



Environmental  
Quality

**State of North Carolina**

*Department of Environmental Quality*

*Division of Waste Management &*

*Division of Environmental Assistance and Customer Service*

## **Solid Waste and Materials Management Annual Report**

### **July 1, 2017 -- June 30, 2018**

Please submit this form to [Lgteam@ncdenr.gov](mailto:Lgteam@ncdenr.gov) by **September 1, 2018**.

**On the following pages you will find the Local Government Solid Waste and Materials Management Annual Report Form for Fiscal Year 2017-2018. Each North Carolina County and Municipality is required to complete this report annually. Completion and submission of this report will fulfill the annual reporting mandate to the state as required by G.S. 130A-309.09A. Failure to complete and submit this report could result in the local government being excluded from distributions of Solid Waste Disposal Tax Proceeds and other Department of Environmental Quality grants.**

Instructions:

Each local government should determine which staff member is responsible for preparing and submitting the annual report and ensure that the report is completed and submitted before the reporting deadline on September 1, 2018.

Options for obtaining a blank copy of this form:

- 1 - download a copy of the form from this web site: <http://deq.nc.gov/about/divisions/waste-management/solid-waste-section/annual-reporting>
- 2 - call the Division of Environmental Assistance and Customer Service at 877-623-6748
- 3 - request a copy of the form by sending an email to [Lgteam@ncdenr.gov](mailto:Lgteam@ncdenr.gov).

This form must be completed electronically using Adobe Reader. Adobe Reader can be downloaded for free at the following web site: <https://get.adobe.com/reader/> - it is suggested that you complete the form using the latest version of Adobe Reader. Please **DO NOT** complete this form using Adobe Acrobat Pro.

Complete the form by entering responses in the appropriate fields using Adobe Reader. Please save a copy of the completed form to your computer for your records by using the "Save As" option and choosing an appropriate file name. When naming the file, please include your community's name as a part of the file name.

After completing the report form, please submit a copy electronically to the Division of Environmental Assistance and Customer Service by attaching the report file to an email to [Lgteam@ncdenr.gov](mailto:Lgteam@ncdenr.gov)

If you need assistance completing or submitting this form, please feel free to contact one of the following Division of Environmental Assistance and Customer Service staff members:

- Wendy Worley, phone: 919-707-8136, email: [wendy.worley@ncdenr.gov](mailto:wendy.worley@ncdenr.gov)  
Matt James, phone: 919-707-8133, email: [matt.james@ncdenr.gov](mailto:matt.james@ncdenr.gov)

Form Year 2018



Environmental Quality

Required - Enter Your Local Government Name:

Highlands

State of North Carolina

Department of Environmental Quality

Division of Waste Management &

Division of Environmental Assistance and Customer Service

Local Government Report Form

Solid Waste and Materials Management Annual Report

July 1, 2017 -- June 30, 2018

COMPLETION AND SUBMISSION OF THIS REPORT WILL FULFILL THE ANNUAL REPORTING MANDATE TO THE STATE AS REQUIRED BY G.S. 130A-309.09A.

Please submit this form to Lgteam@ncdenr.gov by September 1, 2018.

If you have questions or need assistance completing this form, please call 919-707-8136 or 919-707-8133.

Person Completing This Report: Rebecca Shuler Title: Finance Director

Mailing Address: PO Box 460 City: Highlands Zip: 28741

Phone: (828)526.2118 Fax: (828)526.2595 Date: September 10, 2018

Email: rebecca.shuler@highlandsc.org

General Instructions

Please remember that the time period for the report is JULY 1, 2017 through JUNE 30, 2018. Please check "No" if you have nothing to report for a specific question.

1. Did your local government have a Recycling Coordinator or similar position for FY 17-18? Yes No

Name Recycling Coordinator (if different from person completing this report.)

Name: Title:

Address: City: Zip:

Telephone: Fax: Email:

2. Did your local government have a Solid Waste Director or similar position for FY 17-18? Yes No

If Yes, Name: Title:

Address: City: Zip:

Telephone: Fax: Email:

3. Did your local government have dedicated or part-time Solid Waste Enforcement Staff for FY 17-18? Yes No

If Yes, Name: Title:

Address: City: Zip:

Telephone: Fax: Email:

4. Did your local government have solid waste ordinances in place addressing any of the following during FY 17-18? (if yes, please check all that apply)

Disposal Bans Illegal Dumping Littering Other, Please Describe:

5. Did your local government manage, provide or contract for any solid waste services in FY 17-18 (e.g., collection, disposal, recycling, mulching, composting)? Yes No

If you answer "No" to question 5, the report is complete, please email to Lgteam@ncdenr.gov.

