



# United States Department of the Interior

NATIONAL PARK SERVICE  
1849 C Street, NW  
Washington, DC 20240

## Memorandum

To: Regional Commercial Services Chiefs

From: Chief, Commercial Services Program

Subject: Reply Due February 28, 2024: Concessioner Solid Waste Data Collection, CY2023

### **Purpose**

This memorandum circulates the pre-release version of the NPS Concessioner Waste Data Collection tool for parks to disseminate to concessioners for awareness and use for 2023 waste reporting. It also provides instructions for parks to upload 2023 concessioner waste reports which will be collated into the NPS 2023 Servicewide report to DOI.

### **Background**

Concessioners with assigned NPS facilities (Category I and II contract holders) are required by Section 6 of their concession contract to prepare and submit an inventory of waste streams to the NPS. However, since this contract requirement took effect in the early 2000s, the NPS has not issued any Servicewide guidance on what concessioners should include in this inventory of solid waste or required any submittals to WASO.

A [2023 NPS Green Parks Plan](#) (GPP) goal is to Buy Green and Reduce, Reuse, and Recycle. The NPS has set objectives in the plan to annually divert at least 50 percent of municipal solid waste and construction and demolition waste by 2025 and 75 percent by 2030 and to phase out single-use plastics by the end of 2032 to support Executive Order 14057 and Secretarial Order 3407. Given the recent renewed focus on solid waste minimization and the reduction of single-use plastics and the significant contribution concessioners make to the waste generation and reduction Servicewide, DOI requires that the NPS begin to include concession solid waste amounts in its annual solid waste reporting that it must submit to the DOI. As a result, beginning in the calendar year 2024, concessioners contractually required to report will be required to use a standardized NPS Concessioner Waste Data Collection tool, and concessioner data received via this tool will be included in the NPS Servicewide report.

### **Request**

First, please notify concessioners with Category I or II concession contracts that solid waste reporting using a standardized NPS tool will be required beginning in 2024.

Second, for 2023 for concessioners with Category I and II contracts, we request, **if possible**, that they provide their solid waste report using the attached pre-release version of the NPS tool. If this is not possible, concessioners can submit their solid waste data in the format they are currently using. Please note given the current emphasis on single-use plastics, data for plastic waste streams are particularly important to include in the concessioner report.

To submit the concessioner solid waste data (whether the NPS tool or the concessioner's own data format), please use the [Solid Waste Data Collection SharePoint site](#), navigate to your region, and upload the solid waste data file. Please update the file name to include the concessioner's CONCID first in the file name—for example, *PARK001-2023 solid waste data*. If the concessioner is not collecting waste data and will not report for 2023, please access the regional concession contract listing under each regional folder and note in column A, *2023 Solid Waste Data (no data)*, for each concession contract that is not submitting data marking either "none" or "no data" in that cell.

Lastly, we ask that concessioners provide feedback on the pre-release version of the NPS tool. This version is currently undergoing review, and additional updates are expected. Any input concessioners would like to share on the tool's utility, including the waste categories, reporting units, conversion factors, and functionality, would be appreciated. Comments can be sent to our program email [cs\\_cm\\_helpdesk@nps.gov](mailto:cs_cm_helpdesk@nps.gov).

#### **For Further Information**

For information on NPS waste reduction efforts, see internal and external websites.

[Buy Green and Reduce-Reuse-Recycle-Sharepoint site](#)

<https://www.nps.gov/subjects/sustainability/waste-reduction.htm>

[https://www.nps.gov/subjects/concessions/upload/NPS-EP-Newsletter-Edition-10\\_8\\_31\\_2021.pdf](https://www.nps.gov/subjects/concessions/upload/NPS-EP-Newsletter-Edition-10_8_31_2021.pdf)

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