted tons	Reviewed by Central Office Manager	Approved by Bureau Manager	Status
Office of the Secretary							
Region: HQ			**Total: 4142.4265 / 1068.2211** C&D: 106.6045 / 761.4661 MSW (Non-C&D Waste): 4035.822 / 306.755	**Total: 1193.713 / 1110** C&D: 900.023 / 111 MSW (Non-C&D Waste): 293.69/ 999			
OEPC Atlanta Regional Office (HQ) User Info	Return Data	Details	Total: 2109 / 1000 C&D: 100 / 700 MSW (Non-C&D Waste): 2009 / 300	Total: / C&D: / MSW (Non-C&D Waste): 0 /	Approved	Approved	Approved

The total **municipal recycled amount** for your facility is at least 10 times greater than the FY 2016 recycled amount.

The **total municipal trash amount** for your facility is at least 10 times greater than the FY 2016 trash amount.

The **total municipal recycled amount** for your facility is at least 1000 tons more than FY 2016 recycled amount.

Reasons Selected by Facility User:

- Added New Materials to Recycling Program

Explanation provided by Facility User: gsg geryerwyerwy gweewtwet

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OEPC Atlanta Regional Office (HQ) User Info	Return Data	Details	[illegible] 2109 / 1000 C&D: [illegible] / 700 MSW (Non-C&D Waste): 2009 / 300				

The total **municipal recycled amount** for your facility is at least 10 times grea

The **total municipal trash amount** for your facility is at least 10 times greater

The **total municipal recycled amount** for your facility is at least 1000 tons m

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Explanation provided by Facility User: gsg geryerwyerwy gweewtwet

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webteam.nbc.gov/solid-waste/admin/user_admin/programdetails.cfm...

Program Details For OEPC Atlanta Regional Office

Leased:	No
Practice Details:	
Requirement for Waste Reduction Plans (FAR Clause 52.223-10) in demolition, construction, and service contracts to achieve waste diversion goals:	Yes
Goal:	66

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Review Solid Waste Data

Site Administration - Approve Solid Waste Managem

Click on the Recycled amount to see the details of the Recycled commod link. To approve data of a facility, check the box and click on "Approve A

Note: Data on waste diversion for 2006-2016 might not be directly com diversion guidance from the Council on Environmental Quality. For exam waste diverted, but starting in 2017, materials reused are no longer incl

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The **total municipal recycled amount** for your facility is at least 100

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webteam.nbc.gov/solid-waste/admin/user_admin/solidwastedetails.cfm?faccode=1262

Recycled Commodities For OEPC Atlanta Regional Office

Non-C&D (MSW) Diverted = Composted + Recycled Materials
C&D Diverted = Composted + Recycled + Reused Materials
Undiverted Waste = Landfilled trash + Waste Converted to Energy Recovery
Total Waste Generated = Diverted + Non-diverted Waste
Diversion Rate = Diverted/Total Waste Generated
Diversion and Reuse Rate = (Diverted + Reused)/Total Waste Generated

	2017					2016		
Category	Diverted Waste (tons)	Reused Waste (tons)	Undiverted Waste (tons)	Diversion rate	Diversion and reuse rate	Diverted and Reused Waste (tons)	Undiverted Waste (tons)	Diversion and reuse rate
Total	1221	888	1000	54.98%	67.84%	0	0	0.00%
Construction & Demolition	100	-----	700	12.50%	12.50%	0	0	0.00%
MSW (Non-C&D Waste)	1121	888	300	78.89%	87.01%	0	0	0.00%

Recycled Amount Details

	2017		2016	
Product	Amount	Recycling Type	Amount	Recycling Type
Aluminum				
Antifreeze				
Asphalt				
Batteries (Lead/acid - car)				
Batteries (Lead/acid - truck)				
Batteries (NiCd rechargeable)				
Batteries - Mixed				
Brick	100 Tons	C&D		

Review Solid Waste Data

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Note: Data on waste diversion for
diversion guidance from the Counc
waste diverted, but starting in 201

Facility (Region)	Return Data	Solid Waste Data
Office of the Secretary		
Region: HQ		
OEPC Atlanta Regional Office (HQ) User Info		Details

The total **municipal recycled an**

The **total municipal trash amo**

The **total municipal recycled a**

Reasons Selected by Facility U

- Added New Materials to Rec

Explanation provided by Facili

Facility: OEPC Atlanta Regional Office

Summary: Solid Waste Management PRINT

Click on the PRINT button to print the report.

