

NERC

Northeast Recycling Council, Inc.

OPERATING PLAN - FY 2006

July 1, 2005 – June 30, 2006

NERC'S mission is to advance an environmentally sustainable economy by promoting source and toxicity reduction, recycling, and the purchasing of environmentally preferable products and services.

Northeast Recycling Council, Inc.
OPERATING PLAN – FY 2006

*Serving the States of Connecticut, Delaware, Maine, Massachusetts,
New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont*

VISION STATEMENT

- Leverage the strengths and resources of its member states and advisory members.
- Represent a voice for the common interests of the 10 Northeast states relative to toxicity and source reduction, recycling, environmentally preferable purchasing, and environmental sustainability.
- Develop and maintain relationships, dialogues, and strategic alliances with stakeholders to advance an environmentally sustainable economy.
- Provide a forum for strategic planning on toxicity and source reduction, recycling, environmentally preferable purchasing, and environmental sustainability through regional cooperation, communication, and information.
- Provide a non-partisan voice.

GOALS

- Provide leadership for developing and implementing regional strategies and programs.
- Stimulate the supply of and demand for secondary materials.
- Promote and publicize the connections between toxicity and waste reduction, recycling, and the economic and environmental health of the Northeast region.
- Seek and facilitate partnerships between the public and private sectors through communication, education, research, or technical support.
- Educate the general public, public officials, legislators, and the private sector.

POLICIES

NERC has two formal policy statements that influence its goals and objectives:

- NERC Used Electronics Recycling Market Development Policy Statement
- NERC Product Stewardship Policy Statement

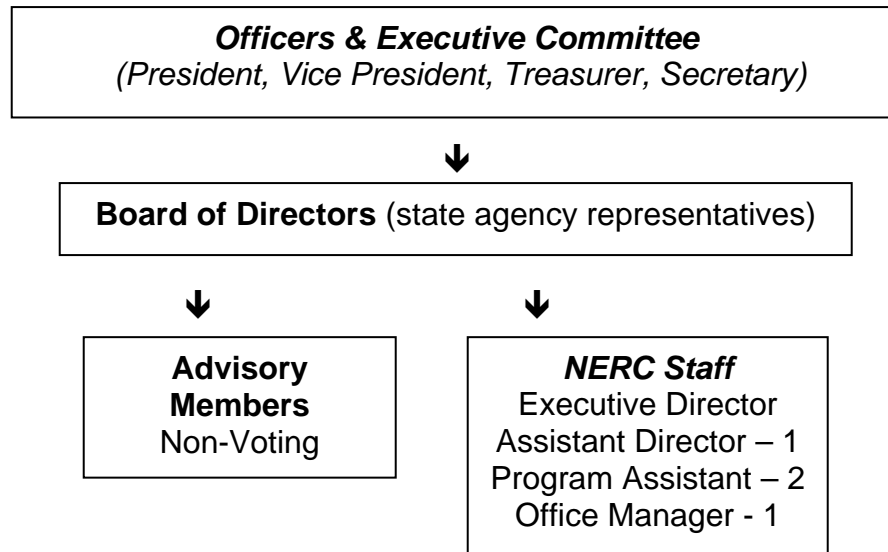
ORGANIZATIONAL PRIORITIES

- Fulfill grant obligations.
- Fulfill commitments to state members as defined in Memoranda of Understanding.
- Continue efforts to maintain a sound financial footing and to investigate and develop appropriate new revenue opportunities.
- Continue to enhance communication with members and the public about NERC, its capacities, projects, and resources.
- Deliver technical assistance and support to members and the public.
- Encourage additional participation of members and interested parties in NERC's activities.
- Monitor and report about the Newspaper Publishers' Agreement.
- Continue the Environmentally Preferable Procurement (EPP) Listserv and Archive.
- Continue the *Email Bulletin*.
- Seek, develop, and implement new projects targeted at diverting or creating markets for specific commodities.
- Continue to analyze and promote the economic development and environmental benefits of toxicity and source reduction, reuse, recycling, and environmentally preferable purchasing.
- Support the continuation and expansion of residential and commercial recycling efforts, including strategies to increase the efficiency and cost effectiveness of collection and processing, source reduction and reuse (i.e., commercial and multi-family recycling).

ORGANIZATIONAL STRUCTURE

NERC is a 501(c)(3) non-profit corporation incorporated as a charity in the state of Vermont.

