DOI Solid Waste Management Database

Field User Training

FY 2017 Report

Training Outline

- Introduction
- Purpose of Report
- User Roles
- New Reporting Guidance
- System Redesign
- Logging On and Registration
- Data Entry
  - Solid Waste Prevention
  - Recycling
  - Waste Disposal
  - Print and Forward Solid Waste Data

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Presenter

- Katie Chiang
  - Environmental Management Integration Team
  - Office of Environmental Policy and Compliance

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Training Norms

- All of the phone lines are muted.
- Please submit questions through the "Questions" area.
- I will respond to questions at the end of each training section.
- If you are only here for the Field User portion of the training, you do not have to stay for the Central Office User section.

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PURPOSE OF REPORT

Purpose of the Report

- Data are needed for a mandated report to the Office of Management and Budget and the Council on Environmental Quality
  - Annual update for the DOI Strategic Sustainability Performance Plan
  - DOI Annual Energy Report
- Questions address:
  - Executive Order 13693 – Planning for Federal Sustainability in the Next Decade
    - Section 3 (j) advance waste prevention and pollution prevention
  - Pollution Prevention Act of 1990

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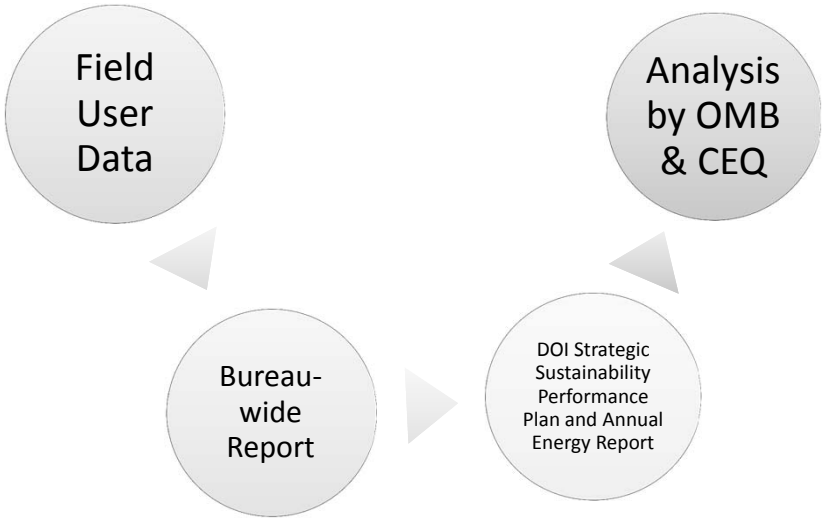
How are your data used?



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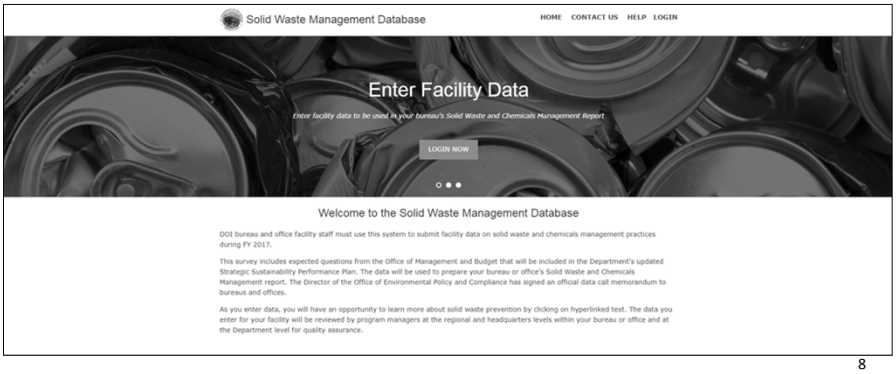
Solid Waste Management Database

- The Solid Waste Management Database is available at: https://swmanagement.doi.gov/
- Re-designed for this year
- Data entry should take 1 hour or less if data are readily available



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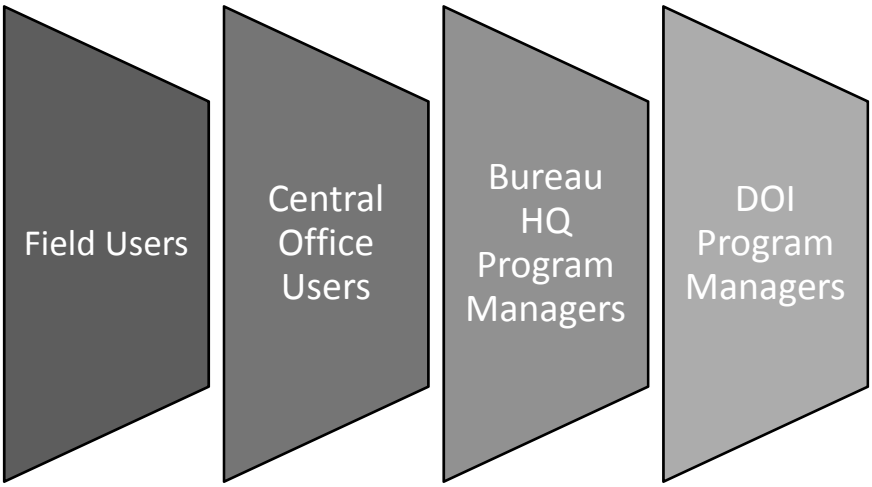
USER ROLES

User Roles



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More on Roles

- "Central Office" - second-line program contacts in your region, area, or state office.
- At each level, there is a "solid waste manager."
- Central Office and HQ users perform data quality review of field data.
- Central Office and HQ users also track report status for individual facilities.

