

Frequently Asked Questions

I. Recycling Program and Services

A. Does Facility Management Division provide services to collect recyclable office products?

Answer: Advancements in the recycling program for state agencies continue to require modifications and improvements to align with state mandated environmental policies focusing on pollution control. With the current polices and the current waste stream, Facility Management Division currently provides resources supporting the recycling of the following items in the state-owned buildings:

* Mixed Office Paper	* Hardback Books
* Shredded Paper	* Training Manuals
* Plastic Containers	* Aluminum Foil, Cans, and Tin
* Newspaper	* Magazines
* Glossy Materials	* Glass Bottles

Additional recycling services and resources for state agencies is available online at the Facility Management Division website at www.ncfacilitymanagement.net. Contact the Recycling Coordinator at Recycling.Coordinator@doa.nc.gov for additional assistance with recycling service questions.

B. What other items should we consider for recycling in state agencies?

Answer: Recycling Markets are continuously growing. For a current listing of recycling markets and to identify vendors to service recycling needs, visit the Department of Environment and Natural Resources (DENR) website at <http://p2pays.com>. The Facility Management Division updates state agencies in Raleigh/Wake County on recycling resources and tools as they become available to help improve the recycling program of state agencies.

C. What are alternatives for recycling office products that have not exhausted their usefulness?

Answer: Property or supplies that have not exhausted their useful purpose may be eligible for recycling with the North Carolina State Surplus Office. Visit the North Carolina State Surplus Agency website at <http://www.doa.state.nc.us/ssp/> for additional information on the State Surplus Recycling Program.

D. Our office generates items that cannot be recycled and are not reusable. How do we dispose of the items?

Answer: Recycling markets are continuously growing. For a current listing of recycling markets and vendors, visit the Department of Environment and Natural Resources (DENR) website at <http://p2pays.com>.

E. What are the environmental statutes and executive orders for state agencies regarding recycling?

Answer: Several environmental statutes and executive orders have been issued regarding the recycling program for state agencies. The current listing includes:

Executive Order 156: State Government Environmental Sustainability, Reduction of Solid Waste, and Procurement of Environmentally Preferable Products.

Executive Order 26: Water System Protection.

§ 130A-309.09A: Local government solid waste responsibilities.

§ 130A-309.14: Duties of State agencies (establishment of recycling program).

§ 143-58.2: State policy; bid procedures and specifications; identification of products (purchase products with recycled content).

[§ 143-58.3](#): Purchase of recycled paper and paper products; goals.

[HB 1465](#). October 1, 2009 prohibits the disposal of motor vehicle oil filters, rigid plastic containers, wooden pallets, and oyster shells in landfills.

II. Recycling of Plastic

A. What types of plastic containers are accepted for recycling?

Answer: Plastic juice, milk and water containers are accepted for recycling. To prevent the attraction of nuisances, rinsing of the container is recommended prior to placing the container in the recycling bin.

B. Are plastic binders recyclable?

Answer: Binders are not recyclable under the Facility Management Office Recycling Collection Services Contract. This item may be reused to reduce future purchasing expenses.

C. Do you recycle yogurt containers as part of plastics?

Answer: No, they are not included for collection in the Office Recycling Program.

III. Recycling of Beverage Cans, Tin, and Aluminum

A. Do they recycle steel cans like the ones soup or beans come in?

Answer: Yes, they may be recycled with aluminum cans after they are rinsed.

B. Is aluminum foil recyclable?

Answer: Clean aluminum foil can be recycled with beverage cans only if there is no food waste is on it.

C. Are yogurt tops recyclable?

Answer: Yes, the metal tops are aluminum products. Rinse the item and they can be placed in the aluminum recycling container.

IV. Recycling Paper

A. What is the “mixed office paper” that is mentioned in the State Recycling Program?

Answer: Mixed office paper means printed or unprinted sheets, shavings and cuttings of colored or white paper with colored or black inks, including ledger, copy paper, computer paper, letterhead, white envelopes with or without windows, non-thermal fax paper, post-it notes, notebook paper, non-glossy pamphlets and brochures, manuals, greeting cards, non-glossy posters, manila folders, and paper ream wrappers.

