

Minutes
NERC Board of Directors Annual Meeting
Hotel Northampton, Northampton, Massachusetts
October 24, 2012
Approved January 3, 2013

Present:

Board Members: Sarah Kite, Rhode Island, President; Robert Isner, Connecticut; Richard Watson, Delaware; Carole Cifrino, proxy for George MacDonald, Maine, Treasurer; Greg Cooper, Massachusetts, Vice President; Melanie Doiron, proxy for Sharon Yergeau, New Hampshire; and Carey Hengstenberg, Vermont.

Guests: Chip Foley, Steel Recycling Institute; John Albertini, Maine Resource Recovery Association; and Bryn Oakleaf, Vermont Agency of Natural Resources

Staff: Lynn Rubinstein, Executive Director and Secretary to the Board; Athena Lee Bradley, Projects Manager; Rachel Canon, Office Manager; Mary Ann Remolador, Assistant Director

Recorder: Karen Bouquillon

Meeting Called to Order at 1:05 p.m. by the President of the Board.

I. Treasurer's Report – Vote Required

The Treasurer's Report was distributed and Lynn Rubinstein spoke on behalf of the Report as George MacDonald, Treasurer, was not in attendance. Ms. Rubinstein reported that Mr. MacDonald had participated in the development of the Report and approved it. NERC is on track for revenues and expenses at the end of the first quarter. A copy of the Treasurer's Report is attached to these minutes.

On a motion by Carey Hengstenberg and a second by Rick Watson, those present voted unanimously to accept the Treasurer's report. Report attached.

II. Review of votes taken since the previous Board meeting – Vote Required

Ms. Rubinstein led the discussion about votes taken by the Board by email since the last Board meeting. A list of these actions was distributed, see Attachment B. Detailed records about these votes are kept on file at the NERC office, but it was decided by the Executive Committee that moving forward all such votes should be ratified and formally entered into the minutes of the next Board meeting.

On a motion by Greg Cooper and a second by Rick Watson, those present voted unanimously to ratify the votes and incorporate a record of the actions taken between October 2011 and October 2012 by the Board into the minutes of the October 24, 2012 Board meeting.

III. Annual Report

The Annual Report for FY 2012 had been previously distributed and was presented for a vote. After discussion, on a motion by Carey Hengstenberg and a second by Robert Isner, those present voted unanimously to accept the Annual Report. The Annual Report, as adopted, is attached (Attachment C).

IV. RONA Standards

Athena Bradley is serving on a 9-person Board with representatives from RONA, NRC and CRRA. They are working with states to adopt national certification standards for waste management professionals. They have researched existing programs (e.g., curriculum for Sustainable Resource Management in California, Solid Waste training programs in Vermont and Pennsylvania) and are in the process of designing a course with 30 hours of instruction to be delivered through colleges, universities, community colleges, and/or online. Guidelines have been developed for professional standards, and student outcomes. A certification exam to

demonstrate proficiency would provide an alternative to 30 hours of instruction. The standards will have an established commonality while allowing for regional differences. Described as an umbrella operator training program, there are many opportunities for cross training through other waste management training programs (e.g. SWANA). States could require certification for “Sustainable Materials Management “ and “Recycling Professionals” who would be specialized in different roles (MRF Operator, Transfer Station Attendant, Recycling Coordinator, etc.). G. Cooper asked how the LEED training works, as well as SWANA’s Manager of Landfill Operations (MOLO) certification program. Ms. Rubinstein asked if NERC should get involved with workforce development, and the consensus of the group was positive.

V. Revising NERC’s EPR Policy

Modifying NERC’s EPR Policy was suggested in late summer by Peter Pettit, New York Dept. of Environmental Conservation, and formerly a member of the NERC Board, in order to integrate new complexities and policies held by other organizations into NERC’s policy that was adopted in 2003. At the Advisory Member lunch yesterday the suggestion was made that NERC integrate a “do no harm” concept into the policy statement. The Board discussed this concept and potential language. It was determined that additional consideration and discussion was needed and it was agreed that the conversation would continue via email and a call, if necessary. No action was taken.

VI. Fee for Service Program Proposal

Ms. Rubinstein described a proposal to promote NERC’s ability to conduct fee for service work. NERC has the capacity for outreach, broad interests, respected expertise and established mechanisms to review opportunities before accepting jobs. The Executive Committee could work on developing this concept with Board approval. Sarah Kite suggested the Executive Committee draft a policy to be presented to the full Board at their next meeting. There was consensus that this was a good approach.

VII. Staff Updates

Written staff updates were distributed in advance of the meeting. A brief conversation took place as Board members and guests asked questions.

VIII. Discussion of NERC’s State Membership

Ms. Rubinstein noted some of the issues evolving around state dues. Pennsylvania has been unable to pay dues for the past 3 fiscal years. Two separate agencies were responsible for paying New York’s dues but Empire State Development has determined that it will no longer be able to contribute. All of the other members are expected to renew their memberships, although there is some uncertainty about Massachusetts. Ms. Rubinstein explained how the NERC dues structure operates and its history. NERC’s bylaws do not require full payment of dues, but dues must be paid to remain a member of the Board of Directors. Every two years (in odd years), the Board reviews the dues structure and determines whether to amend. It has not been changed in many years.

IX. Spring Workshop Plans

Ms. Remolador reported that NERC's spring workshop will be held at the Nathan Hale Inn in Storrs, CT on April 2, with the Board meeting on April 3. The topic will be textile reuse and recycling.

Following a motion to adjourn by Greg Cooper with a second by Sarah Kite, the meeting adjourned at 3:10 p.m.

Attachment A

NERC | Northeast Recycling Council

Treasurer's Report – October 24, 2012
 Period Reported: July 1 – September 30, 2012

| Revenue | FY 13 Budget | July 1 – Sept. 30, 2012 | % of Budget |
|----------------------------|------------------|----------------------------|-------------|
| Conference Sponsorship | \$12,000 | \$5,000 | 42% |
| Grants/Consulting | \$220,993 | \$91,287 | 41% |
| Interest | \$3,000 | \$772 | 26% |
| Membership, State Dues | \$81,500 | \$1,300 | 2% |
| Membership, Advisory | \$30,000 | \$17,900 | 60% |
| Registrations | \$24,000 | \$4,450 | 19% |
| State Travel Accounts | \$6,370 | \$0 | 0% |
| Reimbursed Expenses | \$2,000 | \$0 | 0% |
| Release from Reserves | \$192,084 | \$0 | 0% |
| TOTAL REVENUE | \$571,946 | \$120,709 | 21% |
| Expenses | | | |
| Advertising | \$500 | \$0 | 0% |
| Bank Service Charges | \$1,300 | \$217 | 17% |
| Contract Labor | \$83,760 | \$11,225 | 13% |
| Equipment Purchase | \$1,000 | \$217 | 22% |
| Equipment Repairs | \$1,000 | \$560 | 56% |
| Gifts & Awards Given | \$1,200 | \$19 | 2% |
| Insurance | \$3,100 | \$2,219 | 72% |
| Internet | \$2,750 | \$325 | 12% |
| State Travel Costs | \$6,370 | \$0 | 0% |
| Office Supplies | \$5,116 | \$411 | 8% |
| Personnel expenses | \$398,135 | \$66,181 | 17% |
| Postage | \$450 | \$52 | 12% |
| Printing (copying) | \$500 | \$35 | 7% |
| Professional Services | \$6,000 | \$231 | 4% |
| Program - Meeting Expenses | \$14,000 | \$2,125 | 15% |
| Registrations | \$500 | \$10 | 2% |
| Rent | \$18,600 | \$4,942 | 27% |
| Subscriptions | \$665 | \$308 | 46% |
| Telephone | \$3,500 | \$679 | 19% |
| Travel | \$23,500 | \$4,345 | 18% |
| Total Expenses | \$571,946 | \$94,100 | 16% |

Cash on hand: \$649,951

Attachment B
Votes Taken by the NERC Board of Directors
Between Board Meetings
October 2011 – October 2012

- FY2013 Operating Plan
 - Approved
 - Vote completed July 2, 2012

- April 2012 Board of Directors Meeting Minutes
 - Approved
 - Vote completed June 4, 2012

- NERC position statement on degradable plastics
 - Adopted
 - Vote completed January 20, 2012

- October 2011 Board of Directors Annual Meeting Minutes
 - Approved
 - Vote completed December 20, 2011

NERC | Northeast Recycling Council

Celebrating 25 Years of Uniting the Ten Northeast States for
Environmentally Sound Materials Management

139 Main Street, Suite 401, Brattleboro, VT 05301

Phone: 802-254-3636 Fax: 802-254-5870

website: www.nerc.org email: info@nerc.org

FY12 Annual Report July 1, 2011 – June 30, 2012



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.

NERC is an equal opportunity employer & provider.

TABLE OF CONTENTS

| | |
|---------------------------------------------------------------------------------------------------------------|--------|
| Introduction..... | - 1 - |
| Organization | - 1 - |
| Board of Directors..... | - 1 - |
| Officers of NERC..... | - 2 - |
| Staff..... | - 2 - |
| Advisory Members | - 3 - |
| Individual Supporters..... | - 3 - |
| Projects & Programs..... | - 3 - |
| Contract & Sponsor Funded Projects & Programs | - 4 - |
| Electronics Recycling Coordination Clearinghouse (ERCC) | - 4 - |
| New York State's Recycling Markets Database..... | - 5 - |
| Regional Materials Exchange | - 6 - |
| Toxics in Packaging Clearinghouse..... | - 6 - |
| Grant Funded Projects | - 7 - |
| Building for the Future — C&D Reuse and Recycling Training | - 7 - |
| C&D Reuse and Recycling Trainings in Puerto Rico..... | - 7 - |
| Green Hotels in Vermont | - 8 - |
| Increasing Paper Recycling by Businesses in the Northeast | - 8 - |
| Marketing On-Farm Compost for Sustainability & Economic Viability | - 9 - |
| NERC Social Marketing Program | - 10 - |
| Promoting Agricultural Environmental Sustainability in Western Massachusetts..... | - 10 - |
| School Solid Waste Reduction, Reuse, Recycling, Composting, & Toxic Product Use | |
| Reduction | - 11 - |
| Special Event Composting..... | - 12 - |
| State Electronics Challenge | - 13 - |
| Toward Zero Waste as a Practical Strategy in the Construction & Demolition Industry .. | - 15 - |
| Vermont Business Materials Exchange | - 16 - |
| Zero Waste New England E-Guide | - 16 - |
| Ongoing Projects & Events..... | - 17 - |
| Conferences, Webinars, & Board Meetings | - 17 - |
| Email Bulletin..... | - 17 - |
| Environmentally Preferable Products Listserv (EPPnet)..... | - 18 - |
| Technical Assistance and Information Clearinghouse | - 18 - |
| Website..... | - 18 - |
| Presentations..... | - 19 - |
| Other | - 19 - |
| Celebration of 25 th Anniversary | - 19 - |
| Lifetime Environmental Achievement Award | - 19 - |
| White House E-Waste Sustainability Roundtable & Transforming Materials Management in the 21st Century..... | - 20 - |
| Hurricane Irene..... | - 20 - |
| Board of Director Conference Calls | - 20 - |
| R2 Solutions | - 21 - |
| Reuse Alliance Board..... | - 21 - |
| RONA National Standards Certification Board | - 21 - |
| Strategic Plan | - 21 - |
| Vermont Mercury Lamp Legislation Webinar | - 22 - |

| | |
|---------------------------------------------------------------------------------------|--------|
| Articles & Publications | - 22 - |
| NERC in the News..... | - 22 - |
| Conclusion | - 22 - |
| Finances..... | - 23 - |
| Overview of NERC Budget versus Actual | - 23 - |
| Audit..... | - 24 - |
| Appendices | - 25 - |
| Appendix A – Fall Conference Agenda | - 26 - |
| Appendix B – Spring Workshop Agenda | - 28 - |
| Appendix C - Advisory Members | - 30 - |
| Appendix D – Summary of NERC Website Postings & Updates | 32 |
| Appendix E – Summary of New State Electronics Challenge Website Documents and Pages.. | |
| | 34 |
| Appendix F – Toxics in Packaging Clearinghouse Website New Documents Posted..... | 36 |
| Appendix G – Staff Presentations | 37 |
| Appendix H – State Electronics Challenge Email Bulletin Articles..... | 39 |

A. Introduction

This year marks NERC's 25th anniversary. It has been 25 dramatic and impressive years. In honor of the occasion, NERC was awarded the distinguished Lifetime Environmental Achievement Award by EPA New England at a ceremony in Faneuil Hall, Boston, Massachusetts.