A. Solid Waste Prevention

1)	Is your facility in owned or leased space?
1a)	Is your facility in leased space within a multi-tenant building?
	Yes
2)	Is your facility composed of multiple buildings on a campus, such as a national park, refuge, school, recreational area, or othe unit?
	No
3)	Is your facility greater than 5,000 gross square feet?
	Yes
4)	Does your facility have an active office products recycling program?
	Yes
5)	Does your facility have housing units?
	No
5a)	Do housing units at your facility have access to an active household products recycling program?
	No
6)	Which of the following are involved in this report?
	Building waste such as trash and recycling from typical office operations and/or construction

Review Solid Waste Data

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OEPC Atlanta Regional Office (HQ) User Info	Return Data	Details	Total: 2109 / 1000 C&D: 100 / 700 MSW (Non-C&D Waste): 2009 / 300	Total: / C&D: / MSW (Non-C&D Waste): 0 /	Approved	A	

The total **municipal recycled amount** for your facility is at least 10 times greater than the FY 2016 recycled amo

The **total municipal trash amount** for your facility is at least 10 times greater than the FY 2016 trash amount.

The **total municipal recycled amount** for your facility is at least 1000 tons more than FY 2016 recycled amount.

Reasons Selected by Facility User:

- Added New Materials to Recycling Program

Explanation provided by Facility User: gsg geryerwyerwy gweewtwet

Untitled Document - Google ...

webteam.nbc.gov/solid-waste/admi...

User Information

Renu Chaudhry
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Review Solid Waste Data

Site Administration - Approve Solid Waste Management Data

Click on the Recycled amount to see the details of the Recycled commodities. To send data back to facility user, click the "Return Data" link. To approve data of a facility, check the box and click on "Approve All Marked" button.

Note: Data on waste diversion for 2006-2016 might not be directly comparable to data for 2017 and later years due to changes in waste diversion guidance from the Council on Environmental Quality. For example, for 2006-2016, materials reused were included in amounts of waste diverted, but starting in 2017, materials reused are no longer included in amounts of waste diverted.

Facility (Region)	Return Data	Solid Waste Data	2017 (Diverted + Reused) /Undiverted tons	2016 (Diverted + Reused) /Undiverted tons	Reviewed by Central Office Manager	Approved by Bureau Manager	Status
Office of the Secretary							
Region: HQ			**Total: 4142.4265 / 1068.2211** C&D: 106.6045 / 761.4661 MSW (Non-C&D Waste): 4035.822 / 306.755	**Total: 1193.713 / 1110** C&D: 900.023 / 111 MSW (Non-C&D Waste): 293.69/ 999			
OEPC Atlanta Regional Office (HQ) User Info	Return Data	Details	Total: 2109 / 1000 C&D: 100 / 700 MSW (Non-C&D Waste): 2009 / 300	Total: / C&D: / MSW (Non-C&D Waste): 0 /	Approved	Approved	Approve

The total **municipal recycled amount** for your facility is at least 10 times greater than the FY 2016 recycled amount.

The **total municipal trash amount** for your facility is at least 10 times greater than the FY 2016 trash amount.

The **total municipal recycled amount** for your facility is at least 1000 tons more than FY 2016 recycled amount.

Reasons Selected by Facility User:

- Added New Materials to Recycling Program

Explanation provided by Facility User: gsg geryerwyerwy gweewtwet

Note that system generated data checks and facility provided reasons for wide variation in data are shown here.

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Approve or Return Data

Site Administration - Approve Solid Waste Management Data

Click on the Recycled amount to see the details of the Recycled commodities. To send data back to facility user, click the "Return Data" link. To approve data of a facility, check the box and click on "Approve All Marked" button.