This grade does not include magazines, newspapers, ground-wood papers, kraft envelopes, tissue, napkins/paper towels, waxed paper, carbon paper, plastic bags, magazine wrappings, soiled or dirty paper, detergent boxes or paper soiled with food waste.

B. Our office generates white paper and mixed office paper. Should we separate the white paper and mixed office paper for recycling?

Answer: No, mixed office paper and white paper can be combined for recycling.

C. The copy paper ream wrappers are listed under the mixed paper section, but one side is often glossy. What happens then?

Answer: Place the wrappers in with mixed paper. The glossy magazine containers are for a different grade of paper that is then coated. Non-brown colored wrappers are made of a higher grade of paper and can be placed in the mixed bin.

D. Are training manuals recyclable?

Answer: Most manuals and training guides are recyclable. The agency will be required to prepare the material prior to receiving recycling services. For special assistance and instructions for recycling manuals, contact the Recycling Coordinator at Recycling.Coordinator@doa.nc.gov

V. Recycling Telephone Books

A. Are telephone books recyclable?

Answer: Yes, telephone books are recyclable in the current market. Several resources are made available by the City of Raleigh and Wake County for the disposal of old telephone books. For current information on the Facility Management Division Telephone Book Recycling Program, visit our website at www.ncfacilitymanagement.net.

B. I am in a location that is not serviced by the State Recycling Program. Where can I find resources for recycling old telephone books?

Answer: Various counties and municipalities provide recycling collection bins for recycling telephone books. Recycling services for the collection of old telephone books are made available by the City of Raleigh for a limited time period and are available on their website at www.raleighnc.gov. Wake County Landfill accepts old telephone books on a year round basis and provides information to citizens on their website at www.wakegov.com.

C. Each year, duplicate or triplicate copies of telephone books are left on the loading dock of our building. What should we do with extra copies sent to our agency's location?

Answer: State agencies are asked to contact the issuing telephone book company and have them remove excess copies of new telephone books delivered to their location.

D. As a state agency, what can we do to reduce the number of telephone books ordered?

Answer: Employees are encouraged to use electronic versions of the AT&T Telephone Book instead of ordering hard copies. Using the online telephone directory version at <http://www.realpageslive.com> will reduce future recycling costs to the State.

VI. Miscellaneous Recycling Questions

A. Is cardboard boxing recyclable?

Answer: Yes, it is. Cardboard boxes should not be placed into the trash bins. Cardboard should be placed in appropriate containers. It will be collected from state buildings allocated to the Department of Administration and maintained by Facility Management Division.

B. Are printer cartridges recyclable?

Answer: Yes, printer cartridges may be recycled. Printer cartridges purchased with state funds are recycled and funds received from the return of the cartridges are returned to state budgets. Each printer cartridge purchased with state funds includes a recycling container, i.e. envelope, carton, bag, for return to the vendor upon completion of usage. For additional assistance, contact the office supply provider for assistance.

C. What are the other recycling provisions are there for state agencies located in state-owned buildings maintained by the Facility Management Division?

Answer: Facility Management Division provides for the collection of cardboard, wood pallets and fluorescent lights waste generated in state buildings assigned to the Department of Administration in the Raleigh/Wake County Area. For additional information on recycling these items, visit the Facility Management Division website at www.ncfacilitymanagement.net or contact the Recycling Coordinator at Recycling.Coordinator@doa.nc.gov.

D. Where can a state agency locate additional information on recycling resources and programs?

Answer: The Facility Management Division Recycling Coordinator is available to assist with recycling questions. They can be sent to Recycling.Coordinator@doa.nc.gov.

Additional recycling resources can be found online at www.p2pays.org which is maintained by the North Carolina Department of Environment and Natural Resources, Division of Pollution Prevention and Environmental Assistance.