



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
DIVISION OF PLANT AND PROPERTY MANAGEMENT  
25 Capitol Street – Room 102  
Concord, New Hampshire 03301

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May 2, 2014

Governor Margaret Wood Hassan  
State House  
Concord, NH 03301

Senator Russell Prescott, Chairman  
Energy and Natural Resources Committee  
Legislative Office Building, Room 101  
Concord, NH 03301

Representative Tara Sad, Chairman  
Environment and Agriculture Committee  
Legislative Office Building, Room 303  
Concord, NH 03301

Thomas S. Burack, Commissioner  
Department of Environmental Services  
29 Hazen Drive  
Concord, NH 03302

Michael York, State Librarian  
Department of Cultural Resources  
20 Park Street  
Concord, NH 03301

Transmitted herewith is a copy of the 2013 State Annual Waste Reduction, Recycling and Recycled Products Purchase Reports. This report is required in accordance with RSA 9-C: 10. The Division of Plant and Property Management identified a list of materials for state agencies to recycle as well as a list of products for state agencies to purchase with high recycling content.

We continue to make good progress with our recycling efforts expanding the amount of state locations from 72 to 106 in FY13. We will continue to identify opportunities and expand the program to further increase recycling throughout the state. Much work remains. One of the difficult aspects of this project is getting agencies to accurately track the recycling efforts they are doing. We continue to work on ways to ease the reporting process. In FY2015 we plan to hire a part time recycling coordinator to ease the burden on agencies and

increase our expansion efforts. You will see some of the recycling efforts cost us money largely due to pick up expenses. Also in FY 2015, we will separate shredded paper and mixed paper to allow for some revenue to be earned. We also will look into purchasing equipment which will allow us to get a higher rebate percentage. The part time staff person will assist with these improvements.

For questions or additional information please contact the Department of Administrative Services, Fixed and Mobile Assets Recycling at [Recycling@nh.gov](mailto:Recycling@nh.gov) or (603) 271-7411.

Sincerely,

A handwritten signature in cursive script, appearing to read "Linda M. Hodgdon", followed by a horizontal line extending to the right.

Linda Hodgdon  
Commissioner

**State of New Hampshire Annual Waste Reduction, Recycling and  
Recycled Products Purchase Report  
FY2013**



**March 2014  
The Department of Administrative Services**

## Executive Summary

In 2008 RSA 9-C was enacted requiring all state agencies to reduce disposal costs and conserve and protect natural resources.

**9-C:1 Purpose.** – State government has an obligation to put into practice, as part of its own operations, the interdependent principles of waste reduction, recycling, and recycled products purchase. State agencies shall strive to maximize the application of these principles in their normal operations. This chapter shall apply to all state agencies, as defined in RSA 9-C:2, V, whether or not they are required to make purchases through the division of plant and property management.

Each Agency was tasked in the law to minimize the amount of solid and hazardous waste, recycle waste material and purchase products that have the highest content of recycled material.

The Department of Administrative Services, Division of Plant and Property Management (the Division) has compiled the fiscal year 2013 Waste Reduction, Recycling and Recycled Product Purchased Report.

The Following materials will be reported for recycling in FY 2013:

- Corrugated Cardboard
- Mixed Paper
- Containers (plastic, tin, cans, bottles, glass)
- Rechargeable batteries
- Construction and Demolition Debris
- Cell Phones
- Fluorescent Bulbs and Ballast
- Mercury added products
- Tires
- Recyclable Steel and Scrap Metals
- Waste Oil
- Electronics (Computers, Printers and Monitors)
- Antifreeze
- Toner Ink Cartridges
- Shredded Paper

In addition agencies are encouraged to purchase products that contain the highest content of recycled material:

- Paper
- Toner – Ink Cartridge
- Steel, Aluminum
- Plastic
- Lumber
- Recycled Batteries
- Energy Star computers and appliances
- Paper towels and toilet paper

Due to the efforts of state employees the recycling program experienced a successful year in FY2013, evidenced by more cost effective contracts and an increase in locations recycling waste materials. The e-waste contract put in place between FY2012 and FY2013 allowed the program to have a reduced expense for e-waste recycling and an increase in income in this area; we expect this to be all revenue in FY2014. The program also expanded from approximately 72 locations to 106 locations by the end of FY2013. These efforts continue into FY2014 as well.