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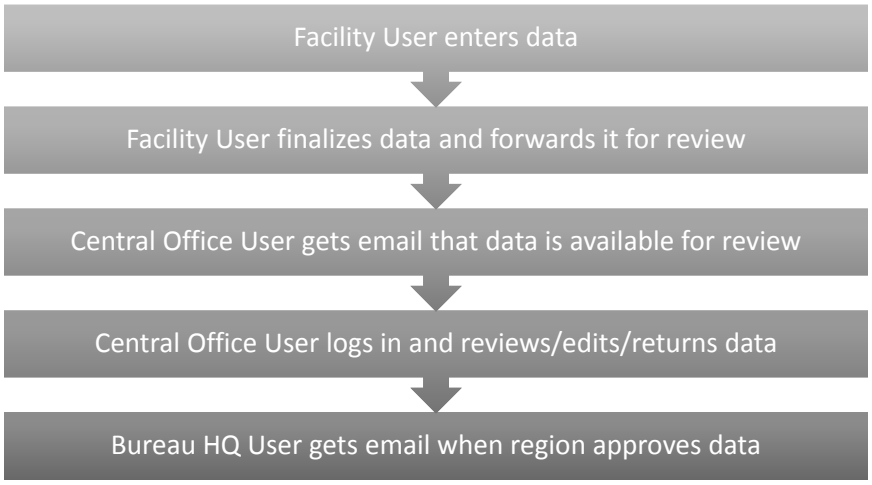
Data Quality Assurance



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Status Reports

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	8 of 11 (73 %)	3 of 11 (27 %)	1 of 11 (9 %)	1 of 11 (9 %)	1 of 11 (9 %)	
HQ	8 of 11 (73 %)	3 of 11 (27 %)	1 of 11 (9 %)	1 of 11 (9 %)	1 of 11 (9 %)	
OEPC Albuquerque Regional Office	No					No contact exists
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

*Sample data only in this presentation, not actual data

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NEW REPORTING GUIDANCE

Updated Waste Diversion Guidance

- Interim Guidance for Calculating Federal Compliance with E.O. 13693 Waste Diversion Goals
- Issued by the Council on Environmental Quality
- Dated December 23, 2016

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Who should report?

- Individual buildings greater than 5,000 gross square feet (gsf), or
- Individual buildings or groups of buildings (such as a campus) where the bureau or office is responsible for waste management or holds the waste and recycling hauling contracts.
- It is **optional** for these facilities to report:
  - Individual buildings, or combinations of buildings, less than 5,000 gsf, and
  - Leased facilities.
- Even though reporting is optional, buildings less than 5,000 gsf and leased facilities should report to the greatest extent possible.

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What do I report?

- Report both building and non-building waste to the extent possible.
  - Building waste includes trash and recycling from typical office operations and/or construction.
  - Non-building waste includes trash and recycling from natural resource management activities like storm debris clean-ups, habitat restoration projects, and fisheries management.
  - Amounts of building and non-building waste can be combined in the report
- For construction and demolition (C&D) waste – Agency-generated C&D waste. Includes all C&D services where the contractor manages and pays for waste management services.

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What do I report?

- Waste management data may be collected and tracked and reported at the building, facility, or campus level.
- A facility waste report may include waste from multiple buildings or sites where waste is collected, such as campgrounds, picnic areas, or other public areas.
- A facility waste report may combine waste amounts from both buildings that are required to report and buildings for which it is optional to report waste.
- For reporting purposes waste generated from infrequent or episodic natural resource management activities, such as illegal dumping cleanups, habitat restoration projects, and storm debris cleanups, should be reported as C&D waste, whether it is disposed of in a landfill or recycled/composted.
- Even if waste disposal is free, the amount disposed of must be reported.

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Waste Diversion

- What counts as waste diversion?
  - Recycling and composting count as waste diversion
- The following no longer count towards waste diversion for non-C&D waste:
  - Reuse
    - GSAXcess
    - Donations to programs such as Computers for Learning
    - Reusing wood onsite for landscaping or campfires
  - Source reduction
    - Grasscycling
- For C&D waste only, reuse counts towards waste diversion

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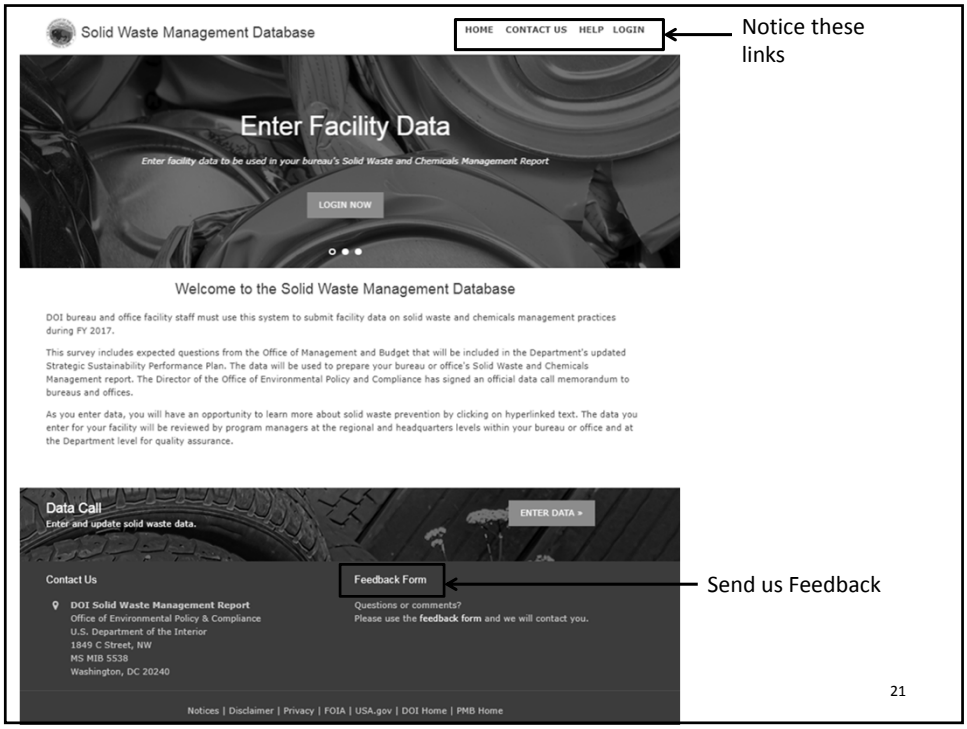
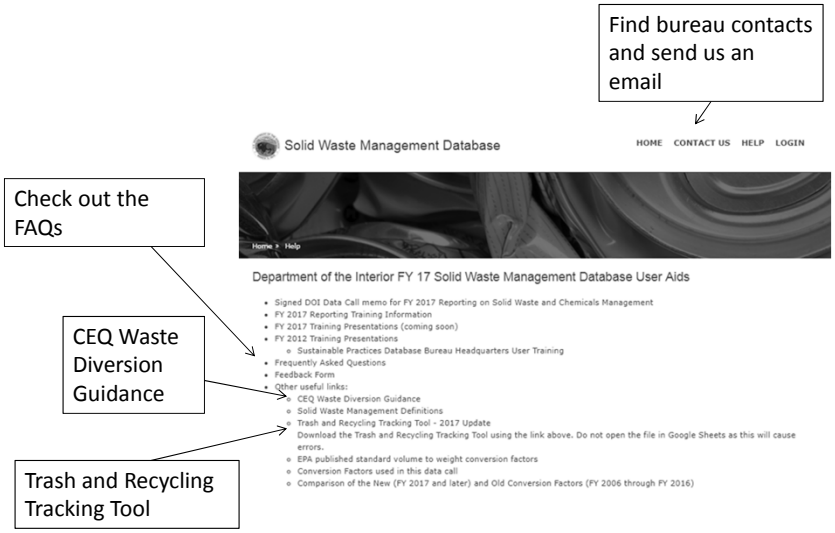
SYSTEM REDESIGN

