



***NEW YORK STATE  
OFFICE OF GENERAL SERVICES***

***Material Recovery and Waste  
Reduction Program***

***ANNUAL REPORT***

**Fiscal Year 2009-10**

Submitted in accordance with Subsection 3 of Section 165 of the State Finance Law

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## **I. OVERVIEW OF THE OGS SOLID WASTE MANAGEMENT PROGRAM**

### **A. The 3R's Program - Reduce It! Reuse It! Recycle It!**

Fiscal Year 2009-2010 marks the 21st full year of the Office of General Services' (OGS) Solid Waste Management Program. The program is aimed at reducing the demand for valuable landfill space by efficiently collecting and marketing recyclable waste produced in OGS-managed facilities. Since its inception, 98,384 tons of paper and other materials, including batteries and scrap metal, have been recycled, generating \$2,444,235 of revenue, avoiding or averting approximately \$7.6 million in tipping fees, and saving 271,132 cubic yards of landfill space. In addition, since inception, an estimated 1.6 million trees were saved through this recycling initiative.

During the Fiscal Year 2009-10 reporting period, 1,675 tons of paper and 1,572 tons of other materials including batteries and scrap metal were recycled, which generated \$160,060 in revenue and avoided \$194,820 in tipping fees. Through these efforts, an estimated 28,475 trees were saved. In addition 9,741 fewer cubic yards of landfill space were used. Through participation of state agencies, employees, and tenants, 52 percent of the OGS properties' waste stream was recycled.

The 3R's Program is OGS Real Property Management's response to the requirements of Section 165 of the State Finance Law and is consistent with Executive Order 4 (EO 4), which calls for the implementation of a comprehensive and environmentally sound Solid Waste Management Program by all state agencies.

In addition to recycling various paper products, other OGS recycling efforts include collection and recovery systems for plastic, glass and metal containers; concrete; asphalt; yard waste; fluorescent lamps; electronic equipment including computers; motor oil; scrap metals such as brass, copper, iron, and aluminum; rechargeable and wet cell batteries. Additionally, OGS encourages all its tenants and employees through training, posters, and brochures to reduce the waste stream by the use of e-mail in place of written memoranda; computerized scheduling of meetings to eliminate written notification; two-sided photocopying; reuse of three-ring binders, hanging folders, note binders, paper clips, rubber bands, and mailing envelopes; and various other practices.

Utilizing the Inmate Labor Program established by the Executive Chamber and working in conjunction with the Department of Correctional Services, OGS continues to augment its 3R's Program staff through the placement of Inmate Labor at the Empire State Plaza.

## **B. Solid Waste Management through Commodity Purchasing**

The OGS Procurement Services Group (PSG) is the central commodity contracting office for New York State. Since PSG started contracting for recycled paper in 1981 and long before the April 2008 issuance of Executive Order (EO) 4, many additional recycled and energy efficient commodities have been added, as illustrated by the attached list (Exhibit A <http://www.ogs.state.ny.us/purchase/spg/pdfdocs/EnergyRecycled.pdf>) These commodities assist state agencies and local governments meet their recycling mandates while reducing waste and toxins in our landfills.

Green procurement is a cornerstone of EO 4. Also known as environmentally preferable purchasing (EPP), it is an effort to purchase products and services that have a reduced negative impact or increased positive impact on the environment and human health compared to traditional products. Specifications for EPP take into account energy use, materials used in manufacturing as well as potential toxins. Reduction of disposable packaging and end-of-life handling are also factored in. Buying green products supports all of the Order's environmental priorities regarding waste, toxics energy water and natural resources. In addition to general green commodities and services, the Order sets forth specifications applicable to paper.

Paper is an essential commodity, purchased in large quantities by the state. Paper manufacturing uses significant amounts of energy and natural resources and is a major source of pollution and greenhouse gas emissions. To reduce these impacts, the Order requires the purchase of paper and the printing of agency publications on paper made from 100% post-consumer recycled content and copy and janitorial paper that is processed chlorine-free. The term "processed chlorine free" (PCF) refers to recycled paper in which the recycled content and any virgin material is unbleached or bleached without the use of chlorine or chlorine derivatives.

On July 1, 2008, less than ten weeks after the Order was signed, OGS issued a two-year statewide contract for truckload lots of 100% post-consumer recycled content, PCF copy paper, making such paper readily available to state entities and local governments across the state. On September 1, 2008, OGS issued a two-year contract for less than truckload lots of the same paper.