One of the notable features of NERC's history, and an important component of its success, is the longevity of its staff. This year marked Assistant Director Mary Ann Remolador's 17th year with NERC, Executive Director Lynn Rubinstein's 12th year, Program Manager Patty Dillon's 7th year, and Projects Manager Athena Lee Bradley's 5th year. Moon Morgan, Office Manager, was also with NERC for five years.

NERC also has always benefited from committed and diverse Boards of Directors. Among NERC's Board of Director's accomplishments this year was the update of the Strategic Plan, the adoption of a [Degradable Additions in Plastics Packaging Position Statement](#), and adoption of the [Annual Report for FY 2011](#) and [Operating Plan for FY 2012](#).

Staff accomplishments included a successful grant submittal to the USDA Rural Utilities Development program for rural municipal compost education and capacity building, being awarded a contract from Association of Post Consumer Plastics (APR) to research and develop guidance for capacity building for the residential collection of bulky rigid plastics, winning a contract with Micro Services Plus (MS+) to work as a sub-contractor on an EPA New England zero waste project, providing a record number of presentations and webinars, and launching the NERC blog.

NERC Advisory Membership continues to thrive. The first Benefactor level Advisory Member – Samsung – joined NERC, and the number of Advisory Members increased by 23% from the previous year. Also significant is that NERC ended the year “in the black.”

B. Organization

Board of Directors



NERC is led by a Board of Directors with representatives from the dues-paying member Northeastern states. States may have multiple representatives from different agencies, as in the case of New York. Each state has one vote, even when there is more than one member.

This year, a long-term and very valuable member of the Board – Brenda Grober, New York Empire State Development – left the Board. Brenda had served as NERC's President and as Vice

President during her terms of office. Ursula Basch joined the Board representing Empire State Development. In addition to the changes in New York, Sharon Yergeau, New Hampshire Department of Environmental Services, re-joined the Board after a several year hiatus.

In FY 2012 NERC's Board of Directors was as follows:

Connecticut: Robert Isner, Connecticut Department of Energy & Environmental Protection

Delaware: Rick Watson, Delaware Solid Waste Authority

Maine: George MacDonald, Maine State Planning Office

Massachusetts: Greg Cooper, Massachusetts Department of Environmental Protection

New Hampshire: Sharon Yergeau, New Hampshire Department of Environmental Services

New Jersey: Guy Watson, New Jersey Department of Environmental Protection

New York: Peter Pettit, New York Department of Environmental Conservation

New York: Ursula Basch, New York Empire State Development

Rhode Island: Sarah Kite, Rhode Island Resource Recovery Corporation

Vermont: Carey Hengstenberg, Vermont Agency of Natural Resources

Officers of NERC

NERC's officers constitute the Executive Committee, which has general administrative oversight for the management of NERC and may act in lieu of the full Board of Directors between meetings. The Executive Committee consists of the President, Vice President, Treasurer, and Secretary. The Secretary is a non-elected position held by NERC's Executive Director.

President – Sarah Kite, Rhode Island Resource Recovery Corporation

Vice President - Greg Cooper, Massachusetts Department of Environmental Protection

Treasurer – George MacDonald, Maine State Planning Office

Secretary - Lynn Rubinstein, Executive Director, NERC

Staff

NERC staff is responsible for project development and implementation, providing member services, organizing conferences, workshops, and Board Meetings, grant writing and fundraising, and the daily operation of the organization. During FY 2012, NERC had five staff, four of whom worked full-time:

- Lynn Rubinstein, Executive Director;
- Mary Ann Remolador, Assistant Director;
- Athena Lee Bradley, Projects Manager;
- Patricia Dillon, Program Manager¹; and
- Moon Morgan, Office Manager.

In the final quarter of FY 2012, Mr. Morgan left NERC and Rachel Canon joined the organization, serving as NERC’s new Office Manager.

Advisory Members

NERC encourages the public and private sectors to become involved in the organization and offers the opportunity to join as non-voting Advisory Members. The result is a broadened and strengthened organization. During FY 2012, there were 59 Advisory Members, 25 of which were Sustaining Members. Sustaining Members contribute at a higher dollar level than do Supporting Members, with Benefactors supporting NERC at the highest level. In addition to representing a 23% overall increase in Advisory Members, as previously noted, the first Benefactor Member joined – Samsung, and the proportion of Sustaining to Supporting members increased from 37% in fiscal year 2011, to 42% in fiscal year 2012. Appendix C lists fiscal year 2012 Advisory Members.

Individual Supporters

At the end of the fiscal year, the Board decided to add a new category of support for NERC: Individual Supporters. This new strategy specifically recognizes the opportunity for individuals to be recognized for their support of NERC.

C. Projects & Programs

The projects and programs developed and implemented by NERC promote the mission and vision of the organization and are principally funded in three ways:

- Grants from state and federal agencies;
- Dues paid by State and Advisory Members; and
- Contracts with entities that hire NERC to do work on their behalf.

NERC’s conferences and workshops are not, generally, a funding source.

NERC staff are responsible for grant and project development, including project and grant submittals. NERC submitted, or participated in submissions for, several projects and grants in FY 2012 and was successful with one grant application and two projects. The grant project will begin in FY 2013 while the two projects began in FY 2012.

¹ Ms. Dillon is a part-time, hourly employee.

D. Contract & Sponsor Funded Projects & Programs

Electronics Recycling Coordination Clearinghouse (ERCC)

The ERCC is a forum for coordination and information exchange among the state agencies that are implementing electronics recycling laws as well as impacted stakeholders. NERC provides administrative and financial management support, while the National Center for Electronics Recycling (NCER) manages programs and the (<http://ecycleclearinghouse.org/>).



Membership in the ERCC consists of either voting members, who are states governments that are implementing electronics recycling laws or affiliate, non-voting members, consisting of industry and other organizations. Membership in fiscal year 2012 includes 16 Voting Members and 22 Affiliate Members (see <http://www.ecycleclearinghouse.org/Content.aspx?pageid=17>).

ERCC Recent Accomplishments

ERCC has taken on several significant projects over the past year:

- Revamping of the ERCC website to include detailed breakdowns, descriptions, and other data comparing state electronics recycling laws, including interactive maps. This includes sortable and searchable database accessed by members only that includes state-by-state manufacturer registration data including those brands/manufacturers that are listed as “in violation” or “non-compliant” or that have been declared bankrupt;
- The hosting of a successful workshop on “Harmonizing State Electronics Recycling Laws” at the E-Scrap 2011 conference. Over 60 attendees from government, industry, and non-profit organizations helped determine some of the priority areas ERCC would be focusing on in the coming year;
- Development of a set of “Best Practices” for collectors, the first stop in the downstream due diligence process for end-of-life electronics. NERC gave a presentation on these “Collector Best Practices” during the E-Scrap 2011 conference;
- Development of a set of “Best Practices” for measuring the performance of state electronics recycling programs;
- Development and deployment of a Manufacturer Registration website at: www.ecycleregistration.org. This website enables manufacturers to register the common information on their covered products in one place, instead of across the 19 different states that require registration as a part of their law. The ERCC is currently working with various states to utilize the site as one of their registration options; and
- Development of a joint market share RFP and contract for market research data. This joint purchase allowed for a reduced price for market share data needed across multiple states.

ERCC Conference Representation

The ERCC program was represented at the following conferences:

- Waste Expo 2011 and 2012
- CES 2011

- ISRI 2011 Convention
- NY Federation Conference
- E-Scrap 2011 – Presentation
- Electronic Waste Management Summit 2012
- Maryland Recyclers Network 2012

Email Bulletin articles about ERCC included:

- [Workshop Being Offered on Solutions for Harmonization of State E-Scrap Program Laws](#) – October 2011;
- [Electronics Collector Best Management Practices Posted](#) – December 2011; and
- [Best Management Practices for E-scrap Collectors – Webinar January 5](#) – January 2012.

Project Leads: [Lynn Rubinstein \(lynn@nerc.org\)](mailto:lynn@nerc.org), NERC and [Jason Linnell \(jlinnell@electronicsrecycling.org\)](mailto:jlinnell@electronicsrecycling.org), NCER

Funding: Membership dues

New York State's Recycling Markets Database

NERC is engaged in a multi-year contract with New York State's Empire State Development's Environmental Services Unit (ESU) to compile and maintain its recycling markets database. This was the seventh year of the contract, which will end December 2012. The database is an online, up-to-date interactive tool that helps users locate outlets for materials that can be reused, recycled, or composted. The [database \(http://appcenter.nylovesbiz.com/esdrecycling/\)](http://appcenter.nylovesbiz.com/esdrecycling/) provides exposure for recycling and reuse operations and helps end users of recovered materials in New York State and across the Northeast access the raw materials needed for production. The database, with more than 1,450 listings, allows users to search for brokers, processors/recyclers, manufacturers, reuse organizations, compost operations, re-manufacturers, or other recycling-related service providers by material type within specific geographic regions. In FY 2012, 3,762 users accessed the database.

Three (3) press releases were distributed this year to promote increased usage of the database. Announcements were sent to New York's Chambers of Commerce, a number of New York and Northeast newspapers, recycling coordinators throughout New York State through NYSAR3, and MassRecycle E Newsletter. Additionally, an article was posted on the [NERC Blog \(http://nerecycling.blogspot.com/2012/05/looking-for-markets.html\)](http://nerecycling.blogspot.com/2012/05/looking-for-markets.html) and several NERC Facebook page postings were made about the database.

Two NERC Email Bulletin articles were written about the database including:

- [Markets Database Helps Northeast Region Recycle \(http://www.nerc.org/documents/bulletin/201111.html#recyclingmarketsdatabasenovember11\)](http://www.nerc.org/documents/bulletin/201111.html#recyclingmarketsdatabasenovember11); and
- [What Do Corks, Dental Amalgam, Tennis Balls, & X-Ray Film have in Common? \(http://www.nerc.org/documents/bulletin/201203.html#nyrecyclingdatabasemarch12\)](http://www.nerc.org/documents/bulletin/201203.html#nyrecyclingdatabasemarch12).

Project Lead: [Athena Lee Bradley \(athena@nerc.org\)](mailto:athena@nerc.org)

Funding: New York Empire State Development

Regional Materials Exchange

The Board of Directors asked staff to develop a Regional Materials Exchange for the NERC states—a website dedicated to the reuse of business surplus and unwanted materials. The Regional Exchange is planned to replace individual states' Materials Exchanges and provide businesses with more opportunities to divert materials for reuse across state borders. The website is scheduled to go live in September 2012.

Accomplishments in FY 2012 include:

- Developed the concept for the Regional Materials Exchange;
- Developed the Regional Materials Exchange budget, fact sheet, and PowerPoint presentation;
- Developed a Memorandum of Understanding (MOU) for the participant states and project sponsors, and obtained signed MOUs from seven states (Connecticut, Delaware, Massachusetts, New Jersey, New York, Rhode Island, and Vermont);
- Solicited and received private sponsorships for Connecticut, New York, and Vermont's participation in the project;
- Negotiated and finalized the contract with iWasteNot Systems;
- Developed a committee of the participant states and held one conference call to make the initial decisions regarding the Exchange membership and process for developing the website; and
- Developed a subcommittee to create the website design, held one conference call with the subcommittee, and began working on the website details.

Project Lead: [Mary Ann Remolador \(maryann@nerc.org\)](mailto:maryann@nerc.org)

Funding: State governments and private businesses

Toxics in Packaging Clearinghouse

NERC continued to provide administration and staffing of the [Toxics in Packaging Clearinghouse \(TPCH\)](http://www.toxicsinpackaging.org)

(<http://www.toxicsinpackaging.org>).

