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Federal Agency Recycling Coordinator

Created by Executive Order 12780, the Federal Agency Recycling Coordinator serves to motivate the Federal sector and promote compliance with the provisions of the Order through the activities listed below:

1. SUPPORT COUNCIL ON FEDERAL RECYCLING POLICY

① Chair Council comprised of CEQ, OFPP, DOD, GSA, NASA, DOE, DOC, and DOI.

. Guide and assist the Council in carrying out the following duties:

(1) Identify and recommend to OMB initiatives that will promote the purposes of the order, such as:

(A) the development of appropriate incentives to encourage the economically efficient acquisition by the Federal Government of products that will reduce waste and of products produced with recycled materials;

(B) the development of appropriate incentives to encourage active participation in economically efficient Federal waste reduction and recycling programs; and

(C) the development of guidelines for cost-effective waste reduction and recycling activities by Federal agencies;

(2) Review Federal agency specifications and standards and recommend changes that will enhance Federal procurement of products made from recycled and recyclable materials, taking into account the costs and the performance requirements of each agency.

(3) ① collect and disseminate Federal agencies' information concerning methods to reduce wastes, types of materials that can be recycled, the costs and savings associated with recycling, and the current market sources and prices of products that reduce waste and of products produced with recycled materials;

(4) assist the development of cost-effective waste reduction and recycling programs pursuant to this order by developing guidelines for agency waste reduction and recycling programs and by identifying long-range goals for Federal waste reduction and recycling programs;

(5) provide meaningful data to measure the effectiveness and progress of Federal waste reduction and recycling programs;

(6) provide guidance and assistance to the Agency Recycling Coordinators in setting up and reporting on agency programs; and

(7) review Federal agency compliance with section 103 of this order.

2. Facilitate Federal E. O. compliance by providing Reporting formats.

3. Mentor/assist agency recycling coordinators

- . Initiate E.O. communications strategy
- . Provide assistance and education on waste reduction, collection, and procurement preference programs

4. Policy/Programmatic Issues for examination

- . Agency policy on price preference - Agency policy in this area is murky and needs to be clarified.
- . procurement preference -
- . Waste reduction - Agency activities in this area are limited. FRC needs to help scope out what a model waste reduction is and how it will be communicated to Federal agencies and subsequently reported on and evaluated.
- . Waste to energy - FRC needs to work with DOE to determine applicability of this provision, determine a model program and, subsequently methods for monitoring and evaluation.
- . Contractor operated facility compliance - FRC will work with GSA to determine how to ensure an effective program.
- . Promotion of Voluntary Standards - The Executive Order allows agencies to expand their programs beyond what is outlined in the order. In order to encourage agencies in this direction, the FRC will compile and circulate news of any exemplary activities.

5. Liaison with inhouse recycling program

6. Establishment of Office of Federal Recycling Coordinator

1. PERSONNEL

. E.O. directs EPA Administrator to appoint Senior Official of the Environmental Protection Agency as Federal Recycling Coordinator for the five-year life of the Executive Order. Position should be established at SES level.

. Establish Deputy Position

. Support Staff: One secretarial position

. 2-3 Program Analyst/Environmental Protection Specialist Positions

. Rotational or Detail assignments from various program offices, as needed.

. Interagency details as needed

2. EQUIPMENT

. Personal Computers for new staff

. Fax machine and small xerox machine

3. EXTRA-MURAL CONTRACT DOLLARS

. For analytic support for Council activities



National Recycling Day, 1992

By the President of the United States of America

A Proclamation

Throughout the United States concerned Americans are actively involved in recycling solid waste as a way to help protect our environment and to conserve our natural resources. Consumers are choosing to buy products made with recycled materials, and more and more people are recycling materials that were once discarded; business owners are using recycled materials to produce high quality goods; and government officials are working to encourage further efforts of this kind.

