

**ANNUAL REPORT OF THE**

**VIRGINIA RECYCLING MARKETS  
DEVELOPMENT COUNCIL**

**TO THE GOVERNOR AND  
THE GENERAL ASSEMBLY OF VIRGINIA**



**HOUSE DOCUMENT NO. 7**

**COMMONWEALTH OF VIRGINIA  
RICHMOND  
1995**



## TABLE OF CONTENTS

Background .....	1
Council Members .....	1
Council Organization .....	4
Council Tasks .....	5
Council Goals .....	7
Council Situation .....	8
Council Recommendations .....	9

## Appendices

Virginia Code 9-145.47 .....	1
Virginia Code 9-145.48 .....	2
Virginia Code 9-145.49 .....	3
House Joint Resolution No. 67 .....	4
EPA Recycling Program Efforts Report.....	5
MAC/REDO 1994 Report .....	6
Report on Current Recycling in Virginia .....	7
Subcommittee Report on Current Statutory Recycling Rates .....	8
RENEWS Summary .....	9
Executive Memorandum 8-94 .....	10
State Agency Recycling Program Summary .....	11
D.O.T. Recycling Presentation .....	12
Department of General Services Report .....	13
Proposed Recycling Markets Development Act .....	14
Subcommittees Listing .....	15
1995 Work Plan, Objective 1 .....	16
1995 Work Plan, Objective 2 .....	17
1995 Work Plan, Objective 3 .....	18
Recommended Change to Virginia Code 9-145.48.....	19
Recommended Change to Virginia Code 10.1-1411 .....	20
Recommended Change to Virginia Code 58.1-338, -3661, 445.1.....	21



# REPORT OF THE VIRGINIA RECYCLING MARKETS DEVELOPMENT COUNCIL

*TO: The Honorable George Allen, Governor  
and  
the General Assembly of Virginia*

## BACKGROUND

The Virginia Recycling Markets Development Council was established by Virginia Code 9-145.47 (appendix 1) during 1993 at the recommendation of the Joint Subcommittee on Enhancing End-use Markets for Recycled Material. Virginia Code 9-145.48 (appendix 2) establishes the membership composition of the Council. The VRMDC was established to continue the work begun by the Joint Subcommittee previously and to develop and monitor the implementation of a plan to strengthen Virginia's recycling infrastructure and markets.

The original intent was to establish a Council consisting of public and private sector representatives involved Recycling and related state agencies who could impact the long term viability of recycling in the Commonwealth. This new Council was to meet with the Joint Subcommittee to provide some continuity of the effort to create markets for recycled materials. Virginia Code 9-145.49 (appendix 3) assures the cooperation of the all agencies within the Commonwealth with this goal.

Due to a delay in appointment of the Council members, a meeting between the new Council and the Joint Subcommittee failed to take place, so House Joint Resolution No. 67 (appendix 4) was passed to give the Council specific direction in helping fulfill its legislative mandate.

## Council Members

Appointments were made to the Council as follows:

VIRGINIA RECYCLING MARKETS DEVELOPMENT COUNCIL

Citizen Members

Michael Benedetto  
c/o Joseph Benedetto  
Tidewater Fibre Corp.  
1958 Diamond Hill Rd.  
Chesapeake, VA 23324  
rep. of paper industry  
804 543 5766 (O# for Joseph)  
804 460 2110 (H# for Joseph)  
FX 804 543 9532

Michael D. Clower  
Fairfax County  
Division of Solid Waste Collection & Recycling  
12000 Government Center Parkway  
Fairfax, VA 22030  
rep. of county government  
703 324 5225  
FX 703 324 3949

George M. Hampton, Sr.  
3916 Del Mar Drive  
Dale City, VA 22193  
citizen member  
703 670 5857  
FX (none)

Alma H. Holston  
1218 Newbern Rd.  
Pulaski, VA 24301  
rep. of municipal government  
703 980 2741  
FX

Ruth Ivory-Moore  
Mobil Oil Corporation  
3225 Gallows Rd.  
Fairfax, VA 22037  
rep. of oil industry  
703 846 5787  
FX 703 846 6887

Timothy R. Koogler  
Waste Management of Virginia, Inc.  
P. O. Box 6317  
Chesapeake, VA 23325  
rep. of solid waste collection and disposal  
804 485 5700  
FX 804 485 4617

Charles J. Lancelot  
Rubbermaid Commercial Products  
3124 Valley Avenue  
Winchester, VA 22601  
rep. of plastics industry (Rubbermaid)  
703 542 8858 (O), 703 667 0865 (H)  
FX 703 542 8583

Richard M. Lerner  
Cycle Systems  
P.O. Box 11244  
Lynchburg, VA 24506  
rep. of scrap metal industry  
(W)804 237 6666/(H)804 525-1312  
FX 804 237 0001

Julia E. Major  
33081 Boston Road  
Painter, VA 23420  
rep. of rural planning district commission  
(O) 804 787 5700, 787 2468 (School # 8:15-3:15)  
804 787 7170, (H) 804 442 2135  
FX

Wanda K. McGee  
Southeast Recycling Corp.  
1350 North Myers St.  
Richmond, VA 23230  
rep. of recycling industry  
804 359 1080/359 6606 (h) 231-6301  
FX 804 358 2814

Van N. McPherson  
Reynolds Aluminum Recycling Co.  
6603 W. Broad St.  
Richmond, VA 23261-7003  
rep. of aluminum industry  
804 281 4807  
FX 804 281 2801

Thomas D. Mirabile  
Natural Recycle Systems  
10748 John Turley Place  
Fairfax, VA 22032  
rep of organic waste industry  
703 278 8413/703 507 4291  
FX 703 370 8067

Thomas Sorbie, Jr.  
105 Stavenger Court  
Williamsburg, VA 23185-1060  
rep. of glass industry  
804 564 0668  
FX 804 566 1404

Wayne G. Strickland  
Planning District Commission #5  
P.O. Box 2569  
Roanoke, VA 24010  
rep. of urban planning district commission  
703 343 4417  
FX 703 343 4416

M. Terry Westhafer  
Central Tire Corporation  
P.O. Box 901  
Verona, VA 24482  
rep. of tire industry  
(O)703 248 8024/(H)703 885 1809  
FX 703 248 5403

**State Agency Members**

William A. Lindsey  
Virginia Department of Transportation  
1401 E. Broad Street  
Richmond, VA 23219  
804 786 2721  
FX 804 225 3659

James C. Witherspoon  
Virginia Department of Economic Development  
1021 E. Cary Street  
Richmond, VA 23219  
804 371 8217  
FX 804 371 8111

Bruce E. Brooks  
Virginia Department of General Services  
203 Governor Street  
Richmond, VA 23219  
804 786 1821  
FX 804 371 7974

Michael P. Murphy  
Virginia Department of Environmental Quality  
629 E. Main Street  
Richmond, VA 23219  
804 762-4003  
FX 804 762-4006

updated 8/02/94  
dlm

## Council Organization

The first meeting of the VRMDC was held June 02, 1994 in House Room One in the North Hall of the State Capitol, Richmond, Virginia, at 10:00 a.m.

Pursuant to State Code 9-145.48 (appendix 2), a meeting schedule was established being the second Thursday of each month at 10:00 a.m.

The Department of Environmental Quality offer of administrative help was reviewed and accepted. Ms. Paddy Katzen will act as liaison for the Council.

The DEQ will also provide administrative support for meeting note-taking and providing a tape recorder to record all meetings. Ms. Katzen will be responsible for public notification of all meetings.

It was also established that public comments, concerns, and questions would be allowed during the last 30 minutes of each meeting.

Pursuant to State Code 9-145.48, a Chairman and Vice Chairman are to be selected by the Council. Subsequently, at the next meeting, Thomas Sorbie was elected Chairperson, and George M. Hampton, Sr. was elected Vice Chairperson.

In order to disseminate information, a copy of the minutes for each Council meeting, along with attachments, documents, and other information, will be forwarded to the Planning District Commissions, who will act as Central Repositories for the information, making it available to the public.



## Council Tasks

House Joint Resolution No. 67 (appendix 4) requests certain specific tasks be completed. These tasks have been undertaken by the Council with the following results:

1. Develop and adopt a mission statement to provide specific guidance to the Council over time:

In accordance with (-145.47 of The Code of Virginia, the Virginia Recycling Markets Development Council shall develop and monitor a plan that will strengthen Virginia's recycling infrastructure and markets. The plan shall set forth strategies primarily designed to improve the supply, quantity, and quality of recyclables. The plan shall also provide strategies for increasing the demand for recycled products and expanding the capacity of collectors, processors and manufacturers to handle and use specified recyclable materials. The Virginia Recycling Markets Development Council shall make recommendations through written reports and legislative initiatives that will:

1. Promote and coordinate state agencies' and authorities efforts to enhance markets for recycled and recovered materials;
2. Promote the purchase of products made from recycled or recovered materials;
3. Identify and evaluate financial and other incentives which may attract new businesses that can use recycled or recovered materials generated in Virginia;
4. Identify barriers to the development of markets for recycled materials including existing state policies, regulations, and procedures, and recommend alternatives to overcome such obstacles;
5. Develop recommendations for the establishment of a regional or interstate marketing system for recycled materials;
6. Encourage the use of uniform recycling definitions and standards throughout the state;
7. Promote and encourage public/private market development initiatives;
8. Report annually its findings and recommendations to the Governor and the General Assembly.

2. Appoint a liaison person to coordinate the work of the Council and the EPA-funded recycling and economic development study being conducted by the Institute for Local Self-Reliance:

Mr. Richard Lerner was appointed and will be the ongoing liaison. See appendix 5 and appendix 6.

3. Review the current statutory recycling goals for the purpose of determining whether such percentage goals should be increased or modified to reflect the difficulties of collecting and marketing recyclables being experienced by the rural areas of the Commonwealth. Consideration should also be given to whether an emphasis should be placed on source reduction and reuse efforts rather than recycling goals:

This task is currently being completed by a subcommittee appointed by the Council. Appendix 7 is a report on current recycling in the Commonwealth as submitted to the Council by the DEQ. While the subcommittee has not yet reached a conclusion, they have recognized that some localities would reduce or eliminate their recycling programs in the absence of legislative requirements, while others would continue their programs at least at the current level. It is felt that the smaller and rural communities would be the most likely to limit their recycling efforts. (Appendix 8) Based on current research, public discussions, and input from various Recycling organizations, if the current mandates are allowed to expire, the long term viability of recycling in the Commonwealth may be damaged. With out reporting requirements, the importance of the 25% recycling goal is reduced, thereby harming the program. The Commonwealth has been in the forefront of recycling and with the possibility of Federal Regulation, this continued leadership by the Commonwealth would be eliminated. The Council recommends that current regulations be amended to extend the 25% goal and the reporting requirements to 1997. Furthermore, this Council will be prepared to make a recommendation prior to the extension expiration. (Appendix 20)

4. Review the model legislation endorsed by the RENEWS Subcommittee of the Southern Legislative Conference:

The Council has determined that the Commonwealth has variations of all six model legislations (Appendix 9, 10, 11, 12, and 13). We do not recommend any further action be taken at this time.

5. Conduct a thorough examination of the recycling enterprise zone concept, and if found to be effective, recommend appropriate legislation:

Completed. While the Council does not see this concept as a complete inducement in and of itself to gain additional recycling businesses, it is considered another implement to encourage the development of end users in the recycling chain within the Commonwealth. We hereby recommend enactment of the legislation as shown in appendix 14.

### Council Goals

The Council has determined that the goals as set forth in the Mission Statement require more detailed fact gathering than is possible during the regular Council meetings. In order to quickly and effectively gather information and provide the Council with concise, well considered recommendations, subcommittees have been appointed (Appendix 15).

Additionally, the goals as outlined in the Mission statement have been prioritized and a work plan has been developed using the top three priority goals (Appendix 16, 17, 18).

The Council has reviewed the State Code 58.1-338, which deals with tax credits for recycling businesses, which will end in 1995. The Council has gathered information from various businesses, state agencies (tax), the Economic Development, and others. While the loss of income to the state is minimal, it is offset by the reduction in cost to industry. This law is not by itself total inducement to cause growth in the recycling industry, but is an additional incentive for recycling businesses to update equipment and capitalize growth.

While minimal work has been completed in the actual finalization of these goals, the Council is confident that the organization of the subcommittees will produce timely results.

## Council Situation

The Council has encountered a situation which has delayed completion of some of the tasks and goals. This situation involves the attendance to meetings of some of the appointed Council Members. Due to absenteeism of some members, the bulk of the work being performed has fallen on fewer shoulders.

It is our understanding that an Amendment to the Virginia Code would be required to dismiss a member of the Council, and we herewith recommend a change to the Code that would dismiss members who are absent from 3 consecutive Council Meetings. We further recommend that the Chairman of the Council be appointed the watchdog of this change and provide the necessary declaration of dismissal.

See Appendix 19

During the December meeting of the Council, a representative of the DEQ stated "The DEQ may not be in a position to meet the commitment of supporting the VRMDC with administrative support." In investigating this statement, the Council found out that the DEQ staff has been cut to such an extent that they state they do not have the personnel to write up the meeting minutes, copy and send them out, post notification of the meetings, and perform other similar tasks for the Council.

While individual members of the Council are donating their time, expenses, and expertise to the Commonwealth in an effort to help our government and provide necessary input in the recycling area, none of the individual Council members feel it would be appropriate or fair to their employers to provide this service. Members of the Council have provided computer time, committee report write-ups and copying, office space for committee meetings, telephone time and charges, and other similar assets. With the efforts on Governor Allen's part to reduce government, receive private industry input and direction, and use non-government expertise to solve problems, the Council recommends that some type administrative support should be provided for the meeting minutes, liason to the Governor and legislature, and such other similar staff functions. The Commonwealth has brought together individuals who represent approximately 75% of the recycling industry in the Commonwealth, including members from the Virginia Recycling Association, the Central Virginia Recycling Association, the Glass Association, the Plastics Council, the Aluminum Association, the Paper Recycling Association, Virginia Waste Industries Association, ISRI, and other similar organizations. It would be a horrible waste of talent, expertise, productivity, and organization to disable this Council by failing to provide this very limited administrative support.

## Recommendations

Based on research, information gathered, and input from various sources, the Virginia Recycling Markets Development Council makes the following recommendations:

1. The current statutory recycling goals and reporting requirements should be amended to extend the regulations to 1997. This will allow the Council sufficient time to analyze trends, make comparisons, determine the fairness of these regulations to all parties, and prepare final recommendations. Allowing these regulations to expire at a time when Federal Regulation is being considered would reduce the Commonwealth leadership role, could push National mandates into passage, and would impact the overall long term recycling goals of the Commonwealth. Appendix 20

2. In regard to the RENEWS legislation, the Council recommends that no action be taken as the Commonwealth currently has variations of all six models either pending or in place. Additional legislation would simply be either redundant or over regulation at this time.

3. The Council recommends the enactment of legislation for the Recycling Zone concept as shown in appendix 14 and titled "Recycling Markets Development Act". The Council regards this legislation as an option for local areas to enhance their image and financially compete in acquiring or maintaining recycling industries. While this legislation will not individually attract businesses, it is an additional incentive which could be the go/no go decision maker for industry. Appendix 14

4. The Council recommends a change in the Code of Virginia be enacted to dismiss non-participating members of the VRMDC. This legislation would increase the ability of the Council to properly perform its tasks, would reduce the work load per person, and would ensure performance and participation of all Council members. Appendix 19

5. The Council recommends that an amendment in State Code 58.1-338 and 58.1-3661 be enacted which will renew the tax credits for the purchase of recycling equipment. The Council acknowledges that many industries and businesses have used this tax credit for the betterment of the recycling goals in the Commonwealth and such improvements should be continued and carried on in order to keep Virginia's recycling infrastructure growing. Appendix 21

6. The Council recommends that the Governor or legislature make some specific arrangements to provide the Virginia Recycling Markets Development Council with limited administrative support in order for them to perform the functions for which appointed.

Respectfully submitted,

Members of the Virginia Recycling Markets Development Council

CHAPTER 22.11.

VIRGINIA RECYCLING MARKETS DEVELOPMENT COUNCIL.

Sec.

9-145.47. The Virginia Recycling Markets Development Council established; duties and responsibilities.

Sec.

9-145.48. Membership; meetings; and staffing.  
9-145.49. Cooperation of other agencies.