### **Recycling of PCs**

As with the previous Aggregate PC Purchase Initiatives, PSG specified provisions that would allow awarded contractors to provide removal and disposal services for PCs and monitors to participating Authorized Users. The services must be provided in accordance with the OGS Surplus Property Requirements and must be performed in an environmentally-friendly disposal manner, consistent with New York State guidelines. Authorized Users may also negotiate a separate trade-in agreement with the contractor.

### **Copier Supply Recycling**

Toshiba America Business Solutions launched a program in August 2008 to recycle 100% of the used imaging supplies it collects from its customers and dealers. It is partnering with Close the Loop Inc., which provides collection boxes and transportation, and recycles the

materials, which include toner bottles, laser cartridges and toner bags. The program is part of Toshiba America's "Zero Waste to Landfill" recycling program. Imaging supplies traditionally are difficult to process, but close the Loop has four patented processes to recycle them, including one to manufacture a composite lumber product.

### **Recycling and Remanufacturing**

#### **Office Supplies**

- Group 23000; Award 21030 E\*-EE-RA-RM; 5/15/08 – 5/14/13 Miscellaneous Office Supplies, many products available on contract offer energy efficient or recycled material.

#### **Carpeting**

- Group 20600; Award 20759 RA; 3/08 – 2/28/13 Carpet and Carpet Tile contract includes choices that have recycled content and adhesives that have Carpet & Rug Institute Green Label Certification.

PSG encourages carpet vendors to offer carpet consisting of recycled fiber and recycled backing. These products are noted in the resultant carpet contract award for agency consideration.

#### **Ground Recycled Tire Rubber for Road Surfacing**

- Group 31508; Award 21938-RS; 5/1/10 – 4/30/11 Terminal blended rubberized surface treatment is a single course bituminous surface treatment consisting of terminal blended rubber modified performance graded binder and course aggregate applied to a paved surface.
- Group 31509; Award 21939 5/1/10 – 4/30/11 this contract includes both Conventional and Rubber Modified Paver Placed Surface Treatments. Rubber modified paver placed surface treatment is a preventative maintenance treatment used to preserve highway pavements. The treatment uses a surface paving system, placed by a self-priming paver, where a modified emulsion tack coat is placed directly before the application of a rubber modified hot mix asphalt wearing course.

#### **Liquid Bituminous Materials (Cold Recycling)**

- Group 31507; Award 21936-RS; 5/1/10 – 4/30/11 Cold Recycling allows for roads to be repaired without the need for complete resurfacing. It is a corrective maintenance technique. The existing pavement is milled to a depth of 3 to 4 inches, a liquid bituminous material is added to the millings, and the resulting mixture is placed and compacted on the milled surface. A new bituminous concrete layer is added later. Existing cracks are eliminated and the resulting pavement should last for many years.

#### **Guide and Bridge Rails**

- Group 32000; Award 20674 RA; 12/19/07 – 11/30/10 Guide/Bridge Rails, End Sections, & Accessories statewide contract has some recycled choices available.

#### **Glass Spheres**

- Group 38602; Award 21869-RA; 4/23/10 – 12/31/13 Reflective Glass Spheres are used for road surfaces and are available in a statewide contract through December 2008. Glass spheres are mixed with traffic paint and extruded plastic pavement markings to provide drivers with improved recognition of the placed pavement demarcations during night and wet conditions. The spheres are manufactured from 100% recycled glass.

### **Traffic Safety Products**

- Group 38612; Award 20187-RA; 11/15/06 - 11/14/10 New York has engaged in multi-state initiative for Traffic Safety Products with Maine, Massachusetts, Michigan, New Hampshire, New Jersey, Pennsylvania, Rhode Island, Vermont and Wisconsin. Traffic Safety Products include Traffic Cones, Channelizer Drums, Flexible Delineator Posts as well as other traffic safety accessories. Traffic Cones and Delineator Posts contain 50% total recycled material, while the Channelizer Drums range from 71% to 79% total recycled content depending on the drum's base weight. Additional catalog products include Solar Assisted Arrow Warning Signals to aid traffic flow through construction areas and detours without costs associated with generators or continuous electric power. This is an EO 4 compliant contract.

