

## Attachment to Annual Business Recycling and Waste Report

### **Additional Reuse Property**

The following unneeded property was transferred for reuse to schools (primarily), and Federal, state, and local agencies. Also, some of the items were sold.

• 1,339 items of system furniture.	Estimated weight:	104,442
• 1,340 items of conventional furniture.	Estimated weight:	171,520
• 55 items of computer equipment transferred to schools.	Estimated weight:	811
• 116 items of computer equipment transferred to GSA	Estimated weight:	1,711
• 16 items copier equipment	Estimated weight:	<u>6,640</u>
Total:		285,124 lbs.

### **Waste Reduction /Reuse**

Describe the progress in waste reduction and reuse efforts that have been undertaken by your business in an effort to reduce the amount of refuse generated.

NRC recycles paper, aluminum, tin, steel cans, glass, plastic bottles, newspaper, cardboard, laser toner cartridges, ink jet cartridges, grease and batteries. Employees participate by placing recyclable materials in conveniently located containers on each floor. NRC separates its office paper for recycling. Separate paper containers identify what is acceptable and not acceptable for Grade 1 (white) and Grade 2 (mixed) paper. NRC revenue from recycling is used to provide tuition assistance for children of staff to attend the onsite Childcare Center and for all-employee events. Use of the revenue for employee needs stimulates participation in our recycling program.

NRC has implemented an electronic system for recordkeeping and communications. The use of this electronic media has been a primary reason for reduced paper use. Unneeded supplies that are in new or near new condition are deposited on floors and taken to our supply store for reissue. As listed above under "Additional reuse of property" the NRC donates computer equipment to area schools and transfers hundreds of thousands of pounds of furniture and other equipment to local, state, and Federal agencies. NRC has a mandatory Affirmative Procurement Program for Recovered Materials. This plan requires purchase of products with the highest content of recycled material practicable. All purchase of paper and paper products, binders, toner cartridges, file folders, and paperboard and packaging must contain recycled material. All office paper purchased contains a minimum of 30% postconsumer content. Additional, our purchase card program requires that buyers choose environmentally preferable products and services.

## Education

Please describe your efforts to educate tenants (if report is filed by a property manager) or employees about the recycling program in place. Examples include, but are not limited to: newsletters, email reminders, training workshops, etc.

Participation by employees is the key to a successful program. To stimulate participation, we publicize our recycle program and provide information to educate employees about recycling and waste prevention. NRC's environmental program includes active and ongoing promotion of conservation and waste diversion, a strong recycling program, and an affirmative procurement program that requires the purchase of products containing recycled materials. The NRC'S internal web site contains a "Greening the Government" page with links to various recycling and conservation information including the following:

- NRC Greening the Government Strategic Plan (establishes goals and strategies for recycling, waste waste prevention and the acquisition of environmentally preferable products and services);
- Headquarters Recycling Program (provides information on what can be recycled, benefits of recycling, and recycling container locations);
- Buying Green with NRC Purchase Card (provides information on purchasing "green" product and services and requires that Purchase Card holders consider and give preference to "green" products and services when available);
- Buying Recycled Product Procurement Plan (establishes requirements for purchasing products designated by the Environment Protection Agency that must contain recycled content); and
- Green Office Guide (provides tips for employees on what they can do at the office to conserve resources and protect the environment). Each year on Earth Day and Recycle Day, special exhibits are featured for employees to learn about recycling, public transit, and other ways to protect the environment.