APPENDIX 1

§ 9-145.47. The Virginia Recycling Markets Development Council established; duties and responsibilities. — A. The Virginia Recycling Markets Development Council is hereby established and shall be referred to in the chapter as the Council. The Council shall have the following functions:

1. To promote and coordinate state agencies' and authorities' efforts to enhance markets for recycled or recovered materials;
2. To promote the purchase of products made from recycled or recovered material;
3. To identify and evaluate financial and other incentives which may attract new businesses that can use recycled or recovered materials generated in Virginia;
4. To identify barriers to the development of markets for recycled materials including existing state policies, regulations and procedures, and recommend alternatives to overcome such obstacles;
5. To develop recommendations for the establishment of a regional or interstate marketing system for recycled materials;
6. To encourage the use of uniform recycling definitions and standards throughout the state;
7. To promote and encourage public/private market development initiatives; and
8. To report annually its findings and recommendations to the Governor and the General Assembly.

B. The Council shall develop and monitor the implementation of a plan to strengthen Virginia's recycling infrastructure and markets which will (i) improve the supply and quantity of recyclables available, (ii) expand the capacity of collectors, processors and manufacturers to handle and use secondary materials, and (iii) incorporate strategies to increase the use of specific materials. (1993, c. 162.)

APPENDIX 2

§ 9-145.48. Membership; meetings; and staffing. — A. The Council shall be composed of nineteen members as follows: the Directors, or a policy-making designee, of the Departments of Economic Development, Environmental Quality, General Services and Transportation; and fifteen citizen members appointed by the Governor. The citizen members shall be appointed from among residents of the Commonwealth who are knowledgeable about recycling and the development of markets for recyclable materials. Of the fifteen citizen members one member shall be a representative of county governments selected from nominations submitted by the Virginia Association of Counties; one member representing municipal government selected from nominations submitted by the Virginia Municipal League; one member representing urban Planning District Commissions and one member representing rural Planning District Commissions selected from nominations submitted from the Association of Planning Districts; one member from the general public; and one representative each, selected from nominations submitted by recognized industry associations representing solid waste collection and disposal, recycling, glass, paper, aluminum, plastic, tire, oil, scrap metal and organic waste.

B. Citizen members of the Council shall serve four-year terms. They shall not receive a per diem, compensation for their service, or travel expenses.

C. The Council shall elect a chairman and vice chairman annually from among its members. The Council shall meet at least quarterly on such dates and at such times as they determine. Ten members of the Council shall constitute a quorum.

D. Staff support shall be provided by the members of the Council. (1993, c. 162.)

APPENDIX 3

§ 9-145.49. Cooperation of other agencies. — All agencies of the Commonwealth shall cooperate with the Council and, upon request, assist the Council in the performance of its duties and responsibilities. (1993, c. 162.)

## GENERAL ASSEMBLY OF VIRGINIA -- 1994 SESSION

## HOUSE JOINT RESOLUTION NO. 67

*Requesting the Virginia Recycling Market Development Council to examine certain measures which enhance the use of recycled materials.*

Agreed to by the House of Delegates, February 1, 1994

Agreed to by the Senate, March 8, 1994

WHEREAS, during its two-year deliberations the Joint Subcommittee on Enhancing End-use Markets for Recycled Materials has considered a range of options for increasing the market for recycled materials and goods; and

WHEREAS, the work of the joint subcommittee has resulted in the adoption by the General Assembly of measures which (i) expand the business and individual tax credit for the purchase of machinery and equipment used for processing recyclable materials, (ii) provide reimbursement for the end users of waste tires, and (iii) revise the Commonwealth's procurement statutes to allow for the purchase of more goods with recycled content; and

WHEREAS, one measure, which assures that the work of the joint subcommittee will be continued, is the establishment of the Virginia Recycling Markets Development Council; and

WHEREAS, the Council is to develop and monitor the implementation of a plan to strengthen Virginia's recycling infrastructure and markets; and

WHEREAS, House Joint Resolution No. 466 (1993) stated that the joint subcommittee would have an opportunity to meet with the new Council so as to provide some continuity in the effort to create markets for recycled materials; and

WHEREAS, because of a delay in the appointment of members to the Council, no such transition occurred; now, therefore, be it

RESOLVED by the House of Delegates, the Senate concurring, That the Virginia Recycling Markets Development Council, in fulfilling its legislative mandate, is requested to do the following:

1. Develop and adopt a mission statement to provide specific guidance to the Council over time;

2. Appoint a liaison person to coordinate the work of the Council and the EPA-funded recycling and economic development study being conducted by the Institute for Local Self-Reliance;

3. Review the current statutory recycling goals for the purpose of determining whether such percentage goals should be increased or modified to reflect the difficulties of collecting and marketing recyclables being experienced by the rural areas of the Commonwealth. Consideration should also be given to whether an emphasis should be placed on source reductions and reuse efforts rather than recycling goals;

4. Review the model legislation endorsed by the RENEWS Subcommittee of the Southern Legislative Conference; and

5. Conduct a thorough examination of the recycling enterprise zone concept, and if found to be effective, recommend appropriate legislation; and, be it

RESOLVED FURTHER, That the Clerk of the House of Delegates transmit a copy of this resolution to each member of the Virginia Recycling Markets Development Council.

September 1, 1994

To: Recycling Markets Development Council  
Re: EPA Recycling Program Efforts  
Region III

---

As requested by the Council, contact was made with EPA Region III offices in Philadelphia to discuss programs sponsored by EPA to promote recycling and recycling markets in the Virginia region. Contact was also made with Nancy Williams of the Virginia Dept of Environmental Quality who serves on the MAC/REDO committee representing Virginia's recycling programs.

To avoid duplication of information already presented to the Council, this brief report highlights the EPA coordinated programs which are applicable to the work of the Council.

Prior to 1994 (approximately Fall 1991), EPA Region III staff contacted state waste management departments about the availability of funding for a coordinated recycling program for the region. To determine the focus of the program's efforts, a need assessment survey was conducted by EPA to determine what areas of recycling were of concern to the states. Markets was the key "problem" identified in the survey, and EPA began work with the region members (Virginia, Delaware, Maryland, West Virginia and Washington DC) on possible solutions. A committee was formed composed of recycling and economic development representatives from each state. The committee established as its first goal to develop with EPA assistance a regional markets database utilizing each state's own markets database.

Other efforts initiated by the committee with EPA's support was to fund an assessment of supply and demand characteristics for recycling in the region, an assessment of barriers to the development of recycling markets in the region, and an assessment of procurement activities related to recyclable content of products.

Current EPA support and programs include:

1. MAC/REDO program (previously outlined to the Council by Nancy Williams of DEQ), and

(continued)



- 2. National Capital Area Project (previously outlined to the Council by Neil Seldman of the Institute for Local Self-Reliance (ILSR) under grant from the EPA).

The MAC/REDO committee in the coming months will be reviewing the reports from their grantee on many of the topics outlined for this grant period. It is expected that focus papers will be developed on specific recyclable materials, analyzing methodologies of collection, trends and opportunities to develop stronger markets, and opportunities for expanded economic development activities in the area of recycling.

MAC/REDO's next step will be to focus on opportunities to increase procurement initiatives in the region to strengthen market development and support efforts. Procurement will be worked on between November and April. Assuming continued EPA funding, MAC/REDO intends to then focus on "non-traditional" recyclables.

.....

Council members are requested to note that as part of the National Capital Area Project, ILSR is hosting a free one-day workshop in Richmond on September 22, 1994 from 9:00 to 3:00 pm at the Berkeley Hotel (12th and Cary Streets). Council members are invited to attend. ILSR will be distributing copies of their reports/manuals generated by their research activities(see ILSR handout attached).

.....

Contacts for information related to the EPA support programs are:

Nancy Williams, DEQ	(804) 762-4492
Theresa Martella, EPA	(215) 597-7936
Jane Buckley, ILSR	(202) 232-4108

Submitted by: Richard Lerner  
Steve Coe

LOCAL  
SELF-RELIANCE

Environmentally Sound Economic Development

August 12, 1994

Mr. Steve Coe  
Cycle Systems, Inc.  
14500 Jefferson Davis Highway  
Chester, VA 23831

Dear Mr. Coe:

As you may know, the Institute for Local Self-Reliance (ILSR) has been awarded a grant from the U.S. Environmental Protection Agency to implement a demonstration project in the **National Capital Area** (defined as Washington, D.C.; Baltimore, Maryland; and Richmond, Virginia). The attached document provides a brief description of this two-year project, which focuses on solid waste and economic development issues in these three cities.

As we conclude our first year of the project, the ILSR is hosting a one-day workshop titled "**Recycling Means Business**," being held at the **Berkeley Hotel from 9:00 a.m. until 3:00 p.m. on September 22, 1994**. The event will bring together community development corporations, local officials, entrepreneurs, investors, and community activists to discuss the recycling operations in these jurisdictions and the types of recycling-oriented enterprises that can be established in the National Capital Area.

The goal of the workshops is to teach citizens, community development corporations (CDCs), institutional lenders, local officials, and entrepreneurs how to stimulate sustainable community-based economic growth through recycling. As the attached agenda indicates, representatives of several successful scrap-based manufacturers and/or commodity reuse organizations will offer presentations on their companies, how they established the enterprise, the challenges and opportunities available to entrepreneurs. We believe that the workshop will provide insight not only into the available markets for collected recyclables, but also into the innovative technologies and enterprises that are creating jobs and wealth in communities across the country.

At the event, the ILSR will also distribute a set of four manuals we published for this project. The booklets not only provide valuable information on recycling-oriented economic growth, but also serve as a guide for establishing joint-venture enterprises that use recyclables as a feedstock for production.

I hope you can join us for this exciting event. **Please contact me by September 9 to confirm or decline your participation.** I look forward to meeting you.

Sincerely,



Jane M. Buckley  
Executive Assistant

LOCAL  
SELF-RELIANCE

---

Environmentally Sound Economic Development

---

## THE ILSR'S NATIONAL CAPITAL AREA PROJECT PROJECT SUMMARY

The Institute for Local Self-Reliance's (ILSR's) National Capital Area Project, funded by the U.S. Environmental Protection Agency, focuses on Richmond, VA; Baltimore, MD; and Washington, DC. The Institute has an established presence in both DC and Baltimore, where it helped shift the solid waste disposal focus from incineration to recycling. The National Capital Area Project will expand this focus, identifying and addressing inefficiencies in the D.C., Baltimore, and Richmond recycling programs; helping develop policies that promote and stimulate recycling-based economic growth; and attracting scrap-based manufacturers and commodity reuse enterprises to the cities. Tri-City Working Groups, comprised of public and private sector officials and grassroots representatives, have already been formed in each of the cities to review and advise the project.

The Institute is investigating and documenting the flow of recyclables through the Capital area to determine what industries the waste stream can best support and the optimal location for these. Using its network of 200 scrap-based manufacturers, the ILSR will identify enterprises interested in siting in one or more of the three cities and forming joint-ventures with local community development corporations, thereby maximizing the economic benefits to the community. The ILSR has successfully established such enterprises in cities across the country, including Philadelphia, Pennsylvania; Los Angeles and Compton, California; Paterson, New Jersey; and Washington, DC.

*The ILSR's initial efforts in D.C. include:*

- Assisting the Kennilworth/Parkside housing complex design and implement a recycling program that will be managed by the complex' tenants, the first of its kind in the area.
- Providing technical assistance to Marshall Heights Community Development Corporation to establish a joint venture wood remanufacturing operation.

- Advising Mayor Kelly's office on upgrading existing solid waste facilities and siting a new recycling processing and transfer facility.
- Providing recommendations regarding altering the Request for Proposals process of various government agencies to favor joint venture arrangements with local CDCs.
- Working with District agencies to design and implement an in-school recycling program to collect materials from the District's public schools and simultaneously develop curricula that introduce recycling through math, geography, and sciences.
- Facilitating negotiations with scrap-based manufacturers, local haulers, worker cooperatives, and community development corporations, to establish cooperative arrangements and joint ventures that employ DC residents in locally-owned and -operated processing and remanufacturing ventures.

*The ILSR's initial efforts in Baltimore include:*

- Tracking the current flow of waste generated and recycled in the city.
- Documenting the current economic development benefits from recycling in the city, including the number of businesses, jobs, wages, and revenues.
- Illustrating the economic development potential (in jobs, wages, and revenue) by increasing recycling levels and attracting recycling-based enterprises to the city.
- Working with the Baltimore Development Corporation to draft Baltimore's Federal Empowerment Zone application.
- Attracting new scrap-based manufacturing enterprises to the city.

*The ILSR's initial efforts in Richmond include:*

- Introducing a wood remanufacturer interested in siting a facility in the Richmond metropolitan area.
- Facilitating introductions between a major aluminum company and an aluminum dross recycler (negotiations for siting a plant in Richmond are currently underway).
- Documenting the current economic development benefits from recycling in the city, including the number of businesses, jobs, wages, and revenues.

- Evaluating Richmond's solid waste management systems and determining the city's needs and goals.
- Exploring plans for tolling paper from the Baltimore and Washington for paper mills in the Richmond region.
- Surveying Richmond area recycling-based manufacturing plants to ascertain their current sources of supply and interest in expansion.

Over the next year, the ILSR will hold workshops for community residents and activists, business leaders, government officials, and entrepreneurs in the recycling and scrap-based manufacturing fields. These meetings will foster interaction between the public and private sectors, providing a forum to voice concerns and to discuss policy initiatives that can stimulate economic development through recycling. The ILSR will also present its research and findings, and disseminate information on topics ranging from how to establish a scrap-based manufacturing enterprise and developing business plans to creating local markets through procurement and minimum-content policies and initiatives.

Five "how-to" manuals, being reviewed today, will provide detailed instructions for local officials, community activists, and entrepreneurs hoping to increase the recycling efficiency and rates in their community, modify local solid waste management policies to attract scrap-based manufacturers to their region, stimulate the local use of recycled content products, enter a joint venture with scrap-based manufacturers – in short, to create sustainable, environmentally sound community development and economic growth.

The National Capital Area Project offers a unique opportunity to develop a regional recycling and remanufacturing network that can be replicated throughout the country, stimulating economic development in conjunction with environmental awareness and citizen empowerment. We appreciate your continued support and participation, and look forward to working with you for the next year and beyond.

For further information, please contact Jane Buckley.

LOCAL  
SELF-RELIANCE

Environmentally Sound Economic Development

Agenda

"Recycling Means Business"  
Richmond, Virginia

September 22, 1994

The purpose of this workshop is to bring together key government, private sector, and community decision-makers to discuss how recycling can stimulate sustainable economic growth in each of the three cities in the National Capital Area.

8:30 a.m.

Welcome

Neil Seldman, ILSR,  
Kevin Byrnes, Central Virginia Waste Management Authority  
Deborah Gallman, U.S. Environmental Protection Agency

Why we are here: To understand the role that recycling is playing in our local economy, and how we can expand this sector.

9:40 a.m.

Introduction of the Richmond Tri-City Working Group:  
Goals & Objectives

9:50 a.m.

Slide Show

Purpose: To illustrate the solid waste management, recycling, and scrap-based manufacturing programs and developments in the National Capital Area, with a specific focus on Richmond's programs, policies, and enterprises.

10:30 a.m.

Presentations by and Discussion with Manufacturers

Neil Seldman will offer a brief overview of the scrap-based manufacturing and joint-venture concepts.

The following entrepreneurs have successful businesses in other cities, and have expressed interest in expanding their operations to the Richmond area. In addition to introducing their operations, they will discuss how they established their businesses, the challenges faced, and how they were addressed. Each manufacturer will make a five to ten minute presentation on his/her company, followed by a question and answer period.

- Bill Coon, Coon Manufacturing (plastics processing and remanufacturing)
- Hope Cucina, The Loading Dock (used commodity enterprise)
- Cliff Hursey, Tire Recyclers, Inc. (invited)
- Bill Hyman, Auto Green (auto recycling)
- Kristine Wise, Optimum Art Glass (glass processing and remanufacturing)

12:00 noon

Lunch

1:30 p.m.

Challenges to and Opportunities for Recycling-Oriented Economic Growth (Roundtable Discussion)

Purpose: A selected panel will discuss the concerns of the entrepreneurs trying to site or retain recycling-oriented businesses in the Central Virginia region. Issues to be addressed include local government policies and initiatives, available financing, community participation and equity, and current recycling services. During the first portion of the panel, participants will answer a series of prepared questions. The final portion will serve as an open question and answer period.