## Part I. Waste Reduction and Recycling Programs Serving Government Facilities

The following questions pertain to waste reduction and recycling activities / programs that serve local government facilities.

6. Did your local government have a recycling program in place for collecting recyclable materials generated at public buildings in FY 17-18?  Yes  No
7. Did your local government have any program or policy encouraging or requiring local agencies to purchase products with recycled content?  Yes  No
8. Did your local government have a program in place to collect and recycle spent fluorescent lights generated from the public buildings and facilities that were operated by your government in FY 17-18?  Yes  No

## Part II. Waste Reduction and Recycling Programs Serving the Public

### SOURCE REDUCTION / REUSE

9. Did your local government have a backyard composting program?  Yes  No
10. If yes, please check all backyard composting activities that apply:  
 Education  Demonstration site(s)  Bin distribution/sales Number of Bins distributed? \_\_\_\_\_
11. Did your local government operate a program to promote source reduction efforts such as junk mail reduction, phone book opt-out through [www.yellowpagesoptout.com](http://www.yellowpagesoptout.com), or by promoting the use of non-toxic alternatives?  Yes  No
12. Did your local government offer a waste exchange or reuse program?  Yes  No
13. If you answered "yes" in question 12, please indicate which waste exchange and/or reuse programs were available to the public:  
 Swap shop/shed Number of sheds in use? \_\_\_\_\_  Paint exchange Number of gallons recovered? \_\_\_\_\_  
 Other (e.g. pallet exchange, etc.) \_\_\_\_\_

### PUBLIC RECYCLING SERVICES

14. Which of the following responses best describes your recyclables recovery activities for the period July 1, 2017 through June 30, 2018?
- My local government **DID operate or contract** for a recyclables recovery program. (please continue to question 15)
- My local government **DID NOT operate or contract** for recyclables recovery **BUT DID participate** in a recyclables recovery program sponsored by another local government. (Please identify the public agency/organization responsible for its operation; then go to Part IV on page 7.)
- With which local government did you participate? \_\_\_\_\_
- My local government **DID NOT operate, contract or participate** in a recycling program. (Go to Part IV on page 7.)

If your local government **DID operate or contract** for a recyclables recovery program, please indicate in the following sections the type of program in operation and provide specifics about your program(s).

### CURBSIDE RECYCLING PROGRAM

15. Did your government operate a Curbside Recycling Program?  Yes  No, skip to question # 25
16. Who collected the recyclable materials for your local government's curbside recycling program?
- Local government employees
- Private contractor (please specify) \_\_\_\_\_
- Franchised hauler (please specify) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

17. Please provide the following information about your community:
- Total number of households in your jurisdiction? \_\_\_\_\_
  - Number of households eligible to participate in the curbside recycling program: \_\_\_\_\_
  - Provide the **number of households** that participate in the curbside recycling program (estimate if necessary): \_\_\_\_\_
18. If your curbside recycling program is operated through a public franchise granted to a private company then please answer the following:  
 Is public participation in the franchise:  Voluntary or  Mandatory  
 Does your franchise consist of:  One service district or  Multiple service districts
19. What sector(s) of your community was served by the curbside recycling program?  
 Residential  Commercial  Industrial
20. If you checked commercial or industrial in question 19, please indicate the number of accounts served: \_\_\_\_\_
21. How frequently were the curbside recyclables collected?  
 Once a week  Every other week / biweekly  
 Other \_\_\_\_\_
22. Please describe the collection containers used:  
 Bins  Blue bags  
 Multi-bin system  Roll-out carts
23. Please describe the method / style of recyclable materials handling:  
 curb-sort (collector separates material as collected)  single stream / commingled  
 dual / two stream  don't know / other
24. If you checked "Roll-out carts" in question 22, please indicate the approximate size (volume) of the carts used:  
 less than 50 gallon cart  65 gallon cart  
 95 gallon cart  multiple sizes of cart available