TPCH is a membership organization with ten state members: California,

Connecticut, Illinois, Iowa, Minnesota, New

Hampshire, New Jersey, New York, Rhode Island, and Washington.² In addition, the Steel Recycling Institute, American Chemistry Council, and the Paper Recycling Coalition were advisory members of TPCH in FY 2012. TPCH was pleased to welcome the Glass Packaging Institute as its newest advisory member in April, 2012.



The mission of the Toxics in Packaging Clearinghouse is... to develop public policy actions which reduce the amount and toxicity of packaging at the source, before it enters the solid waste stream

The TPCH released a report documenting its ongoing research efforts in FY 2012. In June 2012, TPCH released its 3rd compliance screening report that documents the continued investigation by the TPCH of heavy metals in packaging, using x-ray fluorescence (XRF) analysis. The two goals of this project were to assess compliance with state toxics in packaging laws by “dollar” and discount retail chain stores and to identify non-compliant packaging for coordinated action by member states. This project targeted imported flexible polyvinylchloride (PVC) packaging, since two

² The State of Illinois declined to renew its TPCH membership for FY13 due to state fiscal constraints.

previous TPCH studies showed a propensity for these inexpensive, imported materials to contain restricted metals.

This fiscal year, TPCH embarked on two new research projects that continue both its investigation of test methods and compliance screening efforts. Under contract to the California Department of Toxic Substances Control, TPCH is evaluating analytical test methods for glass and ceramic packaging by independent laboratories. The results of this study, expected in the fall of 2012, will be used to develop and provide technical assistance and outreach to stakeholders on best practices for compliance testing for glass packaging under toxics in packaging statutes. TPCH also initiated a compliance screening project focused on inks and colorants used in packaging materials. This study mostly targeted the inks and colorants on shopping bags, since past compliance screening projects identified non-compliance in this sector, resulting in state enforcement efforts and penalties.

Project Lead: [Patricia Dillon \(patty@nerc.org\)](mailto:patty@nerc.org)

Funding: Membership dues, grants, Supplemental Environmental Projects

E. Grant Funded Projects

Building for the Future — C&D Reuse and Recycling Training

NERC conducted a *Building for the Future* training in Syracuse, New York. The training—presented by WasteCap Resource Solutions—provided information on how to incorporate reuse and recycling at new construction and remodeling jobsites. The training targeted contractors, remodelers, demolition companies, and haulers, and was attended by 20 individuals. NERC partnered with the Syracuse Center of Excellence, Center for Sustainable Community Solutions to host the training.

Accomplishments in FY 2012 include:

- Managed the training logistics;
- Developed and implemented the training marketing strategies; and
- Provided oversight on managing the training finances.

Project Lead: [Mary Ann Remolador \(maryann@nerc.org\)](mailto:maryann@nerc.org)

Funding: U.S. Environmental Protection Agency Region 2

C&D Reuse and Recycling Trainings in Puerto Rico

At the request of EPA Region 2, NERC contracted with the Environmental Finance Center at Syracuse University (EFC), to conduct two construction and demolition reuse and recycling trainings in Puerto Rico—one in San Juan and the other in Ponce. The trainings will be presented by WasteCap Resource Solutions in October 2012.

Accomplishments in FY 2012 include:

- Completed the work plan for organizing, managing, and conducting the trainings;
- Established working relationships with five agencies and organizations in Puerto Rico;
- Selected the training dates;

- Identified the training locations; and
- Developed the training brochure.

Project Lead: [Mary Ann Remolador \(maryann@nerc.org\)](mailto:maryann@nerc.org)

Funding: U.S. Environmental Protection Agency Region 2

Green Hotels in Vermont

NERC completed its work in providing direct technical assistance to hotels in Vermont, developing recycling and composting programs, and implementing green purchasing programs. The participant hotels were also provided with assistance on completing the requirements for becoming members of the Vermont Green Hotels program.

Accomplishments in FY 2012 include:

- Obtained and analyzed the hotels' recycling and trash data; and
- Prepared and posted the following resources to NERC's website:
 - Case studies on two participant hotels. The case studies describe each hotel's recycling, composting, and green purchasing efforts — [Comfort Inn & Suites Case Study](#) and the [Sheraton Hotel & Conference Center Case Study](#).
 - A [Guide to Greening Hotels through Waste Management & Green Purchasing](#), which provides a step-by-step approach to materials reduction, reuse, recycling, composting, and green purchasing at hotels. The strategies outlined in this document support the same eligibility requirements for waste management and green purchasing as the green hotel programs in the Northeast states.
 - An [Environmental Impacts of Recycling Fact Sheet](#) that provides greenhouse gas reductions and energy savings from recycling materials commonly generated at hotels.

Project Lead: [Mary Ann Remolador \(maryann@nerc.org\)](mailto:maryann@nerc.org)

Funding: U.S. Environmental Protection Agency New England

Increasing Paper Recycling by Businesses in the Northeast

NERC continued its work with two businesses based in New England on expanding their existing recycling programs, with a particular focus on paper recycling—Akamai and St. Mary's Health Systems. This project will be completed in September, 2012.

Accomplishments in FY 2012 include:

- Conducted a site visit at each participant business. The visit to St. Mary's Health Systems included a waste sort, walk-through assessment and meeting with management. The visit to Akamai included a meeting with management, the building cleaning company, and waste hauler;
- Prepared a waste assessment report for each company;
- Organized monthly conference calls with each business to further discuss their recycling programs and increasing their paper recycling;
- Called the recycling haulers of both companies to inquire about additional recycling services;
- Researched outlets for hard-to-recycle materials, e.g., blue wrap used in the hospital;

- Organized and facilitated a conference call with Akamai’s cleaning company, hauler, and landlord to discuss the recycling program and to address problems with the recycling and trash reports;
- Researched funding opportunities for expanding St. Mary’s recycling infrastructure; and
- Helped design NERC’s [blog](#), and posted blogs about paper recycling.

Project Lead: [Mary Ann Remolador](#) (maryann@nerc.org)

Funding: U.S. Environmental Protection Agency New England

Marketing On-Farm Compost for Sustainability & Economic Viability

In the final year of a 4-year grant from the Northeast Sustainable Agriculture Research and Education (SARE) Program, NERC provided technical assistance and support to farmers to enhance the marketing of compost in Massachusetts, New York, New Jersey, and New Hampshire.

A number of resources were developed and posted on NERC’s Compost Marketing (http://www.nerc.org/compost_marketing/index.html).

Resources include:

- [Making Your Compost Product Work for You](#) (http://www.nerc.org/compost_marketing/making_your_compost_product_work_for_you.pdf)
- [Model Marketing Plan Template](#) (http://www.nerc.org/compost_marketing/marketing_plan_template.doc); and
- [Compost Marketing Resource List](#) (http://www.nerc.org/compost_marketing/compost_marketing_resource_list.pdf)

Through the project, NERC conducted seven compost marketing workshops in four states (two workshops in 2010; four workshops in 2011; one in 2012). A total of 277 participants from around the Northeast participated in the workshops. Participants included farm compost operators as well as municipal and private sector compost operators.

For this year’s workshop, NERC worked with Massachusetts Department of Environmental Protection and the Massachusetts Department of Agricultural Resources to implement a Compost Operators Training. NERC conducted a session on compost quality and marketing. Forty-three people attended the all-day event in Boxboro, Massachusetts.

Additionally, NERC staff made five on-farm visits to provide technical assistance about marketing and to assist compost operators in developing marketing plans. NERC also facilitated a session on compost quality and marketing at the MassRecycle Conference in March.

Articles about the project were published in:

- Progressive Dairyman, September 30, 2011 - “Make your compost product work for you”;
- Lancaster Farming, March 10, 2012; and
- NERC Email Bulletin: Project Lead: [Athena Lee Bradley](#) (athena@nerc.org)

Funding: United States Department of Agriculture

NERC Social Marketing Program

With support from the American Chemistry Council and Steel Recycling Institute, NERC developed [Facebook](http://www.facebook.com/pages/Northeast-Recycling-Council-Inc/202784529753484?sk=wall) (<http://www.facebook.com/pages/Northeast-Recycling-Council-Inc/202784529753484?sk=wall>) and [Twitter](https://twitter.com/#!/NERecycling) (<https://twitter.com/#!/NERecycling>) pages. In May 2012, the [NERC blog](#) was also launched.

Several Email Bulletin articles were developed to promote NERC's social networking efforts:

- [Please Take a Moment to "Like" Us on Facebook!](#) (<http://www.nerc.org/documents/bulletin/201107.html#facebookjuly11>);
- [Want to Tweet & Twitter?](#) (<http://www.nerc.org/documents/bulletin/201201.html#twitterjan12>);
- [NERC Likes to be Liked](#) (<http://www.nerc.org/documents/bulletin/201203.html#likenerconfacebookmarch12>);
- [NERC Launches Blog – What's in It for Me?](#) (<http://www.nerc.org/documents/bulletin/201205.html#blogmay12>);
- [Learn All About "It" – Follow the NERC Blog](#) (<http://www.nerc.org/documents/bulletin/201206.html#learnaboutitjune2012>); and
- [American Chemistry Council Renews Support for NERC Social Marketing Program](#) (<http://www.nerc.org/documents/bulletin/201206.html#accnewsjune2012>).

Project Lead: [Athena Lee Bradley](#) (athena@nerc.org)

Funding: American Chemistry Council and Steel Recycling Institute

Promoting Agricultural Environmental Sustainability in Western Massachusetts

NERC was awarded a grant from the Lydia B. Stokes Foundation to promote agricultural environmental sustainability in Western Massachusetts. The project, completed in January 2012, allowed NERC to provide information on manure management, composting, and compost market development to farmers and to the organizations representing these constituencies in Franklin, Hampden, and Hampshire Counties, Massachusetts.

Through the project, NERC conducted two workshops: a Manure Management and Compost Technique workshop, and a Compost Marketing workshop. A total of 36 individuals participated in the workshops. Both workshops were co-sponsored by the Community in Support of Agriculture (CISA) and the New England Small Farm Institute. Three hundred (300) copies of a "Manure Management, Composting, and Compost Marketing Resources" CD Toolkit, containing hundreds of resources, were distributed to workshop participants and agricultural associations serving the Pioneer Valley, as well as other agricultural support agencies across New England.

Two Email Bulletin articles were published about the project:

- [Manure Management & Composting Technique Workshop](#) (<http://www.nerc.org/documents/bulletin/201110.html#manureworkshopoctober11>); and
- [Compost Marketing Workshop in Western Massachusetts](#) (<http://www.nerc.org/documents/bulletin/201201.html#compostmarketingjan12>).

Project Lead: [Athena Lee Bradley](#) (athena@nerc.org)

Funding: Lydia B. Stokes Foundation

School Solid Waste Reduction, Reuse, Recycling, Composting, & Toxic Product Use Reduction

Through a grant from the United States Department of Agriculture Rural Utility Services Solid Waste Management Grant Program, NERC worked with schools in Connecticut, Delaware, and New York to increase positive activities in solid waste reduction, reuse, recycling, composting, and toxic product use reduction. The project ended in September, 2011.

Eight schools participated in the project:

- Academy of the Holy Family, Connecticut;
- Sayles School, Connecticut;
- John M. Clayton Elementary School, Delaware;
- Pencader Charter High School, Delaware;
- Eldred Schools: Eldred Senior-Junior High School and Mackenzie Elementary, New York; and
- Liberty Schools: Liberty High School and Liberty Middle School, New York.

Case studies for each of the schools are posted on NERC's [School Waste Reduction](http://www.nerc.org/documents/schools/schools.html) web page (<http://www.nerc.org/documents/schools/schools.html>). Tip Sheets and PowerPoint presentations developed for the project, as well as presentations from NERC's two school webinars, are also posted.

Project highlights this year included:

- Continued communication with School Recycling Advisory Committees in each participant school or school district;
- Conducted final meetings with schools in New York and Connecticut to provide on-site training, support, and technical assistance to help ensure ongoing successful implementation of the programs;
- Conducted two school composting workshops in Sullivan County (NY). Twenty-two (22) people attended the workshops; and
- Organized a "School Composting Options" webinar held in September, 2011. The webinar was viewed by 265 people from 26 states, including representatives from several Native American tribes.

