



**NERC** | Northeast Recycling Council

Ten states united for environmentally sustainable materials management



## **OPERATING PLAN Fiscal Year 2011**

**July 1, 2010 – June 30, 2011**

**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.**



***Serving the States of Connecticut, Delaware, Maine,  
Massachusetts, New Hampshire, New Jersey, New York,  
Pennsylvania, Rhode Island, and Vermont***

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# **Northeast Recycling Council, Inc.**

## **OPERATING PLAN – FY 2011**

### **INTRODUCTION**

The Northeast Recycling Council, Inc. (NERC) is a multi-state non-profit organization that is committed to environmental sustainability through responsible solid waste management. Its programs emphasize source reduction, reuse, recycling, composting, environmentally preferable purchasing, and decreasing the toxicity of the solid waste stream in the 10-state region comprised of Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont. NERC's member states make up one-sixth of the nation's population.

As an organization, NERC conducts projects that influence policy and affect change through research, technical assistance, demonstration projects, and education. Now in its 22<sup>nd</sup> year, NERC continues to be a dynamic and varied organization, committed to all aspects of recycling market development through environmental and economic sustainability. NERC regularly implements innovative projects, generally funded by federal and state grants. It hosts and supports the national Toxics in Packaging Clearinghouse, Electronics Recycling Coordination Clearinghouse, as well as the recently expanded national State Electronics Challenge. NERC has also played a leadership role in identifying and implementing systems for collecting and destroying outdated and unused pharmaceuticals. NERC also provides a significant educational resource through its Website, which includes findings and tools related to its work, as well as an environmental benefits calculator that allows users to assess the climate change impacts of source reduction, reuse, and recycling programs.

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 seeks to fulfill its mission through the following vision:

- Leverage the strengths and resources of its member states and Advisory Members through collaboration and information exchange.
- Represent a voice for the common interests of the 10 northeast states relative to toxicity and source reduction, recycling, composting, environmentally preferable purchasing, climate change, and environmental sustainability.
- Develop and maintain relationships, dialogues, and strategic alliances with stakeholders to advance an environmentally sustainable economy.
- Provide a forum for communication, strategic planning, and the exchange of information on the issues of environmental sustainability, climate change, energy conservation, and materials management.
- Provide a non-partisan voice on materials management issues.

In support of its mission and vision in this fiscal year NERC staff will continue its work on seven on-going projects supported by federal grants:

- Greening of Hotels;
- Reuse, Recycling, & Composting in Schools;
- The Reuse Marketplace;
- Special Events Composting;
- Compost Market Development;
- Zero Waste in C&D; and
- The State Electronics Challenge - EPA Region 8

Work will begin on three new projects:

- C&D Recycling Training in New York
- C&D Recycling Training in New Jersey
- State Electronics Challenge – Great Lakes Region

In addition, personnel will provide ongoing reuse, recycling, composting, and environmentally preferable purchasing education and outreach, including:

- Maintaining and enhancing NERC's Website;
- Providing a regional conference and a workshop;
- The monthly Email Bulletin newsletter;
- Supporting the State Electronics Challenge in the Northeast and in those areas not supported by EPA grants;
- Supporting the continuation of the Reuse Marketplace when the grant funding ends;
- Providing the EPPnet listserv; and
- Providing an Environmental Benefits Calculator for reuse and recycling.

NERC also has two national programs it administers and supports: the Toxics in Packaging Clearinghouse and the Electronics Recycling Coordination Clearinghouse. It currently also has two contract projects: Managing and updating the New York Recycling Markets Database and managing the Vermont Business Materials Exchange.

Supporting the Board of Directors by organizing two Board meetings, as well as bi-monthly conference calls and other meetings by conference call, including agenda development and minute taking, are also among the services provided.

## PRIORITY AREAS OF INTEREST

The Board of Directors has identified the following topics as priority areas of concern for NERC in this fiscal year:

1. Promoting and encouraging the development of recycling markets
2. Improved management of organic waste
3. Product stewardship through extended producer responsibility
4. Increasing the amount of materials collected for recovery, reuse and recycling

As opportunities arise, efforts will be targeted to securing funding for projects that address these issues.

