

Setting up a Revenue Generating Recycling Program

WHAT YOU NEED TO KNOW:

The Forest Service, as a federal agency, **is authorized to receive and use revenue resulting from waste prevention and recycling programs** under public law: *Treasury and General Government Appropriations Act, 2002, Public Law 107-67, Title VI – General Provisions, Departments, Agencies, and Corporations Section 607.*

WHAT YOU NEED TO DO?

- 1) Establish a recycling program in accordance with guidelines and directives published by the Director of Acquisition Management.
- 2) Forest Service's National Recycling Coordinator for office supplies and personal property, Toby Bell located in the Washington Office, shall work with the USDA OCFO and GSA to obtain the revenue generated from a Forest Service GSA-managed facility, for the following items ONLY: general office paper, newspaper, magazines, cardboard, books, phone directories, cans, bottles and toner cartridges. In the greater Washington DC area items are transferred to the USDA's Center of Excellence (COE) at the Beltsville, MD Service Center (also known as CEPO). COEs have been approved by OMB to act in place of GSA, thus USDA-agency owned items in the DC-area are transferred to Beltsville for disposition. Any proceeds realized from these transactions are used to offset the cost of operating the facilities. Any remaining monies currently go to Treasury. Outside of DC organizations are required to process items through GSAXcess or coordinate with GSA for auctions. There is currently a Memorandum for Record in place between USDA and GSA setting the cost for their participation. In general items such as vehicles are disposed of as Exchange/Sale items (trade-ins). After paying GSA's fees the remainder is put toward purchase of similar items.
- 3) Units in GSA-managed and in non GSA-managed facilities may recycle items other than those recycled by GSA. GSA enables reutilization of just about any type of item, not just office supply type items, This may include metal, wire, trailers, horses, ADPE and under special circumstances weapons and aircraft. The preferred disposal of ADPE is through the Computers for Learning Program (CFL) which also may be used through GSAXcess. The most common use is as an Exchange/Sale followed by, but recycling of primarily office supplies is difficult through GSAXcess thus offering an opportunity for agencies to recoup some monies into designated supplies or programs, but not services.
- 4) The revenues generated through waste reduction and recycling will be collected into a structured job code for redistribution to eligible programs based on a written allocation request from the units
- 5) Units shall request the TSA and Collections Branch, ASC to manually create a Bill for Collection (form FS-6500-89). The bill will be used to record and document all proceeds from waste reduction, pollution prevention, and recycling programs. Afterwards, use the Financial Transaction Request System (FTRS). When the bill is recorded in FTRS, select the Over-the-Counter (OTC) – Cash-in-Hand. Units must retain copies of the Bill for Collection and all supporting documents for audit purposes.

- 6) Such revenue shall be available until expended for the purpose of waste reduction, prevention, and recycling programs as described in Executive Order (E.O.) 13423 of March 29, 2007, and E.O. 13101 of September 14, 1998.

HOW CAN THE FUNDS BE USED?

Revenue received from recycling and waste prevention programs may be used for a variety of purposes that meet the requirements: same or similar products acquired, green-related program, but not services. Examples of such are:

- 1) Acquisition of supplies and services for the purposes of recycling and waste prevention. An example might be purchasing remanufactured toner cartridges for all B&W printers.
- 2) Developing and implementing hazardous waste management program, pollution prevention program, and environmental management programs.

Additionally, the Chief may use the revenues to fund other employee programs deemed appropriate or authorized by law; for example, employee daycare or recreation facilities. The local unit does not have this authority. Revenues shall be available until expended.