NERC was asked by Resource Recycling magazine to submit an article on school composting for the magazine's "composting edition" (published just in time for distribution at the United States Composting Council Annual Conference in January). "[Composting in the Classroom](http://www.nerc.org/documents/schools/Resource%20Recycling%20School%20Compost%20Article.pdf)" (<http://www.nerc.org/documents/schools/Resource Recycling School Compost Article.pdf>) details the key actions necessary for implementing successful composting in schools.

There were five NERC Email Bulletin articles published about the project:

- [Free School Composting Webinar](http://www.nerc.org/documents/bulletin/201107.html#compostwebinarjuly11) (<http://www.nerc.org/documents/bulletin/201107.html#compostwebinarjuly11>);
- [Free School Composting Webinar—This Month](http://www.nerc.org/documents/bulletin/201109.html#compostwebinarsept11) (<http://www.nerc.org/documents/bulletin/201109.html#compostwebinarsept11>);

- [School Composting Happens!](http://www.nerc.org/documents/bulletin/201110.html#schoolcompostingoctober11)
(<http://www.nerc.org/documents/bulletin/201110.html#schoolcompostingoctober11>);
- [School Case Studies: Waste Reduction, Recycling, & Composting](http://www.nerc.org/documents/bulletin/201111.html#schoolresourcesnovember11)
(<http://www.nerc.org/documents/bulletin/201111.html#schoolresourcesnovember11>); and
- [Composting in the Classroom](http://www.nerc.org/documents/bulletin/201203.html#compostingclassroommarch12)
(<http://www.nerc.org/documents/bulletin/201203.html#compostingclassroommarch12>)

Project Lead: [Athena Lee Bradley](#)

Funding: United States Department of Agriculture

Special Event Composting

This project was completed in March, 2012 and was funded by EPA Region 3. It built upon the experience and knowledge that NERC developed with previous special event waste reduction, recycling, and composting projects. Through the project, NERC was able to provide technical assistance and support to event organizers in exploring options for diversion of food scraps. The Philadelphia Folk Festival and Delaware Coast Day events participated in the project.

The 2011 Philadelphia Folk Festival was the city's 50th Annual Folk Festival and was held August 18 - 21, 2011. Approximately 40,000 people attend the Festival. The compost pilot took place in the Volunteer Kitchen and Dining tent and the VIP tents. Approximately 3,000 meals were prepared by the Volunteer Kitchen staff.

The Delaware Coast Day is an annual event held at the University of Delaware, College of Earth, Ocean, and Environment, Hugh R. Sharp Campus in Lewes on the first Sunday in October. There are typically around 20 food vendors, as well as a Crab Cake Cook-Off, Seafood Chowder Challenge, and cooking demonstrations throughout the day. The compost pilot was conducted for the entire event; approximately 8,000 people attended.

Case studies and food waste management plans for both events are posted on NERC's [Special Event Recycling & Composting](#) web page (http://nerc.org/special_events_recycling_and_composting.html).

Other resources available for download from the NERC website include:

- [Guidance for Special Event Food Waste Diversion](http://www.nerc.org/documents/guidance_for_special_event_food_waste_diversion.pdf)
(http://www.nerc.org/documents/guidance_for_special_event_food_waste_diversion.pdf);and
- [Food Waste Management Plan Template](http://www.nerc.org/documents/food_waste_management_plan_template.doc)
(http://www.nerc.org/documents/food_waste_management_plan_template.doc).

There were two Email Bulletin articles published about the project:

- [Special Events Food Waste Diversion in Pennsylvania & Delaware](http://www.nerc.org/documents/bulletin/201109.html#specialeventcompostingrsept11)
(<http://www.nerc.org/documents/bulletin/201109.html#specialeventcompostingrsept11>); and
- [Greening Special Events](http://www.nerc.org/documents/bulletin/201204.html#greenspecialeventsapril12)
(<http://www.nerc.org/documents/bulletin/201204.html#greenspecialeventsapril12>).

Project Lead: [Athena Lee Bradley](#) (athena@nerc.org)

Funding: U.S. Environmental Protection Agency Region 3

State Electronics Challenge



The State Electronics Challenge (SEC) is a voluntary program that works with state, regional, tribal, and local government entities to decrease the environmental footprint of computer equipment. The SEC promotes:

- Environmentally preferable purchasing of electronics using the Electronics Product Environmental Assessment Tool (EPEAT®);
- Improved operations and maintenance of equipment

(e.g., power management);

- Paper use reduction;
- Reuse and donation; and
- Responsible recycling of computer equipment.

In January 2011, the SEC became a national program and continues to benefit from an EPA Region 5 Great Lakes Restoration Initiative grant which allows for targeted work in the Great Lakes states.

During FY 2012 several milestones were achieved:

- Number of Partners – entities electing to participate in the program - increased to 95 – a 34% increase over FY 2011;
- Number of states represented increased to 35 - a 30% increase over FY 2011;
- Number of employees participating in program exceeded 135,000 – 69% increase;
- Eight (8) “in person” presentations were provided at six statewide and two national conferences – 170% increase;
- Seven (7) introductory webinars were presented to a total of 836 people;
- Metech Recycling became an SEC sponsor; and
- All other private sector sponsors renewed their support.

A complete list of Partners can be found at:

http://stateelectronicschallenge.net/current_partners.html.

Major changes to the website were also made and a programmer was hired to develop online database capacity for the SEC—specifically for joining the SEC and all reporting associated with being a Partner. As a result of the enhanced programming and website features, the SEC [website](http://www.stateelectronicschallenge.net) (www.stateelectronicschallenge.net) migrated to a new host server. The new site was launched in November, 2011. This was much more difficult than planned, and resulted in a number of significant problems. Of special note was the loss of much of the data that had previously been collected and reported on website usage. Additional research was required to try to find a suitable substitute, and while we have not been able to fully restore this type of data collection, alternatives have been implemented.

Many new pages and documents were posted (39) and updates (142) made to the [State Electronics Challenge](http://www.stateelectronicschallenge.net) website (www.stateelectronicschallenge.net). See appendix E.

Four Partner-only webinars were offered:

- Responsible Recycling Demonstration E Scrap Processing & Why Certification Matters, June 2012;
- Printer Management & Paper Reduction, May 2012;
- EPEAT Purchasing, March 2012; and
- Power Management - Partner Successes and Challenges, September 2011.

SEC program staff wrote and distributed 58 Partner-only listserv announcements.

In its fourth full year of the program (January 2008 – December 2011), 39 government entities reported on their accomplishments in calendar year 2011. An individualized environmental benefits report was prepared for each reporting Partner, and the data totaled and posted on the [State Electronics Challenge](http://www.stateelectronicschallenge.net) website (www.stateelectronicschallenge.net).

The SEC recognized eleven Partners for their accomplishments in calendar 2011. SEC Partners were eligible for one of three recognition levels – Bronze, Silver, or Gold – based on completion of SEC program requirements.

| SEC Partner | Recognition | Life Cycle Phases |
|-------------------------------------------------------------------------|--------------------|---------------------------------------------------------------|
| Regional Technology Cooperative, Borough of State College, Pennsylvania | Gold | Procurement, Operations & Maintenance, End-of-Life Management |
| Manitou Springs Schools, Colorado | Gold | Procurement, Operations & Maintenance, End-of-Life Management |
| City of Wilmington, Delaware | Gold | Procurement, Operations & Maintenance, End-of-Life Management |
| City of Madison, Wisconsin | Gold | Procurement, Operations & Maintenance, End-of-Life Management |
| Town of Windsor, Connecticut | Silver | Procurement & End-of-Life Management |
| City of Providence Schools, Rhode Island | Silver | Procurement & Operations & Maintenance |
| DuPage County, Illinois | Silver | Procurement & End-of-Life Management |
| Vermont Agency of Natural Resources | Bronze | End-of-Life Management |
| Ball State University, Indiana | Bronze | End-of-Life Management |
| City of La Crosse, Wisconsin | Bronze | Procurement |
| Maryland Department of Environment | Bronze | Procurement |

Twenty-four (24) Email Bulletin articles were published about the SEC. See Appendix H. The State Electronics Challenge is supported by both a Great Lakes Restoration Initiative Grant from EPA Region 5, as well as private sponsors: Samsung, Panasonic, Sims Recycling Solutions, Consumer Electronics Association, and the ISRI R2/RIOS program. In FY 2012, Metech Recycling joined as a sponsor of the program.

Project Leads: [Lynn Rubinstein \(lynn@nerc.org\)](mailto:lynn@nerc.org) and [Patricia Dillon \(patty@nerc.org\)](mailto:patty@nerc.org)

Funding: Samsung, Panasonic, Sims Recycling Solutions, Consumer Electronics Association, and the ISRI R2/RIOS program, Metech Recycling, and the U.S. Environmental Protection Agency Region 5.

Toward Zero Waste as a Practical Strategy in the Construction & Demolition Industry

NERC continued its work on this construction and demolition zero waste project. This project focuses on providing direct assistance to select contractors in three states (Connecticut, New Hampshire, and New York). The purpose of the project is introduce zero waste into construction and demolition projects while providing guidance about achieving this goal through source reduction, reuse, and recycling at new construction and remodeling jobsites.

Accomplishments in FY 2012 include:

- Identified a new partner in New York— VanVeghten Construction;
- Identified a partner in New Hampshire —Preferred Building Systems;
- Obtained a signed Memorandum of Understanding from both new partners;
- Conducted site visits at VanVeghten Construction and Preferred Building Systems;
- Conducted a waste sort and wrote a waste assessment report for Preferred Building Systems;
- Provided project partners in New York and New Hampshire with an outline of a materials management plan;
- Reached out to the Capital Region Builders & Remodelers Association in New York to invite them to participate in individual meetings with haulers in the Saratoga Springs area to discuss how the haulers may be able to service contractors with C&D recycling;
- Wrote five documents related to reuse and recycling of building materials and posted them on NERC's website:
 - [Winning Bids in Gaining Customers through Waste Management: Minimizing Waste and Material Reuse and Recycling](http://www.nerc.org/documents/winning_construction_bids.pdf) (http://www.nerc.org/documents/winning_construction_bids.pdf);
 - [Hazardous Building Materials Found in Homes & Other Structures](http://www.nerc.org/documents/hazardous_building_materials_found_in_homes_other_structures.pdf) (http://www.nerc.org/documents/hazardous_building_materials_found_in_homes_other_structures.pdf);
 - [Building Materials Reuse in Remodeling & New Construction](http://www.nerc.org/documents/building_materials_reuse_in_remodeling_new_construction.pdf) (http://www.nerc.org/documents/building_materials_reuse_in_remodeling_new_construction.pdf);
 - [An Introduction to Deconstruction](http://www.nerc.org/documents/intro_to_deconstruction_tips_for_remodelers_contractors.pdf) (http://www.nerc.org/documents/intro_to_deconstruction_tips_for_remodelers_contractors.pdf);
- [Summary of U.S. State & Municipal C&D Regulations and Requirements](http://www.nerc.org/documents/summary_of_state_candd_reg_requirements.pdf) (http://www.nerc.org/documents/summary_of_state_candd_reg_requirements.pdf); and

- Published a NERC Email Bulletin article about the project:
 - [New C&D Resources for Contractors Available](http://www.nerc.org/documents/bulletin/201109.html#demolitionresourcessept11)
(<http://www.nerc.org/documents/bulletin/201109.html#demolitionresourcessept11>).

Project Lead: [Mary Ann Remolador](mailto:maryann@nerc.org) (maryann@nerc.org)

Funding: Funding: U.S. Environmental Protection Agency

Vermont Business Materials Exchange

NERC completed its contract to administer the [Vermont Business Materials Exchange](http://www.vbmx.org) (VBMX) (<http://www.vbmx.org>).