Recycling is fast becoming a key part of our Nation's integrated waste management program. In response to public interest—and in an effort to address rising disposal costs and shrinking landfill capacity—more and more communities now collect recyclables at curbside. There are now more than 2,700 curbside recycling programs in communities across the United States. Beyond this, there exist thousands of other sites where citizens can drop off recyclables. Traditional "paper drives" and other voluntary recycling activities continue in many communities, and countless Americans "recycle" in their own backyards by composting yard trimmings.

Businesses both large and small have also responded to the challenge of recycling. Historically, this country has benefitted from the unending efforts of waste haulers and scrap dealers who have taken our discarded paper, metals, and other commodities and used them to create jobs and economic opportunity. Recently, however, other businesses have stepped forward to apply American ingenuity in collecting all kinds of recyclable commodities and processing and remanufacturing them to produce new, high quality goods.

While we have made significant and commendable progress, all sectors of society must continue to work together to promote recycling. Public and private research efforts to develop more cost-effective and efficient recycling technologies are very important. In particular, we must explore new initiatives to encourage the use of recovered materials as feedstock for the manufacture of marketable products. Only when recovered materials are returned to the marketplace and purchased by consumers is recycling complete.

Today, every American can help to promote recycling by participating in curbside collection and other recycling programs and by purchasing recycled products whenever practical. On this occasion, let us reaffirm our commitment to reducing the amount of pollution that we generate overall and to recycling those materials that can be recovered for beneficial use.

The Congress, by Senate Joint Resolution 246, has designated April 15, 1992, as "National Recycling Day" and has authorized and requested the President to issue a proclamation in observance of this day.

NOW, THEREFORE, I, GEORGE BUSH, President of the United States of America, do hereby proclaim April 15, 1992, as National Recycling Day. I urge all Americans to observe this day with appropriate programs and activities that underscore and renew our commitment to recycling and other forms of environmental stewardship throughout the year. I specifically urge the Federal Government to attend to my direction of Executive Order 12780 regarding recycling and procurement in order to carry out its due share of continually improving the environment of the United States.

IN WITNESS WHEREOF, I have hereunto set my hand this thirteenth day of April, in the year of our Lord nineteen hundred and ninety-two, and of the Independence of the United States of America the two hundred and sixteenth.

George Bush

Why Should the Federal Government
be Involved in Recycling?

- To promote national consistency. Without Federal involvement, State and local governments will adopt a hodgepodge of labelling systems, packaging controls, source separation requirements, etc. Industry and consumers will be sent conflicting messages and inefficiency in production and use of materials is likely.
- To harness Federal buying power. Recycling requires development of markets through increased demand for recycled goods. As the nation's largest single purchaser, the Federal government can provide a major boost for markets through procurement of products containing recovered materials. (This is also required by RCRA.)
- To provide a national model. States and industry have looked to the Federal government for guidance on the role of recycling in waste management, appropriate goals and practices, uniform definitions, etc. Also, Federal offices and facilities will be scrutinized for examples of appropriate recycling activities.
- To provide national information and support. Government and industry at all levels look to the Federal government for research, data, ideas, etc. Without such support, there's a central vacuum that cannot be effectively filled by other groups.
- To respond to Congressional action. The hundreds of waste management bills under consideration this Session require analysis and response. When Congress reauthorizes RCRA or adopts new pollution prevention legislation, there are likely to be significant new recycling provisions.



OFFICE OF THE FEDERAL RECYCLING COORDINATOR
Telephone (202) 260-6980 or Fax (202) 260-6146

ASSISTANCE FOR FEDERAL AGENCIES

Contact the Office of the Federal Recycling Coordinator
for technical assistance in the following areas:

**Waste
Reduction**

- . EPA has a source reduction fact sheet introducing the concept of source reduction and providing source reduction tips.
- . EPA is preparing a waste reduction guidebook for businesses which will be of use to government agencies.