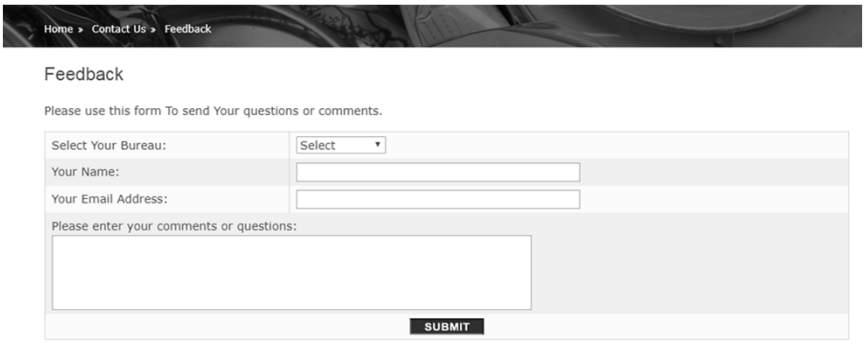


Help Resources



Feedback Form

- Use for all your questions and or comments.
- Your feedback will automatically be sent to the DOI contacts (OCIO and OEPC) as well as designated bureau HQ contacts.



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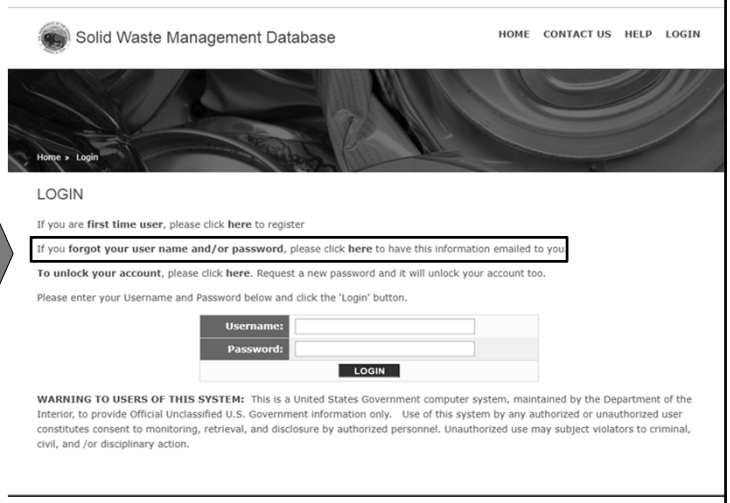
LOGGING ON AND REGISTRATION

Logging into the System

If you used the system last year, but don't remember your password or are locked out of the system, click here. You will get your username and/or a new password via e-mail



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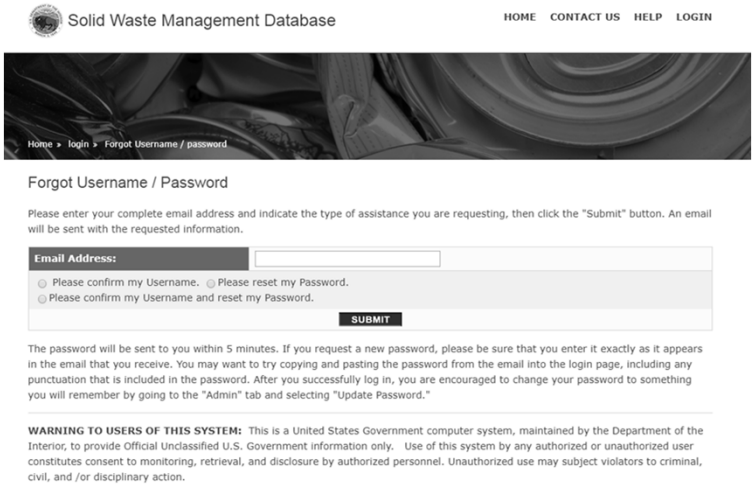
Forgot Username or Password