Panel (invited):

- Orlando Artze, Local Initiatives Support Corporation
- Bruce Brenner, Cycle Systems, Inc.
- Kevin Byrnes, Central Virginia Waste Management Authority
- Marla Carpenter, Spectrum Recycling
- Paddy Katzen, State Recycling Market Development Commission
- Aimee McCarthy, Metropolitan Economic Development Council

3:00 p.m.

Adjourn

**Proceedings from the  
Recycling Markets Work Group  
First Semi-Annual Meeting  
November 4 and 5, 1992  
Philadelphia, PA**

**INTRODUCTION**

Solid waste recycling officials from U.S. EPA Region III and Delaware, the District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia, recognize that well-developed markets for recyclables are crucial to the continued success of state recycling programs. To date, most recycling efforts have focused on establishing successful collection programs, which have depended on existing markets for the collected materials. Currently, we are collecting more than these existing markets can absorb.

U.S. EPA and the Region III states have proposed to work together to form an ongoing Work Group to address the market problem. The Work Group is intended to bring together U.S. EPA, state recycling officials and state economic development representatives to identify market needs and to identify feasible and appropriate solutions. Projects and other outputs of the Work Group will be implemented by a grantee, with initial administrative functions to be performed by U.S. EPA Region III. The states and U.S. EPA will have a collaborative relationship.

The first meeting of the Work Group was held on November 4 and 5, 1992 in Philadelphia, PA to accomplish the following objectives: to establish the formal purpose of the Work Group; to define the structure and organization of the Work Group, to include membership and duties; to develop an agreed upon definition of recycling market development; to propose/select potential market development projects to be conducted; and to identify potential grantee candidates. In addition, there were three guest speakers: Ellen Pratt, US EPA HQ on detail to the Northeast Recycling Coalition (NERC), who spoke about the recycling supply data collection project; Neal Seldman from the Institute for Local Self-Reliance (ILSR) who spoke about several recycling economic development projects in California and the East Coast; and Lynda Knapp, of the Philadelphia Office of ISLR, who discussed EPA's project with the Elwyn, Inc. to develop jobs in the recycling field for the disabled.

The meeting was attended by two representatives from each state (the state recycling coordinator and a representative from the economic development office) and five representatives from U.S. EPA Region III. To affirm U.S. EPA Region III's commitment to equal membership among all Work Group members, this first,



organizational meeting was facilitated by an independent contractor A.T. Kearney, Inc.

The objectives of the meeting were attained and are presented below in the order in which they were discussed. Attachment I is a typed version of the notes generated during the meeting. Attachment II provides a list of all meeting attendees.

#### PURPOSE OF THE WORK GROUP

Each member of the Work Group agreed that a well-defined purpose or mission was essential for the success of the Work Group. The members selected the five formal points or issues listed below.

- **The Work Group will serve as a forum for information exchange among group members.** The Work Group members agree that market development problems usually are not state-specific and are regional in nature. The members stated that they often don't know what different agencies within their own states are doing as well as other states and Federal agencies. Because of this, members often have to "reinvent the wheel". Therefore, it was agreed that the Work Group must provide an information networking service to members.
- **The Work Group will identify new markets.** The Work Group recognized that there are existing markets for collected recyclables, yet, these markets cannot always accommodate the amount of collected materials. It is crucial to identify new and expand existing markets for recyclables.
- **The Work Group will identify and implement projects to improve markets.**
- **The Work Group will use teamwork and build a regional approach to market development.**
- **The Work Group will enhance economic development participation.** The Work Group recognizes that market development will be successful only if coordination and cooperation exists between recycling and economic development programs. Recyclables market development is not simply collecting and dispersing recyclables. The materials have to be sold.

#### STRUCTURE/ORGANIZATION OF WORK GROUP

All members agreed that the Work Group will have a formal, structured organization, with officers, a restricted voting membership, and regularly scheduled meetings. The Work Group clearly defined the roles of U.S. EPA Region III and the

potential grantee. Finally, it was decided that the name of the Work Group would be the Recycling Markets Work Group.

- **Officers.** The Work Group will be led by a chairperson and a vice-chairperson.
  - **The Chairperson (Chair)** will serve one one-year term and will be elected by the full voting membership of the Work Group. The Chair will provide guidance to the Work Group and serve as the decision-maker. The Chair will work with the grantee and U.S. EPA to implement projects. The Chair will also be responsible for scheduling the meetings held during his/her term, preparing the agenda, chairing the meeting and meeting follow-up.
  - **Vice-Chairperson.** The Vice-Chairperson (Vice-Chair) may not represent the same state as the chair. The vice-chair will serve one one-year term and will assist the chair in his/her duties. The vice-chair will automatically assume the responsibility of the chair at the end of the term. A new Vice-Chair will be elected each year.
- **Meetings.** The Work Group will hold two, two-day meetings per year. Meetings may be limited to the Philadelphia area because of limited travel funds for EPA staff.
- **Members.** Two members from each state will serve as voting members of the Work Group. One member should represent the state economic development agency. U.S. EPA will have as many representatives as needed. The grantee will not be permitted to vote.
- **EPA Role.** U.S. EPA Region III is committed to supporting the mission of the work group. U.S. EPA has provided the start-up leadership for the Work Group as evidenced by this meeting. U.S. EPA will continue to provide travel funds for meetings and will continue to provide limited administrative support to the Work Group. U.S. EPA will not unilaterally select proposed projects for the Work Group, and will work with the Chair and Vice-Chair to schedule meetings and agenda items. U.S. EPA must maintain control of the grant administration, and as such, retains final approval of all projects to be conducted by the grantee. Dave Newton will serve as the primary U.S. EPA Region III Work Group contact.

- **Grantee Role.** The grantee will provide support to the Work Group to include:
  - o Meeting facilitation and coordination
  - o Minutes or meeting summaries
  - o Development and implementation of the approved projects
  - o State travel reimbursement.

#### GUEST SPEAKERS

Ms. Ellen Pratt outlined the NERC data collection project. Ellen Pratt is an employee of U.S. EPA, on detail to the Northeast Recycling Coalition (NERC) for a multi-year project to standardize recycling measurement methods and to promote markets for recycling by providing recycling businesses with recycling supply data.

Mr. Neal Seldman, ILSR, spoke about ILSR's involvement in recycling enterprise zones and other economic development projects. Ms. Lynda Knapp spoke about how ILSR has identified job opportunities for the mentally and/or physically disabled in recycling industries.

#### DEFINITION OF REGIONAL MARKET DEVELOPMENT

To select projects designed to promote regional market development, it was necessary for the Work Group to define the terms region, market and development. Dave Newton, U.S. EPA Region III, led this discussion. The group decided that all proposed projects must meet each of these definitions to be seriously considered. This means that all proposed projects must be regional in nature and must provide true market development.

- **Regional.** The group agreed that the term region could be used to define an area linked by one or more commonalities. It was also agreed, for the purposes of project selection, that region could encompass less than all six states in Region III, but should benefit all either directly or indirectly. Examples of regions included: the six states of Region III; rural and urban areas of several states; ports, such as Norfolk, VA, Philadelphia, PA, and Baltimore, MD; and transportation corridors (i.e. I 81, U.S. 301).

- **Market (Targets).** Work Group members agreed that market does not mean a collection point or a transfer point. They agreed that a market is an entity which receives recyclables after collection, such as an end-user, intermediate processor, or broker. For the projects however, members felt strongly that this category should also include areas, or targets, such as transportation/logistics and research and development which can affect markets.
- **Development.** For the Work Group the term development means an activity, in this case a Work Group project, which will positively affect a recyclable market. Examples of this type of activity include: strengthening existing markets; identifying new markets; creating new jobs, and retaining old ones, in the recycling industry, such as sorters and processors; developing educational programs to increase consumer awareness of the benefits of buying recycled products which will increase the demand for recycled content goods; and legislative initiatives to provide incentives to buy recycled content goods, such as procurement guidelines.

#### PROPOSED PROJECTS

The top projects selected for consideration under the Work Group grant include:

- Directory of end-users
- Assessment of the balance of supply and demand
- Reducing barriers to procurement

On Thursday morning each state was asked to suggest at least one proposed project. Each project proposal was evaluated, by using the regional market development definition. After all projects were discussed the members voted for three projects to be considered by U.S. EPA to receive grant funding. The eight proposed projects are listed below.

- **Directory of end-users.** Suggested by Ollie Harvey, WV, this project would consist of both a hard-copy and computerized version of an end-user directory to include brokers, intermediate processors and end-users. The project would recognize that other compilations exist, and would attempt to incorporate appropriate existing documents into one comprehensive system to benefit all six Region III states. The project would also include end-users in states outside Region III boundaries as appropriate.

- **Compilation of legislative action.** Suggested by Ermon Green, District of Columbia, this project would present all legislative actions passed in the Region III states which affect recycling. It would be a multi-functional document that would include certain non-environment legislation, such as the Intermodal Surface Transportation Act which is targeted at the Department of Transportation but requires use of scrap tires in asphalt. It was not determined if the project would reach to the county and local level.
- **Assessment of the balance of supply and demand.** Suggested by Vince Tarentino, Pennsylvania, this project would present the recyclable materials flow throughout Region III. The project would track recyclables from generation to collection to brokers to intermediate processors to end-users and would also involve an examination of the transportation routes. The project would estimate the amount of recyclable material generated and the amount needed by end-users, identify non-traditional end-users, and identify recyclable exports to other countries.
- **Reducing barriers to procurement.** Suggested by Janet Manchester, Delaware, this project would attempt to reduce the barriers to the procurement of recycled-content goods. Specific project goals would include standardizing materials specifications to encourage the use of recycled content materials, such as rubberized asphalt made from scrap tires; presentation of successful case studies where recycled-content materials were used, such as the use of glassphalt in New York City; and identification of federal barriers to procurement.
- **Task force to focus on newspaper recycling content.** Suggested by Lori Scozzafava, MD, this project would be used to standardize guidelines for recycled-content newsprint (and perhaps telephone books as well) to neighboring states. The Maryland legislature passed a law requiring that newsprint must contain a certain percentage of recycled paper. It is suggested that if the Maryland guidelines were standardized and spread to the rest of the Region, that the market for collected newspaper would increase.
- **Compendium of permitting regulations.** Suggested by Carl Hursh and Vince Tarentino, PA, this project would compile all permitting regulations (Clean Air Act, Clean Water Act, RCRA, etc.) which could affect the processors/ handlers of recyclable materials. The compendium could be used by both economic development officials and environmental officials to help manufacturing facilities which wished to locate in Region III. It could also be used as a marketing tool to bring in other industries.

- **Regional marketing cooperative.** Suggested by Michael Taylor, MD, this project would be used to help the Region pull together a centralized system to market recyclables. It is anticipated that this would be particularly useful to rural areas. The cooperative would establish market contacts, end-users and prices.
- **Federal/state venture assistance.** Suggested by Richard Rasmussen, VA, this project would explore federal and state commerce and environmental agency relationships to enhance market development. For example, it could explain the relationship between the U.S. Department of Commerce and the U.S. EPA. The project would be a two-tiered evaluation of both types of agencies. The project could also be used to develop overseas recyclable market interest for materials which cannot be recycled in the United States, such as certain plastics.

#### IDENTIFICATION OF POTENTIAL GRANTEES

EPA Region III requested that the members identify potential grantees to be selected to fund and implement the Work Group meetings and the proposed projects. The following organizations were identified:

- League of Women Voters
- National Council for State Legislature
- Universities (Carnegie Mellon and Virginia Tech)
- Institute for Local Self-Reliance
- Solid Waste Association of North America (SWANA)
- Air and Waste Management
- Center for Earth Resources Management and Applications (CERMA)
- National Solid Waste Management Association
- National Governors Association
- Southern Industrial Development Commission (SIDC)

#### ELECTION OF OFFICERS

Michael Taylor, Maryland Environmental Services, will serve as Chairperson for the first full-year term. Ollie Harvey, West Virginia, will serve as Vice-Chairperson. A voice vote was conducted and the candidates were approved for the full year term.

#### FUTURE ACTION

- EPA will propose a grantee to the states and select two projects for implementation in 1993.
- EPA will make final selection of grantee. The grantee will work with EPA and the Work Group to schedule the next meeting and to prepare a scope of work.

## MAC/REDO 1994 REPORT

MAC/REDO, Mid-Atlantic Consortium of Recycling and Economic Development Officials Continues to work on several projects and programs.

- 1.) In March 1994 MAC/REDO issued a report on the "Status of Recycling Market Development in the Mid-Atlantic Region."
- 2.) Focus papers from the EPA Region III will be issued in the next several months on the potential supply, demand, new developments and regional recommendations for recycling commodities. The focus papers will deal with glass, PET, HDPE, OCC, High Grade, and Mixed Paper. These focus papers should be completed by 12/94.
- 3.) The members of MAC/REDO decided to concentrate future efforts on how to attract end users to Region III for PET, High Grade Paper, and Mixed Paper.
- 4.) The Institute for Local Self-Reliance (ILSR) was awarded a grant from the U.S. Environmental Protection Agency to implement a demonstration project in the National Capital Area. The area is defined as Washington D.C., Baltimore MD, and Richmond VA. This two year project will focus on identifying how to and addressing inefficiencies in existing recycling programs; help develop policies that promote and stimulate recycling based on economic growth, and attract scrap based manufacturers and commodity reuse enterprises to the area. The ILSR will also be investigating and documenting the flow of recyclables through the capital area.

# **The Recycling Law**

Code of Virginia  
Section 10.1-1411

# **The Penalty**

Code of Virginia  
Section 10.1-1455



# What Counts in a Recycling Rate?

Principal Recyclable Materials - are newspaper, ferrous scrap metal, non-ferrous scrap metal, used motor oil, corrugated cardboard, kraft paper, container glass, aluminum, high grade office paper, tin cans, cloth, automobile bodies, plastic, clean wood, brush, leaves, and grass

Supplemental Recyclable Materials - are construction rubble, tires, concrete and similar inert materials, batteries, ash, sludge, large diameter tree stumps, or as may be authorized by the Director.

Other SRMs that were approved: rubber, ceramics, animal fat, food waste, sea shells, film, filter paper, pallets, solvents, cooking oil, tobacco parts, lanolin

# Who did not submit a Complete Recycling Report for 1993?

**Appomattox County** - w/towns of Appomattox & Pamplin City

**Campbell County** - w/towns

**Caroline County** - w/towns of Bowling Green & Port Royal

**Cumberland Plateau PDC** - w/counties of Buchanan, Dickenson, Russell and the town of Grundy, Clintwood, Clinchco, Haysi, Cleveland, Castlewood, Honaker, Lebanon

**Giles County** - w/towns of Glen Lyn, Narrows, Pearisburg, Pembroke, Rich Creek

**Galax/Grayson** - w/towns of Independence, Troutdale, Fries

**Lee County** - w/towns of Jonesville, Pennington Gap, St. Charles

## **Who did not submit a Complete Recycling Report**

**Lord Fairfax PDC** - Winchester City, counties of Clarke, Frederick, Page, Shenandoah, Warren; and the towns of Berryville, Boyce, Edinburg, Front Royal, Luray, Middletown, Mt. Jackson, New Market, Shenandoah, Stanley, Stephens City, Strasburg.