### **DROP-OFF RECYCLING PROGRAM**

25. Did your government operate a Drop-off Recycling Program?  Yes  No, skip to question # 32
26. Who collected the recyclable materials for your local government's drop-off recycling program?  
 Local government employees  
 Private contractor \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_
27. Please describe the method / style of recyclable materials handling for your drop-off recycling program:  
 source-separated (citizens separate materials by type)  single stream / commingled  
 dual / two stream (paper separated from cans/bottles)  don't know / other
28. Please estimate the number of households served by your drop-off recycling program. \_\_\_\_\_
29. What sector(s) of your community are served by the drop-off recycling program?  Residential  Commercial  Industrial
30. How many drop-off locations did you provide for the citizens in your jurisdiction? Number of Sites: \_\_\_\_\_
31. How many of these locations were staffed with attendants?  All  None  Some please list # of staffed sites: \_\_\_\_\_

### **ELECTRONICS RECYCLING PROGRAM**

*Please answer the following questions about local government sponsored efforts to collect electronics from the public. The tonnage of any materials collected by the electronics recycling programs should be listed in the "Other" column in the Recycling Tonnages Chart on pg 5.*

32. Did your community operate an electronics recycling program in FY 17-18?  Yes  No, skip to question # 38
- If you did operate an electronics recycling program, please indicate style of program:  
 Permanent - Curbside Collection  Permanent - Drop-off  Scheduled Collection Day or Event  Part of HHW Program
- If you offer curbside collection of electronics is it:  by appointment or  unscheduled
- If you operate a drop-off electronics program, how many collection sites do you provide? Number of Sites: \_\_\_\_\_

33. Did your electronics recycling program collect or accept televisions from (check all that apply):  Residences  Businesses
34. Did your electronics recycling program collect or accept computer equipment from (check all that apply):  Residences  Businesses
35. DEQ distributes Electronics Management Funds each February to eligible governments (G.S. 130A-309.137). If your government was eligible to receive proceeds from the State Electronics Management Fund in February of 2018, please provide the following information:  
 Electronics Management Fund balance as of July 1, 2017: \$ \_\_\_\_\_  
 Electronics Management Funds received from DEQ during FY 17-18 (Feb 2018 distribution): \$ \_\_\_\_\_  
 Electronics Management Funds spent during FY 17-18: \$ \_\_\_\_\_  
 Electronics Management Fund balance as of June 30, 2018: \$ \_\_\_\_\_
36. Briefly explain how Electronics Management Funds were spent during FY 2017-18 (please list items purchased if applicable):

37. If you did operate an electronics recycling program, please provide the following information about your vendor / contractor:  
 Name of electronics recycling vendor(s) during FY 17-18: \_\_\_\_\_  
 Does the electronics recycling vendor(s) listed above hold either the e-Steward or R2 certifications?  Yes  No

**OTHER PUBLIC RECYCLING PROGRAMS**

*Please answer the following questions about local government sponsored recycling efforts. List only programs operated or contracted for by the local government. The tonnage of any materials collected by the following programs should be listed in the "Other" column in the Recycling Tonnages Chart on pg 5.*

38. Did your local government operate a multifamily recycling collection program that provides on-property recycling service for residents of multifamily properties in a manner other than through your curbside or dropoff recycling programs?  Yes  No
39. Did your local government operate a recycling program to serve commercial or institutional members of your community in a manner other than through your curbside or dropoff recycling programs?  Yes  No
40. Does your local government provide recycling services to Alcoholic Beverage Commission permit holders?  Yes  No  
 On-site collection services provided If on-site collection provided, please estimate # of ABC accounts served: \_\_\_\_\_  
 Public drop-off recycling sites available for ABC On Premises Permit holders to use
41. Does your local government operate a program to recycle Construction and Demolition materials?  Yes  No  
 If yes, please check all materials that were recycled and report tonnages in tonnage table on page 5:  
 Clean Wood  Brick, concrete, etc.  Sheetrock  Vinyl siding  Shingles  Metals  Other
42. Does your local government have an ordinance regulating the construction and demolition waste stream with the intention of encouraging or requiring waste reduction or recycling of these materials?  Yes  No
43. Please identify all Away From Home / Recycling On The Go programs or services operated by your government during FY 17-18. (check all that apply and if possible indicate tonnages on page 5 in "Other" column)  
 Public Parks Recycling Program  Athletic Field /Venue Recycling Program  
 Pedestrian Recycling Program  Recycling Service for Special Events / Festivals
44. Please identify all "Other" programs or services operated by your government during FY 17-18. (check all that apply and if possible indicate tonnages on page 5 in "Other" column)  
 Public School Recycling Program  
 Scheduled Collection Drives (e.g. confidential document shredding event held quarterly, once a year, etc.)  
 Lend-a-Bin Program where local government provides recycling containers to community organizations for use at events  
 Organics / Food Waste Recycling other than yard waste program  
 Oyster Shell Recycling Program  
 Other Programs (please specify) \_\_\_\_\_