## Overview

The recycling program was created as a result of RSA 9-C. This program was designed to conduct multiple tasks, including:

- a) Identify waste materials for which recycling markets are readily available to state agencies in various parts of the state.
- b) Identify the materials, supplies, and products for purchase by state agencies that have the highest content of recycled materials and which are recyclable and non-toxic, to the extent feasible, acceptable, and appropriate, which shall include paper purchases specified in RSA 9-C:9.

Each state agency was tasked in the law to:

- a) Minimize the amount of solid and hazardous waste that it generates.
- b) Recycle and generated waste materials for which markets are readily available, with particular attention to waste materials that are not biodegradable.
- c) Purchase materials, supplies, and products that have the highest content of recycled materials and which are recyclable and non-toxic, to the extent feasible, acceptable and appropriate.

## Reports Required by RSA 9-C: 10, II

This constitutes the report required by RSA 9-C: 10, II. This report summarizes state agency compliance with RSA 9-C and contains information required by RSA 9-C, II (a) through (e) as follows:

**RSA 9-C: 10, II, (a) The waste materials that were either recycled or otherwise disposed of by state agencies during the prior fiscal year by type, quantity, disposal cost or sales revenue, and agency.**

*Recycled Materials, Supplies and Products in FY2013*

**RSA 9-C: 10, II, (b) Purchases made by state agencies during the prior fiscal year of those types of materials, supplies and products identified by the division as being available with recycled material content, by type, recycled material content, if any, quantity, cost, and agency.**

*Purchases of Recycled Materials, Supplies and Products in FY2013*

RSA 9-C: 10 require that state agencies and/or the Division track the quantity and cost of purchases by state agency. The Division does not have the capability to track or report this activity at an agency level. The Division is only able to obtain the information on a total state wide basis based on information provided by the vendor community.

The following table shows material purchased in FY 2013

Material	Quantity	Recycled Content	Cost
Paper	1,030,946 lbs	30 – 100%	\$669,334
Toner/Ink Cartridges	4550	85%	\$161,480
Aluminum (Plates, Signs)	81539	30-50%	\$128,490
Steel, (Rebar, Guardrail)	47,117LF	10-30%	\$647,562
Plastic			
Lumber (decking materials)			
Recyclable Batteries	1223 LBS		\$514.19
Furniture	VARIOUS	46%	\$366,072
Energy Star Computers	N/A	10-30%	\$2,444,999
Energy Star Appliances			
Toilet Paper	292 CASES	100%	\$55,510
Paper Towels	2419 CASES	90%	\$43,765

In accordance with RSA 9-C: 8, the Division has established contracts to procure recycled materials and recycle waste materials and products. The Division has identified the following materials and supplies for purchase by state agencies with the highest content of recycled materials:

Paper	Toner / Ink Cartridges
Steel, Aluminum	Plastic
Lumber (decking materials)	Recyclable Batteries
Energy Star Computers and Appliances	Furniture
Toilet paper and Paper Towels	

All state agencies are required by law or executive order to purchase and utilize paper with a minimum of 30% recycled material content and recycled toner ink cartridges. The Division has established contracts for recycled paper, toner/ink cartridges, energy star computers and appliances as well as furniture. In addition, the Division procures steel and aluminum products with high recycled content including rebar and sheet aluminum for signs and license plates.