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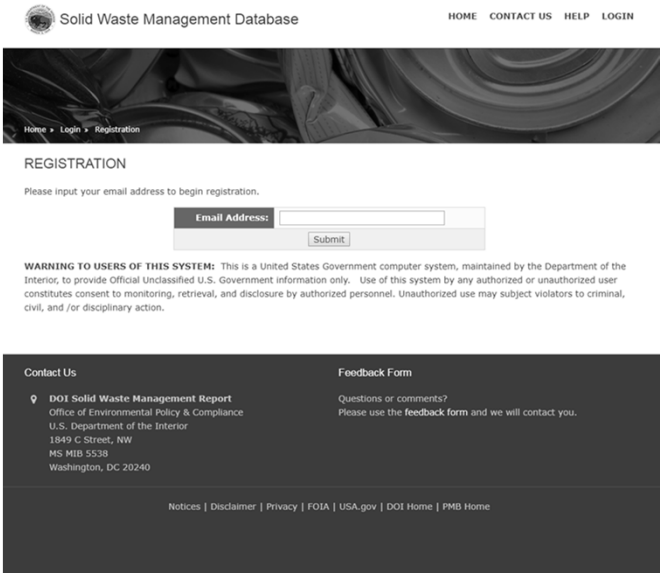
System Registration



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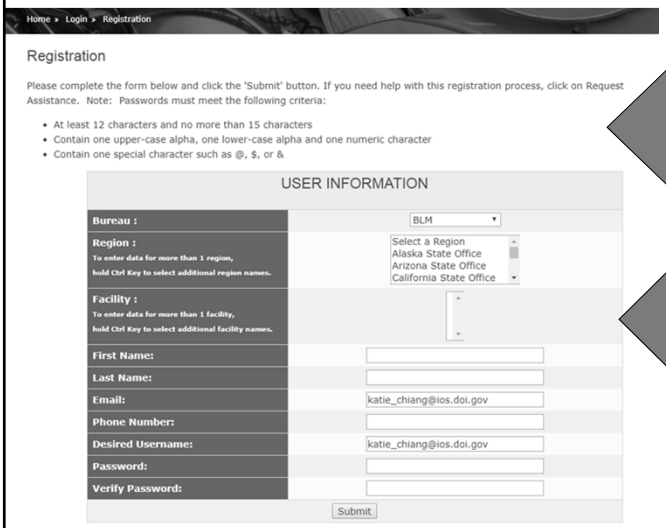
System Registration



It's important to pick a password that follows these 3 rules!

Once you pick your bureau and region, you will be given a list of facility names to pick from here

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More on Registration

- User name = your email address
- Central office program manager will be notified of new facility user registrations.
- You can register to enter data for more than one facility.
- If you move to a new facility, your central office program manager or bureau HQ program manager can update your user profile with your new contact and facility info.

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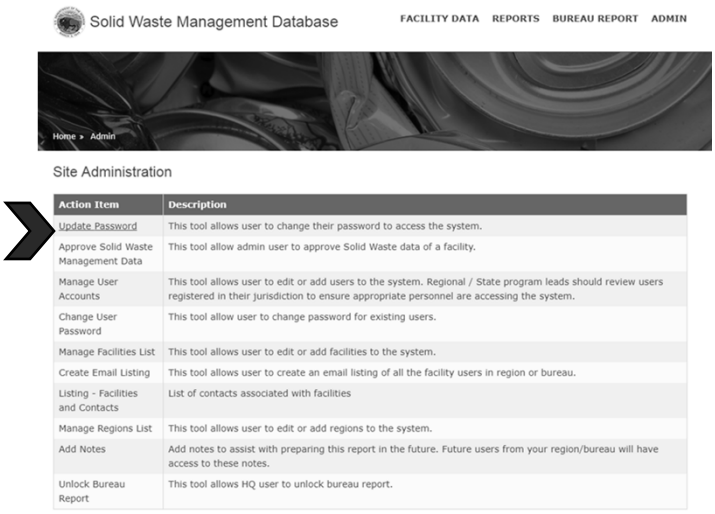
Change Password



Action Item	Description
Update Password	This tool allows user to change their password to access the system.
Approve Solid Waste Management Data	This tool allow admin user to approve Solid Waste data of a facility.
Manage User Accounts	This tool allows user to edit or add users to the system. Regional / State program leads should review users registered in their jurisdiction to ensure appropriate personnel are accessing the system.
Change User Password	This tool allow user to change password for existing users.
Manage Facilities List	This tool allows user to edit or add facilities to the system.
Create Email Listing	This tool allows user to create an email listing of all the facility users in region or bureau.
Listing - Facilities and Contacts	List of contacts associated with facilities
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.

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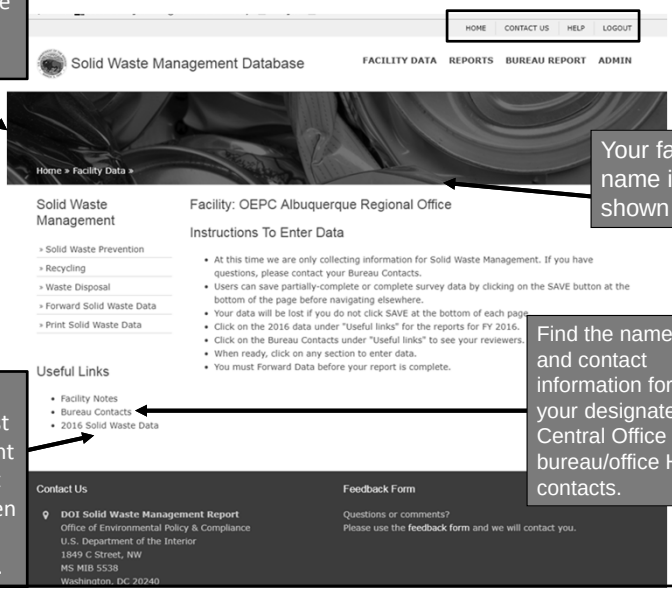
DATA ENTRY

Navigation

Your current location within the system is shown here



Your facility name is shown here

Left navigation

Find the name and contact information for your designated Central Office and bureau/office HQ contacts.

Review the Data you submitted last year. You may print last year's report and refer to it when compiling this year's responses.