**Smyth County** - w/towns of Chilhowie, Marion, Saltville

**Scott County** - w/towns of Clinchport, Duffield, Dungannon, Nicklesville

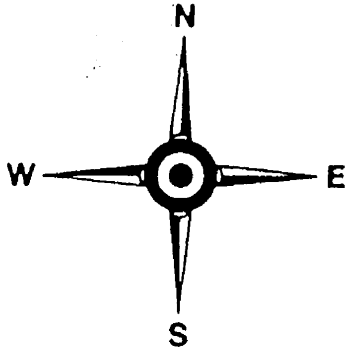
**Thomas Jefferson PDC** - Charlottesville City, counties of Albemarle, Fluvanna, Greene, Louisa, Nelson; and the towns of Columbia, Mineral, Scottsville, Stanardsville

**Clifton Town**

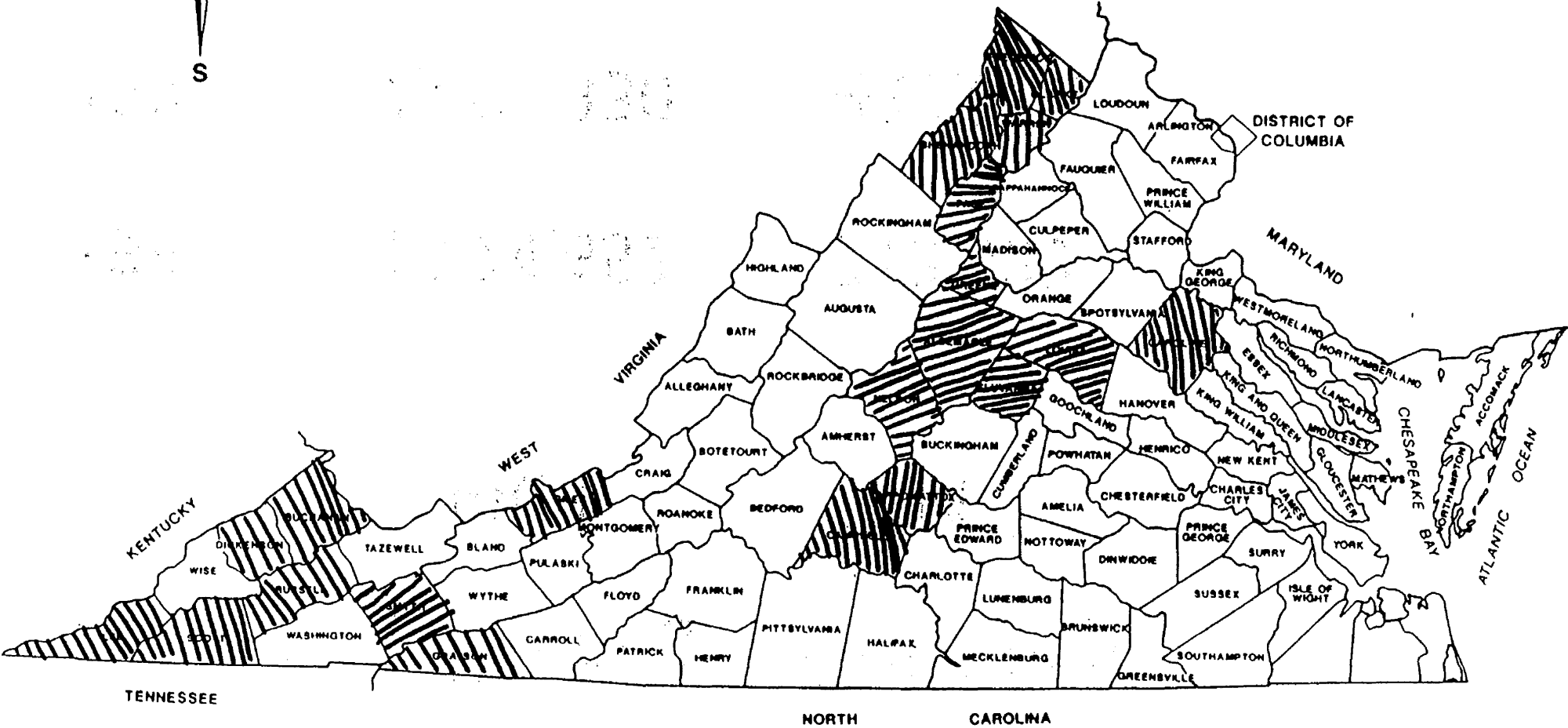
**Craigsville Town**

**Weber City Town**

# VIRGINIA COUNTIES



Locations of local governments that have not submitted a recycling rate report for 1993



# Recycling Tonnages Collected

PRM

SRM

1991      1,774,652      213,323

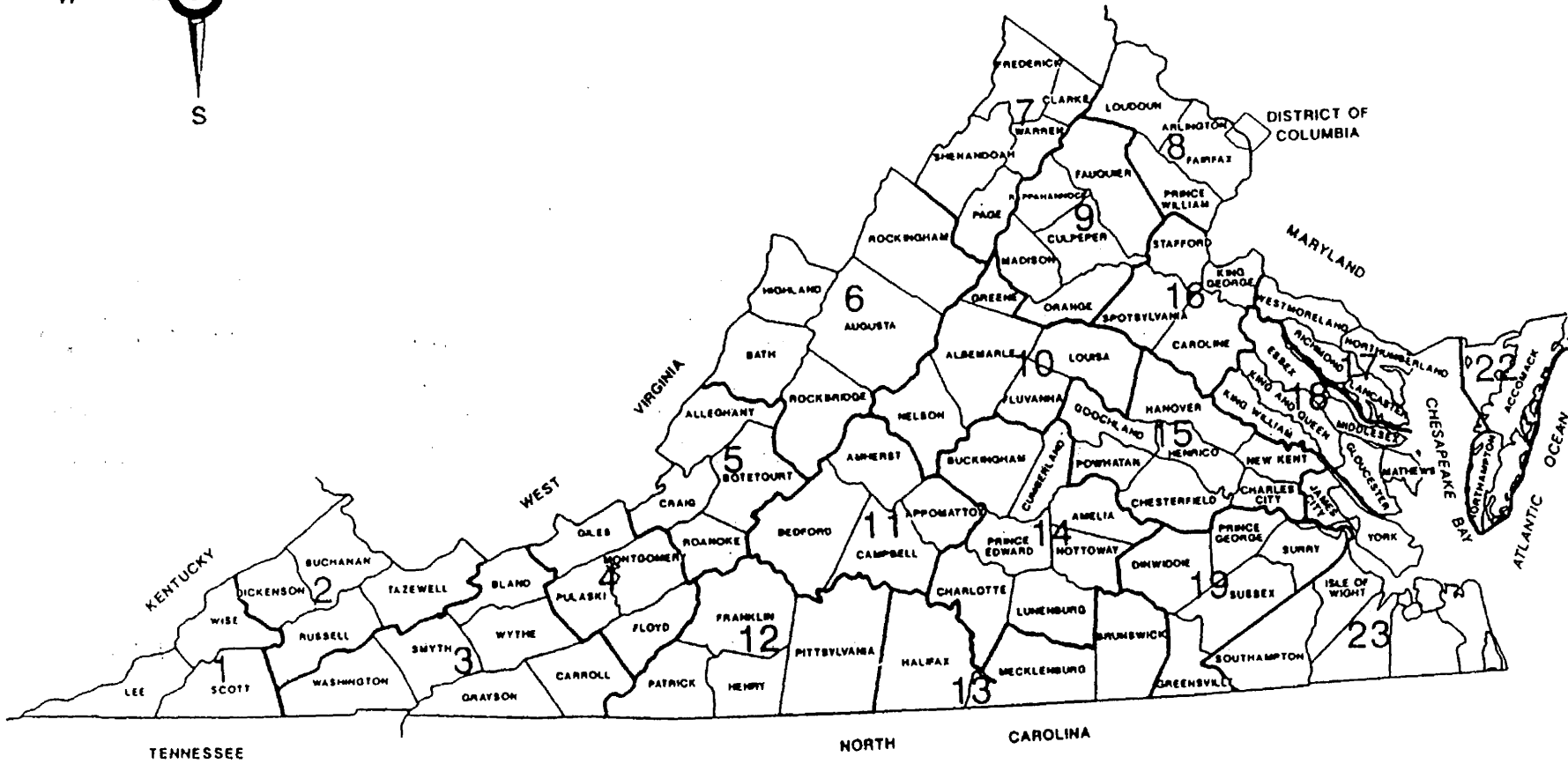
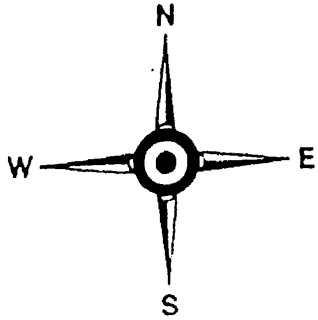
1993\*      2,091,330      422,062

\*Reported by localities, not yet approved.

# Five local governments who reported a 1993 recycling rate of less than 15%

Locality	Percent	Population	Planning District
Botetourt	11%	24,992	PD5
Floyd	14%	12,005	PD4
Halifax	10%	29,033	PD13
Highland	10%	2,635	PD6
Lunenburg	13%	11,419	PD14

# VIRGINIA PLANNING DISTRICT COMMISSIONS



# Local Recycling Collection Programs

	1990	1992	1993
Active Programs	98	136	146
Homes w/Curbside Collection Centers	118,665	433,033	669,805
	247	549	603

More than half the local government programs collect the following materials at at least one site:

Aluminum	Corrugated Cardboard	Glass
Newspaper	Metal Cans	Paper
Plastic	White Goods	Christmas Trees



# What are the Local Government Concerns

## Findings from the Recycling Markets Section

### of the Annual Survey to Localities

Roughly half the localities stated that finding markets for their recyclables was moderately challenging. One-quarter said it was relatively easy and one-quarter said it was very difficult. Several of the local governments that stated finding markets for their recyclables was either easy or moderately challenging sold their recyclables to only one processor/broker.

The most prevalent non-traditional market for recyclables was Old News Print (ONP). However only 12 localities are using any sort of non-traditional market.

The most difficult recyclable material to market was overwhelmingly plastic. The majority of localities stated shipping/transportation costs were the main problem. Lack of revenue received was the concern for other materials that are not collected or are collected but viewed as not cost effective.

Mixed paper was identified as the main material localities would collect if the markets were better.

#### Questions regarding services/needs - localities responding 89

Question	Response
There is so much information on markets for recyclables that it is too overwhelming to keep up with, much less utilize.	6
There is a lack of information on markets for recyclables.	33
The current Virginia markets database is not comprehensive in identifying market specifications and requirements.	33
My locality would appreciate more training on finding and utilizing recycling markets.	46
My locality has no problem finding markets at a reasonable price.	17
My locality would utilize regional market pricing information.	53

# Market Findings From Annual Survey

How easy is it for you to find markets for your recyclables?

moderately challenging	51%
relatively easy	26%
very difficult	23%

*\*One should note that several local governments who stated finding markets for their recyclables was either easy or moderately challenging also said they only sold to one processor/broker and let them handle all marketing decisions.*

# More Virginia Market Findings

Only 12 communities are using any sort of local non-traditional market for their recyclables, such as ONP for animal bedding.

Plastic was the most difficult material to recycle because of transportation costs.

More localities would collect mixed-paper if the markets were better.

OF THE JURISDICTIONS THAT RESPONDED TO THE SURVEY:

60% would utilize regional market pricing information.

52% would appreciate more training on finding and utilizing markets.

# Directory of Recycling Markets

1,040 market contacts in the Mid-Atlantic identified  
273 scrap based manufacturers

67 facilities handling 2 million tons of waste paper.

Of those, 39 produce either newsprint, paperboard, printing and writing paper, or writing and tissue paper.

28 paperboard mills in the region

10 glass plants

67 businesses process plastic scrap or manufacture new recycled-content products

# Trends and Possible Opportunities

Domestic consumption of recovered paper will increase twice as fast as other fiber sources.

Expect a continued loss of market share by the glass industry and increase of plastic discards.

Plastic lumber purchases by municipalities will increase the opportunities for local business enterprises and markets for mixed plastic.

Plastic films offers a far greater opportunity for waste diversion than all plastic containers combined. An exploration of market and investment development potential is suggested.

Industry representatives have expressed concern about the misuse of information they have provided.

A reliable supply of feedstock is essential to an end-user.

Supply shortages of paper should drive the price paid for paper up.

Commercial recycling programs are virtually undeveloped in the region.

A significant volume of recycled content paper capacity coming on-line in the region will incorporate the use of magazines and mixed paper. States should explore market opportunities supporting the collection of magazines and mixed paper.

December 8, 1994

To: Virginia Recycling Markets Development Council  
From: Recycling Mandates Subcommittee  
Re: Recycling Mandate Reporting Requirements

---

The subcommittee recommends that the current recycling mandate reporting requirement for local governments be extended for at least two years (through 1997) so that the Council can evaluate modifications or changes to:

the current recycling mandate levels, and

to the method by which a locality's recycling rate is determined.

This suggestion is based upon discussions with various individuals involved in the recycling programs of the Commonwealth, as well as with recycling industry representatives. The reasons for continuation of the existing reporting requirements are:

1. The reporting requirement is the support mechanism for the recycling mandate established in 1988. Without accountability, it is feared that many localities would reduce their support for recycling programs, and that in effect would reduce the amount of recyclable feedstock available to industry in Virginia. A loss of material flowing through the recyclable infrastructure could result in the loss of jobs for the Commonwealth, both in the private and public sector (refer to the ILSR report, Recycling Economic Development through Scrap-Based Manufacturing).
2. Virginia's leadership role in recyclable resource management would diminish without a reporting requirement, as information currently used to promote the expansion of or siting of recycling industry in Virginia would be lost. The mandate and the reporting requirement has provided the incentive for recycling industries in Virginia to develop long-term capital investment programs to use this secondary feedstock.

3. The National Recycling Act currently being considered by the U.S. Congress will require all states to provide an accounting of their recycling program efforts. By continuing the current reporting requirement for local governments, Virginia will have the information network necessary for this reporting requirement.
4. A two-year extension of the reporting would give the Council time to evaluate neighboring states recycling programs and legislation, to analyze their exclusionary language for communities with low population and other special conditions, to determine the direction of the Federal recycling legislation, and to investigate the effectiveness of Virginia's recycling mandates.
5. Reduction of the waste stream through recycling is an environmental and economic development program for Virginia.

It is our recommendation to the Council that the existing recycling mandate statute be amended to extend the reporting requirements under the recycling regulations through the end of 1997 to allow for the collection of information and recommendations from Virginians as to the future direction of recycling in the Commonwealth.

Submitted by Subcommittee, 12-8-94.

Tim Koogler  
Richard Lerner  
Tom Mirabile  
Joe Benedetto



The Southern Legislative Conference was established in 1947 to encourage intergovernmental cooperation among 16 southern states. A subcommittee of the Conference, the Regional Environmental Network Enacting Waste Solutions (RENEWS) has prepared 6 Model Environmental/Recycling legislative initiatives and recommends their adoption by member states. The 6 initiatives are as follows:

- 1) Used Oil Collection Act  
- see HB-380
  
- 2) Reduction of Toxics in Packaging Act  
- see HB-1202  
- see HB 1220
  
- 3) Recycling Market Advisory Council Act  
-see HJR-67
  
- 4) Regulation of Recovered Material Act
  
- 5) Recovered Materials Procurement Act  
-see HB 677  
-see HB-1220 State procurement of less toxic goods and products.
  
- 6) Recycling Markets Development Incentives Act  
-see HB 1176



# COMMONWEALTH of VIRGINIA

Office of the Governor

George Allen  
Governor

## EXECUTIVE MEMORANDUM 8-94

### PURCHASE OF RECYCLED GOODS

#### Purpose:

This memorandum sets forth statewide policy to increase the use of recycled goods and to implement a purchase program to stimulate the market for recycled goods.

#### Applicability:

This memorandum applies to all executive branch agencies, institutions, and employees.

#### Effective Date:

July 1, 1994

#### General Policy:

Recycling is one of three elements of the Commonwealth's conservation policy. State employees should first seek to reduce the need for purchased goods by eliminating waste. Second, state agencies, institutions, and employees should reuse goods and supplies whenever possible. For example, supplies such as paper clips and file folders can be reused again and again, resulting in cumulative savings. After reduction and reuse, the emphasis must be on recycling.

The Commonwealth seeks to promote the efficient use of our natural resources by promoting the use of recycled goods. By purchasing recycled goods whenever economically feasible, agencies of the Commonwealth will demonstrate a commitment toward effective recycling practices in Virginia.

**Executive Memorandum 8-94****Page Two****Requirements:**

By virtue of the authority vested in me under the Constitution of Virginia and under the laws of the Commonwealth, including but not limited to Section 2.1-41.1 of the *Code of Virginia*, I hereby direct all state agencies participating in the Virginia Recycling Markets Development Council, and all other state agencies and institutions, to carry out their legally established duties in a manner consistent with the policies set forth in this memorandum as well as those set out in Sections 9-145.47, 10.1-1425.6, 10.1-1425.7, 10.1-1425.8, 11-41.01, 11-47, 11-47.2, and 11-47.01 of the *Code of Virginia*.

**I. Responsibility of the Department of Environmental Quality:**

With advice from the Virginia Recycling Markets Development Council, the Department of Environmental Quality (DEQ) shall prepare a definition for recycled products, and advise the Department of General Services concerning the designation of these products. DEQ shall endeavor, in cooperation with the Department of General Services, to heighten state agency awareness of the benefits of using recycled products.

**II. Responsibilities of the Department of General Services:**

The Department of General Services shall:

- A. Ensure the Commonwealth's procurement guidelines for state agencies promote the use of recycled products;
- B. Promote the Commonwealth's interest in the use of recycled products to vendors; and
- C. Make agencies aware of the availability of recycled products, including those which use post-consumer and other recovered material processed by Virginia-based companies.