#### *Waste Materials for Recycling*

The following table shows material recycled in FY 2013

Material	Quantity (Tons)	Rebate or (Cost)
All Containers Commingled <i>(plastic, tin, cans, bottles, &amp; glass)</i>	288.54	(\$3,444)
Aluminum	0.00	\$0.00
Antifreeze	0.50	\$0.00
Automotive Batteries	14.00	\$3,114.00

Bulbs and Ballasts**	1.93	(\$579.30)
Cell Phones	0.00	\$0.00
Construction and Demolition Debris***	51,327.60	\$0
Copper	0.00	\$0.00
Corrugated Cardboard	225.50	(\$39,227)
Electronics (Computers, Printers & Monitors)	20.11	(\$2,101.00)
Mercury Products**	0.00	(\$7.20)
Rechargeable Batteries	0.00	\$0.00
Shredded Paper** (including Mixed Paper)	341.05	(\$48,245.00)
Steel (including furniture) and Scrap Metal	1,040.13	\$203,580.00
Tires**	4.54	(\$681.00)
Toner Cartridges* **	7.09	\$0.00
Waste Oil**	2.60	\$140.00

**Subtotal** **1,946.01** **\$112,550**

**MSW (tons)** **2,798.81**

**MSW Recycling Rate** **69.53%**

\* Rebates for toner cartridges are applied as invoice credits.

\*\* Rebates or costs incurred are paid by state agencies directly. Contracts for these categories need to be revised so that invoices and rebates are directed through the Recycle Fund.

\*\*\*Cost for recycling of construction and demolition debris is included in construction / renovation project costs. The quantity of debris has not been included in the MSW total.

Appendix A contains reports from individual agencies engaged in waste disposal.

The Division recommended that recycling for the following materials be handled in a two stream approach; mixed paper including boxboard and containers (plastic, tin, cans, bottles, glass and Styrofoam). In addition the Division recommended that state agencies recycle the following waste materials:

Corrugated Cardboard	Cell Phones
Containers (plastics, tin, cans bottles, and glass)	Mercury added products
Automotive Batteries	Tires

Electronics (computers, printers and monitors)  
Shredded paper  
Toner ink cartridges  
Mixed paper (including boxboard)  
Rechargeable batteries

Fluorescent bulbs and ballasts  
Recyclable steel and scrap metal  
Waste oil  
Antifreeze  
Construction Debris

The Division contracts for all the above recycled materials except for construction debris. Contractors are required to recycle a minimum of 75% of construction debris. Cell phones are sold at the State Surplus property store, called White Farm, or included with recycled electronics. Rechargeable batteries are included with large batteries.

Through the Bureau of Public Works Design and Construction, the Division was able to create specifications on all construction or renovation projects that require contractors to recycle 75% of construction debris beginning July 1, 2008. Between July 1, 2012 and June 30, 2013 the construction projects generated 51,393.9 tons of waste with 51,327.6 tons recycled for a 99.9% recovery rate.

The Division is committed to encourage and support state agencies to procure recycled products and to recycle waste material. The Division will continue to work with state agencies and vendors to encourage and support recycling wherever it is feasible.

**RSA 9-C: 10, II (c) the response given by each state agency to the certification requirement under subparagraph I(b) relative to its compliance with each policy principle or RSA 9-C: 3, I.**

Appendix B contains agency certifications

**RSA 9-C: 10, II, (d) Any recommended changes to state laws, policies, or practices that would advance the policy principles of RSA 9-C:3, I, including any offered by state agencies under paragraph I.**

In accordance with 9-C: 10, II (d) the Division offers the following suggestions regarding modifications to the existing law that would enable the state agencies and the Division of Plant and Property Management to focus on increasing recycling efforts with state agencies and the vendor community while complying with the law as written.

Currently RSA 9-C: 10, II, (b) requires the Division to report on the “purchases made by state agencies during the prior fiscal year of those types of materials, supplies, and products identified by the division as being available with recycled material content, by type, recycled material content, if any, quantity cost and agency.”