Existing projects and programs underway that address these priorities are:

### Recycling market development

- C&D Recycling Training
- C&D Zero Waste
- Carpet stewardship negotiations
- Compost Marketing
- New York State Recycling Markets Database
- Website resources

### Organics

- Special Event Composting
- Compost Market Development
- Reuse Marketplace
- Website resources

### Product stewardship

- C&D Recycling Training
- C&D Zero Waste
- Carpet stewardship negotiations
- Electronics Recycling Coordination Clearinghouse
- Greening of Hotels
- Toxics in Packaging Clearinghouse
- Website resources

### Increasing the amount of material collected

- C&D Recycling Training
- C&D Zero Waste
- Compost Market Development
- Electronics Recycling Coordination Clearinghouse
- Greening of Hotels
- Regional paper initiative

- Reuse Marketplace
- Reuse, Recycling, & Composting in Schools
- State Electronics Challenge
- Vermont Business Materials Exchange
- Website resources

The priorities were determined through a survey process. The Board ranked the following in order of priority, with recycling market development being the highest ranked and electronics the lowest:

- Recycling market development
- Organics
- Product stewardship
- Increase amount of material collected
- Environmentally preferable purchasing
- C&D
- Climate Change
- Electronics

Electronic waste management ranked lower than in recent years because Board Members expect that state laws enacted to address end-of-life management of spent and outdated equipment will assure their recovery and recycling.

Board member rankings of the types of materials that NERC should target for increased recovery are listed below, with organics being the highest priority and agricultural plastics the lowest.

- Organics
- Residential materials generally
- Commercial materials generally
- C&D
- Paper
- Carpet
- Plastic film
- Electronics
- Agricultural plastics

## FUNDING

NERC's operations and programs are funded in several ways:

- State and Advisory membership dues;
- Grants for specific projects and activities;
- Contractual projects; and
- Registration, exhibit, and sponsorship fees for NERC conferences and workshops.

The level to which a project benefits a NERC member state depends upon the type of project, the source of funding, and the level of interest of each state. Some projects can only be implemented in certain states, but all states can benefit from the results. All project outcomes and related resources are posted and available on the NERC Website.

## OPERATIONS

NERC has an Executive Director and four staff that are responsible for managing the organization and delivering its services and products.

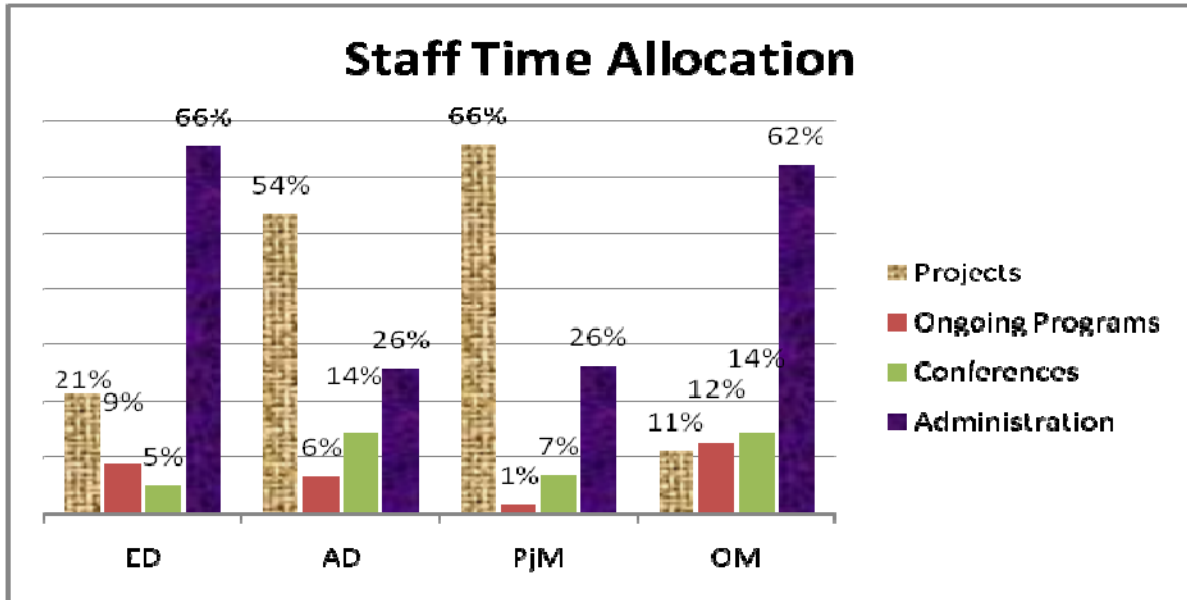
The Executive Director is the Chief Executive Officer of and Secretary to NERC. The Director manages NERC's day-to-day affairs, subject to the policies established by, and general supervision of, the Executive Committee. The Executive Director has full responsibility to recruit, appoint, manage, and terminate staff. The Director administers all planning and institutional development activities and is the principal representative and spokesperson of the organization. The Director is expected to be pro-active in identifying issues, opportunities, and challenges for the organization and in developing policies and responses to those matters to be considered by the Board of Directors.