**III. Responsibilities of All State Agencies:**

To the greatest extent possible, all state agencies shall adhere to the procurement program guidelines for recycled products to be established by the Department of General Services.

**Executive Memorandum 8-94**  
**Page Three**

**This Executive Memorandum rescinds Executive Memorandum 6-93, issued by Governor Lawrence Douglas Wilder on December 16, 1993.**

**This Executive Memorandum shall remain in full force and effect unless amended or rescinded by further executive action.**

  
Governor

## COMMONWEALTH OF VIRGINIA: STATE AGENCY RECYCLING PROGRAM SUMMARY

### INTRODUCTION

Formally, state agency recycling efforts began in response to 1989 legislation, House Joint Resolution 383, requesting that all agencies of the Commonwealth actively participate in recycling efforts. Such activity was of a voluntary nature.

The 1990 Acts of Assembly, Chapter 616, amended Chapter 14 of Title 10.1 of the Code of Virginia, to require all state agencies and universities to establish programs for the use and collection of recyclable materials. Additionally, Governor Wilder issued an executive memorandum on April 16, 1990, to his Secretaries directing them to implement recycling programs in their offices and at their respective agencies.

Both 1990 initiatives designated the Department of Environmental Quality (DEQ), {formerly the Department of Waste Management}, as the lead agency in this effort.

### STATE AGENCY RECYCLING PROGRAM ASSISTANCE:

Program assistance developed by DEQ consists of resource information, technical assistance and training as well as communicating with a recycling program manager at each agency. A manual describing how to implement a recycling collection program has been prepared and distributed to all agencies. On an annual basis, agencies submit a report to DEQ describing recycling collection and procurement efforts at their agency.

### SCOPE OF RECYCLING COLLECTION PROGRAMS:

In general, most agencies begin their recycling program by collecting office paper and then phase in additional materials. Agencies with an office setting generally collect office paper, aluminum cans, and perhaps corrugated cardboard. Larger agencies, such as state colleges and universities, hospitals, and correctional facilities, are developing comprehensive programs that collect an average of 12 materials, such as aluminum, ferrous and non-ferrous metals, corrugated cardboard, glass, newspaper, office paper, phone books, toner cartridges, plastic, used oil, and yard waste. Such institutions may operate on the scale of a small town and frequently have resources such as trucks, balers, and large storage areas which facilitate the operation of their program.

Agencies are encouraged to coordinate their recycling collection programs with other state agencies, especially to increase the volume of collected material. Several partnerships have resulted from this approach. One agency may collect materials from another agency to facilitate a recycling collection program. For example, Richard Bland College takes newspaper and office paper to Central State Hospital. Rappahannock Community College recycles its used oil through a Virginia Department of Transportation office.

Agencies have also joined with private businesses and local governments to develop a recycling collection program. The State Lottery Department takes shrink wrap to a local supermarket, which ships

it to a recycling facility. Longwood College in Farmville utilizes the services of a private organization, STEPS, Inc., which employs the disabled to collect and process recyclable materials. Nottoway Correctional Center, in Nottoway County, has processed recyclables collected by the local government.

### LOCAL GOVERNMENT INTERACTION

Collection of recyclable materials at agencies assists in meeting not only agency recycling directives, but also local government recycling mandates. Local governments in Virginia are required to meet recycling goals of 10% by 1991, 15% by 1993, and 25% by 1995. Although they are not required to, many agencies have adopted the local government percentage goals at their institutions, or have adopted recycling percentage goals exceeding these rates.

Contact with local government program coordinators has been recommended by DEQ to facilitate the development of agency recycling programs. Several large institutions, such as state universities or correctional facilities, have combined resources with local governments and operate a program jointly. Northern Virginia Community College, Longwood College and the College of William and Mary have community drop-off recycling containers for local residents to use. Some agencies have become active participants in their local government recycling committees or, like Virginia Tech, have utilized local government drop-off sites for their own programs. More than 35% of agencies report that they take their recyclable materials to a public collection center.

### RECYCLING AND REUSE COLLECTION TOTALS:

In 1993 agencies have completed their 3rd year of recycling program activity. During the 1993 calendar year, 14,554 tons of material was collected, a 23 percent increase over the 1992 total of 11,743 tons. Additionally, 1,382 tons of material, such as clothing and wood waste, was collected by agencies for reuse.

The 5 largest quantities of materials collected were yard waste, cardboard, office paper, mixed paper and ferrous metals. Together these five items account for 72 percent of all materials collected. Forty-nine percent of material collected was paper, including cardboard, office paper, newspaper and phone books. The single material collected in greatest quantity, at 22 percent, was yard waste. Only 26 agencies collect yard waste, but of those that do, several collect more than 500 tons or one million pounds per year. A table describing collection data by material is included at the end of this report.

The average recycling rate for state agencies increased just slightly from 1992 to 1993, from 28 to 30 percent. Recycling rates continue to show a wide range of variability, from 1 to 80%. About three-quarters of all agencies have a recycling rate of 20% or higher.

More than twenty-five materials are collected for reuse or recycling by state agencies. Such materials include the most commonly collected recyclables, as well as such material as aluminum signs, beef hides, construction rubble, lottery tickets, mattresses, photographic chemicals and shrink wrap.

## RECYCLED PRODUCT PROCUREMENT

In 1993, agencies spent \$10,100,000 on recycled content product purchases. About two-thirds of this amount, or \$6,900,000 was spent on office supplies and printing and writing papers. Many agencies are using recycled copy paper, letterhead, business cards, and office supplies such as recycled file folders, plastic desk trays and pencils. Other categories of expenditures include construction materials such as traffic cones, plastic pipe or trash bags; landscaping products such as mulch or plastic stakes; and re-refined oil products, such as motor oil and lubricants. Agencies spent a total of \$2,300,000 on a variety of recycled paper products such as paper towels, napkins and tissues.

More than 100 recycled-content items are now available on state contract. Recycled product contract items include a wide variety of printing papers and envelopes, as well as office supplies, such as rulers, binders and plastic trash cans.

## STATE AGENCY RECYCLING LEGISLATION/DIRECTIVES

1989: HJR 383: Requests agencies participate in recycling activities.

§11.47.2: 10% price preference for printing paper items sought in competitive bid process by the Department of General Services.

1990: Governor's April 16 Memorandum: Directs Governor's Secretaries to begin recycling programs in their offices and in their respective agencies.

§10.1-1425: Mandates that all state agencies develop programs for the use and collection of recycled materials.

1992: HJR 155: Requests report from the Department of General Services on the dollar amounts spent in CY 1992 by agencies for the purchase of recycled products.

HJR 244: Joint Subcommittee to study ways to improve recycling markets.

Appropriations Act: Requested study on the cost and revenue of recyclable materials collected by state agencies.

1993: §11.41.01: A party may petition the Department of General Services, or any state agency, to include recycled goods on contract, if they are functionally equivalent.

§11-47: If there is a tie bid between a Virginia manufacturer or a recycled product, the bid goes to the Virginia manufacturer.

HJR 465: State agencies and political subdivisions of the state are encouraged to purchase recycled products with post-consumer content.

1993 cont. §9-145.47: Recycling Markets Development Council created to promote and coordinate state agencies and authorities efforts to enhance markets for recycled or recovered materials; to promote the purchase of such products; to identify incentives to attract new businesses that can use recycled materials generated in Virginia and to identify barriers to the development of markets, including existing state policies, regulations and procedures.

Governor's Executive Memorandum 6-93: Directs agency to implement a purchase program for recycled goods. Specifically requires the purchase of four recycled office paper products.

1994: §11.47.01: Directs agency to implement a purchase program for recycled goods (some similarities to Executive Memorandum 6-93).

§11.41.02: Any party may petition DGS or other agency to include less toxic goods and products in the procurement process, if functionally equivalent.

Governor's Executive Memorandum 8-94: Directs agencies to implement a purchase program for recycled goods. (Rescinds Executive Memorandum 6-93.)



Annual State Agency Recycling Collection Report  
Calendar Year 1993

MATERIAL	TONS	Subtotal	% OF RECYCLED	Subtotal
Cardboard	2,801		19%	
Office Paper	1,990		14%	
Mixed Paper	1,385		10%	
Newspaper	702		5%	
Phone Books	71		.5%	
<b>Total Paper</b>		<b>6,949</b>		<b>48.5%</b>
Ferrous Metals	1,029		7%	
Aluminum	374		3%	
Steel Cans	181		1%	
Non-Ferrous	141		1%	
<b>Total Metals</b>		<b>1,725</b>		<b>12%</b>
PETE (#1)	16		.1%	
HDPE (#2)	12		.1%	
Other	0.2		.0%	
<b>Total Plastics</b>		<b>28</b>		<b>.20%</b>
Yard Waste	3,164		22%	
Misc. Other	1,072		7%	
Wood Pallets	481		3%	
Glass Containers	362		3%	
Tires	343		2%	
Motor Oil	212		2%	
Cooking Grease	133		1%	
Auto Batteries	51		0.4%	
Toner Cartridges	20		0.1%	
Photo Film/Chem.	7		0.05%	
Auto Parts	6		0.04%	
Anti-Freeze	1		0.01%	
Freon	.2		0.00%	
<b>TOTAL RECYCLED</b>	<b>14,554</b>		<b>100.0%</b>	
Construction Material	619		45%	
Sludge/Manure	444		32%	
Misc.	258		19%	
Mattresses Pillows	48		4%	
Cloth	8		0.6%	
Solvents	5		0.04%	
<b>TOTAL REUSED</b>	<b>1,382</b>		<b>100.0%</b>	
<b>TOTAL RECYCLED and REUSED</b>	<b>15,936</b>		<b>91% 9%</b>	

## RECYCLING PRESENTATION

October 1994

(Slide 1)

At the Virginia Department of Transportation (VDOT) we encourage our employees to recycle; we have many programs instituted state wide. Many of these programs have a direct impact on the environment by utilizing items that normally would have been landfilled. According to compiled statistics, the Virginia Department of Transportation recycled 3,327,817lbs. of waste materials in 1992 alone. Subsequent trends indicate we are increasing that amount by 10-20% by instituting new programs that have either been mandated or suggested by an employee.

Many of these programs are far reaching out into the surrounding communities. For example: aluminum can recycling (Slide 2), paper recycling (Slide 3), the Adopt-A-Highway program, and the Energy program.

In 1989, Virginia passed legislation that required all localities to develop recycling programs by July 1991. In addition the General Assembly (HJR No. 153) charged VDOT to institute the following programs:

**10.1-1425.8 DEPARTMENT OF TRANSPORTATION; AUTHORITY AND DUTY.-**

- 1) **Recycling research projects- including the establishment of demonstration projects which use recycle products in highway construction and maintenance. Such projects may include by way of example and not by limitation the use of ground rubber from used tires or glass for road surfacing, resurfacing and sub-base materials, as well as the use of plastic or mixed plastic materials for ground or guard rail posts, right-of-way fence posts and sign supports.**
- 2) **The Department of Transportation shall periodically review and revise its bid procedures and specifications to encourage the use of products and materials with recycled contents in it's construction and maintenance programs.**

As a result of this legislation, VDOT has instituted research and testing of rubber in asphalt, glass in asphalt, using shredded tire as roadside berm and using recycled newspapers in mulch.

In addition to the state wide legislation, the Federal Government enacted the ISTEA Bill that requires Virginia to use 20% of waste tire rubber per ton of asphalt in 5% of all federally aided asphalt pavements in 1994, to increase to 10% in 1995, 15% in 1996 and

20% in 1997 and beyond. There has been some research and testing completed on this combination, however; no conclusive results have been determined. Presently there is a moratorium on this section of the Bill.

An overview of specific areas:

(Slide 4)

- 1) Glass - "Of 140,000 tons of waste glass generated in Virginia annually, about 15,000 to 40,000 tons were not being recycled. This colored, small and broken glass could be made available for highway construction. Two areas of possible use in asphalt pavements and in highway embankments were identified. For use in asphalt, glass was determined to have a durability problem, however; for use in embankments the feasibility is much higher <sup>1</sup>."

(Slides 5,6,7,8,9)

- 2) Tires - In addition to the ISTEA legislation, it was also "determined that waste tires could be used if permissive specifications were developed to allow waste tire rubber in embankment construction <sup>2</sup>." A project was successfully completed in the Williamsburg Area using a fill of approximately 930 feet in length, 4 lanes wide to a height of 20 feet consisting of shredded tires and soil. This project used 2.5 million tires and is performing well.
- 3) Plastics - "There are certain products available that use plastics and recycled plastics. The Committee recommended that the Department of Transportation continue to allow, and try to expand the scope of recycled plastics <sup>3</sup>."

---

<sup>1</sup> Virginia Department of Transportation Recycling Committee, "Use of Recycled Materials in Highway Construction", report of VDOT in response of Senate Bill 469, (1994), page 5.

<sup>2</sup> IBID, page 6

<sup>3</sup> IBID, page 6

(Slides 10,11,12)

- 4) Wood and Paper: "Wood waste is being used as brush barriers for siltation control, and wood chips as mulch <sup>4</sup>." Newspaper is being combined in the seeding process along the roadways, with fertilizers, seeds and mulch to encourage the growth of grass on embankments. Recycled paper is used for all our duplicating needs - which last fiscal year amounted to over 45 million sheets of paper in the Central Office.

(Slides 13, 14)

- 5) Concrete - VDOT uses recycled concrete for fill material and crushed concrete for aggregate sub-base material and embankment construction. In addition crushed concrete is being considered for new concrete construction. Research is on going to determine the feasibility.

(Slide 15)

- 6) Asphalt pavement - "It was determined that approximately 500,000 tons of asphalt pavement is removed from city streets and highways annually. It was noted that asphalt pavement are completely recyclable <sup>5</sup>." VDOT is presently recycling most of this material, but further specifications will be developed to increase the percentages.

In addition to the use of recyclable goods in highway and highway related construction, Procurement of recyclable goods is being accomplished on a daily basis. Items such as laser toner cartridges for Laser printers, copier paper, computer paper, cones for highway and parking use, guardrail (Slide 16), re-claimed motor oil (Slide 17), batteries (Slide 18) and many other items used state-wide represent areas critical to VDOT recycling efforts. In fact, every procurement advertisement for goods includes a statement encouraging vendors to consider use of recycled products in Bid submissions.

---

<sup>4</sup> IBID, page 7

<sup>5</sup> IBID, page 8

Another facet of our Recycling scope is the Energy Program. On September 18, 1991, Executive Order Number 37, mandated the statewide implementation of the Virginia Energy plan. The two goals of the Plan are to: increase energy efficiency and conservation in state governments and by its clients, and to advance renewable and alternative energy resources in Virginia. These two goals will be achieved by improving efficiency within agency facilities and operations and by improving energy efficiency in client programs and among the general public. For purposes of recycling, VDOT is focusing on the conservation aspects of the energy program.

VDOT has developed its own agency-specific Energy Management plan. The goals of VDOT's plan are to increase energy efficiency in agency operations, improve the energy efficiency of VDOT's buildings, construction of energy-efficient buildings and building additions, increase energy conservation through modification in employee travel, increase transportation efficiency and conservation and conserve energy through enhanced fleet management and maintenance procedures.

VDOT is currently integrating energy efficiency into internal operations by encouraging the submission of energy conserving employee suggestions, participating in an annual Energy Alert day and by ensuring that agency purchasing policies promote energy efficiency in purchases of equipment, vehicles, supplies and services.

VDOT is currently reducing the energy used to operate the Central Office, District, Residency and Area Headquarters by conducting walk through energy audits, performing extensive and minor building fix-ups and by implementing preventative maintenance for its HVAC, lighting, water and building envelope systems. So far these audits and energy awareness have significantly reduced energy costs associated with some tunnel operations and will also soon generate cost savings in the central office due to VDOT's ability to supply electrical power.

VDOT is also currently encouraging its employees to utilize more energy efficient means of transportation during their commute into and from work by implementing a Commuter Incentive Program that subsidizes all or part of an employee's transit, vanpool or carpool commutes. At the present time 370 employees at our Central Office facility are program participants.

VDOT is integrating energy efficiency into the capital outlay process by adopting energy efficient policies covering siting, landscaping, HVAC-water-lighting systems, lifecycle costing and architectural/engineering services.

VDOT is currently decreasing its employee's commuter travel by promoting flex-time work schedules, and will explore a pilot telecommunication system to decentralize work in the near future.