The State does not have the capability to track this level of activity by agency. In order to comply with this requirement, state agencies and/or the Division would have to manually track every purchase for the identified products or materials. This would require a significant amount of additional resources that could be better utilized to expand recycling efforts and put any required contracts in place.

For these reasons, we recommend that RSA 9-C: 10, II, (b) be modified to the following:

*Purchases made by state agencies during the prior fiscal year of those types of materials, supplies, and products identified by the division as being available with recycled material content by type, recycled material content, if any, quantity and cost.*

**RSA 9-C: 10, II, (e) The actions taken by the division to fulfill its responsibilities under RSA 9-C: 8 as the state's procurement agency.**

See discussion for RSA 9-C, II, (b) above.

**Year-by-year Analysis**

The following materials were recycled between FY2009 and FY2013 by State Agencies. The following reports compare prior years report by rebate or cost as well as weight. Please note, there has been a correction to the Municipal Solid Waste (MSW) total and Recycling Rate that was reported in FY2012. Initially the MSW was reported too high which artificially deflated the recycling rate.

Material	Rebate or (Cost)				
	2013**	2012	2011	2010	2009
All Containers Commingled <i>(plastic, tin, cans, bottles, &amp; glass)*</i>	(\$3,444)	(\$8,507)			
Aluminum	\$0	\$35,857	\$17,850	\$0	\$14,193
Antifreeze	\$0	\$0	\$0	(\$234)	(\$87)
Automotive Batteries	\$3,114	\$3,029	\$0	\$0	\$1,595
Bulbs and Ballasts	(\$579)	(\$2,670)	(\$6,392)	(\$4,761)	\$0
Cell Phones	\$0	\$0	\$0	\$0	\$0
Construction and Demolition Debris**		\$0			
Copper	\$0	\$0	\$0	\$0	\$1,833
Corrugated Cardboard*	(\$39,227)	\$184			
Electronics <i>(Computers, Printers &amp; Monitors)</i>	(\$2,101)	(\$8,376)	(\$9,615)	(\$10,321)	(\$5,231)
Mercury Products	(\$7)	(\$4)	\$0	\$0	\$0
Rechargeable Batteries	\$0	\$0	\$0	\$0	\$0
Shredded Paper** <i>(Including Mixed Paper as of FY13)</i>	(\$48,245)	\$13,552	(\$25,826)	(\$24,982)	(\$7,290)
Steel (including furniture) and Scrap Metal	\$203,580	\$220,794	\$170,638	\$66,206	\$166,132
Tires	(\$681)	(\$12,977)	(\$20,466)	(\$32,379)	(\$13,919)
Toner Cartridges	\$0	\$426	\$156	\$110	\$1,165
Waste Oil	\$140	\$1,168	\$1,283	\$1,918	\$797
<b>Subtotal</b>	<b>\$112,550</b>	<b>\$242,477</b>	<b>\$127,628</b>	<b>(\$4,443)</b>	<b>\$159,188</b>
<b>MSW*</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\* Does not include any totals for the Liquor Commission; this data is also unavailable on a statewide level in FY2009

\*\*Shredded paper costs also contains "Mixed Paper" costs in FY2013. This will be broken out into two categories starting FY2015

\*\*\*Cost for recycling of construction and demolition debris is included in construction / renovation project costs.