<b>Title</b>	<b>Name</b>	<b>% of Full Time</b>
Lynn Rubinstein	Executive Director	100%
Mary Ann Remolador	Assistant Director	100%
Athena Lee Bradley	Projects Manager	100%
Moon Morgan	Office Manager	100%
Patty Dillon	Program Manager	Hourly ~ 16 – 24 hours/week

Staff responsibilities and activities can be broadly classified as falling into one of four categories:

- Ongoing programs and member services
- Conferences, workshops, and Board meetings
- Projects - grant & contract funded
- Administration & finance

The following chart reflects the relative time commitment of full-time staff to each of the areas of operation: member services and ongoing programs (“Ongoing Programs”), conferences, workshops, and Board meetings (“Conferences”), grant and contract funded projects (“Projects”), and finance and administration (“Administration”). In addition to full-time staff, NERC has one part-time hourly employee.



ED = Lynn Rubinstein, Executive Director  
 AD = Mary Ann Remolador, Assistant Director  
 PjM = Athena Lee Bradley, Projects Manager  
 OM = Moon Morgan, Office Manager

The category of “Administration & Finance” in this chart captures a wide-range of staff activities, including: personnel management; office management; fundraising; financial management; representing NERC at events and on committees; staff education and professional development; development of the Operating Plan, Annual Report, NERC-specific documents, and Congressional newsletters; Board communications; Executive Committee communications and activities; and database management.

## Ongoing Programs & Member Services

State and Advisory Member dues are dedicated to the following programs and member services:

- Providing information serving as a clearinghouse for the public, press, federal and state agencies, non-profits, and businesses
- Negotiating stewardship policies on behalf of the carpet industry
- Preparation and dissemination of the Email Bulletin
- Administration of the Environmental Benefits Calculator
- Administering the EPPnet listserv
- Managing the Reuse Marketplace
- Participating in the Regional Paper Initiative
- Serving on the Board of Responsible Recycling (R2) Solutions
- Website maintenance and development
- Congressional newsletters

### ***Information Clearinghouse***

One of NERC's most important roles is educating its constituents about reuse, recycling, source reduction, composting, environmentally preferable purchasing, and decreasing the toxicity of the solid waste stream. All of its projects and programs contribute to this. In addition, NERC is regularly contacted—by phone and email—with questions and requests for assistance. NERC staff makes every effort to respond to these requests as fully as possible. Apart from responding to questions about ongoing projects and programs, responding to general requests for information accounts for approximately 1% of full-time staff activities.

### ***Carpet Stewardship Negotiations***

NERC participated in the original, multi-year negotiations on, and is a signatory to the landmark Memorandum of Understanding (MOU) between the carpet industry, state and local governments, and non-profit organizations. The MOU will end in 2011 unless a new negotiated agreement is reached and MOU signed. A new negotiation process, in which NERC is participating, began in April 2010 and is scheduled to be completed in November 2011. The Executive Director is representing NERC during negotiations.

**Project Manager:** Lynn Rubinstein, Executive Director

**Time commitment:** 2%

### ***Email Bulletin***

Each year, NERC publishes 11 issues of its Email Bulletin, which features brief articles about recent NERC news, including announcements about publications of new resources on the Website, State and Advisory Member updates, and occasional updates from the Toxics in Packaging Clearinghouse. The Bulletin has a distribution of approximately 600 individuals from throughout the region and nation.

**Project Manager:** Lynn Rubinstein, Executive Director  
**Time commitment:** 2%

***Environmental Benefits Calculator***

The NERC Environmental Benefits Calculator is a unique resource that integrates the EPA WARM model with other peer-reviewed environmental calculators. It is posted on the NERC Website. By downloading the calculator and its companion fact sheet, anyone in the United States can calculate and generate details about avoided greenhouse gas emissions, energy savings, and pollution prevention as a result of source reduction, reuse, and recycling.

NERC annually offers to provide state-specific calculations and Fact Sheets for each of its member states, and posts the results on the NERC Website. NERC also receives many calls each month about the Calculator and responds to these with technical assistance and advice, as appropriate. The Environmental Benefits Calculator has been among the most frequently visited sites on the NERC Website for many years. Usage has increased over time, and currently the Calculator averages approximately 625 visits a month; or more than 7,500 visits a year.

**Project Manager:** Athena Lee Bradley, Projects Manager  
**Time commitment:** 1%

***Environmentally Preferable Purchasing Listserv (EPPnet)***

EPPnet is a unique listserv dedicated to discussions about environmentally preferable purchasing. Founded by NERC more than 10 years ago, it is a vibrant network of approximately 400 professionals from around the region and nation.

**Project Manager:** Moon Morgan, Office Manager  
**Time commitment:** <1%

***Regional Paper Initiative***

This effort is being lead by the Northeast Waste Management Officials Association (NEWMOA) and has as its goal the development of a plan to increase the amount of paper collected and recycled from commercial establishments in eight of the NERC states (Delaware and Pennsylvania are not part of NEWMOA). NERC is an active partner and participant in this effort.