Accomplishments in FY 2012 include:

- Tracked successful exchanges;
- Increased the Exchange membership;
- Presented at the Vermont Organics Recyclers Conference about VBMX as a viable tool for farmers at one of the conference sessions;
- Exhibited at the Vermont Businesses for Social Responsibility's Fall Conference;
- Worked with the Director of the Vermont Chamber of Commerce to revise the VBMX tagline;
- Developed a VBMX announcement for each of the three target audiences: farming community; contractors; and, socially responsible businesses;
- Developed a distribution list of farmers and contractors and distributed the announcements;
- Developed and submitted monthly ads to the Vermont Business Magazine and quarterly to the Green Living Journal;
- Sent quarterly messages to VBMX members to remind them to use the daily alerts, to list events on the Exchange, and to remember to use VBMX when cleaning things out or when unwanted items can be reused;
- Maintained VBMX's continued participation in the [Reuse Marketplace](http://www.reusemarketplace.org) www.reusemarketplace.org; a network of Materials Exchanges; and
- Maintained contact with the VBMX Advisory Committee.

Special Note: The Vermont Agency of Natural Resources made the decision to no longer fund VBMX due to changes in their funding priorities.

Project Lead: [Mary Ann Remolador](mailto:maryann@nerc.org) (maryann@nerc.org)

Funding: Vermont Agency of Natural Resources

Zero Waste New England E-Guide

EPA New England awarded a contract for the development of an online "Zero Waste New England Communities" toolkit to a team of zero waste experts that includes NERC. The project is being led by Micro Services Plus (MS+) and in addition to NERC, the team includes:

- HDR Engineering;
- The GrassRoots Recycling Network;
- Gary Liss;
- Rick Anthony; and
- Clean Water Action New England.

The goal of the project is to develop an online resource E-Guide for communities in New England that are interested in learning more about zero waste goals or adopting a zero waste program. Work conducted this fiscal year by NERC included research into waste reduction and recycling policies and practices around New England states.

Two NERC Email Bulletin articles were written on the project:

- [NERC Participating in Development of Zero Waste New England E-Guide](http://www.nerc.org/documents/bulletin/201204.html#zerowasteeguideapril12) (<http://www.nerc.org/documents/bulletin/201204.html#zerowasteeguideapril12>); and
- [Zero Waste in New England](http://www.nerc.org/documents/bulletin/201206.html#zerowastenewenglandjune12) (<http://www.nerc.org/documents/bulletin/201206.html#zerowastenewenglandjune12>)

Project Lead: [Athena Lee Bradley](mailto:athena@nerc.org) (athena@nerc.org)

Funding: EPA New England

F. Ongoing Projects & Events

In addition to contract and grant funded projects, many ongoing programs and projects support NERC's mission and provide value to NERC members and the Northeast region. A number of these are highlighted below:

Conferences, Webinars, & Board Meetings

NERC's conferences and workshops are unique in the region. They focus on emerging issues and are designed for professionals in the fields of reuse, recycling, recycling market development, and sustainable operations. These gatherings offer in-depth information exchange and professional presentations, as well as networking opportunities. Agendas for these events are on [NERC's website](#) at:

(http://www.nerc.org/conferences/archive_of_conference_agendas_and_presentations.html).

The theme of the Fall 2011 Conference was *Shifting Recycling Markets* and the Spring 2012 Workshop was *Environmentally Sound Mattress Management*. Both events were well attended by a diverse audience of state and municipal recycling officials, recycling trade associations, private businesses, non-profit organizations, and consultants.

NERC's Board of Directors met twice. Minutes from these meetings were posted on [NERC's website](#) at:

(http://www.nerc.org/conferences/archive_of_conference_agendas_and_presentations.html).

Project Lead: [Mary Ann Remolador](mailto:maryann@nerc.org) (maryann@nerc.org)

Email Bulletin

NERC's Email Bulletin (Bulletin) is a monthly electronic newsletter that provides regular updates on NERC activities as well as state and advisory member developments. It has approximately 735 subscribers—a 15% increase from FY11. The Bulletin is posted and [archived](#)

(http://www.nerc.org/documents/bulletin_archive.html) on the NERC website. During FY 2012 the platform used for distributing the Bulletin was changed and re-design of the Bulletin began.

Project Lead: [Lynn Rubinstein \(lynn@nerc.org\)](mailto:lynn@nerc.org)

Environmentally Preferable Products Listserv (EPPnet)

In 1998, NERC established EPPnet, the Environmentally Preferable Products Listserv. EPPnet is the only national listserv dedicated to the topic of environmentally preferable purchasing. EPPnet enables users to easily and immediately share product specifications, vendors, prices, strategies for achieving green product procurement goals, and federal procurement policies.

In November 2011, EPPnet was moved from the web platform that had been used for many years to a Yahoo Groups! system. This change required subscribers to re-enroll, and in the process it was discovered that many addresses were inactive. As a result of both, a significant decrease in the overall list membership initially resulted, with a gradual addition of new members every month. At the end of the fiscal year, there were approximately 155 members, down from 350 a year ago.

Also, as part of the transition, a publicly available archive of postings from 2007 – 2011 (<http://www.nerc.org/eppnet/archive.pdf>) was created. A new archive for postings beginning December 2011 is offered as part of the Yahoo Groups! platform, as a listserv member-only service.

Another change for EPPnet this year was regarding the EPPnet administrator. Office Manager Moon Morgan had previously been the administrator and with his departure, Athena Lee Bradley has now taken on that responsibility.

Project Lead: [Athena Lee Bradley \(athena@nerc.org\)](mailto:athena@nerc.org)

Technical Assistance and Information Clearinghouse

On an ongoing basis, NERC staff responds to requests for information and guidance from Board Members, Advisory Members, federal agencies, and the general public on issues related to source reduction, reuse, recycling, decreasing the toxicity of the solid waste stream, composting, and recycling market development. Providing appropriate responses to these queries is an important element of the multi-faceted support provided by NERC.

Website

Based on regional and national feedback, we know that the [NERC website \(www.nerc.org\)](http://www.nerc.org) continues to be one of the organization's most effective outreach and education tools. It is a comprehensive resource covering a wide range of topics related to recycling market development, source reduction, recycling, composting, and environmentally preferable purchasing. NERC strives to further enhance the utility of the website by continually updating the site, including adding new publications and links. A summary of new and updated postings for fiscal year 2012 is found in Appendix D.

In FY 2012, the host for the organization's server changed, resulting in significant changes in the ability to track website usage, and importantly, resulted in producing different data sets than were

available in previous years. This means that the usage information for the site is not comparable to previous years. NERC's website was visited more than 218,620 times in fiscal year 2012; averaging approximately 6,984 unique visits a month.

In addition to the NERC website, NERC maintains the [State Electronics Challenge website \(www.stateelectronicschallenge.net\)](http://www.stateelectronicschallenge.net) and the [Toxics in Packaging website \(www.toxicsinpackaging.org\)](http://www.toxicsinpackaging.org). Appendix E summaries website changes for the State Electronics Challenge site and Appendix F for the Toxics in Packaging Clearinghouse website.

Project Lead: Rachel Canon (Rachel@nerc.org)

Presentations

Staff regularly makes presentations about NERC's projects and resources, either as part of a project being undertaken by NERC, speaking at an event on a NERC project, or presenting on a concept or activity that NERC has been involved with. This year, staff made 39 presentations, including 23 "in person" events – an increase of nearly 70% in total presentations than in the previous fiscal year, and 64% more "in person" presentations. A list of presentations can be found in Appendix G.

G. Other

Celebration of 25th Anniversary

NERC was founded in 1987 by the Council of State Governments/Eastern Regional Conference. In honor of NERC's 25th anniversary, EPA recognized NERC with its Lifetime Environmental Achievement award (see below). NERC reached out to individuals who have been important to NERC and its efforts over the years and asked that they submit reminiscences to be published in the NERC blog.

Lifetime Environmental Achievement Award

In recognition of its 25 years of environmental leadership, NERC was honored with a Lifetime Environmental Achievement Award by EPA New England. The award was presented to NERC by Cynthia Greene, EPA. In bestowing the award, Cynthia offered the following remarks:



"I started to work with the Northeast Recycling Council, or NERC, as they are called, in 1990 as EPA was working to develop recycling markets and divert recyclables from disposal. NERC is an impressive organization and one that the states and EPA relies on for timely research, project development and implementation, and information support. The Council is made up of the state recycling officials from 10 Northeastern states from Pennsylvania to Maine and it is now in its 25th year of work. This multi-state nonprofit is committed to all aspects of recycling market development through environmental and economic sustainability. As a consumer region of the country, it has been able to effectively work with manufacturers, business and commodity associations, the waste industry, local, state and federal governments to promote recycling

market development. Their reach has been broad, from the typical recyclables such as newspapers to manure and food waste composting, electronics, pharmaceuticals, demolition debris, reuse and environmentally preferable purchasing. They also know how to leverage support for recycling and in 2000 developed a methodology to determine the economic value of the recycling industry to the state's economy. Recycling means jobs in these states and this drew additional support for those working on and promoting recycling. Their accomplishments are many and we look forward to many more. Congratulations to NERC on their Lifetime Award."

Joining Lynn Rubinstein, Executive Director, and Mary Ann Remolador, Assistant Director, at the award presentation ceremony were Greg Cooper, Vice President of the Board, and Chip Foley, Steel Recycling Institute.

White House E-Waste Sustainability Roundtable & Transforming Materials Management in the 21st Century

NERC participated in two prestigious events, both designed to address how to expand the economic vitality of the recycling industry in the region and nationally. The first one, *White House Energy, Environment, and Conservation Roundtable on E-Waste and Sustainability*, was jointly organized by the U.S. General Services Administration (GSA) and EPA New England, and hosted by Electronics Recycling International. The roundtable discussion was led by New England Regional Administrators Robert Zarnetske, GSA and Curt Spalding, EPA. About 20 individuals from the New England e-scrap industry, Massachusetts government, the Massachusetts Congressional delegation, EPA, MassRecycle, NERRA, GSA, and NERC participated in this dynamic discussion seeking solutions for growing jobs through the electronics recycling industry in New England, as well as enhancing the sustainability loop for electronics.

The second event, also in January 2012, was the Connecticut Department of Energy and the Environment Protection's (CT DEEP) roundtable to discuss how waste management can unlock the value of the materials economy in the 21st century. The event was co-sponsored by NEWMOA and EPA Region 1. More than 50 individuals from around the nation, in the public and private sectors, participated in a vibrant discussion of how to drive the economy through resource management.

Hurricane Irene

In the wake of Hurricane Irene, which wrought havoc and disaster throughout the region, NERC sent out press releases and electronic reminders about the availability of a timely and valuable resource written by Athena Lee Bradley: [After the Disaster: A Guide for Residents and Small Businesses About Managing Debris Waste](#) (http://www.nerc.org/documents/debris_management_guide.pdf). Many kudos and thanks were received in response to this reminder and distribution.

Board of Director Conference Calls

A series of informal calls among the Board of Directors was held throughout the year to continue the dialogue between NERC staff and the Board about NERC's strategic position, priorities, and updates. The Executive Committee determines a topic for discussion and Board members are invited to participate in the discussion.

R2 Solutions

NERC Executive Director Lynn Rubinstein serves on the Board of Directors for R2 Solutions, a non-profit created to house the Responsible Recycling Standard for electronics recycling and to promote the importance of using certified electronics recyclers. She was elected to serve as Chair of the Board for a term of one year.

Reuse Alliance Board

NERC's Assistant Director, Mary Ann Remolador, is a member of the Reuse Alliance Board of Directors. She participated in quarterly conference calls and has assisted with the planning of the 2012 ReuseConex Annual Conference.

RONA National Standards Certification Board

Athena Lee Bradley, Projects Manager, was selected through a competitive national process to serve on the RONA National Standards Certification Board. The National Standards Certification Board was created to oversee governance and implementation of the "[The Plan for National Standards for Certifying Sustainable Resource Management Training Programs and Professionals](http://www.recyclingorganizations.org/index.php?option=com_content&view=article&id=100:plan-for-national-certification-standards&catid=35:rona-u)" (http://www.recyclingorganizations.org/index.php?option=com_content&view=article&id=100:plan-for-national-certification-standards&catid=35:rona-u) (the Plan). The development of the Plan was initiated by RONA and the California Resource Recovery Association (CRRA), which collaborated on a federally-funded project to develop new resource management curriculum and a certification process.