*Programs to manage Special Wastes are addressed in Part III on page 6, please do not include Special Waste programs above.*

## RECYCLING TONNAGES FROM PUBLIC PROGRAMS

45. a. Enter data in the table below for ALL recycling programs operated or contracted for by your local government. Provide TONNAGES (or estimates) for each material collected for the period JULY 1, 2017 through JUNE 30, 2018. DO NOT include materials that were not collected or managed by your local government either directly or under contract to a private service provider.
- b. Do NOT report YARD WASTE, TIRES, HHW, USED OIL, OIL FILTERS, ANTI-FREEZE, BATTERIES or other SPECIAL WASTE tonnages on this page - these items should be reported in other sections of report form. See page 6 for SPECIAL WASTES.
- c. Please report materials collected in tons only. Please only extend numbers to two decimal places (x.xx).
- d. If you collected single stream or other commingled materials, record Tons in the "Commingled tons" row and then check the box for each individual material type that was commingled.

PROGRAM	Curbside		Drop-off		All "Other" Programs		Total Tons (totals are calculated by form)
	<input type="checkbox"/> if Yes	Tons	<input type="checkbox"/> if Yes	Tons	<input type="checkbox"/> if Yes	Tons	
<b>GLASS:</b>							
Clear	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Brown	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Green	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Mixed	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
<b>PLASTIC:</b>							
PET #1	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
HDPE #2	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
All Plastic Bottles	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Other Plastic Containers	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Bulky Rigid Plastics	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
<b>METAL:</b>							
Aluminum Cans	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Steel Cans	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
White Goods	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Other Metal	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
<b>PAPER:</b>							
Newsprint (ONP)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Cardboard (OCC)	<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	162	162
Magazines (OMG)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Office Paper	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Mixed / Other Paper	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Cartons / Aseptic Containers	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
<b>WOOD:</b>							
Pallets	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Other Wood - DO NOT report yard waste tons here	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
<b>OTHER MATERIALS:</b>							
Textiles (clothes etc...)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Televisions	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Other Electronics	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
C&D Materials Recycling	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
Commingled tons-check all items collected above	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
<b>TOTAL TONS:</b>						162	162

46. **RECYCLING TONNAGE AS A RESULT OF POLICY OR ORDINANCE:** complete this section for materials that were recycled as a result of local government ordinances or policies but that were NOT collected or managed directly by your local government recycling program. E.g. a corrugated cardboard disposal ban supported by a reporting mechanism for collecting data on private recycling tonnages.

Material Type	Tons Diverted	Describe the mechanism that caused these materials to be recovered and data collection method

## Part III. Special Waste Collections

*This section concerns local government programs for managing materials that require special handling or that are banned from landfilling. Please provide responses and data as indicated below considering services provided to the public. Please do not include data on materials that were accepted and then disposed of in a landfill. Do not include materials generated exclusively by government operations (e.g. motor-fleet services). Question 47 is about materials accepted outside of any Household Hazardous Waste (HHW) Program or event. If special wastes were only accepted as a part of an HHW Program or HHW event and were not collected by separate recycling efforts then do not record materials in question # 47 but instead report with HHW materials in question # 48.*

### Special Waste Collections (Do Not Include Materials Collected as part of an HHW Collection Program or Event)

47. Special Waste Programs for Collecting Materials from Citizens by Material Type	Did program collect this material from the public?		# of sites	Data on quantities collected / managed. Please report in indicated units.		
Used Motor Oil	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____	_____ gallons		
Used Oil Filters	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____	_____ barrels, or	_____	lbs
Used Antifreeze	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____	_____ gallons		
Batteries, Lead Acid	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____	_____ # batteries, or	_____	lbs
Batteries, Dry Cell	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____	_____ lbs		
Fluorescent Bulbs/Lights Containing Mercury	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____	_____ lbs, or	_____	# bulbs
Propane Tanks	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____	_____ lbs, or	_____	# tanks
Used Cooking Oil / Waste Vegetable Oil	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____	_____ lbs, or	_____	gallons
Other Special Wastes - please provide waste type here: _____	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____	_____ lbs		
Pesticide Containers (NCDA Program, not pesticides themselves)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____	_____ lbs, or	_____	# containers
NCDA Pesticide Disposal Assistance Program (for management of pesticides, not containers)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____	_____ lbs		
Latex Paint (do not include paint collected at HHW event or by a paint exchange program)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	_____	_____ gals, or	_____	lbs