**Project Manager:** Lynn Rubinstein, Executive Director  
**Time commitment:** <1%

***Responsible Recycling (R2) Solutions***

NERC's Executive Director will be serving as a Board member of the newly formed Responsible Recycling (R2) Solutions organization: the new host organization for the R2 electronics processor certification program.

**Project Manager:** Lynn Rubinstein, Executive Director

**Time commitment:** <1%

### ***Reuse Marketplace***

This is an EPA-funded project that will end this year. The Reuse Marketplace will continue after the grant ends as a regionally integrated network for Materials Exchanges. The project is detailed below on page x. Efforts will be made to expand and sustain this innovative and successful enterprise. These efforts will include fundraising, developing relationships with additional Exchanges, and promoting the availability of the Reuse Marketplace to Materials Exchanges throughout the country.

**Project Manager:** Mary Ann Remolador, Assistant Director

**Time commitment:** 6%

### ***Website***

The NERC Website continues to be one of the organization's most effective outreach and education tools. The site is entirely managed in-house, including the development and posting of new and updated resources, as well as the results and products from all projects. Based on data from Fiscal year 2010, there are approximately 7,000 unique visitors a month to the Website.

In this Fiscal year NERC plans to update several of the documents and resources on the Website. These include:

- Asphalt Shingle Fact Sheet
- Boat Wrap Recycling Programs
- Carpet Recycling Infrastructure in the Northeast
- Green Purchasing Resources for Businesses
- Gypsum Wallboard
- Links to Residential Electronic/Computer Recycling Programs
- Market Resources for Recycling Industries
- Recycling Business Assistance Guide
- Solid Waste Facilities Listings by State
- State Surplus Property Contacts
- State Surplus Property Fact Sheets
- Universal Waste Rules

**Project Managers:** Moon Morgan, Office Manager, Lynn Rubinstein, Executive Director

**Time commitment of Project Managers:** 9%, 2% respectively. These figures are slightly deceptive. Approximately 45% of the time that Mr. Morgan spends on the Toxics in Packaging Clearinghouse and 85% of the time he spends on the State Electronics Challenge is Website maintenance and support. This represents an additional 2% of his time.

### ***Congressional Newsletters***

In FY 2010 NERC launched a series of educational newsletters for the Northeast Congressional delegation that highlights the relationship between the reuse and recycling industries and the economy, climate change, and other critical policy perspectives. The goal is to produce 3 – 4 newsletters in FY 2011. In addition to being distributed to the Congressional delegation, they are posted on the NERC Website.

**Project Managers:** Lynn Rubinstein, Executive Director

**Time commitment of Project Manager:** <1%

### **Conferences, Workshops, & Board Meetings**

NERC staff is responsible for the development and implementation of a regional conference, a workshop, and two Board of Directors meetings. In addition, it organizes bi-monthly Board of Directors calls and Board meetings by telephone. Fulfillment of these responsibilities includes:

- Researching topics and developing agendas, securing speakers, reviewing and coordinating presentations, and securing vendors and sponsors.
- Arranging contracts with event venues, making arrangements for event services, and managing events
- Promoting and marketing the Conference and Workshop, and follow-up, including posting of presentations.
- Managing registration and event finances.
- Arranging Board of Director meetings and phone calls, including agenda development and follow-up, such as minutes and Website updating.

The delivery of the Conferences, Workshop, Board Meetings and calls consumes a significant percentage of staff resources.

<b>Staff</b>	<b>Time</b>
Executive Director	5%
Assistant Director	14%
Projects Manager	7%
Office Manager	14%

Together, this represents 10% of staff time.