Board members were selected for their involvement and support of state and provincial Recycling Organizations throughout North America, as well as those representatives who could help with strategic alliances to other groups and who had strong experience in policy-making and program development roles. Nine candidates were approved by the RONA Board to serve on the Certification Board.

Strategic Plan

The Board of Directors, in conjunction with the Executive Director, successfully updated the NERC Strategic Plan. The Plan – called 'Envisioning Our Future: 2013 – 2018 – established NERC's organizational goals for this period. NERC's goals are to:

- Provide leadership for developing and implementing regional strategies and programs for source reduction, reuse, recycling, environmentally preferable purchasing, composting, and decreasing the toxicity of the solid waste stream;
- Stimulate the supply of and demand for recyclable materials and compost;
- Demonstrate the resource conservation, economic, and climate change benefits as a result of recycling;
- Promote and publicize the connections between:
 - Waste reduction, reuse, recycling, composting, resource and energy conservation, and climate change.
 - Job creation, economic growth, and reuse and recycling.
 - Toxicity, waste reduction, and recycling in relation to the economic and environmental health of the northeast;

- Seek and facilitate partnerships between the public and private sectors through communication, education, research, and technical assistance and support;
- Educate the public, public officials, legislators, and the private sector about the benefits of waste reduction and increased recycling and composting in the northeast; and
- Support appropriate product stewardship initiatives as they relate to recycling, recycling market development, and environmentally preferable purchasing.

Vermont Mercury Lamp Legislation Webinar

On behalf of the Vermont Agency of Natural Resources, NERC organized and hosted a statewide webinar introducing the new mercury lamp legislation. The webinar was well attended, with more than 40 participants. Presentations from the webinar were posted on NERC's website and announced in the NERC Email Bulletin.

Articles & Publications

NERC staff was invited to publish several articles this year.

- **Material Bans—the Strategy of Choice.** The November, 2011, issue of [Resource Recycling Magazine](#) published an article written by Lynn Rubinstein about research done by NERC into mandatory recycling and disposal bans in the United States;
- **Material Bans—the Strategy of Choice.** Lynn Rubinstein, Switzer Foundation Blog; and
- **Composting in the Classroom.** Athena Lee Bradley, NERC Projects Manager, published an article in [Resource Recycling Magazine](#) about school composting. "[Composting in the Classroom](#)" details the key actions necessary for implementing successful composting in schools.

NERC in the News

NERC and its programs were recognized in many national and regional publications in fiscal year 2012. These were chronicled on the NERC website:

- [July - December 2011](#); and
- [January - June 2012](#).

H. Conclusion

NERC staff, once again, demonstrated their commitment and passion for the organization and its programs through their outstanding work and diligence. Likewise, the dedication and enthusiasm of the Board of Directors and Advisory Members have been critically important to NERC's success. At a time when other organizations have strained to support missions and budgets, NERC has continued to demonstrate strength and benefit from the commitment of the recycling community.

I. Finances

Overview of NERC Budget³ versus Actual

| | FY12 Budget | Actuals | % different from Budget |
|-----------------------------|------------------|------------------|-------------------------|
| Revenue | | | |
| Conference Sponsorship | \$ 11,000 | \$11,407 | 104% |
| Grants/Consulting | \$199,742 | \$409,946 | 205% |
| Interest | \$ 2,400 | \$3,892 | 162% |
| Membership Dues | \$90,000 | \$94,930 | 105% |
| Membership, Advisory | \$27,500 | \$36,200 | 132% |
| Registrations | \$20,000 | \$26,010 | 130% |
| State Travel Accounts | \$8,220 | \$3,489 | 42% |
| Reimbursed Expenses | \$2,000 | \$1,771 | 89% |
| Drawdown | \$158,614 | - | |
| Total Revenue | \$519,476 | \$587,645 | 113% |
| Expenses | | | |
| Advertising | \$500 | - | 0% |
| Bank Service Charges | \$1,350 | \$1,400 | 4% |
| Contract Labor | \$49,430 | \$34,047 | -31% |
| Equipment Purchase | \$16,000 | \$14,323 | -10% |
| Equipment Repairs | \$1,000 | \$942 | -6% |
| Gifts Given | \$400 | \$1,115 | 179% |
| Insurance | \$3,100 | \$2,774 | -11% |
| Internet | \$2,270 | \$2,816 | 24% |
| State Travel Costs | \$5,000 | \$5,545 | 11% |
| Office Supplies | \$1,309 | \$1,308 | 0% |
| Payroll | \$363,891 | \$351,363 | -3% |
| Postage | \$392 | \$527 | 34% |
| Printing (copying) | \$1,180 | \$235 | -80% |
| Professional Services | \$6,000 | \$5,330 | -11% |
| Program Expenses – Meetings | \$13,218 | \$14,040 | 6% |
| Registrations | \$1,000 | \$205 | -80% |
| Rent | \$15,500 | \$11,640 | -25% |
| Subscriptions | \$450 | - | -100% |
| Telephone | \$2,761 | \$3,047 | 10% |
| Travel | \$34,775 | \$16,366 | -53% |
| Total Expenses | \$519,526 | \$467,024 | -10% |

Moved to Reserves - \$120,621

NERC cash on hand as of June 30, 2012: \$606,332

³ This budget reflects solely NERC's activities and does not include TPCH or ERCC. The audit, by contrast, reflects the combined financial activities of these three budgets.

Audit

A note about the audit: The above chart of 'budget versus actuals' is only for NERC's activities in FY 12.

NERC, through contracts, administers both the Toxics in Packaging Clearinghouse (TPCH), and the Electronics Recycling Coordination Clearinghouse (ERCC) programs. The finances of these two individual programs are included with NERC's finances, and as such are reflected in the NERC FY 2012 audit. Please refer to the audit [posted online](#).

J.

Appendices

A. Conference Agenda

B. Conference Sponsors

C. Advisory Members

D. Website Postings & Updates

E. Summary of New State Electronics Challenge Website Documents and Pages

F. Toxics in Packaging Clearinghouse Website New Pages Posted

G. Staff Presentations

H. State Electronics Challenge Email Bulletin Articles

Appendix A – Fall Conference Agenda

Shifting Recycling Markets
NERC's Fall '11 Conference
Hotel Northampton, Northampton, Massachusetts
October 25 - 26, 2011

October 25, 2011

8:30: **Registration & Coffee**

9:15: **Welcoming Remarks** ~ Sarah Kite, [Rhode Island Resource Recovery Corporation](#), President, NERC Board of Directors

9:30: **Keynote** ~ Mark Lichtenstein, [Executive Director, SyracuseCoE Center for Sustainable Community Solutions](#) and President, [National Recycling Coalition](#) ~ Shifting recycling markets towards sustainable materials management

10:30: **Networking Break**

10:45: **Moving Towards Tomorrow's Used Electronics Markets** ~ Jason Linnell, Executive Director, [National Center for Electronics Recycling \(NCER\)](#) ~ **Session Moderator**

- **Eric Harris**, Associate Counsel & Director Government and International Affairs, [Institute of Scrap Recycling Industries, Inc. \(ISRI\)](#) ~ ISRI's State of the Electronics Recycling Industry
- **Jason Linnell**, [NCER](#) ~ **Trends in US Electronics Recycling Programs**

12:15: **Lunch** - Wiggins Dining Room

Advisory Member Lunch - *By Invitation Only* - Tavern Kitchen

1:45: **Used Electronics Markets Continued**

- **Kim Holmes**, Advanced Marketing Manager, [SABIC Innovative Plastics](#) ~ **Impacts of third party certification on electronics recycling businesses. Results of a new study by R2 Solutions**
- **Cindy Coutts**, [Sims Canada](#) ~ **Issues Related to Exporting Used Electronics Plastics**

3:45: **Networking Break**

4:00: **Keep Informed: A Recycling & Reuse Roundtable for the Northeast**

Share your efforts and successes with **new** electronics and plastics recycling and reuse projects and programs with your peers. And, continue the networking at the Social Hour!

Social Hour at the Northampton Brewery sponsored by



October 26, 2011

9:00: **Registration & Coffee**

9:15: **Welcoming Remarks**

Greg Cooper, [Massachusetts Department of Environmental Protection](#); Vice President, NERC Board of Directors

9:30: ***One of Today's Low Hanging Fruit – Rigid Plastics***

- **Elizabeth Bedard, Rigid Plastics, Program Manager, [Association of Post-consumer Plastics Recyclers](#) ~ APR's Rigid Plastics Research Findings and Pilot Results**
- **Craig Cookson, Director of Recycling and Sustainability, Plastics Division of the [American Chemistry Council](#) ~ ACC's Research on the Flow of Plastics**

11:00: **Network Break**

11:15: ***Rigid Plastics Continued***

- **Ron Santos, Facility Manager, FCR Redemption, [Recommunity Inc.](#); ~ Perspective of a Company Managing a Facility That Handles Recycled Rigid Plastics**

12:00: **Adjourn**

1:00: **Annual Meeting of the NERC Board of Directors**

For more information about conference registration and lodging, email [Moon Morgan](#), or call 802 254-3636.

Platinum Sponsors



Gold Sponsors



Appendix B – Spring Workshop Agenda

NERC's Spring 2012 Workshop *Environmentally Sound Mattress Management*

Sponsors

Agenda: Tuesday, April 17, 2012

8:45: **Registration & Beverages**

9:00: **Welcoming Remarks** ~ Sarah Kite, [Rhode Island Resource Recovery Corporation](#), President, NERC Board of Directors

9:15: **Mattress Manufacturing Industry** ~ Chris Hudgins, Vice President Government Relations & Policy, [International Sleep Products Association](#) (ISPA)

9:45: **Mattress Reuse and Recycling Options and Impact on Job Creation** ~ Terry McDonald, Executive Director, [St. Vincent de Paul Society](#)

10:45: **Components & Benefits of a Mattress Management Plan** ~ Mark Lennon, Principal, [IRN The Recycling Network](#)

11:30: **Impact of Bed Bugs and Pesticide Treatment on Mattress Handlers** ~ Dr. Gale Ridge, Assistant Scientist, [Connecticut Agricultural Experiment Station](#)

12:15: **Lunch** (provided)

1:30 – 2:15: **Steps to Calculating Costs of Mattress Disposal and Recycling** ~ Pascal Cohen, President, [Recyc-Mattresses](#)

Concurrent Sessions

Ballroom Sessions

2:30 – 3:30: **Questions to Ask Mattress Management Companies** ~ Sherill Baldwin, Environmental Analyst, Source Reduction and Recycling, [Connecticut Department of Energy and Environmental Protection](#)

3:30 – 4:30: **Meet-n-Greet with Mattress Management Companies**

Hampshire Room Sessions

2:30 – 3:30: ***Meet-n-Greet with Mattress Management Companies***

3:30 – 4:30: ***Extended Producer Responsibility Legislation for Mattress Management ~***

Marilynn Cruz-Aponte, Assistant to Director of Public Works, [City of Hartford, Connecticut](#); and Tom Metzner, Environmental Analyst, [Connecticut Department of Energy and Environmental Protection](#)

Appendix C - Advisory Members

Benefactor

Sustaining Members

Supporting Members reported on next page.

Supporting Members FY 2012

- [Association of New Jersey Recyclers](#)
- [Basel Action Network](#)
- [BioCycle](#)
- [Blue Star Recyclers](#)
- [Call2Recycle](#)
- [Carpet America Recovery Effort \(CARE\)](#)
- [Centre County Solid Waste Authority](#)
- [Connecticut Recyclers Coalition](#)
- [Connecticut Resource Recovery Authority](#)
- [Council of State Governments Eastern Regional Conference](#)
- [Delaware Solid Waste Authority](#)
- [Donate A Car 2 Charity](#)
- [Housatonic Resources Recovery Authority](#)
- [Maine Resource Recovery Association \(MRRA\)](#)
- [National Center for Electronics Recycling \(NCER\)](#)
- [National Recycling Coalition](#)
- [New England Biosolids & Residuals Association \(NEBRA\)](#)
- [New York State Legislative Commission on Solid Waste Management](#)
- [Newspaper Association of America \(NAA\)](#)
- [Northeast Resource Recovery Association \(NRRA\)](#)
- [Paper Net](#)
- [Paper Recycling Coalition](#)
- [Pennsylvania Recycling Markets Center](#)
- [Professional Recyclers of Pennsylvania \(PROP\)](#)
- [R2 Solutions](#)
- [Recycling Organizations of North America \(RONA\)](#)
- [Resource Recycling Magazine](#)
- [Responsible Purchasing Network](#)
- [Rhode Island Resource Recovery Corporation](#)
- [Rockland County Solid Waste Management Authority](#)
- [Tandus Flooring](#)
- [TechSoup Global GreenTech Program](#)
- [WasteCap Resource Solutions](#)
- [Yellowbook](#)

Appendix D – Summary of NERC Website Postings & Updates

Fifty-seven (57) web pages and documents were added to NERC's website, and 246 pages and documents were updated.