### **Paper Products**

- Group 50213; Award 21427-GR-RS; 7/1/08 – 7/30/12 White Xerographic Copy Paper - Truckload Lots. Item 1 - Recycled - Contains 100% post consumer recycled fiber and is processed chlorine free. Item 2 - Recycled - Contains 50% post consumer recycled fiber and is elemental chlorine free. Item 1 is EO 4 compliant.
  - Group 50211; Award 21239-GR-- RS; 9/1/08 – 8/31/10 Recycled Copy Paper - Less Than Truckload. Items 1-4: 100% post consumer recycled content and processed chlorine free. Item 8: 50% post consumer recycled content and elemental chlorine free. Items 9-12: 30% post consumer recycled content and elemental chlorine free. Items 1-4 are EO 4 compliant. A two year renewal of this contract through to 8/31/12 is anticipated.
  - Group 23500; Award 21040-RS; 6/1/08 – 5/31/13 Jumbo Roll Toilet Tissue that is 100% recycled including 20% post consumer, processed chlorine free and environmental choice certified™. This award was issued prior to EO 4 and while not fully compliant, offers an environmentally friendly alternative to non-recycled products.
  - Group 35200; Award 20082; 11/1/07 – 7/31/12 Includes Firearms Targets made of recycled paper.
  - Group 23330; Award 20995-RS; 12/1/07 – 11/30/12 Paper Napkins that are 100% recycled including 70% post consumer recycled content and processed chlorine free. This award was issued prior to EO 4 and while not fully compliant, offers an environmentally friendly alternative to non-recycled products.
- Group 23330; Award 20994-RS; 12/1/07 – 11/30/12 Facial Tissue with 95% post consumer recycled content and processed chlorine free. This award was issued prior to EO 4 and while not fully compliant, offers an environmentally friendly alternative to non-recycled products.

## **II. QUANTITIES OF RECYCLED PAPER PURCHASED BY THE OFFICE OF GENERAL SERVICES AND OTHER AGENCIES**

When New York began its recycled paper procurement program in 1981, OGS PSG was one of the few major government contracting offices willing and authorized to pay a premium (no greater than 10 percent) for recycled paper. Thus, there were several years of significant growth in recycled paper purchases as the suppliers of such products sought to participate in New York State contract opportunities. By the end of the 1980's, procurement of this product grew in popularity to the extent that OGS found itself competing with a larger number of governmental and private sector contracting offices. Consequently, in 1989, since the supply had not grown with the demand, PSG implemented an aggressive, innovative program designed to facilitate the establishment of recycled paper contracts.

Section 165(3) of the State Finance Law allows for a 10% preference for recycled paper which complies with the recycled content and recycled certification requirements specified. An additional preference, not exceeding a total preference of 15%, is allowed if at least 50% of the post consumer material utilized in the manufacture of the paper is generated from the waste stream in New York State.

On April 26, 2008, Governor David A. Paterson signed Executive Order 4 - Establishing a State Green Procurement and Agency Sustainability Program (EO 4). Pursuant to the order, effective July 1, 2008, all copy paper, janitorial paper and other paper supplies purchased by each state agency or authority shall be composed of 100% post consumer recycled content to the maximum extent practicable, and all copy and janitorial paper shall be processed chlorine free to the extent practicable, unless such products do not meet required form, function or utility, or the cost of the product is not competitive.

Additionally, effective July 1, 2008, all state agency and authority publications shall be printed on 100% post-consumer recycled content paper. Where paper with 100% post-consumer recycled content is not available, or does not meet required form, function and utility, paper procurements shall use post-consumer recycled content to the extent practicable. Non-recycled content shall be derived from a sustainably-managed renewable resource to the extent practicable, unless the cost of the product is not competitive.

The recycled paper procurement program specifically targets the various grades of paper found in the typical office environment, with the goal of replacing virgin paper with recycled paper. Among the accomplishments of the program to date are:

- Recycled Paper Contracts w/ Chlorine Free Properties - All recycled paper contracts issued by OGS are either Elemental Chlorine Free (ECF) or Processed Chlorine Free (PCF) During the reporting period (2009 being the most recent full calendar year of data available at this time), 24 contracts had purchases totaling \$16,322,279 in estimated consumption of recycled paper that was either ECF or PCF..
- White copy paper – The recycled paper contracts for white copy paper that is acid free and either processed chlorine free or elemental chlorine free, in both less than truckload lots and truckload lots, have a combined estimated consumption value of approximately \$11.8 million.