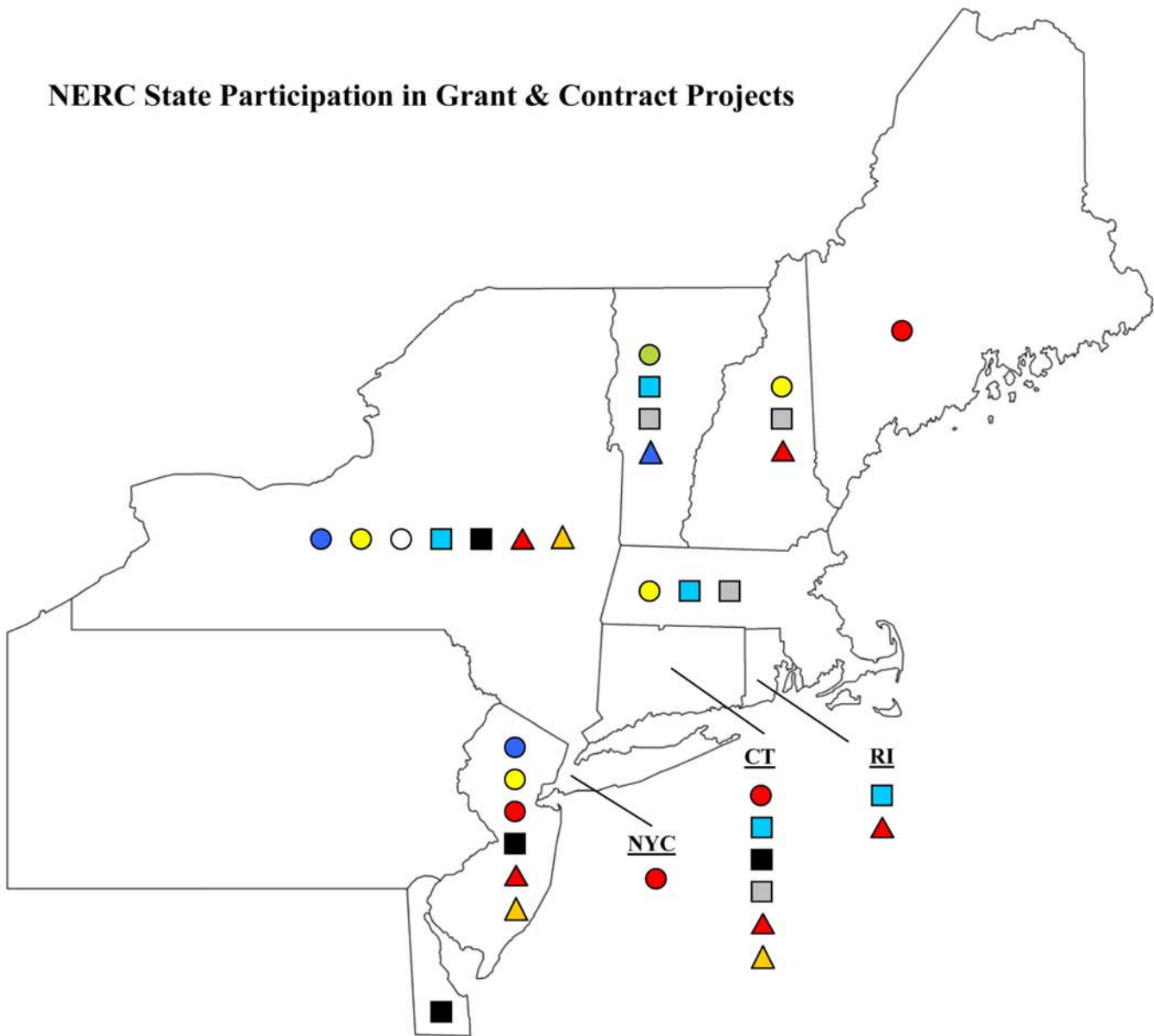
Funding of conferences and workshops comes from several sources: State dues, Advisory Member dues, event registrations, and sponsorships.

## Projects - Grant & Contract Funded

To promote its mission, the organization pursues a wide range of grant and contract funded projects and programs and is known for the innovative and outstanding work that it accomplishes through these. Project results are posted on the NERC Website and almost always include guidance and tools for implementation or replication. Website usage data reflect that these documents are seen as highly valuable resources.

Some projects are only implemented in selected states, but all states benefit from the results of NERC projects. Detailed information on all projects is available on its Website at [www.nerc.org](http://www.nerc.org). Below is a map that details the states where projects and programs will be implemented in this fiscal year.

## NERC State Participation in Grant & Contract Projects



Grant & Contract Project Title	Participating States	Project Term
● C & D Recycling Training	NJ NY	July 1, 2010 - June 30, 2011
● Compost Market Development (USDA)	MA NH NJ NY	June 1, 2009 - June 30, 2013
● Electronics Recycling Coordination Clearinghouse	CT ME NJ & NYC	Ongoing
● Greening of Hotels (EPA)	VT	Oct. 1, 2008 – Sept. 30, 2011
○ New York State Recycling Markets Database	NY	Jan. 1, 2005 – Dec. 31, 2012
■ Reuse Marketplace (EPA)	CT MA NY RI VT	Oct. 1, 2007 – Sept. 30, 2010
■ Source Reduction, Reuse, Composting, & Recycling in Schools (USDA)	CT DE NJ NY	Oct. 1, 2009 - Sept. 30, 2011
■ Special Event Composting (EPA)	CT MA NH VT	Oct. 1, 2007 - Sept. 30, 2010
▲ Toxics in Packaging Clearinghouse	CT NH NJ NY RI	Ongoing
▲ Vermont Business Materials Exchange	VT	Oct. 1, 2008 – Sept. 30, 2010
▲ Zero Waste in C&D (EPA)	CT NJ NY	Oct. 1, 2009 - Dec. 31, 2011

## Overview of Grant and Contract Funded Projects

Following are brief overviews of the grant and contract funded projects and programs to be undertaken this year (presented in alphabetical order), the staff resources committed to their implementation, and the source of funding.