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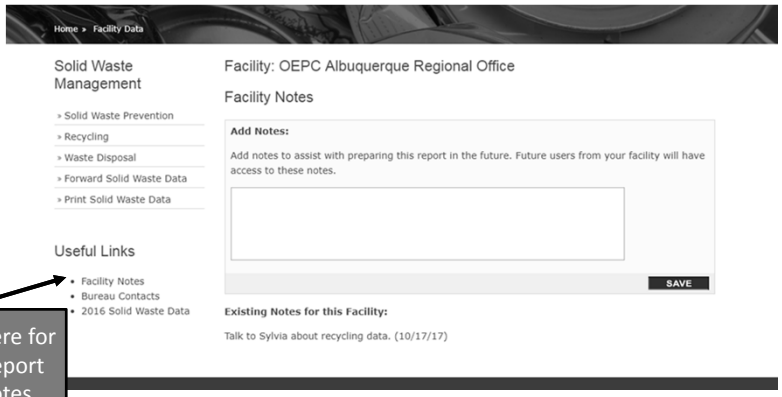
Facility Notes



Enter notes here for next year's report and view notes added in previous years

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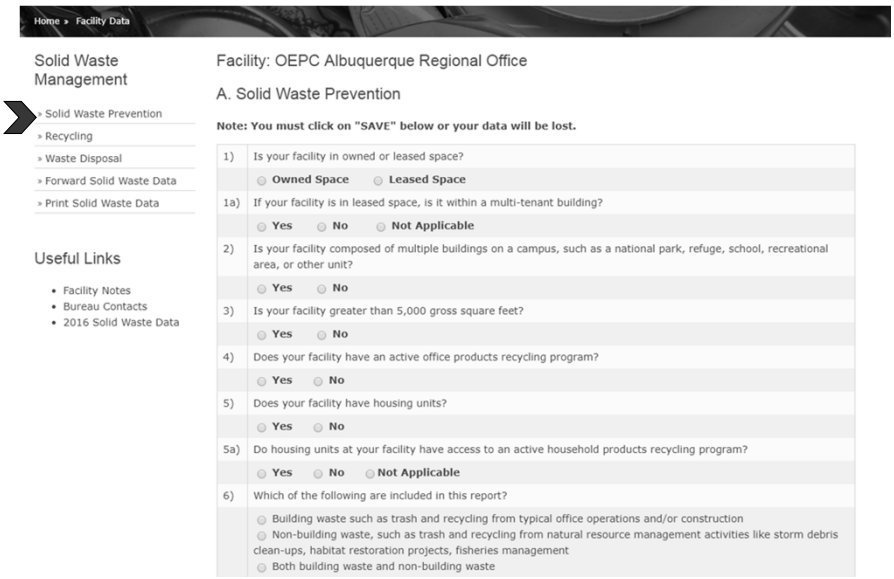
Solid Waste Prevention



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Solid Waste Prevention (cont'd)

7) Did your facility institute new, substantially improved, or updated non-hazardous solid waste prevention practices in FY 2017?

○ Yes ○ No

If yes, explain (255 characters max):

8) Did your facility have any demolition projects during FY 2017?

○ Yes ○ No

9) Within FY 2017 contracts for your facility, did any specifications include a requirement for Waste Reduction Plans (FAR Clause 52.223-10) in demolition, construction, and service contracts to achieve waste diversion goals?

○ Yes ○ No ○ Not Applicable

10) What is your facility's 2017 goal for solid waste diversion?

DOI's Waste Diversion goal is 50% or higher.

Please input only numbers.

11) Do you have onsite waste disposal, such as a landfill, at your facility? Please answer "yes" if your facility has a permitted landfill that was in operation anytime between 1980 and today.

○ Yes ○ No

12) Briefly describe what your facility has done to reduce the purchase and use of toxic and hazardous chemicals. Do **not** report amounts of chemicals or chemical-containing products purchased or reduced.

SAVE

Save partially-complete or complete survey data by clicking on the "SAVE" button at the bottom of each page before navigating elsewhere.

If you do not click on "SAVE" your data will be lost!

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Recycling

Solid Waste Management

- Solid Waste Prevention
- Recycling
- Waste Disposal
- Forward Solid Waste Data
- Print Solid Waste Data

Useful Links

- Facility Notes
- Bureau Contacts
- 2016 Solid Waste Data

Facility: OEPC Albuquerque Regional Office

B. Recycling

Note: You must click on "SAVE" below or your data will be lost.

Indicate which of these commodities your facility recycled during FY 2017 (10/1/16 - 9/30/17).
Waste incinerated for energy recovery should not be reported here.

Aluminum	Keyboard
Antifreeze	Light Ballasts
Asphalt	Manure
Batteries (Lead/acid - car)	Mixed Paper
Batteries (Lead/acid - truck)	Monitor
Batteries (NiCd rechargeable)	Newspaper
Batteries - Mixed	Notebook PC
Brick	Pallets
Car Tires	Plastic (#1PET/#2HDPE)
Cardboard	Printer
Carpet	Scrap Metals
Ceiling tiles	Single-Stream Mixed Recyclables (steel and aluminum cans, glass and plastic bottles, mixed paper, cardboard)
Co-mingled (glass,Al cans, plastic)	Steel Cans
Concrete	TV
Construction Demolition waste (mixed)	Toner Cartridges
Desktop PC	Truck Tires
Drywall	Used Oil
Electronics - Mixed	White Paper
Fluorescent lamps	Wood Chips
Food Waste	Other
Glass	Other
Grass clippings via grasscycling	Other
Green waste (Plant Matter)	Other

If you have more than 4 "Other" commodities to add, simply type "Other" into the box and report the weight of items recycled for those items that you have not reported elsewhere.

In order for the system to save the commodities checked on this page, you must enter and save amounts for those commodities on the following page.