**Collection/
Marketing**

- . Hands-on assistance in designing or updating a Federal agency's recycling program.
- . Marketing information to help agencies structure or amend recycling contracts, lists of vendors/processors of recyclables and vendors of recycling equipment.
- . On-site presentations and training sessions to orient agency staff. Information on sizes and types of recycling containers and avoiding vandalism and theft.
- . Lists of regional mills reprocessing waste paper, recycling centers in each state and copies of market price sheets.
- . Consultations on vendor contracts and pickup arrangements (including information on weight receipts and dock loading areas).

**Affirmative
Procurement**

- . EPA has informative materials and can provide technical assistance in developing a model affirmative procurement program.
- . EPA is preparing an affirmative procurement guidebook.
- . EPA sponsors a RCRA information hotline---
(703) 941-4452.



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EXECUTIVE ORDER

FEDERAL AGENCY RECYCLING
AND
THE COUNCIL ON FEDERAL RECYCLING AND PROCUREMENT POLICY

1. WHY IS AN EXECUTIVE ORDER NECESSARY?

An Executive order is necessary because the Federal Government, as the single largest consumer in the nation, should be a visible and active leader in solving our nation's solid waste dilemma. By implementing this Executive order in all Federal agencies we will assume a leadership role in the field of waste reduction, recycling and procurement.

Individuals, businesses and state and local governments across the nation are increasing the supply of recyclable materials. To avoid significant market dislocations, the Federal government can play a major role in cost-effectively increasing the demand side of the equation for products containing recycled materials.

2. WHAT WILL THE EXECUTIVE ORDER DO?

The Executive Order will do the following:

- o By reducing waste, the Federal agencies will contribute to the Administration's 25% waste reduction goal.
- o By collecting recyclables in Federal agencies, it will provide a valuable source of recovered materials to U.S. business.
- o By procuring goods made with recycled materials, the government will stimulate a demand for and lower the cost of these goods.
- o By directing EPA to provide technical assistance to Federal agencies and by creating a special Council to monitor, evaluate, and report on agencies' performance, a capability is created to enhance agencies' actions.

3. HOW DOES THE EXECUTIVE ORDER IMPROVE AGENCIES' PERFORMANCE?

- o Agencies will designate a recycling coordinator who will be responsible for promoting cost-effective waste reduction, recycling and procurement of products with recovered materials.
- o Agencies will monitor and evaluate their programs to ensure that they are cost-effectively buying goods made with recovered materials.
- o The order fosters compatibility of Federal programs with State and local waste reduction and recycling programs.

4. HOW MUCH IMPACT WILL THE EXECUTIVE ORDER HAVE ON RECYCLING?

Assuming EPA's recycling program is a meaningful benchmark, and that other agencies implement a similar program, we will be able to provide industry with a new source of collected materials (paper, oil, metals, compost, etc.), conserving energy and virgin resources, and prevent 1.5 pounds per day per employee from going to landfills.

For example, after only one year of an expanded recycling program in place at EPA Headquarters, 754 tons of paper were diverted from its waste stream, and 98% of publications were printed on recycled paper, as compared to the previous year in which only 400 tons of paper were recycled and just 10% of publications were printed on recycled paper. Recently, glass and aluminum collections were implemented, and currently the average monthly collection amounts to 20,000 pounds of glass and 500 pounds of aluminum. After testing recycled computer and copier paper, since these products comprise 80% of our paper usage, EPA made a decision to use exclusively recycled computer and copier paper.

The Executive order will assist in transferring the positive results of EPA's expanded recycling program to the other 192 Federal agencies.

5. WHAT IS THE SCHEDULE FOR IMPLEMENTING THIS EXECUTIVE ORDER?

- o Within 90 days, the Administrator of EPA will appoint a Federal Recycling Coordinator to organize the Council on Federal Recycling and Procurement Policy.