### ***C&D Recycling Training***

Day-long trainings in New York and New Jersey will be provided to the building trade to develop skills and qualifications for C&D (construction and demolition) material reuse and recycling of buildings; with an emphasis on deconstruction, source reduction, and green job skills development. The trainings will be provided by WasteCap Resource Solutions. NERC will be responsible for program development and administration.

**Project Manager:** Mary Ann Remolador, Assistant Director

**Time commitment:** 7%

**Funding source:** New Jersey Department of Environmental Protection and EPA Region 2

### ***Compost Market Development***

NERC is providing compost marketing resources, education, and technical assistance to the agricultural composting community in Massachusetts, New York, New Jersey, and New Hampshire to improve compost market opportunities. This four-year project to expand and support compost markets in the Northeast is funded through a grant from the USDA Northeast Sustainable Agriculture Research and Education program.

Twenty farm operations and state agencies have signed on as project “team members” to work with NERC to develop and implement the project. Primary efforts this year will focus on delivering five workshops—one each in New Hampshire, New York, and New Jersey, and two in Massachusetts—as well as providing technical assistance to compost operations in determining feedstock availability, compost recipe development, quality control, and in developing and implementing viable compost marketing plans. The presentations given at the workshops will be posted on the NERC Website, along with the Toolkit resources provided to all workshop participants.

**Project Manager:** Athena Lee Bradley, Projects Manager

**Time commitment:** 18%

**Funding source:** USDA Northeast Sustainable Agriculture Research and Education program

### ***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. While the laws in the states vary in their structure and impact, there are many basic areas of overlap that can be implemented in a consistent manner. The ERCC serves to identify and coordinate joint approaches to common challenges.

NERC provides administrative and financial management support to the ERCC with the substantive program areas being delivered by the National Center for Electronics Recycling (NCER). Current government members include California, Connecticut, Hawaii, Illinois, Maine, Minnesota, New Jersey, New York City, North Carolina, and Wisconsin.

**Project Manager:** Lynn Rubinstein, Executive Director

**Time commitment:** 1%

**Funding source:** ERCC dues received from government and private sector entities.

### ***Greening of Hotels***

The full title of this EPA Resource Conservation Challenge grant-funded project is Source Reduction, Food Rescue & Diversion, Recycling, and Pollution Prevention in Vermont Hotels. In collaboration with the Vermont Small Business Development Center—the program that runs the Vermont Green Hotels certification program—NERC is providing direct technical assistance to three hotels in the state, helping them to improve their environmental performance. Guidance documents and models for replication, as well as case studies about each property will be prepared and posted on the NERC Website.

**Project Manager:** Mary Ann Remolador, Assistant Director

**Time commitment:** 6%

**Funding source:** EPA New England

### ***New York State Recycling Markets Database***

NERC is in year five of a seven -year contract with New York Empire State Development's Environmental Services Unit (ESU) to update and expand its recycling markets database. The intent of this interactive, on-line database is to help users locate outlets for materials that can be reused, recycled, or composted. The database provides exposure to recycling and reuse businesses, and helps end-markets for recovered materials in and around New York State to access raw materials needed for production. This database 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. This information is being compiled and maintained by NERC under the direction of ESU. Visits to the database are increasing, with the current average being at about 3,000 visits a year.

In this Fiscal year, efforts will focus on:

- Antifreeze
- Batteries
- Construction and demolition materials
- Electronics recycling
- Fluorescent light bulbs
- Glass
- Metals
- Organics (including food wastes)
- Paint
- Paper
- Plastic
- Solvents
- Tires

**Project Manager:** Athena Lee Bradley, Projects Manager

**Time commitment:** 30%

**Funding source:** New York Empire State Development's Environmental Services Unit



**Reuse Marketplace**

NERC will be completing work on this innovative EPA-funded project that developed a model, Web-based search mechanism that allows the materials listed on eight different Materials Exchanges to be accessible from one Website: [www.ReuseMarketplace.org](http://www.ReuseMarketplace.org). The primary tasks have been accomplished and in this fiscal year NERC staff will write and submit the Final Report as well as work to expand and sustain the Reuse Marketplace.

Following are the participant Exchanges:

- New York C&D Material Trader
- Connecticut Material Trader
- EcoStar Exchange (Massachusetts)
- Massachusetts Material Trader
- North Carolina C&D Material Trader
- Rhode Island Resource Xchange
- Southern Waste Information eXchange (SWiX) (Florida)
- Vermont Business Materials Exchange (VBMX)

**Project Manager:** Mary Ann Remolador, Assistant Director

**Time commitment:** 6%

**Funding source:** EPA, State and Advisory Member dues, other funding sources will be sought this Fiscal year.

### ***Source Reduction, Reuse, Composting, & Recycling in Schools***

Through direct technical assistance and support, NERC is providing eight rural schools in Connecticut, Delaware, New Jersey, and New York with the information and training needed to implement programs that decrease waste generation. The project emphasizes source reduction, reuse, recycling, composting, and decreasing the toxicity of cleaning and other products used in schools. Resources developed through this project that will be posted on the NERC Website include action tip sheets on school reuse, recycling, and composting, as well as case studies of successful programs implemented around the country.

