

Memorandum

To: Steve Tryon, Director
Office of Environmental Policy and Compliance

From: <insert Name>, Bureau or Office Chief Sustainability Officer,
<Bureau or Office Name>

Subject: **Certification of Data Reported in the FY 2020 Solid Waste and Chemicals Management Report**

I certify that the data reported in the <insert Bureau/Office Name> FY 2020 Solid Waste and Chemicals Management Report are accurate and in compliance with the Council on Environmental Quality's Implementing Instructions for EO 13834, Efficient Federal Operations, April 2019.

The <insert Bureau/Office Name> will continue to make improvements on data quality for the next reporting cycle.

[Bureaus may include contact information and discuss challenges encountered in completing the FY 2020 report.]

FY 2020 Solid Waste and Chemicals Management Report: Bureau/Office Headquarters Procedures to Update Solid Waste Management Database

STEP	Instruction Detail
1. Provide your Headquarters Program Staff Contact Information	<ul style="list-style-type: none"> • If the staff contact has changed, email the name(s) of your headquarters-level program manager(s) responsible for overseeing the Solid Waste and Chemicals Management data call to SWManagement@ios.doi.gov <ul style="list-style-type: none"> ➤ This person(s) will have HQ-level administrative capabilities in the database. ➤ OEPC will ensure that identified HQ-program contacts have a user name and password.
2. HQ-Program Contacts Log-in	<ul style="list-style-type: none"> • Login at https://swmanagement.doi.gov/ using your username and password <ul style="list-style-type: none"> ➤ You may change your password by selecting “Admin” from the menu bar, and then selecting the “Update Password” from the list of options.
3. Update your Regions List	<ul style="list-style-type: none"> • Review the names of your Bureau’s/Offices regions, central, or state offices. <ul style="list-style-type: none"> ➤ Click “Admin”, and then select “Manage Regions List.” ➤ Click on “Add a new region” to add new regions to the list. Click on the “Deactivate” button to remove an existing region. ➤ Bureaus and Offices that provided this information in previous years should review it for accuracy.
4. Update your Facilities List	<ul style="list-style-type: none"> • Review your Bureau’s/Office’s list of facilities for accuracy. <ul style="list-style-type: none"> ➤ Click on “Admin”, and then select “Manage Facilities List.” ➤ Click on “Add a new facility” to add new facility names to the list. ➤ Click the “Deactivate” button next to a facility name to deactivate a facility if it is no longer reporting. ➤ Click on facility name to edit facility information. ➤ For each new facility, input the name of the facility, address, and the region or central office within which it resides.
5. Update Regional/Central Office Program Manager Accounts	<ul style="list-style-type: none"> • HQ-level Waste Program Managers can update information for their regional/central office contacts. <ul style="list-style-type: none"> ➤ If you know your regional/central office contacts have changed, click on “Admin”, and then select “Manage User Accounts” where you can add new contacts to the list or edit/delete existing ones. ➤ For new regional/central office contacts, you may either: <ul style="list-style-type: none"> ○ Input address, phone number, and email information as well as identify the associated regional/central office. Give all new contacts the same initial password, which they can change when they login. OR ○ Ask them to register for the system at https://swmanagement.doi.gov/. After they have registered, you may designate them as the central office user by selecting “Admin” then “Manage User Accounts.” • Update user accounts for designated Waste Program Managers at each of your facilities. <ul style="list-style-type: none"> ➤ Regional/central office program contacts are responsible for validating personnel logging in from field sites, and for reviewing and approving field site data.

FY 2020 Solid Waste and Chemicals Management Report Guidance

The Department of the Interior complies with the Council on Environmental Quality's Implementing Instructions for EO 13834, Efficient Federal Operations, April 2019 available at: https://www.sustainability.gov/pdfs/eo13834_instructions.pdf.

1) Who reports solid waste data?

- These facilities are required to report:
 - o Individual buildings greater than 10,000 gross square feet (gsf), or
 - o 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:
 - o Individual buildings, or combinations of buildings, less than 10,000 gsf, and
 - o Leased facilities.
- Even though reporting is optional, buildings less than 10,000 gsf and leased facilities should report to the greatest extent possible. If your respective bureau guidance and/or previous reporting included buildings less than 10,000 gsf, please continue to report on these facilities.
- 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.
- 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 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.

2) What waste do bureaus and facilities report?

- Bureaus and offices are asked to report both building and non-building waste to the extent possible.
 - o Building waste includes trash and recycling from typical office operations and/or construction.
 - o Non-building waste includes trash and recycling from natural resource management activities like storm debris clean-ups, habitat restoration projects, and fisheries management.
 - o A facility with multiple buildings and non-building waste generating functions (such as campgrounds, picnic areas, public parks or other public areas) does not need to separate building waste and non-building waste. Where the bureau or office is responsible for waste management or holds the waste and recycling hauling contracts, all waste generated throughout the multi-building facility may be included in one facility report.
- Bureaus do not need to report solid waste and recycling data for the Main Interior Complex (Main Interior and South Interior Buildings) unless bureaus have additional recycling outside of what is processed by the Office of Facilities and Administrative Services.
- 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.

3) What counts as waste diversion?

- Recycling and composting count as waste diversion.
 - o Recycling is defined as the series of activities—including collection, separation, and processing—by which products or other materials are recovered from the solid waste stream for use in the form of raw materials for the manufacture of new products, other than fuel for producing heat or power by combustion.
 - o Composting is defined as the biological decomposition of organic materials such as leaves, grass clippings, brush, paperboard, cardboard, and food services waste (e.g., waste food, food soiled paper, napkins, paper towels, compostable tableware) into a soil amendment or mulch. This includes both on-site and off-site composting.
- The following do not count towards waste diversion for non-C&D waste:
 - o Reuse: Preventing or delaying an existing product or material's entry into the waste collection and disposal system.
 - o Source reduction: Any change in the design, manufacture, purchase, or use of materials or products, including packaging, to reduce their amount or toxicity before they become municipal solid waste.
 - o These include activities such as grasscycling, reusing wood onsite for landscaping or campfires, donating property to organizations such as donating computers to schools through programs such as Computers for Learning, or disposing of property through GSAXcess.
 - o Grasscycling of turf grass acreage (mulching of grass clippings in place using a mulching mower) can be reported as a reuse activity. To simplify reporting, please report the number of acres managed with grasscycling in the “Grass clippings via grasscycling” commodity row, and select “acres” as the unit reported. The database will automatically convert this to an estimated weight using an average conversion factor of 8 tons per acre per year. This conversion factor assumes the acreage is mowed multiple times throughout the growing season. **Do not** include the number of times the acreage is mowed. If you are not able to accurately estimate the number of acres managed with grasscycling or the amount of plant material mulched, do not report this amount. Any acreage managed with seasonal or annual mowing or brush removal for fuels reduction **should not** be counted as grasscycling.
- For C&D waste only, reuse counts towards waste diversion.

4) 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.

6) How do I unlock my account or reset my password?

- Users may unlock their accounts, reset their password, and have their user name sent to them via e-mail by going to <https://swmanagement.doi.gov/setitagain.cfm>.