### Household Hazardous Waste (HHW) and Conditionally Exempt Small Quantity Generator (CESQG) Program or Event

48. Did your local government operate a household hazardous waste collection program or event in FY 17-18?  Yes  No

If Yes, please respond to the following questions:

- Was HHW collected at a permitted Temporary Event or at a Permanent HHW Collection Facility?  Permanent  Temp. Event
- How many days was your HHW Program open to accept materials during this Fiscal Year? \_\_\_\_\_
- Did you partner or co-sponsor your HHW program with another local government?  Yes  No  
Please list partner(s) \_\_\_\_\_
- Provide number of citizens / households that participated in your HHW collection program this Fiscal Year? \_\_\_\_\_
- Did your program accept materials from small businesses (Conditionally Exempt Small Quantity Generators)?  Yes  No  
If yes, please estimate the amount of business material managed \_\_\_\_\_ pounds
- Amounts of individual materials collected by HHW Program: if totals for individual materials are known please itemize below. If data about individual materials is not available, please simply provide total quantity of materials collected by HHW program in 48g below. Note, materials listed here should only be those collected at an HHW Program and should not include materials listed in question 47.
 

Used Motor Oil (gal) _____	Used Oil Filters _____	# of Barrels, or _____	lbs.
Used Antifreeze (gal) _____	Lead Acid Batteries (lbs) _____	Other Batteries (lbs) _____	
Fluorescent Bulbs / Lights Containing Mercury (lbs) _____			
- Provide Total Quantity of materials collected by HHW Program. If individual materials were reported in 48f, please net the weight of those materials out of the total listed here. \_\_\_\_\_ pounds
- Please list HHW Collection Contractor \_\_\_\_\_
- Estimated cost of HHW / CESQG program or event(s) \$ \_\_\_\_\_

**Pages 3 through 6 should have only been completed by governments indicating in question # 14 that they DO provide recycling services. All governments answering "Yes" to question # 5 on page 1 should complete the rest of the report with the exception of PART VIII which is only to be completed by Counties.**

## Part IV. Yard Waste, Mulching and Composting Management

*This section concerns management of vegetative materials. Yard waste may not be disposed in sanitary landfills, incinerators, or in unpermitted sites and it is illegal to burn. Composting and mulching are popular management options. Please answer the questions below about your management of vegetative materials. Do not include information on food waste or non-vegetative materials in this section.*

49. Does your local government operate a yard waste program?  Yes  No If yes please indicate how yard waste is managed by checking all that apply:  Collected curbside  Collected at convenience center  Received at yard waste, compost, or LCID facil.
50. Did a storm event significantly impact the amount of yard waste your government managed during FY 17-18?  Yes  No
51. What quantities of materials were managed by your yard waste program? **Provide information in TONS OR CUBIC YARDS of organic material (yard waste, brush, limbs, leaves, etc.) managed.** For conversion purposes, use 400 lbs./cubic yd.

Destination	Check if used	Tons	Cubic Yards	Please Provide Name and Location of Facility Receiving Vegetative Materials
End user (to farmer or home-owner)	<input type="checkbox"/>			
Your local government's mulch or compost facility	<input type="checkbox"/>			
Other public mulch or compost facility	<input type="checkbox"/>			
Private mulch or compost facility	<input type="checkbox"/>			
Land clearing and inert debris landfill (LCID)	<input type="checkbox"/>			
Energy / Fuel Use (e.g. boiler fuel market)	<input type="checkbox"/>			
<b>Total</b>				