Material	Quantity (Tons)				
	2013	2012	2011	2010	2009
All Containers Commingled (plastic, tin, cans, bottles, & glass)*	288.54	158.27	17.84	17.27	
Aluminum	0.00	10.52	25.50	0.00	25.91
Antifreeze	0.50	2.56	3.04	3.12	1.16
Automotive Batteries	14.00	11.00	14.00	16.00	8.22
Bulbs and Ballasts	1.93	1.09	9.68	6.84	
Cell Phones	0.00	0.00	0.00	0.00	0.00
Construction and Demolition Debris**	51,327.60	8,495.55	162.00	744.11	
Copper	0.00	0.00	0.00	0.00	1.25
Corrugated Cardboard*	225.50	336.83	508.53	329.83	
Electronics (Computers, Printers & Monitors)	20.11	47.92	54.61	58.79	30.59
Mercury Products	0.00	0.00	0.00	0.00	0.00
Rechargeable Batteries	0.00	0.00	0.00	0.00	0.00
Shredded Paper	341.05	235.40	257.04	172.44	57.44
Steel (including furniture) and Scrap Metal	1,040.13	544.61	913.24	0.00	1,549.15
Tires	4.54	4.06	62.12	49.50	0.00
Toner Cartridges	7.09	6.59	0.44	0.13	0.14
Waste Oil	2.60	11.54	21.98	51.43	21.40
<b>Subtotal</b>	<b>1,946.00</b>	<b>9,865.94</b>	<b>2,050.03</b>	<b>1,449.45</b>	<b>1,695.25</b>
<b>MSW (tons)*</b>	<b>2,798.81</b>	<b>13,068.06</b>	<b>4,596.22</b>	<b>4,092.46</b>	
<b>MSW Recycling Rate</b>	<b>69.53%</b>	<b>75.50%</b>	<b>44.60%</b>	<b>35.42%</b>	<b>#DIV/0!</b>

\* Does not include any totals for the Liquor Commission; this data is also unavailable on a statewide level in FY2009

\*\* Construction and demolition debris totals are not included in the MSW total.

## New Initiatives for FY 2014

The Division has continued to expand the recycling program in fiscal year 2014. In 2013, the recycling contract expanded allowing state agencies to take advantage of recycling throughout the state and we have focused on educating agencies about this opportunity. All State agencies have the opportunity to participate in this contract with all invoices for recycling services being paid directly from the recycling funds account. By separating recyclables, agencies will begin to realize immediate cost savings in their municipal waste costs. It is also important for agencies to monitor their MSW pick up frequency as well as the size of container being used. A new element to this year's report will contain the volume agencies generate in trash that is disposed of. By having this total we will better understand the recycling rate for the State as a whole.

*Recycling Program Website*

In an effort to assist and educate agencies, the Division is creating a Recycling Program website which we intend to roll out prior to the end of FY2014. This will include space for posting the annual report, offering tips and tools to help agencies track their data, links to the various contracts available, a section for "green ideas", and other useful information to advance the State's recycling efforts. The page will be located on the Department of Administrative Services website.

The Division will continue to explore opportunities with state agencies to increase recycling opportunities.

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Appendix A:

Reports from individual agencies engaged in waste disposal are on file at Administrative Services and can be requested from recycling@nh.gov.

Summary of Agency Annual Reports

Line.#	Agency Name	Received		Agency Coordination		
		Yes	No	Yes	No	With
1	Adjutant General	x		x		Federal
2	Administrative Services	x		x		All Agencies
3	Agriculture	x		x		DAS and HHS
4	Banking Department	x			x	
5	Corrections		x			
6	Council on Developmental Disabilities	x		x		DAS
7	Cultural Resources	x		x		DAS
8	DRED		x			
9	Education Department	x			x	
10	Employment Security	x			x	
11	Fish & Game		x			
12	Governor's Office (Energy & Planning)	x				
13	Health and Human Services	x		x		DAS
14	Human Rights Commission	x			x	
15	Highway Safety		x			
16	Information Technology		x			
17	Insurance Department	x		x		DAS
18	Joint Board	x			x	
19	Judicial Council	x		x		DAS
20	Justice	x		x		DAS
21	Labor	x		x		DAS
22	Liquor Commission	x			x	
23	Lottery	x			x	
24	Police Standards & Training Council	x			x	
25	Public Utilities Commission	x		x		Office of Consumer Advocate (administratively attached to PUC)
26	Racing and Charitable Gaming	x			x	
27	Real Estate Commission	x			x	
28	Revenue Administration	x		x		(not disclosed)
29	Safety	x		x		DAS (supplies and contract items)
30	Transporation	x		x		DAS (contract items)
31	Veteran's Home	x			x	
32	Veteran's Services		x			