VDOT increases transportation efficiency and conservation by developing urban bikepaths and walkways, converting vehicles in the state fleet to compressed natural gas, distributing educational information on energy-efficient vehicle maintenance and driving techniques, incorporating energy efficient assessment in planning transportation systems, and implementing incentives for the use of high occupancy vehicle.

VDOT promotes the efficient fuel use of its fleet by performing tire monitoring, utilizing synthetic lubricants, and performing preventative maintenance on the vehicles.

VDOT is currently establishing an energy accounting system through the use of energy management software which will in the future track the utility user for all VDOT's buildings statewide. Through the use of FASER energy management software, VDOT will be able to track utility meter usage. Districts will also be sent reports of their energy usage so that they can take the appropriate steps to improve and maintain efficient energy usage with their buildings and other facilities.

In closing, recycling is an integral part of VDOT's missions and goals.



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF GENERAL SERVICES

DIVISION OF PURCHASES AND SUPPLY

805 EAST BROAD STREET  
POST OFFICE BOX 1199  
RICHMOND, VIRGINIA 23209  
(804) 786-3842

October 12, 1994

(804) 786-6152 VOICE/TDD

### MEMORANDUM

TO: Recycling Markets Development Council

FROM: Division of Purchasing and Supply

SUBJECT: Procurement of Recycled Materials

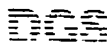
The Division of Purchases & Supply instituted an affirmative procurement program for the purchase of recycled products in 1989. This program contains four basic elements:

#### A. Recovered Materials Preference Program:

1. Eliminate exclusions of recovered materials in specifications.
2. Eliminate the requirement that items be manufactured from virgin materials.
3. Specify items manufactured from recovered materials only.
4. Specify minimum content standards for paper and paper products established by the EPA.
5. Apply the 10% preference for recycled paper & paper products.

#### B. Promotional Program:

1. Notations in solicitations



2. Discussions about the program at prebid conferences
3. Obtaining bids on printing jobs for recycled and non-recycled paper
4. Notifying end users by newsletters or other means of recycled products available on State Contracts, Agency Contracts, DGS/DPS Central Warehouse

**C. Certification:**

Required bidders to provide manufacturer certification of the percentage of recovered material in order for their bids/offers to be considered responsive.

**D. Annual Review and Reporting:**

1. A list of types of recycled products purchased
2. The percentage of recovered materials in each product
3. Price comparisons
4. Total quantity purchased of each item
5. Total spent for each item
6. Experience with the products, how did they perform, how did the end user like products, address problems and successes
7. Recommendations for additional products

**The following efforts have been made under this program:**

- A. Guidelines issued to State Agencies, Implementing Executive Memorandum 8-94 (See Attachment I).
- B. DP&S conducted an extensive test of recycled paper in copiers. A total of 4,000,000 sheets were run during the test period involving eleven (11) test agencies at 58 locations, using 43 different types of copiers. The paper was tested for brightness, opacity, feel and runability in comparison to virgin paper on state contract. Overall results indicated a 90% equal or better than rating. (See Attachment II).



- C. A full line of recycled products has been added to the state paper contract.
- D. DP&S has included in the state copier contract terms and conditions that all copiers must run recycled paper.
- E. As contracts are rebid or renewed recycled products are added:

.Xerographic Paper	.Forms
.Offset Paper	.Letterhead
.Cover Paper	.Business Cards
.Envelopes	.Duplicating Contract
.Computer Paper	.Office Products

- F. Printing contracts are bid both on recycled and virgin paper, awards are made using the 10% preference law.

.25 contracts have been awarded using recycled paper  
total value of \$3,000,000

- G. Envelopes without glassine windows have been added to enable recycling of used envelopes.
- H. Recycled products information is published in the quarterly newsletter "Exchange" (See Attachment 3)
- I. The Central Warehouse purchased \$2,300,000 in recycled paper products last fiscal year:

Hand Towels-100% recycled 40% Post Consumer-Meets EPA P.S. Waste  
Toilet Tissue-100% recycled 35% Post Consumer-Meets EPA P.S. Waste  
Facial Tissue-100% recycled 20% Post Consumer-Meets EPA P.S. Waste  
Napkins-100% recycled 35% Post Consumer-Meets EPA P.S. Waste  
(P.S. = Post Consumer)

- J. Over \$5,000,000 of recycled products have been purchased from the Central Warehouse or through DP&S contracts in the last fiscal year.

- K. Pricing trends for copier paper:

<u>Year</u>	<u>Virgin</u>	<u>Recycled</u>	<u>%</u>
90	4.94	7.70	+38%
91	4.83	7.59	+35%
92	4.00	4.88	+18%
93	4.20	4.88	+14%
94	3.51	4.20	+13%



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF GENERAL SERVICES

August 17, 1994

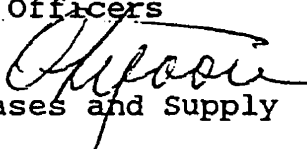
SIGN OF PURCHASES AND SUPPLY

805 EAST BROAD STREET  
POST OFFICE BOX 1199  
RICHMOND, VIRGINIA 23209  
(804) 786-3842

(804) 786-6152 VOICE/TDD

## MEMORANDUM

TO: Heads, Institutions and Agencies and  
Chief Procurement Officers

FROM: Donald F. Moore   
Director of Purchases and Supply

SUBJECT: Implementation Guidelines  
Executive Memorandum 8-94

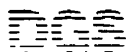
To the extent practicable, all agencies and institutions shall promote the use of recycled products. Practicable is defined as capable of being consistently used for the intended purpose, available at a reasonable price, within a reasonable period of time and can be competitively obtained.

Programs promoting the use of recycled products should consider the following:

- Specifications shall provide, when practicable, for recycled materials.
- Solicitations shall clearly indicate that recycled products are encouraged and will be considered.
- Bid printing jobs specifying both recycled and non-recycled paper.
- Notify end users that recycled products are available either on state contracts, stocked in the DGS/DPS Distribution Center or on contracts developed by the agency or institution.
- Preferences for recycled paper and paper products may be considered so long as the bid price of the lowest responsive and responsible bidder is not greater than 10% higher than the lowest responsive and responsible bidder offering a non-recycled product.

Note the percentage preference applies only to recycled paper and paper products.

c: Governor's Secretaries  
Director, Department of General Services



RECYCLED XEROGRAPHIC PAPER  
TEST RESULTS

BACKGROUND

The Division of Purchases & Supply contacted all local paper distributors which normally supply copier paper to the Commonwealth and requested samples of recycled papers suitable for use on copier equipment. Prices were obtained for one carton and for truck load quantities. While all five samples appear to be acceptable from a visual standpoint, pricing of all but one was very prohibitive. "Forest Saver" by Kimberly Clarke made from U.S. waste and manufactured in Mexico was competitively priced and is being successfully used by the state of Maryland. DP&S felt it necessary to test a large quantity of this paper to ensure runability on a wide range of equipment. A total of 4,000,000 sheets of 8-1/2" x 11" 20 lb. white Xerographic paper was competitively purchased at a cost of \$4.75/M sheets as compared to the present cost of \$4.67/M for virgin paper on state contract. Five large Universities and six large State Agencies with high volume usage and a wide range of equipment were selected to participate in the testing program. The paper has been tested on 44 different copier models, on 59 different machines at 49 different locations and to this date a total of 3,305,104 sheets have been run. In addition a questionnaire was distributed at UVA and 446 replies were returned.

TESTING

The paper was compared to the present Xerographic #4 on state contract, Tidal DP for the following:

- A. Visual acceptability
  - 1. Brightness - whiteness of the sheet
  - 2. Opacity - acceptable for duplexing
  - 3. Feel (bulk and weight)
- B. Runability - jams, curling, folding, collating, duplexing.
- C. Equipment testing requirement:
  - 1. High speed copiers - 100 copies per minute and above  
50,000 sheets minimum
  - 2. Mid range - 70-100 copies per minute  
20,000 sheets minimum
  - 3. Office range - 50-70 copies per minute  
10,000 sheets minimum
  - 4. Desk top - 18-50 copies per minute
    - a. 2,000 sheets 30-50 copies per minute
    - b. 1,000 sheets 18-30 copies per minute

Test sheets were completed for each model number tested

### Recycled Paper Distribution List

UVA (Dan Salters 924-7186)	2,000,000	400 cartons
VPI (Ted Debord 231-6701)	400,000	80 cartons
JMU (Ken Parmalee 398-7186)	200,000	40 cartons
ODU (Carl Wiles 683-4465)	200,000	40 cartons
VCU (Harry Coleman 6-9654)	100,000	20 cartons
Transportation (Bob Green 6-9900)	400,000	80 cartons
Education (Russell Pearce 5-3375)	200,000	40 cartons
Social Services (Robert Smith 2-9242)	200,000	40 cartons
Department of Motor Vehicles (Wylie Abrams 7-0295)	100,000	20 cartons
Division of Purchases & Supply (Bob Baxter 6-6597)	100,000	20 cartons
Department of Corrections (Tom Sadler 6-1090)	100,000	20 cartons

<u>LOCATION</u>	<u>EQUIPMENT USED</u>	<u>QUANTITY</u>
Division of Purchases & Supply	Marathon 1025	500
	Marathon 1038	500
	Minolta EP470Z	1,000
	Kodak 225	97,000
Department of Corrections	AM 1250 Press	100,000
Department of Social Services	Xerox 9900	188,000
	Xerox 5090	12,000
Va. Commonwealth University	Kodak 235	50,000
	Kodak 225	10,000
Department of Education	Minolta EP450	500
	Sharp 8500	20,000
	Kodak 235	75,000
	Kodak 300	100,000
James Madison University	Xerox 1090	80,000
	Minolta EP870	20,000
	Xerox 8200	80,000
	Kodak 150	40,000
Department of Transportation	Xerox 9900	133,085
	Xerox 5090	150,000
	AM 1250 Press	115,920
Department of Motor Vehicles	AM TCS 4	90,000
	IBM Model 60	10,000
Va. Polytechnic Institute	Savin 331	2,200
	Savin 1139	800
	Xerox 9500	34,000
	Xerox 5090	61,500
	Xerox 5090	57,251
	Xerox 9500	16,606
	Xerox 1090	28,087
Old Dominion University (Partial Report)	Xerox 1090	74,000
	Xerox 1045	1,000
	Canon 7550	15,000
	Mita 3285	20,000
	Mita DC 3285	7,500

University of Virginia

IBM 102	314
Kodak 85	12,216
Kodak 225	47,635
Kodak 250	44,599
Minolta 410Z	2,715
Minolta 450Z	1,185
Minolta 490Z	7,282
Minolta 4230	9,161
Minolta 4300	8,321
Monroe 725	2,574
Oce' 1725	257,038
Oce' 1825	3,122
Oce' 1925	102,340
Sharp 9510	6,654
Xerox 1025	48,466
Xerox 1038	83,032
Xerox 1045	7,985
Xerox 1050	19,382
Xerox 1065	117,544
Xerox 1075	121,418
Xerox 1090	196,242
Xerox 2830	2,136
Xerox 9500	97,705
Xerox 9900	366,954

COPIER MODELS TESTED

Kodak 225

3 copiers tested  
3 locations  
154,635 shts. tested

Kodak 235

2 copiers tested  
2 locations  
125,000 shts. tested

Kodak 150

1 copier tested  
1 location  
40,000 shts. tested

Kodak 250

1 copier tested  
1 location  
40,599 shts. tested

Kodak 300

1 copier tested  
1 location  
100,000 shts. tested

Kodak 85

1 copier tested  
1 location  
12,216 shts. tested

Xerox 9900

3 copiers tested  
3 locations  
688,039 shts. tested

Xerox 5090

4 copiers tested  
3 locations  
280,751 shts. tested

Xerox 1090

4 copiers tested  
4 locations  
378,329 shts. tested

Xerox 8200

1 copier tested  
1 location  
80,000 shts. tested

Xerox 9500

3 copiers tested  
2 locations  
148,311 shts. tested

Xerox 1045

2 copiers tested  
2 locations  
8,985 shts. tested

Xerox 1025

1 copier tested  
1 location  
48,466 shts. tested

Xerox 1038

1 copier tested  
1 location  
83,032 shts. tested

Xerox 1050

1 copier tested  
1 location  
19,382 shts. tested

Xerox 1065

1 copier tested  
1 location  
117,544 shts. tested

Xerox 1075

1 copier tested  
1 location  
121,418 shts. tested

Xerox 2830

1 copier tested  
1 location  
2,136 shts. tested

AM 1250 Press

2 presses tested  
2 locations  
215,920 shts. tested

Marathon 1025

1 copier tested  
1 location  
500 shts. tested

Marathon 1038

1 copier tested  
1 location  
500 shts. tested

Minolta 470Z

1 copier tested  
1 location  
1,000 shts. tested

Minolta 450

1 copier tested  
1 location  
500 shts. tested

Minolta 870

1 copier tested  
1 location  
20,000 shts. tested

Minolta 410Z

1 copier tested  
1 location  
2,715 shts. tested

Minolta 450Z

1 copier tested  
1 location  
1,185 shts. tested

Minolta 490Z

1 copier tested  
1 location  
7,282 shts. tested

Minolta 4230

1 copier tested  
1 location  
9,161 shts. tested

Minolta 4300

1 copier tested  
1 location  
8,321 shts. tested

Monroe 725

1 copier tested  
1 location  
2,574 shts. tested

Sharp 8500

1 copier tested  
1 location  
20,000 shts. tested

IBM Model 60

1 copier tested  
1 location  
10,000 shts. tested

Savin 331

1 copier tested  
1 location  
2,200 shts. tested

Savin 1139

1 copier tested  
1 location  
800 shts. tested

Canon 7550

1 copier tested  
1 location  
15,000 shts. tested

Mita 3285

1 copier tested  
1 location  
20,000 shts. tested

Mita DC 3285

1 copier tested  
1 location  
7,500 shts. tested

IBM 102

1 copier tested  
1 location  
314 shts. tested

Oce' 1725

1 copier tested  
1 location  
257,038 shts. tested

Oce' 1825

1 copier tested  
1 location  
3,122 shts. tested

Oce' 1925

1 copier tested  
1 location  
102,340 shts. tested

Sharp 9510

1 copier tested  
1 location  
6,654 shts. tested

AM TCS 4

1 copier tested  
1 location  
90,000 shts. tested



CUMULATIVE TEST RESULTS

ELEVEN (11) AGENCIES SOLICITED  
NUMBER OF SURVEYS: 49  
TOTAL QUANTITY RUN: 3,305,104

	BETTER THAN	EQUAL TO	BELOW ACCEPTABLE	MUCH BELOW NOT ACCEPTABLE
Brightness		46	3	
Opacity	1	42	6	
Feel	8	36	5	
Runability	8	36	4	1

	BETTER THAN	EQUAL TO	BELOW ACCEPTABLE	MUCH BELOW NOT ACCEPTABLE
Brightness		94%	6%	
Opacity		87%	13%	
Feel	16%	74%	10%	
Runability	16%	74%	10%	

If a rating of below or much below is given, explain the problems incurred causing the rating.

Paper dull to the gray side not as white  
Paper contains spots and visible blue fibers  
Paper is fine for one sided copying  
Paper is not as good for duplexing  
Paper doesn't feel good  
Some jamming problems, especially on duplexing

RECYCLED PAPER TEST QUESTIONNAIRE RESULTS

<u>QUESTIONS:</u>	<u>FACULTY</u>	<u>STAFF</u>	<u>STUDENTS</u>	<u>TOTALS</u>	<u>%</u>
1. Appearance of paper:					
excellent	31	85	131	247	54.8%
good	29	90	58	177	39.2%
fair	6	11	5	22	4.9%
poor	-	5	-	5	1.1%
2. If your copies were produced on a walk up unit did the machine jam?					
Yes	2	6	7	15	4.1%
No	46	125	184	355	95.9%
3. At what location were your copies produced?					
N/A					
4. Would you prefer to see recycled paper in our copiers in the future?					
Yes	62	153	191	406	90.0%
No	4	10	1	15	3.3%
No Opinion	1	27	2	30	6.7%
5. Would you be willing to pay more for copies produced on recycled papers?					
Yes	44	99	160	303	71.5%
No	17	78	26	121	28.5%



## PROCUREMENT & the ENVIRONMENT

### Increase your recycled product purchases

A number of opportunities exist for state purchasing personnel to increase their agency's use of recycled products. Adding machine paper, steno pads, plastic desk accessories and report covers are among the items listed on the state-wide recycled office supplies contract. Two other contracts, the fine paper and white envelope contract and the filing supplies contract, include recycled products where practically available. All in all, more than 100 different recycled items are currently listed on state contract.

