BUY recycled!

The S.C. Solid Waste Policy and Management Act of 1991 (Act) requires colleges/universities to purchase recycled, reusable and recyclable products whenever practical.

The Act sets a state goal that 25 percent of purchases contain recycled content. Here are a few tips to get started.

- **Ask for it.** When asking for quotes or bids on state contracts, include recycled-content specifications in your request. To view sample procurement language, visit the Natural Resources Defense Council at **www.nrdc.org/business/** and then select GREENING ADVISOR.

- **Look for "post-consumer."** The "State of South Carolina Guide for Recycled Products" provides guidance on post-consumer content for common products. To view the guide, visit **http://procurement.sc.gov/** and select GREEN PURCHASING under AGENCY USERS.

- **Use a 7.5 percent price preference.** When deciding between traditional and recycled products, add 7.5 percent to the lowest bid price for the non-recycled product to compare costs.

- **Report your purchases.** Set up a system to keep track of recycled-content products. A simple check box on an existing form may be all that's needed. You also can ask your vendor for a record of recycled-content purchases.

- **What else can I do?** Lessen environmental and public health impacts by purchasing products that reduce water, energy and chemical use. The certification labels shown below indicate environmentally preferred products.

DO IT!
recycle!

The Act requires colleges/universities to establish waste reduction and recycling programs to help the state reach its goal of recycling 40 percent of municipal solid waste by the year 2020. Here are some tips to help get started.

Minimize waste.
- Print only when necessary and print double-sided when you do.
- Use re-usable cups, water bottles, plates and flatware.
- Replace your trash can with a mini-bin to encourage recycling. Then reuse your old trash can as a recycling bin.

Find a recycling hauler.
- If located in the Midlands, consider using the S.C. Department of Corrections' pickup service.
- Check with the county or city to see if they can pick up your recyclables. To find your local recycling coordinator, visit **www.scdhec.gov/RecycleHereSC**.
- Look for a private hauler that meets your needs.

Set up collection points.
- Set up desk-side containers. These can be purchased or made from reusable goods such as paper boxes.
- Set up containers in commonly used areas (e.g., near copy machines, in break rooms).
- Post signage to remind students, faculty and staff what and where to recycle.

Need help?

The S.C. Department of Health and Environmental Control's Office of Solid Waste Reduction and Recycling's **RecycleU Program** can help you manage your recycling program. To get started, please call **1-800-768-7348** or visit **www.scdhec.gov/recycle**.

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dhec
S.C. Department of Health and
Environmental Control

The S.C. Solid Waste Policy and Management Act of 1991 (Act) – S.C. Code of Laws § 44-96-140 et seq. – provides a comprehensive outline for colleges/universities to follow for the management of solid waste.

The Act requires colleges/universities to:

- **Establish recycling programs for the collection of selected material** including aluminum, cardboard, glass, lead-acid batteries, paper, plastic, tires and used motor oil;

- **Evaluate and make necessary modifications to their programs** to ensure material is recycled to the maximum extent possible; and

- **Establish waste reduction programs** for material used to achieve the maximum feasible reduction.

In addition, the Act requires colleges/universities to report the type and amount of material recycled as well as information on the purchase of recycled-content products by September 15 of each year to DHEC.

Questions?

Need help? Visit **www.scdhec.gov/recycle** or call **1-800-768-7348**.

Other resources are available through **RecycleU** – a comprehensive program assisting colleges/universities in recycling, buying recycled and reporting their efforts.

dhec
S.C. Department of Health and Environmental Control

Colleges/universities are required to report by September 15 each year.

Recycling data is submitted via an annual survey provided by the S.C. Department of Health and Environmental Control (DHEC) through the online software system Re-TRAC Connect at **connect.re-trac.com**. Here are some simple guidelines to assist colleges/universities.

- **Keep good records.** Use a spreadsheet to keep a consistent record of the amount (in pounds or tons) of materials recycled. This information may be provided by the recycling hauler or may be estimated using the "Guide to Tracking and Reporting Recycling Data." A PDF of the guide is available at **www.scdhec.gov/library/CR-011177.pdf**.