ORGANIZATIONAL CHART



Executive Committee Responsibilities

The Executive Committee is a standing committee made up of the President, Vice President, Treasurer, and Secretary (Executive Director) of the Board. Its responsibilities and authorities are set out in the bylaws.

- The Executive Committee shall have general administrative oversight for the management of NERC and may act in lieu of the full Board of Directors between meetings.
- The Executive Committee shall have responsibility for all decisions and projects assigned to it by the NERC Board of Directors.
- The Executive Committee may constitute subcommittees or working groups as it deems appropriate.

Board Member Responsibilities

As a non-profit organization Board Members have specific fiduciary responsibilities to ensure that the mission and goals of NERC are fulfilled. In brief, they are to:

- Fairly represent their state's interests.
- Attend and participate in all NERC Board Meetings, as well as Planning Meetings.
- Attend NERC conferences.
- Support and assist in NERC's fundraising and grant seeking efforts.
- Secure annual dues for NERC.
- Participate on committees.

- Promote NERC’s mission and goals.
- Represent NERC and its interests.
- Aid and support projects undertaken by NERC.

FUNDING

Projects and programs are funded in several ways:

- Grants with an in-kind match. NERC Members, NERC staff, or other partnering entities may provide the in-kind match.
- Dues-based projects and services.
- Projects funded by special appropriations from one or more states, members, or other entities.
- Contracts for specific projects.

Depending on the type of project and the type of funding, benefits accrue differently to members. Though projects funded by individual states will generally directly benefit only the contributing states, most projects are designed to be replicable and of interest to other states.

Funding Sources

In FY 2006, we anticipate funding from the following sources:

Grants & contracts	68.9%
State dues	25.3%
Advisory membership	8.5%
Draw down of reserves	0.9%
Conferences	5.6%
Interest	0.5%

Projects

Website Update and Maintenance (\$7,000)

Contract from EPA New England for the update and maintenance of the NERC website due to its importance and unique role as a centralized clearinghouse of solid waste information in the Northeast.

Primary Contact: Mary Ann Remolador

Time Period: October 1, 2005 – September 30, 2006

EPA Headquarters Pollution Prevention: Toxics in Packaging Laws: A Tool to Promote Source Reduction and Environmentally Preferable Purchasing (\$28,963)

Nineteen U.S. states have toxics in packaging laws that prohibit the intentional introduction of four heavy metals -- mercury, lead, cadmium, hexavalent chromium -- into packaging and packaging components sold or distributed in the state. While the laws have been in force in most of the 19 states for 10 years or more, there is increasing evidence of non-compliance. To date, there has been no comprehensive test program to determine whether companies are in compliance with the toxic in packaging laws.

The goals of this project are to assess compliance with the toxics in packaging laws and to launch a source reduction and environmentally preferable purchasing (EPP) educational campaign based on the legal requirements of the laws.

The project will test packaging in the retail market to assess compliance with the toxics in packaging laws by screening packaging and individual packaging components for the total concentration of the four restricted heavy metals.

Companies selling products in non-compliant packaging will be notified of the test results and requirements of the toxics in packaging laws. The legal requirements will be the driver to get companies to reduce or eliminate the toxic heavy metals from their packaging and remove any non-compliant packaging from retail shelves, or face state enforcement action.

The project will also develop and execute an education and outreach campaign on source reduction in packaging and EPP purchasing focused on the legal requirements of the toxics in packaging laws. The goal of the EPP campaign will be to get the supply chain, including customers, to incorporate the requirements of the toxics in packaging laws into their purchasing specifications.

Primary Contact: Lynn Rubinstein

Time Period: August 1, 2005 – July 31, 2006

EPA Regions I & III Source Reduction Programs: Promoting Source Reduction & Increasing the Use of Recycled Materials through the Green Procurement of Electronics (\$19,946 Region I, \$59,250, Region III. Total: \$79,196)

The development of the Electronic Product Environmental Assessment Tool (EPEAT)¹, a project spearheaded by the U.S. EPA to help public and private sector institutional purchasers evaluate, compare and select desktop computers, laptops, and monitors based on environmental attributes, is expected to be completed in early 2006. EPEAT will be the first-available environmentally preferable purchasing tool for computers and will rate product environmental performance based on multiple environmental criteria.

The goal of this project is to promote source reduction and increase the use of recycled materials through the environmentally preferable purchasing of computers by public and private sector institutional purchasers. NERC will accomplish this by promoting the use of EPEAT by institutional purchasers in EPA Regions I and III through outreach and education, technical assistance, and demonstrating the environmental benefits of purchasing EPEAT-qualified products.

