



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PROCUREMENT AND SUPPORT SERVICES
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December 5, 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 2014 State Annual Waste Reduction, Recycling and Recycled Products Purchase Report. This report is required in accordance with RSA 9-C: 10. The Division of Procurement and Support Services 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. While there is more work to do in this area, state agencies are continuing to do a great job and we continue to see increases in the amount of recycling throughout state government.

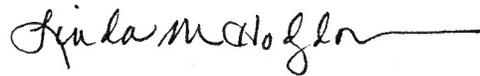
Working with Sununu Youth Services Center, the Department of Administrative Services has put together a recycling program for their facility that has increased recycling while providing meaningful work for their clients. Recycling

services continue to expand through private contractors to provide recycling services to the majority of state agencies throughout the state.

Future projects include expanding the recycling program website, working with state agencies to improve signs and containers to further increase the amount of recycling, and partnering with other groups to explore initiatives that will increase our recycling while reducing our energy consumption.

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Linda 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
FY2014**



**November 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 Procurement and Support Services, formerly the Division of Plant and Property Management, (the Division) has compiled the fiscal year 2014 Waste Reduction, Recycling and Recycled Product Purchased Report.

The following materials will be reported for recycling in FY 2014:

- 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

FY2014 was another successful year for the state wide recycling program. We added new locations, jumping from 106 sites to approximately 130. The renovation of the Tobey Building in Concord created a spike in bulbs and ballast recycling, from an average of 5 tons per year to 73 tons this year. We expect this to settle back into the normal range next year. In May 2014, DAS launched a recycling website (<https://admin.state.nh.us/recycle/index.asp>) to assist state agencies with their efforts and to house prior recycling reports. Expansion of the site is ongoing. FY2014 also saw the approval of two memorandums of agreement between the Recycle Program and Health and Human Services. One is for services on the Governor Hugh Gallen State Office Park and the other is for services at the Sununu Youth Services Center. Both programs, supported by the recycle fund, teach clients life skills related to employment by having them coordinate, collect and sort the recycled materials at their locations.

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 any 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 FY2014
The following table shows material recycled in FY 2014

Material	Quantity (Tons)	Rebate or (Cost)
All Containers Commingled (plastic, tin, cans, bottles, & glass)	215.11	(\$3,830)
Aluminum	0.00	\$0.00
Antifreeze	2.09	\$0.00
Automotive Batteries	18.12	\$1,850.00
Bulbs and Ballasts**	73.22	(\$123,601.87)
Cell Phones	0.00	\$0.00
Construction and Demolition Debris***	14,996.50	\$0

Copper	0.00	\$0.00
Corrugated Cardboard*****	224.50	(\$52,680)
Electronics (Computers, Printers & Monitors)	198.22	\$9,513.00
Mercury Products** ****	133.00	(\$2,214.30)
Rechargeable Batteries**		(\$13,920.18)
Shredded Paper** (including Mixed Paper)	496.02	(\$26,090.00)
Steel (including furniture) and Scrap Metal	871.61	\$184,622.00
Tires**	5.99	(\$7,912.50)
Toner Cartridges* **	1.62	\$0.00
Waste Oil**	2.90	\$284.00

Subtotal **2,109.40** **(\$33,979.85)**

MSW (tons) **5,204.35**

MSW Recycling Rate **40.53%**

* Rebates for toner cartridges are applied as invoice credits.

** Rebates earned or costs incurred are received or 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.

****Quantity is the units recycled and has not been included in the Subtotal.

*****Cardboard cost includes an expense of \$52,831 an revenue of \$151.

Appendix A contains a summary of 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
Containers (plastics, tin, cans bottles, and glass)
Automotive Batteries
Cell Phones

Mercury added products
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 includes specifications on all construction or renovation projects that require contractors to recycle 75% of construction debris. Between July 1, 2013 and June 30, 2014 the construction projects generated 15,168.18 tons of waste with 14,996.50 tons recycled for a 99% recovery rate.