- **Communicate with other offices/locations.** Information included in the annual report should represent the entire college/university. Clear communication will help ensure that all buildings/areas provide accurate data.

- **Communicate with your hauler/service provider.** Maintaining a good relationship with your recycling hauler/service provider will ensure that they provide records in a timely manner.

- **Get to know Re-TRAC Connect.** Familiarizing yourself with the survey will make reporting your data easier.

- **Need help converting volume measurements to weight?** A helpful conversion chart is available at **www.scdhec.gov/library/CR-011175.pdf**.

- **Do you need help determining the size of the recycling containers you're using?** Visit **www.scdhec.gov/library/CR-011176.pdf** to see a handy reference card showing typical collection containers and the sizes of each.

State Contracts for Recycled-Content & Recycling Services

Recycled-Content Products

FURNITURE

CONTRACT: **www.procurement.sc.gov/files/contracts/Furniture%202017Apr.pdf**

VENDORS .... Look for contractors marked in the "Green" category.
CONTRACT TERM .... 12/05/2012 – 12/04/2017

OFFICE SUPPLIES & COPY PAPER

CONTRACT: **www.procurement.sc.gov/files/contracts/ofsup-pv2.pdf**

VENDOR .... **Forms & Supply, Inc.**
TELEPHONE .... (803) 794-6759 ext. 203
CONTRACT NUMBER 4400008126
CONTRACT TERM .... 09/17/2014 – 09/16/2019

VENDOR .... **Staples Business Advantage**
TELEPHONE .... (843) 276-2880
CONTRACT NUMBER 4400009209
CONTRACT TERM .... 09/29/2014 – 09/28/2019

REMANUFACTURED TONER CARTRIDGES

CONTRACT: **www.procurement.sc.gov/files/contracts/Remanufactured_Toner_Cartridges%20july%202017.pdf**

VENDOR .... **Managed Print (Dell and HP)**
TELEPHONE .... (803) 788-6442 ext. 224
CONTRACT NUMBER 4400009606
CONTRACT TERM .... 12/31/2014 – 12/30/2019

REMANUFACTURED TONER CARTRIDGES (continued)

VENDOR .... **Printing Supplies USA (Brother, Lexmark and XEROX)**
TELEPHONE .... (609) 799-3800
CONTRACT NUMBER 4400009607
CONTRACT TERM .... 12/31/2014 – 12/30/2019

SPECIALTY PAPER & TRUCKLOAD DELIVERIES

CONTRACT: **http://webprod.cio.sc.gov/SCSolicitationWeb/contractSearch.do?solicitnumber=5400006886**

VENDOR .... **Athens Paper**
TELEPHONE .... (704) 598-4003
CONTRACT NUMBER 4400007661
CONTRACT TERM .... 01/01/2014 – 12/31/2017

VENDOR .... **OfficeMax**
TELEPHONE .... (336) 969-6629
CONTRACT NUMBER 4400015186
CONTRACT TERM .... 01/10/2017 – 12/31/2022

TOILET TISSUE, PAPER TOWELS & DISPENSERS

CONTRACT: **www.procurement.sc.gov/files/contracts/TP%20PAPERTOWELS%20DISPENSERS_0.pdf**

VENDOR .... **Dade Paper Company**
TELEPHONE .... (770) 616-0268
CONTRACT NUMBER 4400015185
CONTRACT TERM .... 01/10/2017 – 01/09/2022

Recycled-Content Products (continued)

TOILET TISSUE, PAPER TOWELS & DISPENSERS (continued)

VENDOR ....**Southeastern Paper Group**
TELEPHONE ....(800) 858-7230 ext. 3036
CONTRACT NUMBER 4400007381
CONTRACT TERM .... 01/10/2017 – 01/09/2022

LOW-DENSITY TRASH CAN LINERS

CONTRACT: **https://procurement.sc.gov/files/ contracts/Can%20Liners%20Contract%20Sheets%20 3-6-17.pdf**

NOTE: Only low-density liners contain recycled content.