Note: Data on waste diversion for 2006-2016 might not be directly comparable to data for 2017 and later years due to changes in waste diversion guidance from the Council on Environmental Quality. For example, for 2006-2016, materials reused were included in amounts of waste diverted, but starting in 2017, materials reused are no longer included in amounts of waste diverted.

Facility (Region)	Return Data	Solid Waste Data	2017 (Diverted + Reused) /Undiverted tons	2016 (Diverted + Reused) /Undiverted tons	Reviewed by Central Office Manager	Approved by Bureau Manager	Status
Office of the Secretary							
Region: HQ			**Total: 2033.4265 / 68.2211** C&D: 6.6045 / 61.4661 MSW (Non-C&D Waste): 2026.822 / 6.755	**Total: 1193.713 / 1110** C&D: 900.023 / 111 MSW (Non-C&D Waste): 293.69/ 999			
OEPC Denver Regional Office (HQ) User Info	Return Data		Total: 1600.03 / 0.005 C&D: 0 / 0 MSW (Non-C&D Waste): 1600.03 / 0.005	Total: 1142 / 1110 C&D: 900 / 111 MSW (Non-C&D Waste): 242 / 999			

The **total municipal trash amount** for your facility is less than 10% of the FY 2016 trash amount.

The **total municipal recycled amount** for your facility is at least 1000 tons more than FY 2016 recycled amount.

The **total municipal trash amount** for your facility is at least 50 tons less than the FY 2016 trash amount.

Reasons Selected by Facility User:

- Improved Tracking

Explanation provided by Facility User: new estimation method

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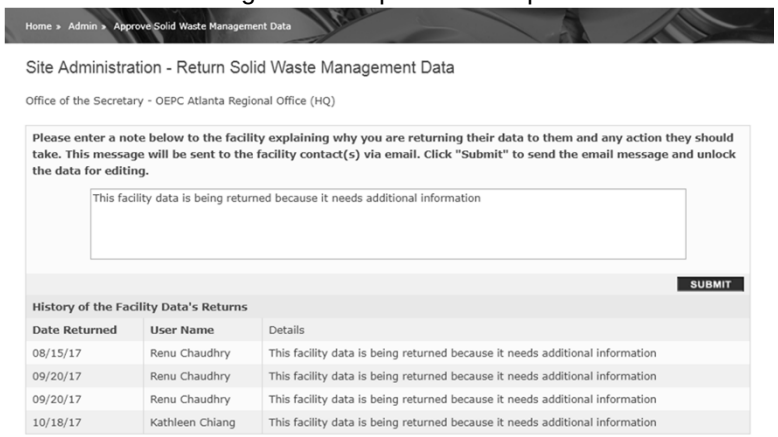
Return Data

- Once the Central Office User returns data, the Facility User will get an email indicating that they have been asked to review and edit the data they previously submitted.
- After this message is sent, the facility's data may be edited, and must be forwarded again to complete their report.



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Approve Data

To APPROVE a facility report and forward it to HQ:
Click to place check mark next to the report
Click "APPROVE ALL MARKED"

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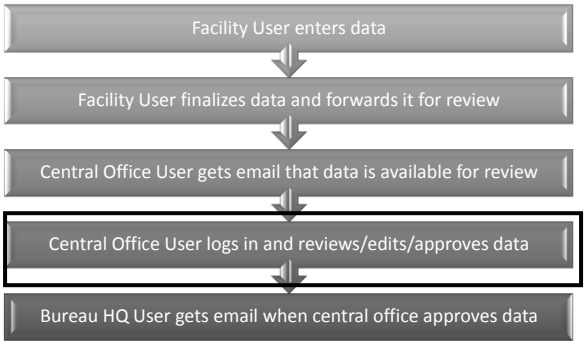
Central Office Data Review

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



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What are some flags that solid waste data need further review?

- 100% of Solid Waste is Diverted – This means that there was no waste sent for landfill disposal or incineration.
- Large amounts (1,000 tons or greater) of recycling or trash for a relatively small facility.