- o Within 90 days, each Federal agency will designate an Agency Recycling Coordinator.
 - o Within 180 days, each Federal agency will report on the status of its affirmative procurement preference program, the implementation of which is required by Section 6002 of the Resource Conservation and Recovery Act (RCRA). (To date, EPA has issued procurement guidelines for five products: paper, oil, tires, concrete and insulation. Within one year, EPA will report to the President the compliance of each agency with this requirement.
 - o Within 210 days, every contract that provides for contractor operation of a government owned or leased facility will comply with this order.
 - o As soon as the order is signed, OMB will amend Circular A-119, "Federal Participation in the Development and Use of Voluntary Standards," to encourage Federal agencies to participate in environmentally sound and economically efficient standards and to encourage Federal agency use of such standards.
6. HOW WILL THE NEW INTERAGENCY COUNCIL ON FEDERAL RECYCLING AND PROCUREMENT POLICY PROVIDE MOMENTUM FOR GOVERNMENT-WIDE WASTE REDUCTION, RECYCLING AND PROCUREMENT?
- o The Council will work with OMB to promote this order.
 - o It will develop appropriate incentives to encourage active participation.
 - o It will provide a mechanism for the collection and dissemination information.
 - o It will provide guidance and assistance to Agency Recycling Coordinators.
 - o It will allow us to showcase effective programs which are being developed.

7. WHAT AGENCIES SERVE ON THIS COUNCIL?

The Council is comprised of the Federal Recycling Coordinator, designated by EPA, and the Recycling Coordinator and the Procurement Executive from each of the following:

- o Environmental Protection Agency
- o Department of Defense
- o General Services Administration
- o National Aeronautics and Space Administration
- o Department of Energy
- o Department of Commerce
- o Department of the Interior
- o Chairman of the Council on Environmental Quality
- o Administrator of the Office Federal Procurement Policy.

8. WHAT IS THE ROLE OF THE FEDERAL RECYCLING COORDINATOR?

The Federal Recycling Coordinator chairs the Council on Federal Recycling and Procurement Policy and acts to ensure that its policies are carried out in all Federal Agencies. The Federal Recycling Coordinator also reports to OMB annually at the time of budget submission on actions taken by the agencies.

9. WHAT FUNCTIONS DOES THE AGENCY RECYLING COORDINATOR HAVE?

Agency Recycling Coordinators are responsible for coordinating the development of cost-efficient, comprehensive waste reduction, recycling and procurement programs in their agencies.

10. HOW LONG IS THIS EXECUTIVE ORDER IN EFFECT?

The order is in effect for five years.

Presidential Documents

Title 3—

The President

Executive Order 12780 of October 31, 1991

Federal Agency Recycling and the Council on Federal Recycling and Procurement Policy

WHEREAS, this Administration is determined to secure for future generations of Americans their rightful share of our Nation's natural resources, as well as a clean and healthful environment in which to enjoy them; and

WHEREAS, two goals of this Administration's environmental policy, cost-effective pollution prevention and the conservation of natural resources, can be significantly advanced by reducing waste and recycling the resources used by this generation of Americans; and

WHEREAS, the Federal Government, as one of the Nation's largest generators of solid waste, is able through cost-effective waste reduction and recycling resources to conserve local government disposal capacity; and

WHEREAS, the Federal Government, as the Nation's largest single consumer, is able through affirmative procurement practices to encourage the development of economically efficient markets for products manufactured with recycled materials;

NOW, THEREFORE, I, GEORGE BUSH, by the authority vested in me as President by the Constitution and the laws of the United States of America, including the Solid Waste Disposal Act, Public Law 89-272, 79 Stat. 997, as amended by the Resource Conservation and Recovery Act ("RCRA"), Public Law 94-580, 90 Stat. 2795 (1976), hereby order as follows:

PART 1—PREAMBLE

Section 101. The purpose of this Executive order is to:

(a) Require that Federal agencies promote cost-effective waste reduction and recycling of reusable materials from wastes generated by Federal Government activities.

(b) Encourage economically efficient market demand for designated items produced using recovered materials by directing the immediate implementation of cost-effective Federal procurement preference programs favoring the purchase of such items.

(c) Provide a forum for the development and study of policy options and procurement practices that will promote environmentally sound and economically efficient waste reduction and recycling of our Nation's resources.