SAVE

Co-mingled category includes most containers

Single Stream Category includes containers and paper

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Recycling (cont'd)

Facility: OEPC Albuquerque Regional Office

B. Recycling

Note: You must click on "SAVE" below or your data will be lost.

Please input the actual or estimated weight or volume of the total amount of each commodity recycled during FY 2017 from your facility. There are volume to weight conversions programmed into the system for most commodities.

- EPA published standard volume to weight conversion factors.
- Conversion Factors used in this data call.

Select Recycled C&D Waste only for items recycled as the result of construction and demolition projects.

- C&D waste = construction and demolition waste
- MSW = Municipal Solid Waste
- Ton = 2,000 pounds
- Acre = 16,000 pounds
- Compacted = compacted, crushed, or baled, as appropriate for each material

You must enter amount and select Type of Recycling for each commodity.

Commodity	Amount	Unit	Compacted/Not	Type of Recycling	Waste Disposition
Other material:	500	lbs	N/A	MSW (Non-C&D Waste) *SELECT TYPE BELOW* C&D MSW (Non-C&D Waste)	Recycled
Aluminum:	10	cubic yards	uncompacted		Reused
Co-mingled (glass,Al cans, plastic):	100	tons		MSW (Non-C&D Waste)	Recycled
Drywall:	50	tons		C&D	Recycled
Food Waste:	80	cubic yards		MSW (Non-C&D Waste)	SELECT TYPE BELOW
Grass clippings via grasscycling:	0	Acres		MSW (Non-C&D Waste)	Reused
Notebook PC:	0	lbs		MSW (Non-C&D Waste)	SELECT TYPE BELOW

SAVE

Conversion factors used are available through these links.

Select the Type of Recycling and how material was disposed of here to avoid receiving an error later on

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Recycling (cont'd)

Facility: OEPC Albuquerque Regional Office

B. Recycling

For FY 2017, your facility recycled, composted or reused:

Product	Amount	Compacted/Not	Recycling Type	Waste Disposition	Amount in lbs
Aluminum	10 cys	Uncompacted	C&D	Reused	460 lbs
Co-mingled (glass,Al cans, plastic)	100 tons	Uncompacted	MSW (Non-C&D Waste)	Recycled	200000 lbs
Drywall	50 tons	Uncompacted	C&D	Recycled	100000 lbs
Food Waste	80 cys	Uncompacted	MSW (Non-C&D Waste)	Composted	37040 lbs
Grass clippings via grasscycling	5 Acres	Uncompacted	MSW (Non-C&D Waste)	Reused	80000 lbs
Notebook PC	300 each	Uncompacted	MSW (Non-C&D Waste)	Recycled	2940 lbs
Other material	500 lbs	uncompacted	MSW (Non-C&D Waste)	Recycled	500 lbs

Category	Recycled (Tons)	Reused (Tons)	Composted (Tons)	Total (Tons)
C&D	50.000	0.230	0.000	50.230
MSW (Non-C&D Waste)	101.720	40.000	18.520	160.240
Total	151.720	40.230	18.520	210.470

The Recycling data has been saved for this facility.

Please proceed to Solid Waste Management: Waste Disposal

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Waste Disposal

Facility: OEPC Albuquerque Regional Office

C. Waste Disposal

Note: You must click on "SAVE" below or your data will be lost.

Need Help Estimating Waste Amount?

Definitions

You must enter data on this screen or you will receive an error message.

Please input only numbers. You can input 0 if you do not have any of these types of waste.

Type of Waste	Amount	Unit
Non-hazardous, non-construction and demolition waste (Municipal Solid Waste) sent to Landfill or Incinerator • Total amount of waste sent to landfill during FY 17. • Do not include construction and demolition waste reported below. • Do not include any materials recycled. • Do not include waste converted to energy recovery. • Include trash amount here if you are not sure what type of facility it goes to.		lbs
Non-hazardous, non-construction and demolition waste (Municipal Solid Waste) converted to energy recovery • Total amount of waste sent to Waste-to-Energy facility, or waste combustor, to be burned for energy during FY 17. Include trash that was not recycled and was converted to energy recovery. • Do not enter waste amount here if you are not sure how your waste is disposed of. Enter amount under Landfill category above instead. • Do not include construction and demolition waste reported below. • Do not include any materials recycled. • Do not include trash sent to a waste incinerator that does not convert waste to energy.		lbs
Construction and Demolition Waste (C&D Waste) sent to Landfill or Incinerator • Total amount of construction & demolition waste sent for disposal in FY 17. • Do not include any materials recycled. • Include amounts of waste resulting from natural resource management activities such as illegal dumping clean-ups, storm debris clean-ups, river debris clean-ups for hydroelectric dams, and habitat restoration projects. • Include construction and demolition waste amount here if you are not sure what type of facility it goes to.		lbs
Construction and Demolition Waste (C&D Waste) converted to energy recovery • Total amount of construction & demolition waste converted to energy recovery in FY 17. • Do not include any materials recycled. • Do not enter waste amount here if you are not sure how your waste is disposed. Enter amount under Landfill category above instead. • Include amounts of waste resulting from natural resource management activities such as illegal dumping clean-ups, storm debris clean-ups, river debris clean-ups for hydroelectric dams, and habitat restoration projects.		lbs

Provide comments here about your waste reported, if any. For example, you can explain large changes in waste or recycling amounts since last year in this box.

SAVE

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Waste Disposal (cont'd)

Facility: OEPC Albuquerque Regional Office

C. Waste Disposal

The Waste Disposal data has been added for this facility.