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 FY2014

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 2014

Material	Quantity	Recycled Content	Cost
Paper	933,213 LBS	30 – 100%	\$600,997
Toner/Ink Cartridges	2,804	90%	\$171,339
Aluminum (Plates, Signs)	79,107 LBS	30-50%	\$172,528
Steel, (Rebar, Guardrail)	33.22 TONS 20,107 LF	25%	\$294,200
Plastic			
Lumber (decking materials)			
Recyclable Batteries			
Furniture	Diversified	46%	\$664,599
Energy Star Computers	6,270	30-50%	\$2,105,750
Energy Star Appliances			
Toilet Paper	2963 CASES	100%	\$87,631
Paper Towels	5,325	90%	\$70,614

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.

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 a summary of 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 Procurement and Support Services 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 currently 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 and agency.

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) on page five.

Year-by-year Analysis

The following materials were recycled between FY2009 and FY2014 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	Quantity (Tons)					
	2014	2013	2012	2011	2010	2009
All Containers Commingled (plastic, tin, cans, bottles, & glass)*	215.11	288.54	158.27	17.84	17.27	
Aluminum	0.00	0.00	10.52	25.50	0.00	25.91
Antifreeze	2.09	0.50	2.56	3.04	3.12	1.16
Automotive Batteries	18.12	14.00	11.00	14.00	16.00	8.22
Bulbs and Ballasts	73.22	1.93	1.09	9.68	6.84	
Cell Phones	0.00	0.00	0.00	0.00	0.00	0.00
Construction and Demolition Debris**	14,996.50	51,327.60	8,495.55	162.00	744.11	
Copper	0.00	0.00	0.00	0.00	0.00	1.25
Corrugated Cardboard*	224.50	225.50	336.83	508.53	329.83	
Electronics (Computers, Printers & Monitors)	198.22	20.11	47.92	54.61	58.79	30.59
Mercury Products (in units)	133.00	0.00	0.00	0.00	0.00	0.00
Rechargeable Batteries**		0.00	0.00	0.00	0.00	0.00
Shredded Paper	496.02	341.05	235.40	257.04	172.44	57.44
Steel (including furniture) and Scrap Metal	871.61	1,040.13	544.61	913.24	0.00	1,549.15
Tires	5.99	4.54	4.06	62.12	49.50	0.00
Toner Cartridges	1.62	7.09	6.59	0.44	0.13	0.14
Waste Oil	2.90	2.60	11.54	21.98	51.43	21.40
Subtotal	2,109.40	1,946.00	9,865.94	2,050.03	1,449.45	1,695.25
MSW (tons)*	5,204.35	2,798.81	13,068.06	4,596.22	4,092.46	
MSW Recycling Rate	40.53%	69.53%	75.50%	44.60%	35.42%	0.00%

* 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. The exception to this is believed to be in FY2012.

Material	Rebate or (Cost)					
	2014	2013**	2012	2011	2010	2009
All Containers Commingled (plastic, tin, cans, bottles, & glass)*	(\$3,830)	(\$3,444)	(\$8,507)			
Aluminum	\$0.00	\$0	\$35,857	\$17,850	\$0	\$14,193
Antifreeze	\$0.00	\$0	\$0	\$0	(\$234)	(\$87)
Automotive Batteries	\$1,850.00	\$3,114	\$3,029	\$0	\$0	\$1,595
Bulbs and Ballasts	(\$123,601.87)	(\$579)	(\$2,670)	(\$6,392)	(\$4,761)	\$0
Cell Phones	\$0.00	\$0	\$0	\$0	\$0	\$0
Construction and Demolition Debris**	\$0		\$0			
Copper	\$0.00	\$0	\$0	\$0	\$0	\$1,833
Corrugated Cardboard*	(\$52,680)	(\$39,227)	\$184			
Electronics (Computers, Printers & Monitors)	\$9,513.00	(\$2,101)	(\$8,376)	(\$9,615)	(\$10,321)	(\$5,231)
Mercury Products	(\$2,214.30)	(\$7)	(\$4)	\$0	\$0	\$0
Rechargeable Batteries	(\$13,920.18)	\$0	\$0	\$0	\$0	\$0
Shredded Paper** (Including Mixed Paper as of FY13)	(\$26,090.00)	(\$48,245)	\$13,552	(\$25,826)	(\$24,982)	(\$7,290)
Steel (including furniture) and Scrap Metal	\$184,622.00	\$203,580	\$220,794	\$170,638	\$66,206	\$166,132
Tires	(\$7,912.50)	(\$681)	(\$12,977)	(\$20,466)	(\$32,379)	(\$13,919)
Toner Cartridges	\$0.00	\$0	\$426	\$156	\$110	\$1,165
Waste Oil	\$284.00	\$140	\$1,168	\$1,283	\$1,918	\$797
Subtotal	(\$33,980)	\$112,550	\$242,477	\$127,628	(\$4,443)	\$159,188
MSW*	\$0	\$0	\$0	\$0	\$0	\$0

* 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.

