

2024

SOP for Demographic Data Maintenance

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Purpose & Scope

Demographic Data Maintenance Standard Operating Procedure for MRC

To comply with EPA nondiscrimination regulation provision 40 CFR 7.85(a)(2), the MRC will collect and maintain racial/ethnic, national origin, age, sex, and disability data of the population it serves. This will help us better serve our state.

The data collected by the MRC will include:

- Racial/ethnic
- National origin
- Age
- Sex
- Disability

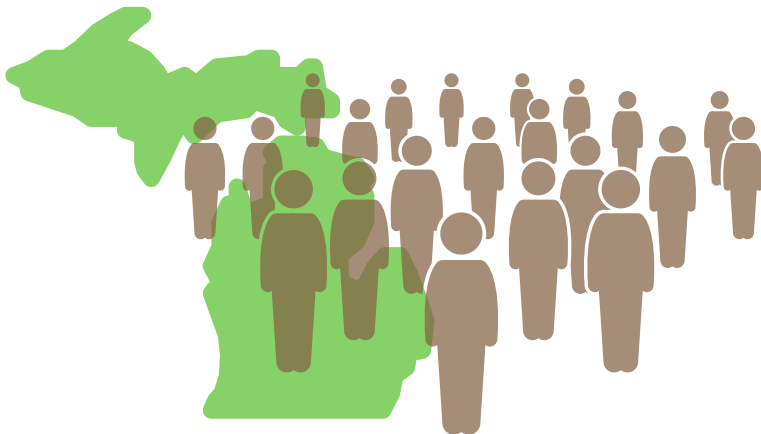
For the population it serves.

Because the MRC provides services related to recycling, the population we serve encompasses all residents of Michigan who are affected or could benefit from improved recycling, whether they are directly involved with our organization or not.

It may also be relevant for our organization to maintain separate demographic data related to its programs and services. It will be important as we maintain this data on the populations directly involved with recycling education outreach methods, and therefore, the following procedures will be followed going forward to ensure that EPA requirements are met and to ensure equitable resources for all of Michigan's communities to be able to increase recycling education.

Data Collection Methods

There are two main methods for collecting data. Full state data will be obtained through census information and programmatic data will be collected through the MRC database.



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**Michigan's Population
Topped 10 Million in
2020**

Census data will be gathered and added whenever applicable to organizational members representing local governments and municipalities. This data will be gathered from the US Census Bureau, and will be updated on a yearly basis.

MRC will begin collecting demographic data on program participants on a voluntary basis as an additional attribute on forms for registrations for events and membership applications.

Data Sources

Demographic data will include aggregated census data and self reported individual data



Statewide Data

Statewide data will be obtained from census data and updated on a yearly basis.



Local Data

Local data will be obtained through census data and will be updated on a yearly basis



Individual Data

Data on professional individuals involved in MRC programs will be collected through the MRC contact database and maintained regularly throughout the year.



Individual Data

Data on individuals in communities served by MRC programs will be collected through a combination of census data, surveys, and the MRC contact database and will be updated throughout the year.

Data Elements

Data to be maintained by MRC

In accordance with EPA nondiscrimination regulation provision 40 CFR 7.85(a)(2), the Michigan Recycling Coalition will collect and maintain the following data for the population it serves, which includes the state of Michigan and individuals and organizations who directly engage with the MRC.

Racial/Ethnic Data

National Origin

Age

Sex

Disability

Data Storage

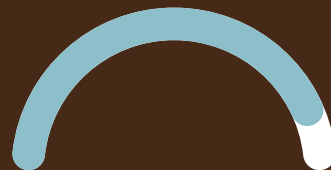
MRC Database

The Michigan Recycling Coalition maintains a robust member and contact database for businesses and individuals across Michigan.

Through this database, we maintain regular data about members and non-members throughout Michigan which includes a variety of attributes, including racial/ethnic data, national origin, sex, and disability.

The demographic fields are newer and will be updated throughout the year through the course of normal business. We will also take special care to add demographic data to local governments and municipalities where data can be obtained from the Census Bureau.

Better data means better recycling services for all of Michigan.



Data Analysis and Reporting

Data will be used to inform decision-making, program evaluation, and reporting requirements.

Collecting this data will ensure that the MRC is complying with federal goals to provide 40 percent of overall benefits to disadvantaged communities that are marginalized by underinvestment and overburdened by pollution.



Identify Underserved Communities

Investments will help confront decades of underinvestment in disadvantaged communities.



Promote Environmental Justice

Ensure engagement of community members in educational opportunities.



Utilize EJ Screening Tool

Collected data will be used in conjunction with the Climate and Economic Justice Screening Tool.



Commitment

Collected data will be updated and maintained regularly, no less than yearly.

Data Quality Assurance

MRC data is maintained regularly by staff, and will continue to be updated through the course of normal business. At least once a year, staff will assess demographic data to ensure accuracy.



Maintenance

Self reported data will be supplied

- By individuals filling out forms
- By event attendance

Audits

Once a year at minimum

- Staff will audit demographic data to ensure accuracy