**YARD WASTE MANAGEMENT FORMULA:** If yard waste quantities are not tracked, you may use this formula below to help you estimate yard waste volume. Calculate for each truck used in your yard waste management program, and then enter the grand total volume managed by program in the appropriate boxes above. *Ex. 10 yd<sup>3</sup> truck x 3 days/wk x 16 wks = 480 yd<sup>3</sup>*

$$\begin{array}{ccccccc}
 \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \text{ yd}^3 \\
 \text{Size of Truck (in yards)} & & \text{Avg. no. of times truck fills each week} & & \text{\# of weeks truck is used during year} & & \text{TOTAL}
 \end{array}$$

## Part V. Solid Waste Collection Services

*This section concerns your local government's provision of solid waste (garbage) collection services.*

52. Please complete the following table about your government's solid waste collection system.

Sector	Who Collects Solid Waste? Insert Letter - see codes at right				How is Solid Waste Collected? Insert # - see codes at right				Who Collects Solid Waste?	How is Solid Waste Collected?
	Residential	Primary	a	Secondary		Primary	2	Secondary		a. Local government employees
Commercial	Primary	a	Secondary		Primary	5	Secondary		b. By Contract	2. Twice a week at household
Industrial	Primary		Secondary		Primary		Secondary		c. Franchise haulers	3. Convenience center/greenbox
									d. Local government not involved in provision of service	4. As needed or by request
										5. Daily
										6. Other

53. If you provide residential waste collection at single-family households in your jurisdiction, please answer the following questions:

- What type of collection method is used?  Fully Automated  Semi-Automated  Manual  Don't know
- What is the standard collection frequency?  Weekly  Two times per week  Other
- What is the typical service point for single family household waste?  Curbside  Back yard / Back door
- What type of collection container is used?  Government-provided carts  Resident-provided container  Bags
- Do you offer bulky waste collection services?  Yes  No

54. For municipalities - did your government collect white goods at the curb?  Yes  No  
If so, were white goods delivered to the county for marketing?  Yes  No

## Part VI. Solid Waste and Recycling Educational Activities

55. Did **your local government** have an education program to inform citizens specifically about solid waste management and / or recycling issues / activities?  Yes  No (If No, skip to Part VII, page 8)
56. Please estimate your annual budget for solid waste related education and outreach activities: \$150
57. Does your community produce recycling education and outreach materials in languages besides English?  Yes  No  
If YES, please list other languages used: \_\_\_\_\_
58. Please provide your recycling website address and public information phone number if applicable.

Website: \_\_\_\_\_

Phone #: \_\_\_\_\_



## Part VII. Resources for Solid Waste Management and Full Cost Accounting

Sufficient resources available to solid waste management programs are essential for continued success of these programs. The following questions deal with funding of your community's solid waste and materials management programs.

59. Did your local government operate an Enterprise Fund for solid waste services in FY 17-18?  Yes  No

60. With regards to funding sources, check all that apply to your local government:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Tipping fees                     | <input type="checkbox"/> Volume/weight-based fees (e.g. PAYT) | <input type="checkbox"/> Tire tax                |
| <input type="checkbox"/> Property taxes / general fund    | <input type="checkbox"/> Sale of recyclables                  | <input type="checkbox"/> White Goods tax         |
| <input checked="" type="checkbox"/> Per household charges | <input type="checkbox"/> Grants                               | <input checked="" type="checkbox"/> Disposal Tax |

61. NC Waste Disposal Tax proceeds are distributed to eligible local governments on a quarterly basis by the Department of Revenue. According to GS 105-187.63 these funds must be used by a city or county solely for solid waste management programs and services.

How are disposal tax distributions being used? The amount for the fiscal year 2017/18 was \$636.15 and it went into the collection fees.

62. If applicable, please provide your FY 17-18 household fees. (e.g., a. \$45.00 per year per household for solid waste)

a. \$ 20 per month per household for solid waste

b. \$ \_\_\_\_\_ per \_\_\_\_\_ per \_\_\_\_\_ for recycling

c. \$ \_\_\_\_\_ per \_\_\_\_\_ per \_\_\_\_\_ for yard waste

d. \$ \_\_\_\_\_ per \_\_\_\_\_ per \_\_\_\_\_ for bulky waste

e. \$ \_\_\_\_\_ per \_\_\_\_\_ per \_\_\_\_\_ availability fee

f. \$ 20 per month per household total charge

63. Did your local government operate a Pay-As-You-Throw program for residential garbage during FY 17-18? (a system where residents are charged a fee by weight or volume for the amount of trash they discard)  Yes  No

According to GS 130A-309.08, local governments are required to conduct full cost accounting annually and to develop a system to inform users of such costs.