**Project Manager:** Athena Lee Bradley, Projects Manager, assisted by Mary Ann Remolador, Assistant Director

**Time commitment:** 14%, 7% respectively

**Funding source:** USDA Rural Utilities Service Solid Waste Management grant program

### ***Special Event Composting***

Through a grant from EPA New England, NERC conducted food waste composting pilots at special waste events in four states (Connecticut, Massachusetts, New Hampshire, and Vermont) and developed guidance for replication. The project has been completed but for the final report, which will be written this Fiscal year.

**Project Manager:** Athena Lee Bradley, Projects Manager

**Time commitment:** <1%

**Funding source:** EPA New England

### ***State Electronics Challenge***

The State Electronics Challenge (SEC) is a voluntary program that encourages state, regional, and local governments, including schools, colleges, universities, and other public entities to:

- Purchase greener electronic products,
- Reduce the impacts of electronic products during use, and
- Manage obsolete electronics in an environmentally safe way.



Government agencies and organizations participate as "Partners" in the program. The SEC provides Partners with resources and technical assistance for improving electronics management practices and offers annual recognition to Partners that have achieved specific goals.

To date, more than forty government entities—representing more than 55,000 employees—have signed on as SEC Partners, making a commitment to improve the environmental footprint of their computer assets.

This year, NERC will continue to promote the Challenge in the Rocky Mountain States through a grant from EPA, introduce the program to the Great Lakes States through an EPA grant, expand the program nationally through private sector support, and sustain the program in the Northeast—also through private sector support.

**Project Manager:** Lynn Rubinstein, Executive Director

**Time commitment:** 18%

**Funding sources:** EPA Regions 5 and 8, Institute of Scrap Recycling Industries (ISRI)



### ***Toxics in Packaging Clearinghouse***

Through a contractual arrangement, NERC will continue to provide administration and staffing to the Toxics in Packaging Clearinghouse (TPCH). TPCH is a

membership organization, with ten state members: California, Connecticut, Illinois, Iowa, Minnesota, New Hampshire, New Jersey, New York, Rhode Island, and Washington. In addition, the Steel Recycling Institute, American Chemistry Council, the Society of Glass and Ceramic Decorated Products, the Association of Safe Glass and Ceramic Decorated Products, and the Paper Recycling Coalition are advisory members of TPCH.

In this year, TPCH will:

- Respond to inquiries from the regulated community and others,
- Continue to coordinate responses to exemption requests,
- Implement a new screening program targeting products packaged in plastic purchased from “dollar” stores.
- Maintain and update the TPCH Website, including the development of new educational materials and resources,
- Provide outreach and education to targeted sectors of the packaging supply chain about the state laws; specifically home furnishings, other sectors using flexible PVC bags, inks and colorants, and retail shopping bag manufacturers and distributors,
- Publicize and promote the Model Toxics in Packaging Legislation,
- Coordinate communications with companies receiving notification of compliance screening results and coordinate member state joint compliance and enforcement efforts, and
- Collaborate with member states and testing organizations to develop guidance on test methods and reporting.

**Project Manager:** Patricia Dillon, Program Manager

**Time commitment:** 12 - 16 hours/week

**Funding source:** Government and private sector dues paid to TPCH



Vermont Business Materials eXchange

State of Vermont.

### **Vermont Business Materials Exchange (VBMX)**

The VBMX is a Materials Exchange that provides a forum for unwanted and needed materials to be exchanged via a Web-based network. NERC manages the VBMX through a grant from the

**Project Manager:** Mary Ann Remolador, Assistant Director

**Time commitment:** 8%

**Funding source:** Vermont Agency of Natural Resources

### **Zero Waste in C&D**

NERC is conducting zero waste pilot projects at construction or renovation sites in Connecticut, New Jersey, and New York. The pilots will implement deconstruction, source reduction, reuse, and recycling with the goal of moving towards zero waste, but achieving a minimum diversion of at least 50%. Several resources will be produced and posted on the NERC Website. These include: informational materials for architects, contractors, and do-it-yourselfers about the benefits of using salvaged materials as well as the benefits of “Restores” and Materials Exchanges for obtaining used building materials.