Dave Greiner, DPS procurement manager, said that in five years he's seen a ten-fold increase in the amount of money state agencies and institutions spend on recycled paper products. "The stigma associated with recycled paper products has almost completely disappeared. Not only have prices dropped as much as 40 percent, but the quality and variety of both uncoated and coated stock has increased dramatically." DPS procurement specialist Ron King agreed. "The Virginia Museum stocked 50 percent recycled and 50 percent virgin copy paper, and after several months of use, no one noticed anything different." All business cards on contract are now also printed on recycled paper.

Recently enacted legislation encourages the purchase of recycled products, although there are no specific mandates other than for recycled paper products. The 10 percent preference law generally requires the purchase of recycled paper products if the price is within 10 percent of the price for virgin paper products. DPS is working to establish a single office supplies and related items contract by early 1995 that will incorporate both virgin and recycled products. "We'll continue to be proactive in enforcing the direction the General Assembly has given us, researching and finding out what's out there and making that information available to agencies and institutions," said Greiner.

### Note change to annual recycling reports

Each year, state agencies and institutions provide information to the Department of Environmental Quality about the collection and procurement of recycled products. To more efficiently track agency recycling activities, DEQ is switching from a calendar to fiscal year system. Beginning with the next annual survey, no calendar year reports will be due March 1, 1995. Instead, information submitted for the next survey should describe activities from July 1, 1994 through June 30, 1995 and will be due September 1995. For more information, call Georgiana Ball, DEQ, (804) 762-4451.



## GOOD IDEA OF THE MONTH

### Think ahead when placing orders

You can usually save money by ordering larger quantities of office supplies and other frequently used items less often. Balance how quickly you use a commodity with storage space and requirements. You also may be able to avoid paying a freight charge, but be aware of minimum order requirements on state contracts. Computer software management is another area in which major savings can be realized. Buy only what you need and have a central point of contact for the agency. As more economical licensing and distribution becomes in the next few years, planning to manage computer assets is critical. By forecasting needs and negotiating with key suppliers, buyers can save as much as 50 percent.

## SURPLUS SPECIALS

### RICHMOND WAREHOUSE

Cart — Electric w/tool box, 24 V, mfr. Taylor-Dunn, \$250.00.

Hoist — Mfr. Duff-Norton, 2 ton, electric, NEW, \$500.00.

Jig Saw — Mfr. Delta, \$245.00.

Tarps — Heavy canvas, 20' X 20', NEW, \$100.00.

### WYTHEVILLE WAREHOUSE

Autoclave — P&C, GC, \$50.00.

Gas cans — Military, 5 gal., GC, \$7.50.

Hydraulic jack — 8 ton, GC, \$20.00.

Telephones — Single line, touch tone, GC, \$5.00.

Trash cans — Office, GC, \$1.00.

For more information, contact Alvin Hatcher, Richmond distribution center, (804) 236-3665, or Larry Blevins, Wytheville distribution center manager, (703) 228-6803.



## PROCUREMENT & the ENVIRONMENT

### On-line database provides information about recycled commodities

State purchasing agents have a powerful tool in helping to protect the environment. The Database of Recycled Commodities (DRC) is an on-line database that provides timely access to information about purchases of commodities containing secondary (recycled) materials. Developed by the National Association of State Purchasing Officials and funded by the Environmental Protection Agency, the DRC is available to all state purchasing directors and their designated staff.

Up and running for more than a year, the DRC contains several thousand reports showing items purchased, data received, amount paid per unit, vendor information and a description of secondary material content specified in the award. Updated continuously, the database helps states share specifications and look at opportunities for cooperative purchasing. A separate directory contains names and addresses of vendors along with a short description of their commodity.

Tapping in to the database is easy! The only equipment you need is a personal computer, communications software, a modem and a standard telephone line. The cost to users is the price of a telephone call, but all users must be registered in the state management bulletin board system. Available 24 hours a day, the system can be accessed by calling (606) 231-1924.

As an additional service, full copies of award documents are available from the NASPO office via fax. Users may request documents on-line by leaving an electronic message for the system operator. The documents will be faxed within 24 hours. The system operator voice number is (606) 231-1908.

The project's goal is to have all of the states' most up-to-date awards on-line. You can help the DRC continue to grow by sending in your commodity specifications and award of any contracts that have recovered material components, remanufactured components, or solid waste management impact. Mail to: NASPO-DRC, 167 West Main Street, Suite 600, Lexington, KY 40507.

In addition to receiving information about recycled commodities, NASPO members can use the bulletin board to leave messages for other members, post or answer information inquiries, and download documents. For more information about the DRC, contact Aaron Fuchrer, system operator, (606) 231-1908.



## GOOD IDEA OF THE MONTH

### Take charge of your career

Don't wait for your supervisor to plan and provide the resources for your professional development! Commit yourself to self-improvement. Find out about certification programs that could enhance your career, and confide in a colleague for suggestions.

*Do you have a good idea? It might be a purchasing tip, a cost or time-saving tip—any bit of advice or information that might help your fellow public purchasers. This is a chance to share what you know! (Please indicate whether you want your name and agency to be listed with your idea.) Send it to: The Exchange, Good Idea of the Month, at the address on page 4.*

## SURPLUS SPECIALS

### RICHMOND WAREHOUSE

Bending machine — Mfr. Roper Whitney, Inc., mdl. 612, 6 ft., \$675.00.

Exhaust disposal — Mfr. DSP-Monoxivent, Inc., 115V, NEW, \$750.00.

Grinding machine — Mfr. U.S. Electrical Tools, 230V, 3 ph., \$2,000.00.

Range — Electric, mfr. Garland, 220V, NEW, \$798.00.

### WYTHEVILLE WAREHOUSE

Crew cab — 1985 Dodge Ram 350 pickup, AT, V8, 60,104 miles, \$1,900.00.

Food warmer — Mfr. Toastwell, 2 dwr., GC, \$200.00.

Hydra jacks — 3,6,8,12,20 and 30 ton, GC, \$10.00 to \$50.00.

Refrigeration units — Mfr. Zcks, 10,000 BTU, 3 ph., NEW, \$1,000.00.

Windbreakers — NEW, \$5.00.

For more information, contact Alvin Hatcher, Richmond distribution center, (804) 236-3665, or Larry Blevins, Wytheville distribution center manager, (703) 228-6803.

## Agencies must apply recycled paper preference

Although not specifically stated in paragraph 6.15 of the *Agency Procurement and Surplus Property Manual*, state agencies and institutions are required to apply the 10 percent preference for recycled paper content on any purchase of paper or paper products within their delegated authority.

## Review your knowledge of public procurement terminology, part II

Like any profession, public procurement has its own terminology. If you're new to purchasing, you may still be learning the lingo. Even if you're a seasoned professional, it never hurts to review. Here are some more selections to refresh your memory. They're from the "Definitions" section in Appendix A of the *Agency Procurement and Surplus Property Manual*.

**Appeal** — Action taken by a bidder, offeror (actual or prospective) or contractor to seek a hearing before a disinterested person or panel or in an appropriate circuit court challenging a decision in accordance with Sections 11-70 or 11-71 of the Virginia Public Procurement Act.

**Bid bond** — An insurance agreement in which a third party agrees to be liable to pay a certain amount of money in the event a selected bidder fails to accept the contract as bid.

**Boiler plate** — This is another term for "General Terms and Conditions," which are standard clauses and requirements derived from laws or administrative procedures of the agency which are incorporated into all solicitations (IFB/RFP) and resulting contracts.

**Latent defect** — A deficiency or imperfection that impairs worth or utility that cannot be readily detected from visual examination of a product. Examples would be the use of nonspecification materials in manufacture, or missing internal parts such as a gasket, gear or electrical circuit, etc.

**Notice of Intent to Award** — A written notice or bid tabulation sheet publicly displayed, prior to award, that shows the selection of a vendor for the award of a specific contract or purchase order. This decision may be changed prior to the actual award of a contract or purchase order.

**Professional services** — According to the Code of Virginia, Section 11-37, this means work performed by an independent contractor within the scope of the practice of accounting, architecture, land surveying, landscape architecture, law, medicine, optometry, pharmacy, or professional engineering.

?

## QUESTION OF THE MONTH

*How do I decide which commodity codes to use?*

Consult the *DGS/DPS Commodity Class and Item Book for Goods and Services* (revised May 1989). To request a copy, call DPS at (804) 786-3845. All requisitions, solicitations and contracts should include the appropriate 5-digit commodity code.

*Do you have a procurement question?*

Send it to: The Exchange, *Question of the Month*, at the address on page 4.

## SURPLUS SPECIALS

### RICHMOND WAREHOUSE

Bin — Storage box, plastic, 15 x 7 x 9", \$2.00.

Generator — Mfr. Over-Lowe Co., mdl. Kool-Power 5000, 5 KW, 120/240 V, \$250.00.

Lathe — Metal, mfr. Jensen, mdl. 334B400, \$150.00.

Meat slicer — Mfr. Globe, mdl. 775L, \$400.00.

Vertical milling machine — Mfr. Jensen, mdl. 334B500, \$60.00.

### WYTHEVILLE WAREHOUSE

Band saw blade — 1/2", 100 ft. roll, NEW, \$15.00.

Celling tile — 24 x 24", white, NEW, \$10.00 per case.

Knee pads — Athletic, NEW, \$2.00.

Mini blinds — 30 x 64", NEW, \$2.00.

Shipping bags — Plastic, padded, 10 x 12", NEW, \$10.00 per case.

For more information, contact Alvin Hatcher, Richmond distribution center, (804) 786-1166, or Larry Blevins, Wytheville distribution center manager, (703) 228-6803.

- More state contracts now include recycled products. For example, a complete line of recycled papers and envelopes has been added to the state paper contract, including envelopes without glassine windows (which are recyclable).

DPS will once again conduct training in recycled product purchasing at Public Procurement Forum '93, as well as exhibiting recycled products available from state contracts and the Central Warehouse.

For more information on recycling, contact David Greiner, (804) 786-5412.

### Agency "Purchase of Recycled Products" reports due by January 6, 1993

House Joint Resolution 155, passed in this year's General Assembly Session, requires DPS to prepare a summary report of the total amount of equipment and supplies containing recycled materials purchased by state agencies and institutions during calendar year 1992. The report will be submitted to the Governor and the 1993 Session of the General Assembly.

Agencies need to report this information to David Greiner at DPS no later than January 6, 1993. The report should include all recycled equipment and supply purchases made locally, any spot purchases made by DPS for your agency, and purchases made by your agency on DPS contracts. DPS will compile a record of all recycled products purchased through the Central Warehouse, so agencies do not need to report this information.

DPS notified all agencies of this requirement in the spring, sending a sample report format and recycled product classification listings. If you have questions contact David Greiner, (804) 786-5412.

### New recycled product office supplies contract in the works

The recycled content items on state contracts include more than the paper products that first come to mind. In fact, a new recycled product office supplies contract will be available for state agencies and other public bodies early next year.

Scissors, binders, calendars, blotters and desk pads, desk drawer organizers, stacking trays, rulers, pencils and wastebaskets are among the 95 items the contract will contain. Some have never been offered on a state office supplies contract before, recycled or otherwise.

For more information, contact Fran Finch, (804) 786-3517.



## GOOD IDEA OF THE MONTH

### *Reduce the volume of your trash.*

Call food and product manufacturers on their toll-free consumer lines (often found on the package label) and complain about products that are excessively packaged — tell them to pass your needs and information on to their respective product design departments.

*Do you have a good idea? It might be a purchasing tip, a cost or time-saving tip — any bit of advice or information that might help your fellow public purchasers. This is a chance to share what you know. (Please indicate whether you want your name and agency to be listed with your idea.)*

*Send it to: The Exchange, Good Idea of the Month, at the address on page 4.*



## QUESTION OF THE MONTH

### *What's the difference between pre- and post-consumer recycled content in paper manufacturing, for example?*

An item becomes post-consumer waste after it has "performed its task," so to speak — after the consumer has used it. Old newspapers and used corrugated boxes are examples.

Pre-consumer recycled content means materials and by-products generated from and then reused within the original manufacturing process, such as waste scraps that never leave the plant.

*Do you have a procurement question?*

*Send it to: The Exchange, Question of the Month, at the address on page 4.*

## Capitol Square area recycling program continues a clean sweep

**A**fter nearly four years of operation, the Capitol Square area recycling program has diverted thousands of tons of white office paper and other recyclables from being dumped in landfills. State employees have gotten the hang of recycling! Since the last week in April, 1994, not a single load of white ledger paper has been returned because of contaminants such as colored paper and paper clips. Currently, about one-third of all paper used in 26 Capitol Square area buildings enters the recycling loop — about 15,000 lbs. each day!

Recycling that much paper requires coordination. Program coordinator Cal Belcher works with Katherine Plott, custodial services supervisor, and a network of 23 BRM recycling inspectors to make sure agencies recycle properly. Belcher estimates that there are about 8,000 individual recycling bins in the more than 3 1/2 million square feet of office space in the Capitol Square complex. Employees dump their indi-

vidual bins into about 400 grey 50-gallon containers, which are inspected and emptied each weeknight.

To keep recycling coordinators, purchasing officers and employees up to date on recycling issues, Belcher writes and distributes a monthly newsletter

**"If everyone would take just two minutes a day to think about recycling, we can continue our success."**

that is posted on bulletin boards around Capitol Square. He also works one-on-one with agencies to identify areas where recycling could be improved.

"We've recommended that all agencies trade out or upgrade their computer



**CHECKING IT TWICE** — Cal Belcher checks computer paper to make sure that it's recyclable.

paper to zero percent groundwood paper," said Belcher. He said paper that contains groundwood can't be recycled with regular paper. To prevent loads of paper from being rejected by the recycling company, each BFM inspector is equipped with a test kit. If the paper turns brown or purple when the test liquid is applied, it contains groundwood and will contaminate the load.

Belcher is pleased by how well state employees have cooperated with the program. "When we first began recycling, our inspectors could spend as much as two hours checking and sorting their loads," said Belcher. He said now inspectors only need to spend 20 minutes each evening checking their loads.

Recycling benefits the state in several ways. Each ton that is recycled saves \$45 in transporting and landfilling fees, and recycled paper is in enough demand to generate significant revenue.

Capitol Square area recycling has expanded to include cardboard and newspaper recycling as well as white paper and computer paper. A newcomer to the program are plastic water bottles used by DCLS as part of their water testing program. About 450 pounds of plastic is being recycled each month.

Belcher hopes to see even more items added to the Capitol Square recycling program. "If everyone would take just two minutes a day to think about recycling, we can continue our success."

—MCK

### Recycle right!

How well do you contribute to the state's recycling efforts? Here's a chance to review recycling guidelines:



Do recycle computer paper and white office paper, including white notebook paper, letterhead, typing paper, business cards and white brochures, booklets and newsletters. Small staples may be left attached.



Don't include the following items, which contaminate loads: envelopes, tape, glue-bound booklets, "post-it"-style notes, rubber bands, large metal fasteners, cardboard label backing, magazine paper, fax paper and other slick papers, carbon or NCR paper or any colored paper.



Do recycle corrugated boxes and newspapers. Stack these neatly by the recycling bin for your work area. Break down and flatten corrugated boxes.

For DGS employees outside the Richmond area: Consider starting your own recycling program if you haven't done so already! Contact a local paper recycler. Depending on your volume of paper, they may be willing to provide a container and provide regular pickups free of charge.

If you have questions about what to recycle, or need additional recycling bins, call the Bureau of Facilities Management at 736-3550

---

## D P S S P O T L I G H T

---

*DPS Spotlight is a regular feature examining topics of interest to public purchasing professionals.*



### DPS continues "buy recycled" initiatives

Purchasing professionals know by now that unless there is a market for recycled materials — someone to buy and re-use them, recycling just moves waste around from one place to another. Purchasing products made from recycled materials creates a market for those materials and the resulting products, which, in turn, helps bring product prices down and quality up.

State and local government purchases make up 12 percent of the Gross National Product. Directing some of this buying power toward recycled products can significantly strengthen the market. Fortunately Virginia has already started the ball rolling. Legislation passed by the General Assembly in 1990 requires all state agencies and institutions to establish programs for the use and collection of recycled materials. In the last fiscal year, DPS helped Virginia purchase over \$5,000,000 worth of recycled products and created an affirmative procurement program to pursue more recycled buying.