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Appendix B:

Agency certifications, pursuant to RSA 9-C: 10, II, (c), are on file at Administrative Services and can be requested from [recycling@nh.gov](mailto:recycling@nh.gov)

Summary of Agency Certifications of Compliance

Line #	Agency Name	Minimizes Solid Waste		Recycle Generated Waste		Purchase Materials with Recycled Content	
		Yes	No	Yes	No	Yes	No
1	Adjutant General	x				x	
2	Administrative Services	x				x	
3	Agriculture	x				x	
4	Banking Department	x				x	
5	Corrections						
6	Council on Developmental Disabilities	x				x	
7	Cultural Resources	x				x	
8	DRED						
9	Education Department	x				x	
10	Employment Security	x				x	
11	Fish & Game						
12	Governor's Office (Energy & Planning)	x				x	
13	Health and Human Services	x				x	
14	Human Rights Commission	x				x	
15	Highway Safety						
16	Information Technology						
17	Insurance Department	x				x	
18	Joint Board						
19	Judicial Council	x				x	
20	Justice	x				x	
21	Labor	x				x	
22	Liquor Commission	x				x	
23	Lottery	x				x	
24	Police Standards & Training Council	x				x	
25	Public Utilities Commission	x				x	
26	Racing and Charitable Gaming	x				x	
27	Real Estate Commission	x				x	
28	Revenue Administration	x				x	
29	Safety	x				x	
30	Transportation	x				x	
31	Veteran's Home	x				x	
32	Veteran's Services	x				x	

Appendix C

Income and Expense Reports

Recycle Fund Financial Statement for Fiscal Year Ending June 30, 2013

Company (Fund): 10 General Fund  
 Process Level (Agy): 014  
 Bureau / Division: 014 Bur Plant/Property management  
 Organization: 8262 Recycling Fund  
 Accounting Unit: 86200000

<b>INCOME STATEMENT</b>	<b>FY 2013</b>	<b>FY 2013</b>
<b>Income</b>	<b>BUDGET</b>	<b>ACTUAL</b>
<b>Balance Carry-Forward</b>	<b>\$ 422,046.00</b>	<b>\$ 422,046.00</b>
<b>Income</b>		
Automotive Batteries	\$ 3,114	\$ 3,114
Cardboard	\$ 178	\$ 178
e-Waste (Electronics - Computers, Printers & Monitors)	\$ 938	\$ 938
Steel and Scrap Metal	\$ 203,580	\$ 203,580
Waste Oil	\$ 140	\$ 140
<b>TOTAL Income</b>	<b>\$ 204,835</b>	<b>\$ 207,949</b>
<b>Expenses</b>		
Co-mingled (Bottles, Cans, Plastics & Metal)	\$ (2,645)	\$ (3,444)
Cardboard	\$ (39,405)	\$ (39,405)
e-Waste (Electronics - Computers, Printers & Monitors)	\$ (3,039)	\$ (3,039)
Mixed Paper	\$ (20,543)	\$ (20,543)
Single Stream	\$ (10,809)	\$ (10,809)
Recycling Supplies	\$ (2,474)	\$ (2,474)
<b>TOTAL Expenses</b>	<b>\$ (78,915)</b>	<b>\$ (79,714)</b>
<b>NET INCOME (For Period)</b>	<b>\$ 125,920</b>	<b>\$ 128,235</b>
<b>Balance Carry-Forward</b>		<b>\$ 550,281</b>
<b>REBATES</b>	<b>\$ 11,735</b>	

NOTE: Rebates for Recycling are not recognized as Revenue. Rebates are deducted through the Expense.