Among the new documents posted this year were:

- [Hauler Terms & Waste Conversion Factors](http://www.nerc.org/documents/hauler%20terms%20and%20waste%20conversion%20factors.pdf)
([http://www.nerc.org/documents/hauler terms and waste conversion factors.pdf](http://www.nerc.org/documents/hauler%20terms%20and%20waste%20conversion%20factors.pdf))
- [Winning Bids & Gaining Customers Through Waste Management: Minimizing Waste and Material Reuse and Recycling](http://www.nerc.org/documents/winning%20construction%20bids.pdf)
([http://www.nerc.org/documents/winning construction bids.pdf](http://www.nerc.org/documents/winning%20construction%20bids.pdf))
- [Disposal Bans and Mandatory Recycling in the United States](http://www.nerc.org/documents/disposal%20bans%20mandatory%20recycling%20united%20states.pdf)
([http://www.nerc.org/documents/disposal bans mandatory recycling united states.pdf](http://www.nerc.org/documents/disposal%20bans%20mandatory%20recycling%20united%20states.pdf))
- [Electronics Collector Best Management Practices](http://www.nerc.org/documents/electronics%20recycling%20collectors%20best%20management%20practices%20new.pdf)
([http://www.nerc.org/documents/electronics recycling collectors best management practices new.pdf](http://www.nerc.org/documents/electronics%20recycling%20collectors%20best%20management%20practices%20new.pdf))
- [Rural School Case Studies in Waste Reduction, Reuse, Recycling, & Composting](http://www.nerc.org/documents/schools/CaseStudiesRuralRecycling.pdf)
(<http://www.nerc.org/documents/schools/CaseStudiesRuralRecycling.pdf>)
- [Guide to Greening Hotels Through Waste Management & Green Purchasing](http://www.nerc.org/documents/greening%20hotels/green%20hotels%20guide.pdf)
([http://www.nerc.org/documents/greening hotels/green hotels guide.pdf](http://www.nerc.org/documents/greening%20hotels/green%20hotels%20guide.pdf))
- [Environmental Impacts of Recycling at Hotels Fact Sheet](http://www.nerc.org/documents/greening%20hotels/environmental%20impacts%20of%20recycling%20fact%20sheet.pdf)
([http://www.nerc.org/documents/greening hotels/environmental impacts of recycling fact sheet.pdf](http://www.nerc.org/documents/greening%20hotels/environmental%20impacts%20of%20recycling%20fact%20sheet.pdf))
- [Food Waste Diversion, Recycling, and Green Purchasing at the Sheraton Hotel & Conference Center, Burlington, Vermont](http://www.nerc.org/documents/greening%20hotels/case%20study%20sheraton.pdf)
([http://www.nerc.org/documents/greening hotels/case study sheraton.pdf](http://www.nerc.org/documents/greening%20hotels/case%20study%20sheraton.pdf))
- [Recycling and Green Purchasing at the Comfort Inn & Suites, St. Johnsbury, Vermont](http://www.nerc.org/documents/greening%20hotels/case%20study%20comfort%20inn.pdf)
([http://www.nerc.org/documents/greening hotels/case study comfort inn.pdf](http://www.nerc.org/documents/greening%20hotels/case%20study%20comfort%20inn.pdf))
- [Waste Reduction & Green Purchasing at Hotels](http://www.nerc.org/documents/greening%20hotels/waste%20reduction%20epp%20hotels.pdf)
([http://www.nerc.org/documents/greening hotels/waste reduction epp hotels.pdf](http://www.nerc.org/documents/greening%20hotels/waste%20reduction%20epp%20hotels.pdf))
- [Materials Exchanges: A Tool for Source Reduction Through Reuse](http://www.nerc.org/documents/source%20reduction%20reuse.pdf)
([http://www.nerc.org/documents/source reduction reuse.pdf](http://www.nerc.org/documents/source%20reduction%20reuse.pdf))
- [EPPnet Archive 2007 – 2011](http://www.nerc.org/eppnet/archive.pdf) (<http://www.nerc.org/eppnet/archive.pdf>)
- [Minutes NERC Board of Directors Meeting, April 2012](http://www.nerc.org/documents/meetings/april%202012%20meeting%20minutes%20041812.pdf)
([http://www.nerc.org/documents/meetings/april 2012 meeting minutes 041812.pdf](http://www.nerc.org/documents/meetings/april%202012%20meeting%20minutes%20041812.pdf))
- [Degradable Additions in Plastics Packaging Position Statement](http://www.nerc.org/documents/degradable%20additions%20in%20packaging.pdf)
([http://www.nerc.org/documents/degradable additions in packaging.pdf](http://www.nerc.org/documents/degradable%20additions%20in%20packaging.pdf))

NERC is an equal opportunity employer and provider.

- [Four New C&D Resources Developed by NERC](#)

Among the updated documents and resources were:

- [Boat Wrap Collection & Recycling Programs in Northeast States](#)
(http://www.nerc.org/documents/boat_wrap_collection_and_recycling.pdf)
- [Materials Exchanges in the Northeast](#)
(http://www.nerc.org/documents/material_exchanges_in_the_northeast.html)
- [Disposal Bans and Mandatory Recycling in the United States](#)
[Comparison of Solid Waste Master & Management Plans in the NERC States.](#)
- [Recycling Business Assistance Guide for the Northeast States](#)
(http://www.nerc.org/documents/recycling_business_assistance_guide.pdf).
- [Asphalt Shingles Manufacturing & Waste Management in the Northeast](#)
(<http://www.nerc.org/documents/asphalt.pdf>)
- [Market Resources for Recycling Industries](#)
(http://www.nerc.org/documents/market_resources_recycling_industries.pdf)
- [Carpet Recycling Infrastructure in the Northeast](#)
(http://www.nerc.org/documents/carpet_recycling_infrastructure_in_northeast.pdf)

Appendix E – Summary of New State Electronics Challenge Website Documents and Pages

There were 39 new documents and pages posted. Among these were:

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • 2008-2011 Environmental Results for SEC | http://www.stateelectronicschallenge.net/total_results.html |
| <ul style="list-style-type: none"> • 2011 Environmental Results for SEC | http://www.stateelectronicschallenge.net/2011_environmental_results.html |
| <ul style="list-style-type: none"> • 8 things you can do to save money and reduce your environmental footprint when you print! | http://stateelectronicschallenge.net/doc/8 things you can do to reduce paper use.docx |
| <ul style="list-style-type: none"> • Acceptable Use Guidelines for Printers – Policy | http://stateelectronicschallenge.net/pdf/r8_desktop_printer_order_2012.pdf |
| <ul style="list-style-type: none"> • Additional Things You Can Do to Reduce Paper Usage | http://stateelectronicschallenge.net/doc/additional_things_you_can_do_to_reduce_paper_use.docx |
| <ul style="list-style-type: none"> • Annual Review of SEC Activities and Accomplishments | http://stateelectronicschallenge.net/pdf/Annual Review of SEC Activities and Accomplishments.pdf |
| <ul style="list-style-type: none"> • Case Study – Electronics Stewardship Policy | http://stateelectronicschallenge.net/doc/epa_region6_casestudy_desktop_printer_reduction.doc |
| <ul style="list-style-type: none"> • File Organization Tips: Suggestions for Managing Files & Folders | http://stateelectronicschallenge.net/doc/organizing_files_and_filenames.docx |
| <ul style="list-style-type: none"> • Green Electronics Council Endorsement of SEC | http://www.stateelectronicschallenge.net/pdf/SEC EPEAT endorsement.pdf |
| <ul style="list-style-type: none"> • How to Print Confidential Documents Using a Password | http://stateelectronicschallenge.net/doc/how_to_print_confidential_docs_using_password_new_format.docx |
| <ul style="list-style-type: none"> • How to Print, Copy, Scan, & Other Functions for Several Models of HP Printers | http://stateelectronicschallenge.net/doc/how_to_print_copy_scan_and_other_functions_for_several_models.doc |
| <ul style="list-style-type: none"> • How to turn paper files into electronic files model printers - video | http://www.stateelectronicschallenge.net/webinars/how_to_turn_paper_files_into_electronic_files_model_printers |
| <ul style="list-style-type: none"> • How to Use Duplex Features - video | http://stateelectronicschallenge.net/webinars/how_to_copy_double_sided.wmv |
| <ul style="list-style-type: none"> • How to use shortcut keys including finding files you misplaced - video | http://www.stateelectronicschallenge.net/webinars/how_to_shortcut_keys_including_finding_file_you_missplaced |
| <ul style="list-style-type: none"> • How to Use the Print Screen Feature in Multiple Applications - video | http://stateelectronicschallenge.net/webinars/how_to_printscreen_snapshot_desktop.wmv |
| <ul style="list-style-type: none"> • How to Use the Virtual Printer | http://stateelectronicschallenge.net/doc/how_to_use_the_virtual_printer.docx |
| <ul style="list-style-type: none"> • Kick the Habit Poster - Decrease Printer Usage | http://stateelectronicschallenge.net/pdf/kick_the_habit_poster.pdf |
| <ul style="list-style-type: none"> • Memo Regarding Removing Desktop Inkjet Printer | http://stateelectronicschallenge.net/doc/aem_printers.doc |
| <ul style="list-style-type: none"> • Network Printer Survey – EPA Region 8 | http://stateelectronicschallenge.net/pdf/epa_r8_network_printer_survey_2010.pdf |

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • <u>Poster about the financial impacts of inkjet and laser printers</u> | http://stateelectronicschallenge.net/pdf/did_you_know_injet_laserjet.pdf |
| <ul style="list-style-type: none"> • <u>Poster promoting paper and energy conservation</u> | http://stateelectronicschallenge.net/pdf/dont_waste_8_14.pdf |
| <ul style="list-style-type: none"> • <u>Poster showing dramatic visuals & messages about paper usage</u> | http://stateelectronicschallenge.net/pdf/4million_sheets_of_paper.pdf |
| <ul style="list-style-type: none"> • <u>Print management webinar presentation</u> | http://www.stateelectronicschallenge.net/pdf/print_management.pdf |
| <ul style="list-style-type: none"> • <u>Printer and paper reductions webinar presentation</u> | http://www.stateelectronicschallenge.net/pdf/printer_and_paper_reductions.pdf |
| <ul style="list-style-type: none"> • <u>Responsible Recycling Demonstration of E-Scrap Processing & Why Certification Matters - Video from webinar</u> | http://www.stateelectronicschallenge.net/pdf/responsible_recycling_requirements_and_third_party_certification.pdf |
| <ul style="list-style-type: none"> • <u>Sample Procurement & End-of-Life Policy</u> | http://www.stateelectronicschallenge.net/doc/sample_procurement_end_of_life_policy.docx |
| <ul style="list-style-type: none"> • <u>Sample Resolution to Join the SEC</u> | http://www.stateelectronicschallenge.net/doc/resolution.doc |
| <ul style="list-style-type: none"> • <u>SEC Recognition Winners 2008-2011</u> | http://www.stateelectronicschallenge.net/partner_recognition_2008-2011.html |
| <ul style="list-style-type: none"> • <u>SEC Recognition Winners 2011</u> | http://www.stateelectronicschallenge.net/partner_recognition_2011.html |
| <ul style="list-style-type: none"> • <u>SEC Sponsor Annual Report</u> | http://stateelectronicschallenge.net/pdf/2011_SEC_Sponsor_Annual_Report.pdf |