Category	Diverted Waste (tons)	Reused (tons)	Waste Landfilled or Incinerated (tons)	Waste Converted to Energy Recovery (tons)	Diversion Rate	Diversion and Reuse Rate	Waste Goal Rate
Construction & Demolition	50.230	------	135.000	444.444	7.98%	7.98%	78.56%
MSW (Non-C&D Waste)	120.240	40.000	100.000	200.000	28.61%	34.82%	76.20%
Total	170.470	40.000	235.000	644.444	16.24%	19.31%	77.62%

- MSW (Non-C&D) Diverted = Composted + Recycled Materials
- C&D Diverted = Composted + Recycled + Reused Materials
- Undiverted Waste includes amounts landfilled, incinerated, or converted to energy recovery.
- Diversion Rate = Diverted Waste / (Diverted Waste + Waste Landfilled or Incinerated + Waste Converted to Energy Recovery)
- Diversion and Reuse Rate = (Diverted Waste + Reused Waste) / (Diverted Waste + Reused Waste + Waste Converted to Energy Recovery + Waste Landfilled or Incinerated)
- Waste Goal Rate = (Diverted Waste + Waste Converted to Energy Recovery) / (Diverted Waste + Waste Converted to Energy Recovery + Waste Landfilled or Incinerated)
- For FY 2017 the definition of waste diversion changed such that material reused is no longer included in diverted waste. In FY 2016 and earlier, material reused was included in diverted waste. The FY 2017 "Diversion and Reuse Rate" is calculated in the same manner as the "Diversion Rate" for FY 2016 and earlier.
- Definitions

Greenhouse Gas Emissions:

Your undiverted municipal solid waste has resulted in approximately **270.741 MT CO2e** (metric tonne carbon dioxide equivalent) in greenhouse gas emissions.

*Greenhouse Gas Emissions amount = short tons of undiverted municipal waste x 0.90247 MTCO2e/short ton

Source: Council on Environmental Quality, Federal Greenhouse Gas Accounting and Reporting Guidance, January 17, 2016.

Department target for Waste Goal Rate: 50% or higher
Your facility has met or exceeded the Department's goal.
Guidance on how to enhance your Waste Diversion and Recycling Program.

Please proceed to Forward Solid Waste Data

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Data Entry Guidelines

- Please review data for the following common errors:
  - Double counting. If a quantity of a commodity is reported as recycled, that quantity should not be included in the landfill or waste-to-energy amounts.
  - Entering data with incorrect units or conversion factors. Please double check the units entered. 1 ton = 2,000 pounds.
  - Entering recycling data, but no data on undiverted waste that went to the landfill, resulting in a 100 percent waste diversion rate. For both C&D and non-C&D waste, facilities must provide data for undiverted waste (amounts that went to landfills and waste-to-energy facilities) in addition to what was recycled. Facilities reporting only amounts recycled and a 100 percent recycling rate will be asked to explain why they have such a high recycling rate.
  - Over-estimating the cubic yards (cys) of material recycled. If a facility reports 200,000 cys paper recycled, this is equivalent to 75,000,000 pounds. Please try to provide an accurate estimate.
  - Over-estimating the weight of material recycled. One hundred tons of paper is equivalent to 200,000 pounds of paper. Please be careful with estimations.

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PRINT REPORT & FORWARD DATA

Printing your report

- Print a copy of each report before you finalize!
  - Hard copy can be circulated for review and approval within your facility prior to finalizing
  - Click on “Print Solid Waste Data”
  - Navigate to web browser and select print function there

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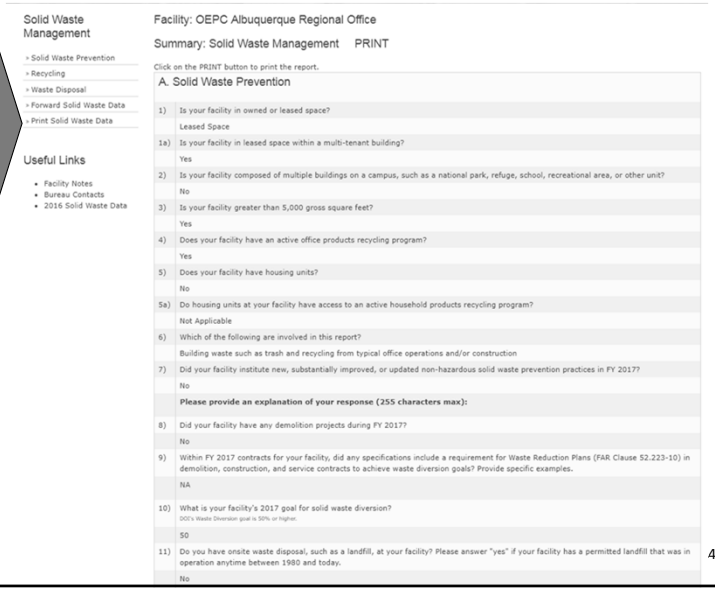
Printing your report (cont’d)

When you are done entering data, you may print your report here.



Solid Waste Management

- Solid Waste Prevention
- Recycling
- Waste Disposal
- Forward Solid Waste Data
- Print Solid Waste Data

Useful Links

- Facility Notes
- Bureau Contacts
- 2016 Solid Waste Data

Facility: OEPC Albuquerque 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?
	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 other 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?
	Not Applicable
6)	Which of the following are involved in this report?
	Building waste such as trash and recycling from typical office operations and/or construction
7)	Did your facility institute new, substantially improved, or updated non-hazardous solid waste prevention practices in FY 2017?
	No
	Please provide an explanation of your response (255 characters max):
8)	Did your facility have any demolition projects during FY 2017?
	No
9)	Within FY 2017 contracts for your facility, did any specifications include a requirement for Waste Reduction Plans (FAR Clause 52.223-10) in demolition, construction, and service contracts to achieve waste diversion goals? Provide specific examples.
	NA
10)	What is your facility's 2017 goal for solid waste diversion? DOE's Waste Diversion goal is 50% or higher.
	50
11)	Do you have onsite waste disposal, such as a landfill, at your facility? Please answer "yes" if your facility has a permitted landfill that was in operation anytime between 1980 and today.
	No