64. If your local government contracts for solid waste or recycling services, please report the annual contract amount.

\$ \_\_\_\_\_ For solid waste services per year

\$ \_\_\_\_\_ For recycling per year

OR

\$ \_\_\_\_\_ Combined Contract (solid waste, and recycling)

65. Collection Programs: Please complete the following table to the best of your ability to display the full costs of your local government's collection programs for waste, recyclables and yard waste including materials collected from convenience centers. **If full cost analysis is not available, please report program budget in Total Cost column.**

	# of Households served	Tons Collected	Collection Cost	Disposal Cost (tipping fees paid)	Total Cost including overhead	Cost Per Ton Managed (calculated by form)
<b>Municipal Solid Waste*</b>	2,065	2,578.68	520,258.02	151,886.19	672,144.21	260
<b>Recycling Program**</b>		162		9,541.8	9,541.8	58
<b>Yard Waste Program</b>						
<b>Totals (calculated by form):</b>		2,740.68	520,258.02	161,427.99	681,686.01	248

\*for materials collected and sent for eventual disposal in a Municipal Solid Waste or Construction and Demolition Landfill.

\*\*for materials collected by public recycling programs including those services offered to commercial and industrial generators. Do not include special waste services.

66. If your government operates a landfill, transfer station, yard waste /compost facility or recycling facility, please provide total budget for facility operations (round to nearest dollar). If budgets for different facilities are combined, please attempt to allocate costs proportionately. Landfill Budget: \$ \_\_\_\_\_

Transfer Station Budget: \$ \_\_\_\_\_

Yard Waste / Compost Facility Budget: \$ \_\_\_\_\_

Recycling Facility Budget: \$ \_\_\_\_\_

67. What was your government's total combined annual budget for all solid waste and recycling services in 17-18? \$744,713.58

## Part VIII. County Mandated Programs

The following questions pertain to programs mandated by N.C. statute to be provided by each county. ***Only county governments need to complete this section (questions 68 through 96). Municipalities should skip to Part IX on page 11. Counties - failure to complete Part VIII may result in non-eligibility for grant requests.***

### WHITE GOODS

68. Please provide name, address, phone number, and e-mail of person responsible for white goods program.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

69. Please provide the physical address of the primary county white goods collection site.

Street 1: \_\_\_\_\_  
 Street 2: \_\_\_\_\_  
 City: \_\_\_\_\_ State: North Carolina Zip: \_\_\_\_\_

70. Please provide the name of the business or person that removes the refrigerant gases (CFCs) from white goods.

Name: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: North Carolina Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

71. Give amounts / types of CFCs removed. Attach records of CFC removal, and copy of certification of person(s) performing extraction.

Type of CFC Removed	Amount

72. CFCs may be recycled or sent for destruction. Give name of firm, disposal method and amount earned / spent for CFC disposal.

Firm	Method of Disposal	Amount Earned	Amount Spent

73. Please report the tonnage of white goods collected during FY 2017-18 in the Recycling Tonnages table on page 5 (question # 45). Was white goods tonnage reported on page 5?  Yes  No

74. List the amount of revenue for the white goods program by source:

Revenue collected from sale of scrap: \$ \_\_\_\_\_  
 Revenue collected from White Goods Tax Distributions: \$ \_\_\_\_\_  
 Revenue from other source (e.g. grants): \$ \_\_\_\_\_  
 Total Revenue: \$ \_\_\_\_\_

75. According to the White Goods Law, White Good Tax Distributions must be spent on white goods activities. Give amounts and types of expenditures White Good Tax Distributions were used for (do not include funds received from grants).

Operational Expenses: \$ \_\_\_\_\_  
 Capital Improvements: \$ \_\_\_\_\_  
 Clean-up of Illegal White Goods Dumps: \$ \_\_\_\_\_  
 Total Expenditures: \$ \_\_\_\_\_

**SCRAP TIRES**

76. Please provide name, address, phone number, and e-mail of person responsible for scrap tires program.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

77. Please provide the physical address of the primary county scrap tires collection site.

Street 1: \_\_\_\_\_

Street 2: \_\_\_\_\_

City: \_\_\_\_\_ State: North Carolina Zip: \_\_\_\_\_78. Tonnage/Number of scrap tires disposed July 1, 2017-June 30, 2018 (excluding tires from cleanup of nuisance sites)\_\_\_\_\_ Tons **or** \_\_\_\_\_ Number of tires