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USE OF DATA FOR PROGRAM MANAGEMENT

Reports

- Bureau and Region Data Reports
  - Custom Report - Build your own report by specifying your criteria
  - Net Zero Waste Report
    - 2017
  - Commodities Data
    - 2017 | 2016 | 2015 | 2014 | 2013
  - Recycling Data
    - 2017 Updated Waste Diversion Calculation
    - 2017 Diversion and Reuse Rate Calculation (For comparison to data from 2016 and earlier)
    - 2016 | 2015 | 2014 | 2013 | 2012 | 2011 | 2010 | 2009 | 2008
  - Municipal Solid Waste Data
    - 2017 | 2016 | 2015 | 2014
  - Waste Goal Rate Data
    - 2017
  - Solid Waste Prevention
    - 2017 | 2016 | 2015 | 2014 | 2013 | 2012 | 2011 | 2010 | 2009 | 2008
  - Solid Waste Prevention Narrative Details
    - 2017 | 2016 | 2015 | 2014 | 2013 | 2012 | 2011 | 2010 | 2009 | 2008
  - Chemicals Management Data
    - 2017 | 2016 | 2015 | 2014 | 2013 | 2012 | 2011 | 2010 | 2009
  - Download Solid Waste Data in EXCEL
    - 2017 | 2016 | 2015 | 2014 | 2013 | 2012 | 2011 | 2010 | 2009 | 2008
- Facility Level Reports
  - Print reports for individual Facility
  - Recycling Data
    - 2017 Updated Waste Diversion Calculation
    - 2017 Diversion and Reuse Rate Calculation (For comparison to data from 2016 and earlier)
    - 2016
    - 2015
    - 2014
    - 2013
    - 2012
    - 2011

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Facility Level Recycling Data

Recycling Data - 2017 Updated Waste Diversion Calculation

Click on the Diverted amount under "Total" to see the details.

Non-C&D (MSW) Diverted = Composted + Recycled Materials
C&D Diverted = Composted + Recycled + Reused Materials
Non-diverted Waste = Landfilled trash + Waste Converted to Energy Recovery
Total Waste Generated = Diverted + Non-diverted Waste
Waste Diversion Rate = Diverted/Total Waste Generated
All numbers are in tons.

	Construction & Demolition				MSW				Total			
	Diverted	Non-Diverted Waste	Total Waste Generated	Waste Diversion Rate	Diverted	Non-Diverted Waste	Total Waste Generated	Waste Diversion Rate	Diverted	Non-Diverted Waste	Total Waste Generated	Waste Diversion Rate
OS	80	60	140	57.14%	33	40	73	45.21%	113	100	213	53.05%
HQ	80	60	140	57.14%	33	40	73	45.21%	113	100	213	53.05%
OEPC Albuquerque Regional Office	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
OEPC Anchorage Regional Office	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
OEPC Atlanta Regional Office	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
OEPC Boston Regional Office	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
OEPC Denver Regional Office	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
OEPC Headquarters	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%

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Historical Reports: Comparison of Municipal Solid Waste Data

Home » Reports

Solid Waste Reports - Historical Municipal Solid Waste Data

Click on the region name to see the data for the facilities.
Other Waste includes burned waste.
All amounts are in tons.

Download historical data in EXCEL

	2016				2015				2014			
	Recycled	Other Waste	Waste to Energy	Waste Diversion	Recycled	Other Waste	Waste to Energy	Waste Diversion	Recycled	Other Waste	Waste to Energy	Waste Diversion
Total	293.69	999	777	22.72%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
HQ	293.69	999	777	22.72%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%

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REPORTING TIMELINE

FY 2017 Reporting Timeline

Oct. 3, 2017

Official DOI Data Call Issued

and Database Open for Data Entry

Nov.- Dec. 2017

Bureau Due Dates for Field Users

(refer to information from your Bureau for your deadline)

Dec. 15, 2017

DOI Due Date for Bureau and Office Reports

Jan. 2018

DOI Data Review

Jan. 31, 2018

Solid Waste Data due to OMB and CEQ

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Questions can be emailed to SWManagement@ios.doi.gov

Thank you for your time and attention!

QUESTIONS? WRAP-UP