

Recycling & Recycled Paper Procurement Update

State Fiscal Year 2012



State of Illinois

Pat Quinn, Governor

Malcolm Weems, Director

Department of Central Management Services

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November 29th, 2012

To the Honorable Members of the General Assembly:

I am pleased to submit the Recycling and Recycled Paper Procurement Update Report for Fiscal Year 2012.

In addition to our hands-on recycling activities, the Department of Central Management Services (CMS), through the state's procurement process purchases various recycled paper products for state agencies, boards and commissions. CMS/BCCS has created and implemented the new Electronic Timekeeping Application System known as (eTime) for CMS employees. eTime is a secure web based application that will eliminate the time consuming paper shuffle of filling out paper timesheets, calculating totals, collecting signatures, filing, and storing paper records while collectively producing a cost savings to the agency and to the State of Illinois. We have estimated that this new program will save CMS \$1,000,000 annually through saved productivity and paper elimination. This system will be rolled out to about 30 other agencies over the next couple years.

Beginning in February 2012 CMS began meeting with the Prisoner Review Board (PRB) to address a file room that consisted of around 300,000 hardcopy files. The files in the file room far exceeded the capacity of the facility. Since the initial meeting 63,000 discharged inmate files have been removed from the facility, prepped for microfilming by a disabled workshop, staged at the SOS for microfilming, and will eventually be shredded and recycled upon release by the State Archives. CMS procured a high speed/volume scanner and developed a software platform that accommodated the needs of the agency in order to digitally capture and reproduce inmate files as needed by the agency and the board members. The retention schedule was updated to reflect the ability to store files electronically and to microfilm from the electronic media. Scanning is currently in progress for both the older files and all incoming new files.

CMS visited with IL Dept of Corrections (IDOC) on their paper needs and filing situation. IDOC currently has 60,000 file boxes spread across the state at several facilities and more paper files are being created each day. Some of these files are 135 years old. Over the years, some have been microfilmed and some have not. Most of the files are inmate records and as inmates are moved from facility to facility the files transfer with them creating more paperwork. Four different organizations/bureaus/agencies (i.e. PRB, parole, prison facility and TCO) touch these files. We are working to develop a plan to coordinate all old files to an electronic version (perhaps digitize), and a plan to eliminate paper at its origin.

CMS continues to recycle its surplus computers, cell phones and other electronic equipment to prevent leaks of mercury, lead and other toxins into the environment through disabled workshops.

CMS is strongly committed to the ongoing improvement of the state's recycling and recycled/post consumer-purchasing activities. CMS purchases other items containing recycled materials such as office products, tires, antifreeze, and recycling bins. CMS believes with the continued support of the goals of increased recycling, Government can lead by example in minimizing potential environmental impact. Your continued support of these initiatives and goals is very much appreciated.

Sincerely,

Malcolm E. Weems, Director

Print Reduction Savings

The print/fax/copier/scan equipment reduction program continues to move forward.

The equipment reduction is now an impressive 8411 fewer devices. The print reduction is now an estimated \$5,277,834.96 in savings since its inception of January 2011.

The printer reduction program not only reduces print devices through the install of the new multi-function Xerox devices but, it also eliminates paper waste and is a more efficient way of doing business. The new multi-function devices offer scan to e-mail which is a faster way to deliver hard-copy information to groups from Chicago to Carbondale. This also avoids the cost of delivery, fax lines and the associated cost and use of paper. Scanning is a less-paper strategy. The same digital document can be shared instantly and travel to as many destinations at the same time as needed, whereas paper documents must be duplicated and distributed individually.

Reducing paper consumption

Looking at the materials we use as a whole enables us to see where we can avoid creating waste. Reducing the amount of paper we use will play a key role in cutting waste. Illinois government is using the Printer Reduction Program to set standards at reducing paper by eliminating personal printers, stand alone printers, stand alone faxes and scanners, and providing a new way of delivering documents.

Also, hand dryers were installed in the James R. Thompson Center which eliminates the need to buy towels to refill dispensers.

Electronic Recycling

Since April 2010, the State has disposed of 117,427 computers, monitors, printers, fax machines, etc. This means CMS has ensured the responsible recycling of 117,427 electronic assets, and prevented 630.6 tons of electronics from entering Illinois landfills during this period.