VENDOR ....**All American Poly**
TELEPHONE ....(732) 752-3200 ext. 1124
CONTRACT 4400007903
CONTRACT TERM .... 03/04/2014 – 03/03/2018

TRANSLUCENT BLUE RECYCLING CAN LINERS

VENDOR ....**WasteZero, Inc.**
TELEPHONE ....(843) 299-0351
CONTRACT NUMBER 4400008340
CONTRACT TERM .... 05/08/2014 – 03/07/2018

Questions? Please call **1-800-768-7348** or visit **www.scdhec.gov/recycle**.

This and other resources are available through **RecycleU** – a comprehensive program assisting colleges/universities in recycling, buying recycled and reporting their efforts.

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Recycling/Green Services

IT EQUIPMENT LEASING

CONTRACT: **www.procurement.sc.gov/files/contracts/ IT%20Leasing%20june%2022022.pdf**

VENDOR .... **Presidio Technology Capital, LLC**
TELEPHONE ....(803) 807-2984
CONTRACT NUMBER 4400015301
CONTRACT TERM .... 02/08/2017 – 02/07/2024

ELECTRONICS RECYCLING

CONTRACT: **https://procurement.sc.gov/files/ contracts/e_recycling.pdf**

VENDOR ....**Intelligent Lifecycle Solutions**
EMAIL... sc@lifecyclesolutions.net
CONTRACT NUMBER 4400012206
CONTRACT TERM .... 02/01/2016 – 01/31/2021

DOCUMENT SHREDDING & RECYCLING

CONTRACT: **https://procurement.sc.gov/files/ contracts/Records_Shredding_Destruction.pdf**

VENDOR .... **Shred With Us**
TELEPHONE .... (803) 978-7332
CONTRACT NUMBER 4400006812
CONTRACT TERM .... 07/02/2013 – 6/17/2018

USED MOTOR OIL, OIL FILTER & ANTIFREEZE COLLECTION & RECYCLING

CONTRACT: **https://procurement.sc.gov/files/ contracts/oil-s3.pdf**

VENDOR .... **Diversified Recycling, Inc.**
TELEPHONE ....(877) 682-0234
CONTRACT NUMBER 4400013423
CONTRACT TERM .... 07/11/2016 – 07/10/2021

Re-TRAC Connect is an online software system used to report annual recycling and buying recycled data to the S.C. Department of Health and Environmental Control's (DHEC) Office of Solid Waste Reduction and Recycling (Office). Use the guidelines below to learn how to set up an account and enter your data.

If you already have a Re-TRAC account, please skip Steps 1 through 4 and Step 6.

- **STEP 1:** Log on to **connect.re-trac.com**.
- **STEP 2:** Click "Register for a Free Account." You will be asked to provide your name, email address, a password and to accept the Terms of Use.
- **STEP 3:** Check your email. An email will be sent from **support@re-trac.com** to the address you provided in Step 2. (Automated email messages are sometimes filtered to spam/junk folders, so check those as well.)
- **STEP 4:** Activate your account. Follow the instructions within the Re-TRAC Connect activation email to activate your account.
- **STEP 5:** Log in to your account.
- **STEP 6:** Join program. Use the drop-down box that says "Select State/Province" to filter for South Carolina results. Find the "S.C. Colleges/Universities – Recycling & Buy Recycled Annual Report" and join.

- **STEP 7:** Click the appropriate fiscal year to open the survey.
- **STEP 8:** Complete the entire survey through "Part D." If you need to save your responses and complete the survey at a later time, click "Save." If you have completed the survey and are ready to submit it to the Office, click "Submit."

Important Notes

After submitting the survey, you will no longer be able to make edits. Contact the Office if you need to make any changes. The Office *cannot* reset your password. If you have forgotten, click the "Forgot your password?" link on the login screen.

Questions?

Please visit **www.scdhec.gov/recycle** or call **1-800-768-7348**.

This and other resources are available through **RecycleU** – a comprehensive program assisting colleges/universities in recycling, buying recycled and reporting their efforts.