(d) Integrate cost-effective waste reduction and recycling programs into all Federal agency waste management programs in order to assist in addressing the Nation's solid waste disposal problems.

(e) Establish Federal Government leadership in addressing the need for efficient State and local solid waste management through implementation of environmentally sound and economically efficient recycling.

Sec. 102. Consistent with section 6002(c)(1) of RCRA (42 U.S.C. 6962(c)(1)), activities and operations of the executive branch shall be conducted in an environmentally responsible manner, and waste reduction and recycling opportunities shall be utilized to the maximum extent practicable, consistent with economic efficiency.

Sec. 103. Consistent with section 6002(c)(2) of RCRA (42 U.S.C. 6962(c)(2)), agencies that generate energy from fossil fuel in systems that have the

technical capacity of using energy or fuels derived from solid waste as a primary or supplementary fuel shall use such capability to the maximum extent practicable.

PART 2—DEFINITIONS

For purposes of this order:

Sec. 201. "Federal agency" means any department, agency, or other instrumentality of the executive branch.

Sec. 202. "Procurement" and "acquisition" are used interchangeably to refer to the processes through which Federal agencies purchase products.

Sec. 203. "Recovered materials" is used as defined in section 1004(19) and 6002(h) of the Resource Conservation and Recovery Act (42 U.S.C. 6903(19) and 6962(h)), as amended.

Sec. 204. "Recycling" means the diversion of materials from the solid waste stream and the beneficial use of such materials. Recycling is further defined as the result of a series of activities by which materials that would become or otherwise remain waste, are diverted from the solid waste stream by collection, separation and processing and are used as raw materials in the manufacture of goods sold or distributed in commerce or the reuse of such materials as substitutes for goods made of virgin materials.

Sec. 205. "Waste reduction" means any change in a process, operation, or activity that results in the economically efficient reduction in waste material per unit of production without reducing the value output of the process, operation, or activity, taking into account the health and environmental consequences of such change.

PART 3—SOLID WASTE RECYCLING PROGRAMS

Sec. 301. *Recycling Programs.* Each Federal agency that has not already done so shall initiate a program to promote cost-effective waste reduction and recycling of reusable materials in all of its operations and facilities. These programs shall foster (a) practices that reduce waste generation, and (b) the recycling of recyclable materials such as paper, plastic, metals, glass, used oil, lead acid batteries, and tires and the composting of organic materials such as yard waste. The recycling programs implemented pursuant to this section must be compatible with applicable State and local recycling requirements.

Sec. 302. *Contractor Operated Facilities.* Every contract that provides for contractor operation of a Government-owned or leased facility, awarded more than 210 days after the effective date of this Executive order, shall include provisions that obligate the contractor to comply with the requirements of this Part as fully as though the contractor were a Federal agency.

PART 4—VOLUNTARY STANDARDS

Sec. 401. *Amendment of OMB Circular No. A-119.* The Director of the Office of Management and Budget ("OMB") shall amend, as appropriate, OMB Circular No. A-119, "Federal Participation in the Development and Use of Voluntary Standards," to encourage Federal agencies to participate in the development of environmentally sound and economically efficient standards and to encourage Federal agency use of such standards.

PART 5—PROCUREMENT OF RECOVERED MATERIALS

Sec. 501. *Adoption of Affirmative Procurement Programs.* Within 180 days after the effective date of this order, each Federal agency shall provide a report to the Administrator of the Environmental Protection Agency regarding the Agency's adoption of an affirmative procurement program; such programs are required by section 6002(i) of RCRA (42 U.S.C. 6962(i)). Within 1 year of the issuance of this order, the Administrator of the Environmental Protection Agency shall report to the President regarding the compliance of each Federal agency with this requirement.