79. Tonnage/Number of scrap tires disposed from cleanup of state or county designated nuisance sites

\_\_\_\_\_ Tons **or** \_\_\_\_\_ Number of tires

80. Indicate the types of tires collected by the county:

Passenger \_\_\_\_\_ % Heavy Truck \_\_\_\_\_ % Large Off-Road \_\_\_\_\_ %

81. List the amount of revenue for the scrap tire program by source:

Revenue from Scrap Tire Tax Distributions: \$ \_\_\_\_\_

Revenue from Tire Fees: \$ \_\_\_\_\_

Revenue from Scrap Tire Clean-up Reimbursements: \$ \_\_\_\_\_

Revenue from Scrap Tire Cost-Overrun Grants: \$ \_\_\_\_\_

Total Revenue: \$ \_\_\_\_\_

82. County's total scrap tire program contract expenditure (contract disposal/hauling costs), excluding costs of nuisance tire cleanups, for FY 17-18. \$ \_\_\_\_\_

83. County's additional scrap tire program expenditure (i.e. labor, convenience center cost), if any.

Labor \$ \_\_\_\_\_

Site Cost \$ \_\_\_\_\_

Other \$ \_\_\_\_\_ describe Other: \_\_\_\_\_

84. County's contract cost for scrap tire disposal. \$ \_\_\_\_\_ / Ton; \$ \_\_\_\_\_ / Tire

85. Hauling cost or fuel surcharge, if not included in contract cost above. \$ \_\_\_\_\_ / Ton; \$ \_\_\_\_\_ / Tire

86. Total tipping fees collected for tires not eligible for free disposal. \$ \_\_\_\_\_

87. Total number of tires collected not eligible for free disposal: \_\_\_\_\_

88. If scrap tires were not hauled off site by contracted service provider, were they cut and disposed in a local landfill?  Yes  No

89. Name of tire disposal/recycling firm(s): \_\_\_\_\_

**TEMPORARY DISASTER DEBRIS STAGING SITES**90. Does your local government have a plan in place for management of disaster debris?  Yes  NoIf yes, indicate if the plan is a stand-alone plan or in conjunction with local government agencies:  Stand-alone  In conjunction91. If you indicated having a plan, has the plan been reviewed by N.C. Emergency Management or FEMA to ensure it meets the basic requirements for public assistance reimbursement in a declared disaster event?  Yes  No

92. Please list the name, contact numbers(s), and e-mail address of the person(s) in charge of the disaster debris management program for your local government:

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

93. Please list the temporary disaster debris staging sites in your county or municipality which have been reviewed for conflicts with the Natural Heritage Program (NHP) and the State Historic Preservation Office (SHPO) through coordination with the Solid Waste Section. *Please note that the vetting of a site prior to a disaster is advantageous to local governments because a staging site which is found to have impacted federal or state resources after a disaster may cause difficulty for local governments when attempting to obtain FEMA reimbursement. Attach extra sheets, if needed.*

Disaster Site #	Site Name	Disaster Site #	Site Name

94. Does your plan address the management of household hazardous waste and white goods following a disaster?  Yes  No
95. Does your plan address mass animal mortality?  Yes  No

**MANAGEMENT OF ABANDONED MANUFACTURED HOMES BY COUNTIES**

96. Has your county considered whether to implement a program for the management of abandoned manufactured homes?  Yes  No
- If yes, has your county developed a written plan for the management of abandoned manufactured homes?  Yes  No

**Part IX. Comments**

Use this section to elaborate on any info provided in your report as necessary. We would appreciate your comments about this report or other matters regarding solid waste management in North Carolina. Thank you for your time. You may submit additional sheets if needed.

**This form is to be submitted electronically. If you require assistance, please contact one of these NC DEACS staff members:**  
 Matt James, email: matt.james@ncdenr.gov phone 919-707-8133  
 Wendy Worley, email: wendy.worley@ncdenr.gov phone: 919-707-8136

The Division of Environmental Assistance and Customer Service Local Government Assistance Team is ready to assist you in any way we can. Please visit our Web site at <https://deq.nc.gov/conservation/recycling/local-government-recycling-assistance> or e-mail us at [Lgteam@ncdenr.gov](mailto:Lgteam@ncdenr.gov)