State legislation passed in 1990 which mandated the Department of Waste Management to create guidelines for state procurement and use of recycled products reinforced efforts already begun by DPS. Dave Greiner, DPS' printing manager, began to look into the cost and quality of recycled paper when he was appointed division recycling coordinator in 1989. DPS soon added recycled paper to the state's fine paper contract and began bidding printing contracts with the "10 percent preference" law. This gives a preference to recycled paper if the price comes within 10 percent of similar virgin paper. Since that time, 21 printing contracts which use recycled paper have been awarded, totaling \$3,000,000. These years have also seen the quality go up as the prices drop.

"Recycled paper came down in price about 5 percent from last year," said Greiner. "And the quality level is to the point that there are no problems. We're buying about twice as much of it now. Agencies are open to these kinds of materials. I probably get 10 calls a week on recycling issues."

The division conducted an extensive test of recycled paper in copy machines involving 11 agencies and 43 different types of copiers. As a result, recycled copier paper has been added to the state contract and copiers purchased by the state must now handle recycled paper.

DPS staff also reviewed the Central Warehouse catalog and the state contract master list to identify current and potential recycled material products. Many paper products already met Environmental Protection Agency guidelines for recycled content, and more were added. Hand towels, facial and toilet tissue, napkins, offset paper, and envelopes are a few of the items available.

DPS' affirmative procurement program calls for Virginia to: extend the recovered materials preference program by eliminating requirements that items contain virgin materials and specifying EPA minimum content standards for paper products; promote the state's desire to "buy recycled" to vendors and agencies; require bidders to provide manufacturer certification of recycled content percentages; and conduct annual review and reporting of percentages, quantities, types, prices, and quality of recycled materials and products. For more information, contact Greiner at SCATS 786-5412.

"If you're not buying recycled products," said Greiner, "you're not recycling."

---

## Q U E S T I O N O F T H E M O N T H

---

### *What justification do I need to reject a bid?*

A. The bid was late. If the bid receipt time has passed, mark the bid late and return it, unopened, to the vendor (*Agency Procurement and Surplus Property Manual, 2.4.d*).

B. The bid was non-responsive. It did not conform in all material respects to the IFB. Responsiveness relates to compliance with the specifications and the terms and conditions of the solicitation (*APSPM, 2.26*).

C. If the bidder submitting a bid is determined to be non-responsive, the bid may be rejected. A bidder found non-responsive must be notified in writing stating the basis for the determination. The bidder has ten days after receipt of the notice to appeal the determination (*Vendors Manual, 10.6*).

*Do you have a procurement question?*

*Send it to: The Exchange, Question of the Month, at the address on page 4.*



CODE OF VIRGINIA

CHAPTER 22.3

Recycling Markets Development Act

Sec.		Sec.	
59.1-284.13	Definitions	59.1-284.19	Local
59.1-284.14	Local Requirements		Incentives
59.1-284.15	Rules and Regulations	59.1-284.20	Termination
59.1-284.16	Eligibility		
59.1-284.17	Income tax Credit		
59.1-284.18	Sales Tax Credit		

59.1-284.13. Definitions. - As used in this chapter:

"Business Firm" - Shall mean any business entity, including limited liability companies, authorized to conduct business in the Commonwealth of Virginia and subject to the state income tax on net corporate income (58.1-400), or a partnership or sole proprietorship.

"End-Use Manufacturer" - Shall mean a manufacturer of new products, or a division thereof, that incorporates a minimum of 30% by weight or by volume recycled materials in the finished product. At least half of the qualifying recycled materials (15% of the total weight or volume of the finished product) must be post consumer recycled materials. The remaining recycled content may include mill broke, shop scrap, and other recycled and post manufactured materials. A business firm that qualifies as an end use manufacturer shall be eligible for incentives for any and all steps in its integrated manufacturing process.

"Incentives" - Refers to the offerings that the Commonwealth (or an agency thereof), and/or a locality (or an agency thereof), may provide to recycling businesses locating within Virginia under this Act.

"Local Business Licensing Authority" - Shall mean the governmental agency responsible for providing business licenses within the jurisdiction in which the business is located. May also be the Office of Finance or Office of Taxation, or any other local government agency that requires registration or licensing of local businesses.

"Mill Broke" - Shall mean any paper waste generated in a paper mill prior to completion of the paper manufacturing process. It is not to be counted as recovered material, it is neither preconsumer or postconsumer waste."

"Post Consumer" - Shall mean those products or other materials generated by a business or consumer that have served their intended end uses, and that have been recovered from or otherwise diverted from the solid waste stream for the purpose of recycling.

"Post Manufactured" - Shall mean materials produced for distribution but recovered for recycling prior to reaching consumers.

"Processes" - Shall mean to change the composition, shape, form, and/or density of recyclable materials while preparing the material for a reuse.

"Recyclable Material" - Shall mean a material separated from a waste stream for purposes of being recycled.

59.1-284.14. - Requirements. -

The governing body of any county, city or town, desiring to abide by this Recycling Markets Development Act shall demonstrate through local procedures, comprehensive plans, zoning maps, ordinances, or any combination thereof, that they have properly zoned land and have in place an expedited process for permitting end-use manufacturing facilities within the jurisdiction.

59.1-284.15. - Rules and Regulations. -

The purpose of this act is to provide authority to local governments to develop a state supported marketing program that will attract end-use manufacturers utilizing recyclable materials in the production of new consumer products. To this end, localities may adopt rules and regulations into their local ordinance that are necessary for developing programs focusing on attracting manufacturers that meet the definition of a "End-Use Manufacturer."

59.1-284.16. - Eligibility. -

A. Any business firm may be designated a "qualified business firm" and therefore receive the incentives provided under this act if:

1.) It operates a properly licensed and zoned "end-use manufacturing" business located within a jurisdiction operating under this Act and meeting the definition of "end-use manufacturer" as described in section 59.1-284.13.

2.) It (i) is actively engaged as an end-use manufacturer prior to the local jurisdictions adoption of this Act and (ii) meets the requirements of subdivision 1 of this subsection, and (iii) increases the average number of full-time employees employed at the business by at least ten percent over the preceding year's employment, and/or increase capital investment by 25% for purposes of processing or incorporating recyclable materials into finished products, or increase the use of recyclable materials by 25% in the production process or finished product.

3.) For the purposes of this section, the term "full-time employee" shall mean (i) an individual employed by an end-use manufacturer and who works the normal number of hours a week as required by the business or (ii) two or more individuals who together share the same job position and together work the normal number of hours a week as required by the business for that one position.

4.) Businesses qualifying for tax credits under this Act must maintain or exceed the above requirements and annually certify that these requirements are met or exceeded. The requirements placed on existing businesses that qualify through subsection 59.1-284.16(A)(2) are to be met the first year for qualification and maintained or exceeded thereafter during the time the tax credits are applicable. There is no requirement that existing businesses have to increase employment, investment, or recycled content production every year after qualification, but they must maintain the increased employment level, investment level, or recycled content production level in order to qualify for the tax credits.

B. Each qualified business firm shall submit annually to the Local Business Licensing Authority a request for certification that the business meets the requirements of this Act and is entitled to receive the tax credit allowed under this Act. The request for certification shall be accompanied by a notarized affirmation of qualification statement from an independent certified public accountant licensed by the Commonwealth which attests that the business meets the definition of a "qualified business firm" as defined in 59.1-284.16. This statement shall be prima facie evidence of the eligibility of a business for the purposes of this section. A copy of this statement submitted by the business firm to the Local Business Licensing Authority shall be forwarded along with a certificate provided by the governing body (described in 59.1-284.19) to the Commissioner of the Department of Taxation by the business firm with their annual state tax returns.

59.1-284.17. - State Business income tax credit. -

The Local Business Licensing Authority of the jurisdiction having enacted this Act into their local ordinance shall annually provide a certificate to qualified business firms meeting the requirements of this act. The certificate shall describe the tax credits available to the qualified business firm, clearly describe the conditions necessary to receive the tax credits, and provide a place for a Virginia licensed Certified Public Accountant to attest to the businesses' meeting the requirements. The certificate shall then be submitted by the qualified business firm to the Commissioner of the Department of Taxation. The applicability of the tax credit provided herein for a qualified business firm against any tax due under Article 10 (58.1-400) of Chapter 3 of Title 58.1, partnership or sole proprietorship, in an amount equaling eighty percent of the tax due to the Commonwealth for the first year and sixty percent of the tax due the Commonwealth for the second tax year through the tenth tax year. Any tax credit not usable may not be applied to future tax years.

59.1-284.18. - State Sales tax exemptions. -

The Local Business Licensing Authority shall, upon receipt of the affirmation of qualification from the business firm's Certified Public Accountant (described in 59.1-284.18), provide a certification statement for the qualified business to submit to the Commissioner of Taxation that exempts the business from the payment of taxes for all items purchased for the conduct of its business as required under Chapter 6 of Title 58.1. Such exemption shall extend for a period not to exceed five years.

59.1-284.19. - Local Incentives. -

A. Any jurisdiction adopting this Act into their local ordinance may propose local incentives, including, but not limited to: (i) reduction of permit fees; (ii) reduction of user fees; (iii) reduction of the business, professional, and occupational license tax, and (iv) other monetary incentives. The extent and duration of such proposals relied upon by qualified business firms locating within the jurisdiction as a result of the incentives, shall last as long as the local ordinance provides.

B. Nothing in this act eliminates other incentives already offered by the Commonwealth of Virginia.

58.1-284.20. Termination

A. This Recycling Markets Development Act shall expire January 1, 2000. No business not previously certified as a qualified business firm under 59.1-284.16 may apply for the tax credits provided under this Act. Existing qualified business firms meeting the requirements of this Act shall receive the tax credits provided thereunder for the provided time period. The initial date of qualifying as a qualified business firm starts the time period for

which the (10)ten and (5)five year tax credits are applicable. Not qualifying during a subsequent year does not stop the time period during which the tax credits are available. No qualified business firm may fail to qualify in a subsequent year and then reapply as a new qualified business firm. The business firm may re-qualify and receive the tax credits available as provided under this Act given the number of years since the business first qualified.

B. Failure to maintain compliance with any of the requirements under this Act will be cause for termination of all tax credit/exemption privileges by both the local and state authorities.

**Virginia Recycling Markets Development Council  
Subcommittees Listing**

General

Mission: Clower, Hampton, Ivory-Moore

Work Plan: Ivory-Moore

MAC/REDO: Lerner, Witherspoon

Annual Report: McPherson

Work Plan

Objective I:

Recycling Markets Development Act:	Clower
Financial Incentives:	Clower, Murphy, Strickland, Witherspoon
RENEWS:	Clower, Sorbie
Mandates:	Koogler, Lerner, Mirabile, Murphy, Strickland

Objective II:

Paper:	Benedetto, McGee
Plastic:	Ivory-Moore, Lancelot
Scrap Metal:	Lerner
Aluminum:	McPherson
Organic:	Mirabile
Glass:	Sorbie
Tires:	Westhafer
Oil:	Ivory-Moore

Objective III: Brooks, Lindsey

Definition: Clower

11/23/94

**DRAFT OUTLINE  
FOR  
1995 WORK PLAN FOR THE VIRGINIA RECYCLING  
MARKETS DEVELOPMENT COUNCIL**

- I. Objective--To identify and evaluate financial and other incentives which may attract new businesses that use recycled or recovered materials and to encourage the expansion and conversion of existing businesses.**

**Action Plan**

1. Identify financial and other incentives currently available to businesses using recycled or recovered materials. Determine incentives available to other industries (if any) that would be helpful.
  - a. Financing programs (Governor's Opportunity Fund, SBFA, etc.)
  - b. Infrastructure programs
  - c. Tax incentives
  - d. Management/training programs
  - e. Other
2. Determine if new incentives and/or changes to existing incentives are needed to accomplish this objective. Determine what mechanisms are needed to promote and implement incentives to insure access by businesses.

**Implementation**

1. Form subcommittee to develop criteria for importance of incentives.
2. Prioritize incentives along recycled product lines
  - a. Report on top incentive programs and recommend means to Council for implementation/enhancing.

**II. Objective-- Identify barriers to the development of markets for recycled material including state policies, regulations and procedures, and recommend alternative(s) to overcome such obstacles.**

**Action Plan**

1. Assess existing markets (production mechanism, overall supply/ demand, marketing strategy, etc.) by product type
  - a. Define market (criteria, geographical considerations, etc.)
  - b. Identify potential consumers/clients.
2. Determine existing barriers to the sale of products with recycled content currently being produced and/or offered for sale in Virginia.
  - a. Legal (legislative/regulatory): Identify specific cases to illustrate barriers to sale for existing products due to procurement regulations or other state policy or legislation.
  - b. Legal/Technical: Identify specific cases that illustrate barriers to sale resulting from potential purchasers' concerns of product performance, and to what extent potential for liability exposure plays a role.
  - c. Consumer/public knowledge: Identify specific cases that illustrate consumer's lack of understanding or lack of information, or of purchasers receiving misinformation, causes barriers to sale of products.
3. Determine other factors that form barriers to the sale of products with recycled content, and/or form barriers to developing new market structure.
  - a. Logistical /Geographical
    - (1) Rural versus suburban infrastructure
    - (2) Capital investment required (costs)
  - b. Patent/Licensing/Marketing Agreements
  - c. Established private sector practices
  - d. Existing private sector contracts and investments
  - e. Other
4. Determine what specific regulatory/legislative changes are needed to remedy situations illustrated in Item Number 2 above. Report proposed actions to appropriate agencies for comment.
5. Evaluate options, propose solutions to probe areas in item 3. Report findings and proposed actions to appropriate agencies.

**Implementation**

1. Form task forces along product lines to carryout action plan. and to devise implementation strategy.
2. Alternative:
  - a. Council hears more substantive reports from each industry representative.
  - b. Council decides which product(s) to target. (The intent being to focus on possibly the more problematic products.)



**III. Objective-- Promote the purchase of products made from recycled or recovered material.**

**Action Plan**

1. Determine what mechanisms are best suited to promote recycled product use.
  - a. Developing a coordinated education program for dissemination through public schools or other public access avenues (Public access cable, Public Television, etc.)
  - b. Promoting use of recycled materials in public agencies.
  - c. Public/private cooperative promotional campaigns for specific probe areas.
  - d. Identify key professional societies, environmental groups, and private entrepreneurs for assistance.
  - e. Evaluate/determine overall private sector role/commitment
  - f. Define current laws and initiatives which promote purchase of recycled goods
  - g. Other
2. Develop specific promotional programs based on determinations from item 1.  
Report to appropriate agencies.
2. Implement plans to assist in carrying out executive memorandum 8-94, Purchase of Recycled Goods. (See attached.)
  - a. Prepare definition of recycled products
  - b. Advise Department of General Services of the products designated as recycled products.

**Implementation**

1. Hold public hearings around the state.  
(Hold future Council meetings around the state and conclude with a public hearing.)
2. Form subcommittee to identify means of promoting recycled products.

## APPENDIX 19

Amend Section 9-145.48 subsection (c) as follows..."Any member of the Council that fails to attend three consecutive meetings, or fails to send a representative in their behalf, shall be removed and replaced in accordance with section (a) above."

## APPENDIX 20

Amend Section 10.1-1411 as follows... Regional and local solid waste management plans. - The Board is authorized to...The regulations shall require that local or regional plans identify how the following minimum recycling rates shall be achieved: ten percent by 1991, fifteen percent by 1993, and twenty-five percent by 1995. "After 1995, and continuing through December 31, 1997, jurisdictions must maintain a minimum twenty-five percent recycling rate and report their 1997 recycling rates to the Department of Environmental Quality by May 1, 1998 in accordance with VR672-50-1."

## APPENDIX 21

Amend Section 58.1-338 as follows..."Applicable for all taxable years beginning on and after January 1, 1996, but before January 1, 1999." Tax credit for purchase of machinery and equipment for processing recyclable materials.

Amend Section 58.1-3661 as follows... Certified solar energy equipment, facilities or devices and certified recycling equipment, facilities or devices.

D. Upon receipt.... The exemption provided by this section shall be determined by applying the local tax rate to the value of such equipment, facilities, or devices and subtracting such amount, wholly or partially, from the total real property tax due on the real property or from the total personal or business property tax due, to which such equipment, facilities, or devices are attached.

Amend Section 58.1-445.1 as follows..."Applicable for taxable years beginning on and after January 1, 1996, but before January 1, 1999." Tax credit for purchase of machinery and equipment for processing recyclable material.