Primary Contact: Lynn Rubinstein

Time Period: October 1, 2005 – September 30, 2006

EPA Innovative Waste Grant: Managing Unwanted Medications (Second Year) (\$31,272)

NERC will continue to provide technical assistance for the development and implementation of pilot collections for unwanted medications. Guidance for holding unwanted medication collections will be written and published.

Primary Contact: Lynn Rubinstein

Time Period: October 1, 2004 – September 30, 2006

USDA – RUS, Solid Waste Management Grant (Second Year) (\$60,588)

Managing Unwanted Medications: NERC will continue to provide technical assistance for the development and implementation of pilot collections for unwanted medications in rural communities in Maine, New Hampshire, and Vermont. Guidance for holding unwanted medication collections in rural communities will be written and published.

Rural Special Events Source Reduction & Recycling: Developing a guidance document and training materials on source reduction and recycling at special events, and providing technical assistance to a total of six special events in Maine, New Hampshire, and Vermont.

Peer-to-peer Business Training for EPP Procurement: Developing and implementing a pilot EPP program for rural businesses in Maine, New Hampshire, and Vermont, including a business-to-business mentoring component.

Primary Contacts: Lynn Rubinstein & Mary Ann Remolador

Time Period: October 1, 2004 – September 30, 2006

¹ For more information on EPEAT, please visit <http://www.EPEAT.net>

Toxics in Packaging Clearinghouse (\$40,000)

Contractual arrangement to provide administration and staff support to the Toxics in Packaging Clearinghouse.

Primary Contact: Lynn Rubinstein

Time Period: Ongoing

New York State Recycling Markets Database (\$53,873) - Year 1 of 5-year contract (Total contract \$283,944)

Contractual Arrangement with Empire State Development to compile and prepare a comprehensive secondary materials markets database.

Primary Contact: Mary Ann Remolador

Start date: January 1, 2006

FINANCES

NERC's FY 2006 operating budget is approximately \$360,000. See the final pages of this document for specific information.

An ad hoc committee has been formed by the Executive Committee to assist with enhancing NERC's Finances. The "FISCAL" Committee is charged with:

- Identifying potential Advisory Members
- Identifying new sources of funding for NERC
- Making recommendations about how NERC can improve its financial base
- Reviewing the state membership dues structure.

Basic Services

NERC staff will deliver the following services, contingent upon funding:

Conferences: NERC staff will produce two conferences. Staff will research topics and develop the agenda with direction from NERC members. Staff will also manage meeting facilities, registration, and correspondence with speakers. Staff will distribute meeting announcements, and prepare all necessary meeting materials.

Board Meetings: NERC staff will organize two ½ day Board of Directors meetings as well as a full-day Planning Meeting.

Information Services

- Produce and distribute the *NERC Email Bulletin*. The *Email Bulletin* will be posted and archived on the NERC web site for public reference.
- Post significant project results and reports on its web site.
- Monitor and report on the Newspaper Publishers Agreement.

- Update the NERC web site - providing state-specific information on recycling and related topics at the direction of state members, as well as access to NERC materials and links to other related Internet resources.
- Manage the Environmentally Preferable Products Purchasing listserv and archive.

Support Services

- Provide fiscal and administrative management and oversight of the office and organization.
- Write grants and seek funding support for NERC, developing project proposals and budgets.
- Attend meetings, conferences, and events to support member programs, to stay informed on current or relevant information, to develop partnerships and working relationships, and to represent NERC and its interests.
- Develop partnerships and coalitions with other organizations and interest groups.
- Support the Executive Committee and develop member committees, as appropriate, by scheduling conference calls, producing committee correspondence, minutes, and memoranda, and performing research and arranging committee presentations as required.

Other

- Continue to collaborate with the Council of State Governments/Eastern Regional Conference in the development of model end-of-life electronics management legislation.
- Participate in the North American Green Purchasing Initiative.
- Attend and support state events, including speaking and providing documentation.
- Participate in the implementation of the National Carpet Stewardship Agreement.
- Participate on the planning committee for the Beneficial Use Summit.
- Plan and implement a joint meeting with NERC, Mid-America Council of Recycling Officials (MACRO), and Mid-Atlantic Consortium of Recycling and Economic Development Officials (MACREDO).
- Speak at conferences, meetings, and other events, as opportunities arise and circumstances permit.

Budget Overview FY 2006

Overview of FY 2006 Budget

Revenues: \$362,594

Expenses: \$362,594