**Project Manager:** Mary Ann Remolador, Assistant Director, assisted by Athena Lee Bradley, Projects Manager

**Time commitment:** 19%, 3% respectively

**Funding source:** EPA New England and Region 2

## **Administration & Finance**

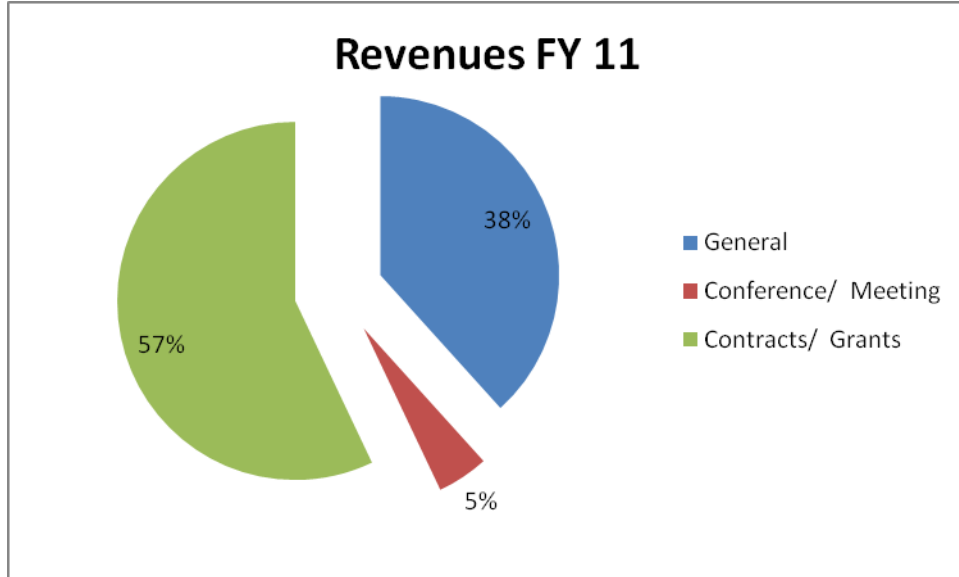
In addition to project and program implementation, NERC staff is responsible for overall administration and management of the organization. This includes financial management and due diligence, personnel management, managing and maintaining office equipment, writing an Annual Report and the Operating Plan, Board and Advisory Member communications and relationship building, legal compliance, and IT. It also includes maintaining the financial integrity of the organization.

An essential element of staff responsibilities, particularly for the Executive Director, is fundraising, which includes grant writing. Fundraising includes seeking new Advisory Members and working with existing ones to maintain their memberships. In addition, the Executive Director regularly reviews and pursues other ideas and opportunities that may arise, such as federal and state service contracts, foundation support, and collaborative efforts that advance NERC’s mission while securing revenues for the organization. Fundraising and grant writing represent more than 20% of the Executive Director’s time.

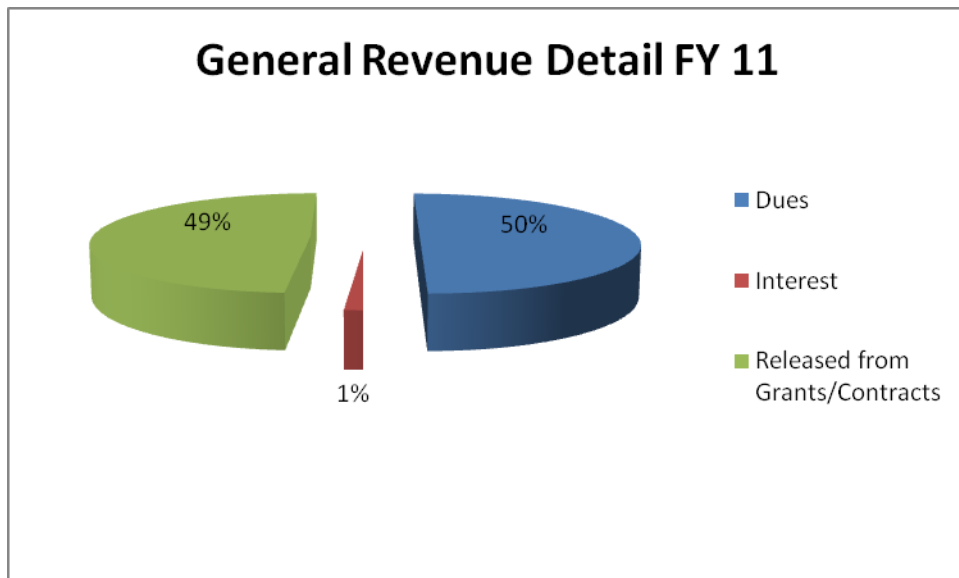
# BUDGET

Revenues: \$548,713

Expenses: \$548,713



Within the category of general revenues, State and Advisory Member dues represent 50% and an approximately equal amount is derived from funds released from grants and contracts; primarily in the form of indirect costs.



# Expenses FY 11