- Xerographic paper (colors) – The first statewide contract for recycled xerographic paper in colors was established in 1994. Subsequent contracts have been established and in 2009 the contract had an estimated annual consumption value of \$100,000.
- Wove envelopes – This contract was originally issued in March 1990. The present contract includes both white and colored envelopes and is valued at approximately \$1.4 million annually.
- Kraft envelopes – The contract was originally issued in May 1991. The present contract is valued at \$300,000 annually.
- Computer paper – Contracts used during the reporting period for computer paper, including acid free and either processed chlorine free or elemental chlorine free products, totaled approximately \$850,000 in estimated consumption.
- New York State Printing and Public Documents Law mandates that all lithographic printing used in the production of New York State printing requirements contain a certain percentage of vegetable oil as follows: News Inks - 40%; Sheet Fed Inks - 20%; Forms Inks - 20%; Heat Set Inks - 10%.

The following table shows the estimated value of purchases made from PSG paper contracts in each of the past 29 years, as well as estimated cumulative totals. In the most recent completed year (2009) an estimated 96% of paper purchases were for recycled paper.

Year	Contract Value			Percentage with Recycled Paper
	Recycled Paper Purchases	Virgin Paper Purchases	Total Paper Purchases	
1981	\$ 2,800,400	\$ 6,303,688	\$ 9,104,088	31%
1982	2,168,374	5,649,085	7,817,459	28%
1983	4,011,147	3,279,330	7,290,477	55%
1984	4,450,682	4,858,951	9,309,633	48%
1985	5,045,173	3,488,797	8,533,970	59%
1986	3,702,827	5,407,725	9,110,552	41%
1987	2,164,064	6,799,338	8,963,402	24%
1988	4, 655,121	13,161,187	17,816,305	26%
1989	7,166,351	16,232,199	23,398,550	31%
1990	17,159,807	14,444,554	31,604,361	54%
1991	11,972,838	18,938,572	30,911,410	39% <sup>1</sup>
1992	11,655,370	13,851,664	25,507,034	46% <sup>2</sup>
1993	13,932,010	10,472,372	24,404,382	57%
1994	13,001,473	15,940,901	28,942,374	45%
1995	20,366,074	21,099,048	41,465,122	49%
1996	29,830,873	1,281,341	31,112,214	96%
1997	26,932,536	1,826,767	28,759,306	94%
1998	28,923,335	1,024,025	29,947,360	97%
1999	25,582,595	1,910,274	27,492,869	93%
2000	26,792,233	1,648,832	28,441,065	94%
2001	21,085,168	1,506,705	22,591,873	93% <sup>3</sup>
2002	20,167,624	6,111,552	26,279,176	77% <sup>4</sup>
2003	12,260,545	5,870,638	18,131,183	68%
2004	8,946,963	9,276,892	18,223,855	49% <sup>5</sup>
2005	7,752,088	10,649,830	18,401,918	42%
2006	12,296,602	5,642,146	17,938,748	69%
2007	17,413,225	5,521,113	22,934,338	76%
2008	16,044,054	3,515,131	19,559,185	82% <sup>6</sup>
<b>2009</b>	<b>16,322,279</b>	<b>734,277</b>	<b>17,056,556</b>	<b>96%</b>
<b>Totals</b>	<b>\$394,601,831</b>	<b>\$216,446,934</b>	<b>\$611,048,765</b>	<b>65%</b>

## Notes

<sup>1</sup>In July 1991, the recycled paper preference provisions of State Finance Law §177 were revised. In accordance with Chapter 644 of the Laws of 1991, a "recycled product" was one which met the requirements of provisions of the Environmental Conservation Law and regulations (i.e. products certified under DEC's Emblems Program). As of December 1991, only one paper manufacturer had been so certified.

<sup>2</sup>In July 1992, the recycled paper preference provisions of State Finance Law §177 were again revised. Effective September 1, 1992, Chapter 412 of the Laws of 1992 "de-coupled" OGS Central Purchasing recycled preference authority from DEC's Recycling Emblems Program.

<sup>3</sup>Prior to 2002, paper contracts were awarded semi-annually or annually and the chart on page 9 for the years preceding 2002 are based on the number of contracts established during that calendar year and the estimated dollar value of those contracts issued in the respective calendar year.

