

**STATE OF NEVADA
RECYCLING & WASTE DIVERSION MUNICIPAL REPORT FORM**

INSTRUCTIONS

PURPOSE AND OBJECTIVES

This report is the annual recycling assessment conducted by the solid waste branch of the Nevada Division of Environmental Protection (NDEP). The purpose is to gather the data necessary to determine recycling rates for each county and the state as a whole. This information will aid state and local governments in evaluating solid waste management, waste reduction and recycling programs in their jurisdictions.

The assessment is completed to satisfy a statutory mandate (NRS 444A.070) that requires the Department of Conservation and Natural Resources to report to the legislature every odd-numbered year on the status of current and proposed programs for recycling and reuse of materials. In order to satisfy this mandate, regulations were adopted that require a county or health district with an approved recycling program to submit to NDEP an annual report of the amount of tonnage recycled during the previous year. NDEP has provided a form to agencies (Form A) to assist in this reporting process.

As per NRS 444A.040, counties or health districts with populations greater than 45,000 must make available certain recycling programs for their residents and those programs must be approved by NDEP. Therefore, the six Nevada municipalities with populations greater than 45,000 are expected to participate in this survey—Carson City, Clark, Douglas, Elko, Lyon and Washoe Counties. All municipalities are encouraged to participate. The regulations have established two reporting deadlines. February 15 is the deadline for recycling centers to submit their annual reports to their municipality and April 1 is the deadline for the municipality to submit their report to NDEP.

HOW DO I SUBMIT THE DATA?

Form A is fillable on-line. Once the data is entered and checked, it should be saved and sent as an attachment to one of the NDEP recycling coordinator's. Please do not send a scanned version. Contact information is at the bottom of these instructions.

WHAT COUNTS AS RECYCLABLE?

Recyclable materials that should be included are clearly identified on the enclosed forms. The provided forms also include blank lines for other acceptable materials not otherwise listed. Wastes that **should not** be tabulated include: hazardous wastes, such as solvents, etc.; non-hazardous industrial wastes, such as fly ash from an electrical generation station; mining wastes; treated contaminants, such as remediated soil; and agricultural wastes.

WHERE DOES THE INFORMATION COME FROM?

The health district or county should collect the data necessary to complete this report from the handlers of recyclable materials and disposal facility operators. A survey form for recycling facilities and companies that recycle materials (Form B) is included with these instructions.

A list of possible survey respondents includes, but is not limited to: municipal or county department of public works or health department, all contracted and independent recyclers (curbside collectors, buy back centers, drop-off boxes and centers, charity groups, scrap metal collectors, brokers, haulers and transporters, yard waste composting facilities, processors, and tire retreaders), large commercial enterprises (grocery stores, department stores, banks, etc.), volunteer and non-profit groups, government offices, and schools and hospitals.

AVOID DOUBLE COUNTING OF MATERIALS

To avoid double counting it is important to track the flow of materials from the point of collection to the point of out-of-county shipment or end-use. Normally, small recyclers, businesses, and non-profit groups have smaller quantities of materials and sell them to larger recyclers in their area.

You should determine whether small recyclers are selling their materials to local markets (i.e. larger recyclers in your jurisdiction), or to markets outside your jurisdiction. If they are selling their materials to local markets within your jurisdiction, their reported quantities should not be counted towards your total recycling quantities because they have already been included in the larger recyclers' totals.

One way to track the flow of materials is to ask the smaller recycler if he/she sells any of their materials to local markets which you are surveying and to note on Form B which materials they are. You can also ask the larger recyclers if they buy larger volumes of materials from local organizations.

CONFIDENTIALITY OF RESPONSES

Some recycling centers may be concerned about providing confidential and proprietary information. In these cases, you can allay these fears by promising to keep their information confidential. Once the facility's materials and quantities have been verified, the completed form can either be returned to the reporting facility or destroyed. It is best if you discuss with the reporting facility which method it prefers. **Counties do not need send facility data directly to NDEP. The data should be compiled and reported to us on Form A.** However, please send a list of facilities that report to you.

VERIFICATION

The amount of material collected for recycling must be verified. Verification can be achieved by having the reporting facility complete and sign Form B. The form can also be completed in a phone interview or electronically and noted in the "Certification" section. Reported quantities should be accurate and reasonable. **Remember, all recyclable materials counted towards your recycling goal must have been generated within your county and not imported from outside the county.**

CONCLUSION

If you have any questions, please call the coordinator in your area at the number below. NDEP appreciates your assistance and cooperation in returning the completed recycling reports. Please send or email reports to:

Southern Nevada Recycling Coordinator
Nevada Division of Environmental Protection
2030 E. Flamingo Rd, Suite 230
Las Vegas, NV 89119-0837
(702) 486-2850, ext. 268

rlewis@ndep.nv.gov

Northern Nevada Recycling Coordinator
Nevada Division of Environmental Protection
901 S. Stewart St, Suite 4001
Carson City, NV 89701-5249
(775) 687-9466

pmoen@ndep.nv.gov