Sec. 502. Annual Review of Affirmative Procurement Programs. In accordance with section 6002(i) of RCRA (42 U.S.C. 6962(i)), each Federal agency shall review annually the effectiveness of its affirmative procurement program and shall provide a report regarding its findings to the Environmental Protection Agency and to the Office of Federal Procurement Policy, beginning with a report covering fiscal year 1992. Such report shall be transmitted by December 15 each year. Reports required by this section shall be made available to the public.

PART 6—RECYCLING COORDINATORS AND THE COUNCIL ON FEDERAL RECYCLING AND PROCUREMENT POLICY

Sec. 601. Federal Recycling Coordinator. Within 90 days after the effective date of this order, the Administrator of the Environmental Protection Agency shall designate a senior official of that Agency to serve as the Federal Recycling Coordinator. The Federal Recycling Coordinator shall review and report annually to OMB, at the time of agency budget submissions, the actions taken by the agencies to comply with the requirements of this order.

Sec. 602. Designation of Recycling Coordinators. Within 90 days after the effective date of this order, the head of each Federal agency shall designate an agency employee to serve as Agency Recycling Coordinator. The Agency Recycling Coordinator shall be responsible for:

- (a) coordinating the development of an effective agency waste reduction and recycling program that complies with the comprehensive implementation plan developed by the Council on Federal Recycling and Procurement Policy;
- (b) coordinating agency action to develop benefits, costs, and savings data measuring the effectiveness of the agency program; and
- (c) coordinating the development of agency reports required by this Executive order and providing copies of such reports to the Environmental Protection Agency.

Sec. 603. The Council on Federal Recycling and Procurement Policy. (a) A Council on Federal Recycling and Procurement Policy is hereby established. It shall comprise the Federal Recycling Coordinator, the Chairman of the Council on Environmental Quality, the Administrator of the Office of Federal Procurement Policy, and the Agency Recycling Coordinator and the Procurement Executive of each of the following agencies: the Environmental Protection Agency, the Department of Defense, the General Services Administration, the National Aeronautics and Space Administration, the Department of Energy, the Department of Commerce, and the Department of the Interior. The Federal Recycling Coordinator shall serve as Chair of the Council.

(b) Duties. The Council on Federal Recycling and Procurement Policy shall:

(1) identify and recommend, to OMB, initiatives that will promote the purposes of this order, including:

(A) the development of appropriate incentives to encourage the economically efficient acquisition by the Federal Government of products that reduce waste and of products produced with recycled materials;

(B) the development of appropriate incentives to encourage active participation in economically efficient Federal waste reduction and recycling programs; and

(C) the development of guidelines for cost-effective waste reduction and recycling activities by Federal agencies;

(2) review Federal agency specifications and standards and recommend changes that will enhance Federal procurement of products made from recycled and recyclable materials, taking into account the costs and the performance requirements of each agency;

(3) collect and disseminate Federal agencies' information concerning methods to reduce wastes, types of materials that can be recycled, the costs and savings associated with recycling, and the current market sources and

prices of products that reduce waste and of products produced with recycled materials;

(4) assist the development of cost-effective waste reduction and recycling programs pursuant to this order by developing guidelines for agency waste reduction and recycling programs and by identifying long-range goals for Federal waste reduction and recycling programs;

(5) provide meaningful data to measure the effectiveness and progress of Federal waste reduction and recycling programs;

(6) provide guidance and assistance to the Agency Recycling Coordinators in setting up and reporting on agency programs; and

(7) review Federal agency compliance with section 103 of this order.

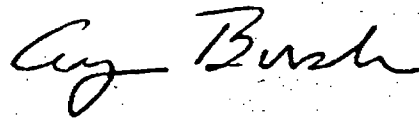
PART 7—LIMITATION

Sec. 701. This order is intended only to improve the internal management of the executive branch and shall not be interpreted to create any right or benefit, substantive or procedural, enforceable at law by a party against the United States, its officers, or any other person.

Sec. 702. Section 502 and Part 6 of this order shall be effective for 5 years only, beginning on the effective date of this order.

Sec. 703. This order shall be effective immediately.

THE WHITE HOUSE,
October 31, 1991.



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