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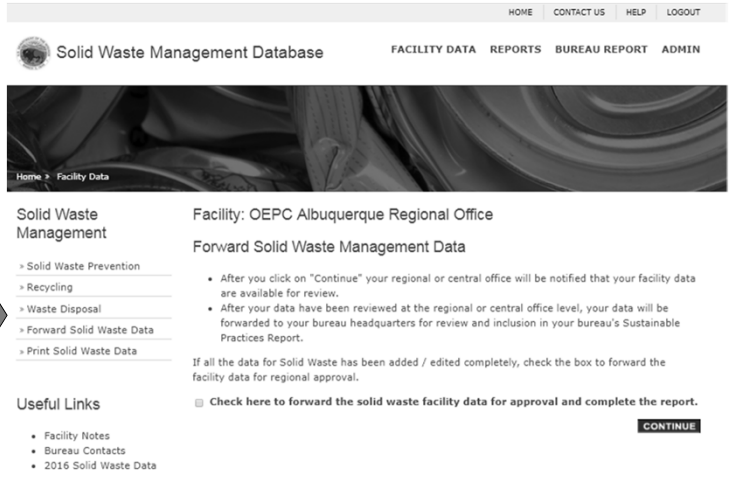
Forward Data

Click here for your report to be forwarded to the regional, state or area office



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System Checks

- These errors show that we have not entered all of the required data.
- We must complete these entries prior to forwarding our data.

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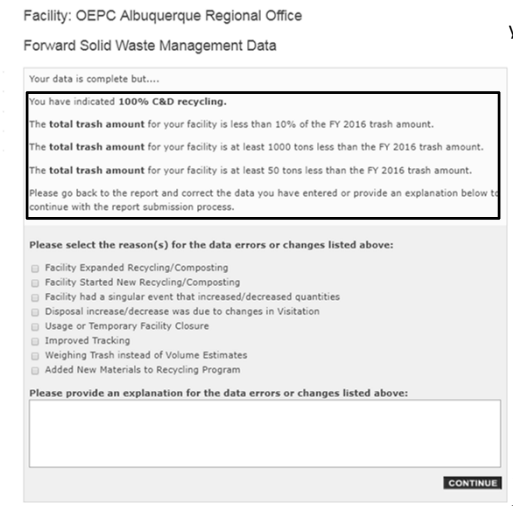
System Checks



The system also checks for data consistency when you click on "Forward Solid Waste Data"

Errors like the ones shown here appear when:

- Recycling is 10 times or greater than last year's amount
- Recycling is less than 10% of last year's amount
- Greater than 50 ton variation in trash or recycled amount if total waste is 100 tons or less.
- Non-diverted waste is 10 times or greater than last year's amount
- Non-diverted waste is 10% or less of last year's amount
- Greater than 1,000 ton variation in trash or recycled amount
- Recycling rate is 100%

You must either correct your data or provide an explanation when you receive this error.

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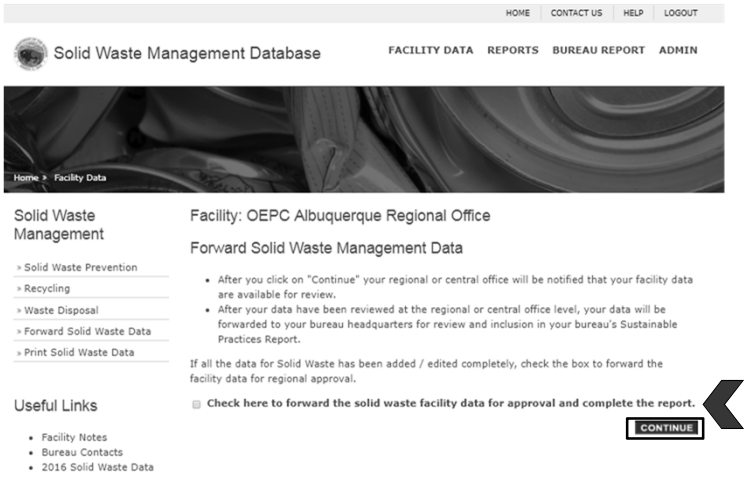
Forward Data



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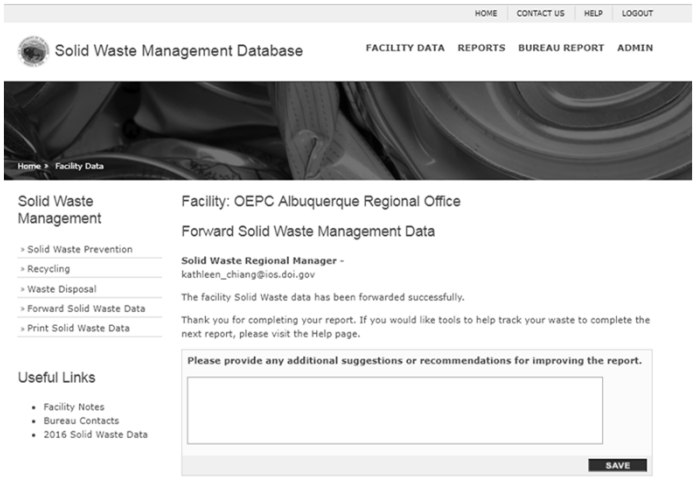
Provide Feedback

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



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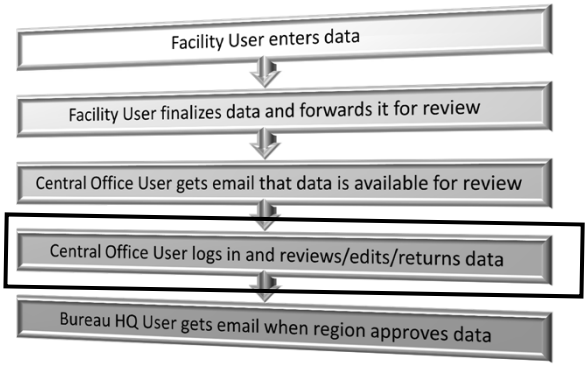
Central Office Data Review

At this stage:

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



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Thank you for your time and attention!

Email questions to SWManagement@ios.doi.gov

QUESTIONS?