I-CYCLE Program Statistics

The Solid Waste Management Act (SWMA) directs the Department of Central Management Services (CMS) to implement recycling programs in state offices and facilities. Sites range from those as large as the James R. Thompson Center in Chicago and the Willard Ice Building in Springfield to individual agency field offices statewide. Statistics for FY2012 are as follows:

| | |
|---|----------------------|
| Number of overall participating sites: | 311 |
| Sites recycling white & mixed paper: | 311 |
| Sites recycling cardboard: | 102 (approx.) |
| Sites recycling plastic & aluminum cans: | 254 (approx.) |

Paper and cardboard are the primary materials recycled through the program. Site output, vendor availability or limitation and market fluctuations all play a role in determining what materials a site recycles. I-CYCLE coordinates with vendors in different regions to collect paper from state locations on a no charge/no pay basis which means the vendor collects the material at no charge, keeping the proceeds in return. Since these collections are usually combined with the vendor's regular routes, weights for these sites are not available.

Comparison Statistics:

| Categories of Participating Sites | Fiscal Year 2011 | Fiscal Year 2012 |
|-----------------------------------|------------------|------------------|
| Recycling Paper (reporting) | 285 | 311 |
| Total paper/Cardboard | 41 | 102 |
| Plastic recycling | 4 | 254 |
| Aluminum Cans | 17 | 254 |

CMS, I-Cycle provides recycling bins for aluminum can recycling and material for locations where any state employees are located. Any building leased by CMS or owned by the State of Illinois would be included with the exception of Universities.

Many agencies have maintained a program prior to I-Cycle as aluminum cans are not state property and continue to use the aluminum can recycling within their employee use or for a (e.g., church, Girl Scouts, coffee fund, office party fund, etc.) In this case I-Cycle will still provide the bins and material to promote the can recycling.

Recycled Paper and Paper Products Summary

The following table summarizes the recycled paper and paper products procured by CMS for state agencies during the past fiscal year. Besides the office paper and envelopes purchased by the CMS Printing Unit, the Bureau of Strategic Sourcing (BOSS) purchases paper products such as toilet tissue, napkins, and paper towels for state agencies.

Comparative numbers for FY2012 are as follows:

| FY12 | Non-Recycled Content | Recycled Content | Total \$ | % Recycled Products |
|------------------------------|----------------------|------------------|---------------------|---------------------|
| Printing Unit : FY12 Paper | 2,741,331 | 1,109,532 | 3,850,863.00 | 28.8% |
| Printing Unit: FY12 Envelope | 2,448 | 1,234,239 | 1,236,687.00 | 99.8% |
| Printing Unit Totals | 2,743,779 | 2,343,771 | 5,087,550.00 | 46.1% |
| Other FY12 Paper Products | 338,865 | 2,499,969 | 2,838,834.00 | 88.1% |
| FY12 Total | 3,082,644 | 4,843,740 | 7,926,384.00 | 61.1% |

Note: In addition, FY12 outside printing contracts bid by CMS Printing Unit using recycled paper, Totaled \$344,268.00



Offices of the following state agencies and entities are involved in I-CYCLE:

Civil Service Commission
Comprehensive Health Insurance Commission
Illinois Environmental Protection Agency
Historic Preservation Agency
Fourth District Appellate Court
Illinois Board of Higher Education
Illinois Community College Board
Illinois Court of Claims
Illinois Deaf and Hard-of-Hearing Commission
Illinois Department of Agriculture
Illinois Department on Aging
Illinois Department of Central Management Services
Illinois Department of Children and Family Services
Illinois Department of Commerce and Economic Opportunity
Illinois Department of Corrections
Illinois Department of Employment Security
Illinois Department of Financial and Professional Regulation
Illinois Department of Human Rights
Illinois Department of Human Services
Illinois Department of Military Affairs
Illinois Department of Natural Resources
Illinois Department of Public Health
Illinois Department of Revenue
Illinois Department of Transportation
Illinois Department of Veteran's Affairs
Illinois Emergency Management Agency
Illinois Industrial Commission
Illinois General Assembly
Illinois Law Enforcement and Standards Training Board
Illinois Occupational Information Coordinating Committee
Illinois Planning Council on Developmental Disabilities
Illinois Prisoner Review Board
Illinois Rural Bond Bank
Illinois State Police
Illinois Student Assistance Commission
Illinois Supreme Court
Office of the Governor
Office of the Lieutenant Governor
Office of the Attorney General
Office of the Secretary of State
Office of the Comptroller
Office of the Treasurer
Office of the Auditor General
State Appellate Defender's Office
State Appellate Prosecutor's Office
State Board of Education
State Fire Marshal's Office
State Retirement Systems
Teacher's Retirement System