

Recycling & Recycled Paper Procurement Update

State Fiscal Year 2013



State of Illinois
Pat Quinn, Governor
Simone McNeil, Acting Director
Department of Central Management Services



November 14th, 2013

To the Honorable Members of the General Assembly:

I am pleased to submit the Recycling and Recycled Paper Procurement Update Report for Fiscal Year 2013. Recycling rates within State agencies have grown significantly over the last year, and we have many new and continuing initiatives to report.

In April 2013, the Governor's Green Council Committee along with the Department of Central Management Services (CMS), Bureau of Strategic Sourcing, launched a new "Buy Recycled Paper Challenge" to all State agencies. Buying recycled content paper results in many benefits. First, it supports local recycling programs by creating markets for collected material. Second, it conserves natural resources, saves energy, and reduces solid waste, air and water pollutants. Forty cases of copy paper made from 30% post consumer content saves about seven trees; 3,365 gallons of water; 225 pounds of solid waste; and eight pounds of air pollution in comparison to virgin paper. It is high quality and meets the same technical specifications as virgin paper, meaning that it can be successfully used in a wide variety of copiers, printers and office machines. By encouraging the purchase of paper created from recycled materials, we are supporting our community recycling efforts across the State and completing the circle from recycling to recovered.

Major renovations are underway to several State of Illinois complexes, which are being managed by the Department of Central Management Services, Bureau of Property Management. Upon completion these renovations will generate a ten year cost savings of over \$7 million through reduced electricity, gas, and water usage. Central Management Services is also looking to expand its efforts through instituting major boiler tune-ups and lighting retrofits throughout the State.

Central Management Services is working with the Department of Corrections' in an ongoing effort to develop energy efficient and renewable energy projects at various locations. We are also working with the Department of Agriculture to develop projects to expand the use of energy efficient and renewable energy technologies at the Illinois State Fairgrounds in Springfield. Beginning in June 2013, 25% of electricity supplies used in non-municipal utility areas (primarily outside of Springfield) will come from Illinois-based wind power generation sources as opposed to the national-blended renewable supplies purchased in prior years.

CMS, with the assistance of sheltered workshops in Illinois, continues to recycle its surplus computers, cell phones and other electronic equipment preventing this type of equipment from entering landfills resulting in the leaking of mercury, lead and other toxins into the environment.

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,

Simone McNeil,
Acting Director

Print Reduction Savings

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

The equipment reduction is now an impressive 9000 fewer devices. The print reduction is now seeing an estimated \$7,300,835.00 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.

Electronic Recycling

Since April 2010 to-date, the State has disposed of 245,954 computers, monitors, printers, fax machines, etc. This means CMS has ensured the responsible recycling of 245,954 electronic assets, and prevented 1,229.7 tons of electronics from entering Illinois landfills. Total savings to date (since April 2010) for electronics recycling by the State of Illinois is \$8,758,573.

Paperless Initiatives

CMS/BCCS have created and implemented the new Electronic Timekeeping Application System known as (eTime) for CMS employees and other State agencies. eTime is a secure web based application that has eliminated 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. State agencies have saved time and money while conserving paper by changing the way they commonly approach timekeeping. To-date, based on a financial assessment conducted by The Governor's Office of Management and Budget (GOMB), we estimated an FY13 savings of \$1.45 million worth of worker hours, converting over to the eTime system.

Vehicles

DOV currently has 15 electric vehicles and is in the process of purchasing more (20 Mitsubishi IMiev's and 20 Nissan Leaf electric vehicles). These vehicles run solely on electrical power producing zero emissions. DOV has also been responsible for building the infrastructure to support this technology; currently 15 level 2 charging stations have been installed throughout the state with plans of expanding this infrastructure as electric vehicles are deployed. Currently 128 Hybrid vehicles and 1 CNG (compressed natural gas) vehicle have been integrated into the overall fleet.



Reducing paper consumption

CMS' Bureau of Agency Services is currently working with CMS BCCS and the Business Enterprise Program Management Office to develop a comprehensive service for the implementation of the electronic filing cabinet software Docuware. This service will provide for a complete assessment of the documents associated with current paper based filing/storage systems and will result in a thorough recommendation for an e-solution. This assessment process will address all aspects pertaining to the conversion from a paper based system to the Docuware solution including but not limited to: the State Archives requirements, type of documents, search criteria (metadata), data storage costs, staffing requirements, and metrics to determine the savings associated with reduction of storage space and the increase in retrieval efficiency.

Direct cost saving benefits associated with the conversion from paper to digital range from the clerical staff that has to handle and transport documents, to the equipment that is needed to produce, reproduce, and distribute (e.g., printers, copiers, fax machines, etc.), to the consumables needed to produce the paper documents, the storage and warehouse expenses, and finally the risk associated with misfiled or lost documents. There are several projects underway at various stages of completion which include: the Prisoner Review Board, Department of Labor, Illinois Department of Corrections, Illinois Deaf and Hard of Hearing Commission, and CMS State and Federal Surplus.

State of Illinois' I-Cycle program

In fiscal year 2013 the State of Illinois' recycling program, I-Cycle, recycled from State owned and leased facilities paper, cardboard, plastic, and aluminum. A reported total of 5,521,906 lbs of paper, 830,714 lbs of cardboard, 2,486 lbs of plastic, and 4,114 lbs of aluminum was collected and recycled producing revenue for the State of \$62,800. This recycling effort, which includes 110 lbs of paper per state employee, resulted in 46,936 trees being saved, almost 20 million gallons of water conserved, 8,283 cubic yards not land filled, and over 1 million gallons of oil saved.

The State of Illinois' I-Cycle program currently partners with seven community rehab facilities in the State Use program that operate recycling centers employing people with disabilities. For fiscal year 2013 those sheltered workshops recycled a reported 133,577 lbs of paper, 5,132 lbs of cardboard, 308 lbs of aluminum, and 2,486 lbs of plastic. Due to the geographic location of workshops, this extension of the State's recycling program provides recycling to many areas of the State that would ordinarily not have access to the traditional vendor. In most cases the State does not pay the workshops to service the facilities as the revenue from the recyclables is retained and used to pay the disabled employees and build the respective programs.

Complementary to the I-Cycle program is CMS State Surplus Property's scrap metal recycling program consisting of three contracted vendors that service all State owned and leased facilities. For fiscal year 2013 the scrap metal program produced revenue totaling \$574,348.





Recycled Paper Procurement Statistics

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 FY2013 are as follows:

FY13	Non-Recycled Content	Recycled Content	Total \$	% Recycled Products
Printing Unit Paper	2,449,206.00	912,026.00	3,361,232.00	27.1%
Printing Unit Envelope	27,990.00	863,095.00	891,085.00	96.9%
Printing Unit Totals	2,477,196.00	1,775,121.00	4,252,317.00	41.7%
Other Paper Products	149,918.00	1,451,144.00	1,601,062.00	90.6%
FY13 Total	2,627,114.00	3,226,265.00	5,853,379.00	55.1%

Note: In addition, FY13 outside printing contracts bid by CMS Printing Unit using recycled paper, totaled \$264,828.00.

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 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*

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