New Initiatives for FY 2015

In FY2015 we are undergoing a performance audit conducted by the Legislative Budget Assistant's Audit Division. It is our hope that we receive constructive feedback with ideas for improvement and expansion. In addition we are looking at expanding our website and agency education initiatives. It is our hope that agencies and their employees will take a more active role. We are considering meeting with state agencies to get more ideas and participation from agencies. We are also looking at partnering with DAS Energy Management and Department of Environmental Services to explore initiatives that will boost recycling as well as reduce our energy consumption in state buildings.

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. Multiple attempts were made to solicit reports from non-reporting agencies.

Summary of Agency Annual Reports						
Line #	Agency Name	Received		Agency Coordination		
		Yes	No	Yes	No	With
1	Adjutant General	x		x		Coordinates with Federal Agencies
2	Administrative Services	x		x		All Agencies
3	Agriculture	x		x		DAS and HHS
4	Banking Department	x			x	
5	Corrections	x			x	
6	Council on Developmental Disabilities		x			
7	Cultural Resources	x		x		DAS
8	DRED	x			x	
9	Education Department	x		x		DAS and HHS
10	Employment Security	x		x		HHS (NFI North Service)
11	Environmental Services	x		x		DAS
12	Fish & Game		x			
13	Governor's Office (Energy & Planning)	x		x		DAS and HHS
14	Health and Human Services	x		x		DAS
15	Human Rights Commission	x			x	
16	Highway Safety	x			x	
17	Information Technology	x		x		DAS
18	Insurance Department	x		x		DAS
19	Joint Board	x		x		DAS
20	Judicial Council	x		x		DAS
21	Justice	x		x		DAS
22	Labor	x		x		DAS
23	Liquor Commission	x			x	
24	Lottery	x			x	
25	Police Standards & Training Council	x			x	
26	Public Utilities Commission	x		x		Office of Consumer Advocate (administratively attached to PUC)
27	Racing and Charitable Gaming	x		x		DAS / Other entities in the building
28	Real Estate Commission	x			x	
29	Revenue Administration	x		x		DAS
30	Safety	x				<i>Not disclosed</i>
31	Tax and Land Appeals		x			
32	Transportation	x		x		DAS (contract items)
33	Veteran's Home		x			
34	Veteran's Services	x			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. Agencies that did not respond have been left blank on the following table (page 14).

Appendix C

Income and Expense Report

Recycle Fund Financial Statement for Fiscal Year Ending June 30, 2014	
Company (Fund): 10 General Fund	
Process Level (Agy): 014	
Bureau / Division: 014 Bur Plant/Property management	
Organization: 8262 Recycling Fund	
Accounting Unit: 86200000	
INCOME STATEMENT	FY 2014
Income	
Balance Carry-Forward	\$ 550,281.00
Recycle Income	
Automotive Batteries	\$ 1,850
Cardboard	\$ 151
e-Waste (Electronics - Computers, Printers & Monitors)	\$ 9,513
Steel and Scrap Metal	\$ 184,622
Waste Oil	\$ 284
TOTAL Income	\$ 196,420
Recycle Expenses	
Co-mingled (Bottles, Cans, Plastics & Metal)	\$ (3,830)
Cardboard	\$ (52,831)
e-Waste (Electronics - Computers, Printers & Monitors)	\$ -
Mixed Paper	\$ (26,090)
Single Stream (all recyclable material in one container)	\$ (15,815)
Services (NFI and YDC)	\$ (50,146)
Recycling Supplies	\$ (1,332)
Handling Fees (White Farm)	\$ (4,075)
TOTAL Expenses	\$ (154,118)
NET INCOME (For Period)	\$ 42,301
Balance Carry-Forward	\$ 592,582
REBATES	\$ 9,411

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