Appendix F – Toxics in Packaging Clearinghouse Website New Documents Posted

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Laboratory Round Robin Test Project: Assessing Performance in Measuring Toxics in Packaging | http://www.toxicsinpackaging.org/docs/assessing_lab_performance.pdf |
| Guidance on Laboratory Analysis for Toxics in Packaging | http://www.toxicsinpackaging.org/docs/lab_testing_guidance.pdf |
| Awards and Recognitions | http://www.toxicsinpackaging.org/awards.html |
| An Assessment of Heavy Metals in Packaging: A Focus on Flexible PVC from Discount Retail Chain Stores | http://www.toxicsinpackaging.org/docs/tpch_discount_retail_chain_screening_report.pdf |
| TPCH Press Release of Discount Retail Chain Screening Report | http://www.toxicsinpackaging.org/docs/tpch_press_release_discount_store_screening.pdf |

Appendix G – Staff Presentations

| Event | Topic | Staff Member |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------|
| July 2011 | | |
| Professional Recyclers of Pennsylvania Annual Conference | State Electronics Challenge | Lynn Rubinstein |
| State Electronics Challenge Introductory Webinar - San Joaquin County, California | Greening the Computer Lifecycle: SEC Introductory Webinar | Patricia Dillon |
| August 2011 | | |
| Workshop for farmers & farm organizations in Western Massachusetts | Manure Management and Compost Technique | Athena Lee Bradley |
| Resource Recycling Conference | State Electronics Challenge | Lynn Rubinstein |
| September 2011 | | |
| Sullivan County, New York workshops (2) | School Composting Options | Athena Lee Bradley |
| School Composting webinar | School Composting Options | Athena Lee Bradley |
| EPA Region 5 Tribal Entities Workgroup webinar | State Electronics Challenge | Lynn Rubinstein |
| State Electronics Challenge Introductory Webinar | Power Management - Partner Successes and Challenges | Patty Dillon, moderator |
| October 2011 | | |
| E-Scrap | Best Management Practices for Collection of E-Scrap (presented twice) | Lynn Rubinstein |
| 2011 Texas Recycling & Sustainability Summit | Greening the Computer Lifecycle: The State Electronics Challenge | Patty Dillon |
| State Electronics Challenge Introductory Webinar | Greening the Computer Lifecycle: SEC Introductory Webinar | Patty Dillon, moderator |
| November 2011 | | |
| Association of Ohio Recyclers | State Electronics Challenge | Lynn Rubinstein |
| Association of Ohio Recyclers | Source Reduction Through Reuse: Materials Exchanges | Lynn Rubinstein |
| December 2011 | | |
| Workshop for farmers & farm organizations in Western Massachusetts | Compost Marketing | Athena Lee Bradley |
| January 2012 | | |
| State Electronics Challenge Introductory Webinar | Greening the Computer Lifecycle: SEC Introductory Webinar | Patty Dillon, moderator |
| ERCC national webinar | Best Management Practices for Collection of E-Scrap | Lynn Rubinstein |
| February 2012 | | |
| The Green Schools National Conference | State Electronics Challenge | Lynn Rubinstein |

| Event | Topic | Staff Member |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------|
| March 2012 | | |
| Metropolitan Washington Council on Government, Recycling Committee webinar | Special Event Food Waste Composting | Athena Lee Bradley |
| Massachusetts Compost Operators Training | Compost Quality and Marketing | Athena Lee Bradley |
| MassRecycle Annual Conference | Plenary panel | Lynn Rubinstein |
| MassRecycle Annual Conference | State Electronics Challenge | Lynn Rubinstein |
| MassRecycle Annual Conference | Composting | Athena Lee Bradley |
| SEC Partner-only webinar | EPEAT Purchasing | Patty Dillon, moderator |
| April 2012 | | |
| Maine Recycling & Solid Waste Conference | NERC—25 Years of Making a Difference | Athena Lee Bradley |
| Maine Recycling & Solid Waste Conference | NYS/Regional Recycling Markets Database project and School Waste Reduction, Recycling, & Composting | Athena Lee Bradley |
| Maine Partners in Emergency Preparedness Conference | Be Prepared | Athena Lee Bradley |
| E-Waste Summit | Current Issues in E-Scrap Management | Lynn Rubinstein |
| TPCH Webinar | <i>Glass Matrix Test Method Evaluation Study</i> | Patty Dillon |
| State Electronics Challenge Introductory Webinar | Greening the Computer Lifecycle: The State Electronics Challenge Introductory Webinar | Lynn Rubinstein, moderator |
| May 2012 | | |
| Indiana Recycling Coalition Annual Conference | State Electronics Challenge | Patty Dillon |
| Vermont Mercury Lamp Law Webinar | Organizer/moderator | Lynn Rubinstein |
| New York Federation of Solid Waste & Recycling Conference | State Electronics Challenge | Lynn Rubinstein |
| Maryland Department of the Environment webinar | State Electronics Challenge | Lynn Rubinstein |
| 2012 Indiana Recycling Coalition Conference | Greening the Computer Lifecycle: The State Electronics Challenge | Patty Dillon |
| SEC Partner-only webinar | Printer Management & Paper Reduction | Lynn Rubinstein, moderator |
| June 2012 | | |
| State Electronics Challenge Introductory Webinar | Greening the Computer Lifecycle: SEC Introductory Webinar | Patty Dillon |
| State Electronics Challenge Webinar | Responsible Recycling Demonstration of E-Scrap Processing & Why Certification Matters | Lynn Rubinstein, moderator |

Appendix H – State Electronics Challenge Email Bulletin Articles

1. [State Electronics Challenge Is Now Coast-to-Coast](http://www.nerc.org/documents/bulletin/201107.html#coasttocoastjuly11) – July 2011
(<http://www.nerc.org/documents/bulletin/201107.html#coasttocoastjuly11>);
2. [Green Electronics Council Endorses State Electronics Challenge](http://www.nerc.org/documents/bulletin/201109.html#gecendorsementsept11NewStaff)) – September 2011
(<http://www.nerc.org/documents/bulletin/201109.html#gecendorsementsept11NewStaff>);
3. [Joins the State Electronics Challenge](http://www.nerc.org/documents/bulletin/201109.html#newsecstaffsept11)) – September 2011
(<http://www.nerc.org/documents/bulletin/201109.html#newsecstaffsept11>);
4. [Upcoming Free Information Webinars about the State Electronics Challenge](http://www.nerc.org/documents/bulletin/201109.html#fallsecwebinarssept11)) – September 2011
(<http://www.nerc.org/documents/bulletin/201109.html#fallsecwebinarssept11>);
5. [Samsung, Panasonic, & Sims Recycling Solutions Step Forward to Renew Sponsorships of State Electronics Challenge](http://www.nerc.org/documents/bulletin/201110.html#secsponsorsoctober11) – October 2011
(<http://www.nerc.org/documents/bulletin/201110.html#secsponsorsoctober11>);
6. [Free Webinars on Environmental Sustainability through Lifecycle Stewardship of Computer Equipment](http://www.nerc.org/documents/bulletin/201110.html#secwebinarsoctober11) – October 2011
(<http://www.nerc.org/documents/bulletin/201110.html#secwebinarsoctober11>);
7. [Free Webinar on Saving Money, Energy, & Environmental Sustainability through Lifecycle Stewardship of Computer Equipment](http://www.nerc.org/documents/bulletin/201111.html#secwebinarnovember11) – November 2011
(<http://www.nerc.org/documents/bulletin/201111.html#secwebinarnovember11>);
8. [Metech Recycling the Newest State Electronics Challenge Sponsor](http://www.nerc.org/documents/bulletin/201111.html#metechspornovember11) – November 2011
(<http://www.nerc.org/documents/bulletin/201111.html#metechspornovember11>);
9. [Samsung Recognized for Distinguished Sponsorship of State Electronics Challenge](http://www.nerc.org/documents/bulletin/201111.html#samsungsponsornovember11) – November 2011
(<http://www.nerc.org/documents/bulletin/201111.html#samsungsponsornovember11>);
10. [A Banner Month for the State Electronics Challenge](http://www.nerc.org/documents/bulletin/201111.html#fournewsecpartnersnovember11) – November 2011
(<http://www.nerc.org/documents/bulletin/201111.html#fournewsecpartnersnovember11>); – November 2011
11. [Introductory Webinars for State Electronics Challenge – January & February](http://www.nerc.org/documents/bulletin/201112.html#secwebinarsdecember11) – December 2011
(<http://www.nerc.org/documents/bulletin/201112.html#secwebinarsdecember11>);
12. [30 States & 127,000 Employees now Represented in State Electronics Challenge](http://www.nerc.org/documents/bulletin/201201.html#stateelectronicschallengejan12) – January 2012
(<http://www.nerc.org/documents/bulletin/201201.html#stateelectronicschallengejan12>);
13. [Save Energy through Lifecycle Stewardship of Computer Equipment – Free Webinars](http://www.nerc.org/documents/bulletin/201201.html#secwebinarsjan12) – January 2012
(<http://www.nerc.org/documents/bulletin/201201.html#secwebinarsjan12>);
14. [Energy Conservation through Lifecycle Stewardship of Computer Equipment – Free Webinar](http://www.nerc.org/documents/bulletin/201202.html#secwebinarfeb2012) – February 2012
(<http://www.nerc.org/documents/bulletin/201202.html#secwebinarfeb2012>);
15. [Consumer Electronics Association Continues Its Support of the State Electronics Challenge](http://www.nerc.org/documents/bulletin/201202.html#ceasponsorshipfeb2012) – February 2012
(<http://www.nerc.org/documents/bulletin/201202.html#ceasponsorshipfeb2012>);
16. [135,000 People, 32 States, All EPA Regions, 86 Partners](http://www.nerc.org/documents/bulletin/201202.html#secgrowthfeb12) – February 2012
(<http://www.nerc.org/documents/bulletin/201202.html#secgrowthfeb12>);

17. [ISRI R2/RIOS Steps Up for the State Electronics Challenge](http://www.nerc.org/documents/bulletin/201202.html#r2riosfeb12) – February 2012
(<http://www.nerc.org/documents/bulletin/201202.html#r2riosfeb12>);
18. [National Green Schools Conference](http://www.nerc.org/documents/bulletin/201202.html#greenschoolsfeb12) – February 2012
(<http://www.nerc.org/documents/bulletin/201202.html#greenschoolsfeb12>);
19. [Webinars Planned – Learn about the State Electronics Challenge & How it can Help You](http://www.nerc.org/documents/bulletin/201204.html#introwebinarsSECapril12) – April 2012
(<http://www.nerc.org/documents/bulletin/201204.html#introwebinarsSECapril12>);
20. [Webinar– Learn About the State Electronics Challenge & How It Can Help You](http://www.nerc.org/documents/bulletin/201205.html#introwebinarsSECmay12) – May 2012
(<http://www.nerc.org/documents/bulletin/201205.html#introwebinarsSECmay12>);
21. [New Resources on Paper Reduction & Power Management](http://www.nerc.org/documents/bulletin/201206.html#powermanagementpaperreductionjune12) - June 2012
(<http://www.nerc.org/documents/bulletin/201206.html#powermanagementpaperreductionjune12>);
22. [E-Scrap Recycler Demonstration & Why Certification Matters – Webinar](http://www.nerc.org/documents/bulletin/201206.html#escrapwebinarune12) – June 2012
(<http://www.nerc.org/documents/bulletin/201206.html#escrapwebinarune12>);
23. [Learn about Lifecycle Management of Computer Equipment – Purchase, Use, and Reuse & Recycle – Last Webinar of the Season](http://www.nerc.org/documents/bulletin/201206.html#secintrowebinarjune12) – June 2012
(<http://www.nerc.org/documents/bulletin/201206.html#secintrowebinarjune12>); and
24. [A Year in Review Published for State Electronics Challenge](http://www.nerc.org/documents/bulletin/201206.html#secayearinreviewjune2012) – June 2012
(<http://www.nerc.org/documents/bulletin/201206.html#secayearinreviewjune2012>).