<sup>4</sup>In calendar years 2002 and 2003, PSG began establishing multiyear contract terms for paper contracts with indices for price adjustments, in lieu of bidding paper contracts semi-annually or annually. This led to a substantial decrease in the overall number of contracts awarded during the calendar year. It also necessitated the need to make a change in the method of overall reporting from "recycled paper contracts established" to "recycled paper purchases" in any given calendar year, with values of multiyear contracts prorated to estimate annual consumption.

There was a decline in the percentage of recycled paper purchases beginning 2003 and for the next several years resulting from award of our largest paper contract, Xerographic Copy Paper - Less Than Truckload Lots, on virgin paper subsequent to PSG's migration to multiyear contract terms in 2002; and when the contract was re-bid in 2006, a significant portion of the contract was again awarded on virgin paper at a much lesser cost. This is the primary reason for the significant decline in recycled paper consumption during this period.

<sup>5</sup>Beginning in calendar year 2004, figures in the chart above are based on actual consumption values derived from sales data collected from contractors, sometimes extrapolated if a full year's data is not available.

<sup>6</sup>When the Less Than Truckload Lots contract for copy paper was re-bid in 2008, the provision of recycled paper was mandatory and the contract also contained the 2008 requirements for Executive Order No 4 - Establishing A State Green Procurement And Agency Sustainability Program, which required that effective July 1, 2008, all copy paper, janitorial paper and other paper supplies purchased by each State agency or authority be composed of 100% post-consumer recycled content to the maximum extent practicable. In order to ensure an adequate source of paper supply toward the effort of compliance with EO 4 requirements by State agencies and authorities and to provide political subdivisions and others authorized by New York State Law an avenue to procure less than truckload lots of recycled paper that was environmentally friendly, the Office of General Services' issued multiple awards for products that contained 100%, 50% and 30% post consumer recycled content. This has contributed substantially to an increase in recycled paper consumption.

As a result of the enactment of EO 4, coupled with OGS' commitment to sustainability, OGS anticipates that recycled paper consumption in general will continue to remain strong as more contracts are awarded for environmentally preferable paper products.

### III. AMOUNT OF WASTE RECYCLED FROM STATE OFFICES AND STATE PROGRAMS AND FULL AVOIDED COSTS

#### A. State Offices

When OGS initiated its paper recovery efforts on July 8, 1987, the “3R’s” Recover It, Recycle It, Reuse It name was used to promote the program. In May 1988, the office paper collection portion of the materials recovery effort was called the “Paper Chase Program,” although it is still considered part of the larger 3R’s Program. In 1989, recycling efforts started too expanded to include all categories of scrap metals, wet cell batteries, motor oil, plastics, and polystyrene products from cafeterias located at the Empire State Plaza. Recycling efforts are constantly expanding to capture recyclables from the waste stream and to reduce waste overall.

It should be noted that the amount of revenue generated and tipping fees avoided vary widely by location depending on two factors: the waste landfill space in the area and the type of solid waste material generated. For reporting purposes, the Office of General Services has categorized its buildings into three groups: The Empire State Plaza and the Harriman State Office Building Campus; the New York Metro Area; and the Western Region. The following chart summarizes the tonnage recycled, revenues generated, tipping fees avoided, and landfill space saved for the period April 1, 2009 to March 31, 2010:

Group	Number of Buildings	Tons of Material Recycled	Tipping Fees Avoided	Cubic Yards of Landfill Space Avoided	Revenue Generated
<b>Empire State Plaza and Harriman State Office Building Campus</b>	25	2,826	\$169,560	8,478	\$159,639
<b><u>Downstate Region State Office Buildings</u></b> Eleanor Roosevelt Perry Br. Duryea 55 Hanson Place Adam Clayton Powell, Jr. Hawthorne Nassau County Courts	6	263	\$15,780	789	\$28
<b><u>Upstate Region State Office Buildings</u></b> Senator Hughes Utica Homer Folks Facility Dulles Henderson -Smith Mahoney Binghamton	7	158	\$9,480	474	\$393
<b>Totals</b>	<b>38</b>	<b>3,247</b>	<b>\$194,820</b>	<b>9,741</b>	<b>\$160,060</b>

#### **IV. EXTENT OF WASTE STREAM REDUCTION AND KINDS OF MATERIALS**

During the FY 2009-10 reporting period, a 52% waste stream reduction was achieved for all OGS owned and operated facilities.

Section 165, Subsection 3 of the State Finance Law requires the Office of General Services to devise and institute a program to source separate and recover all waste (other than paper) from state office facilities. OGS has been involved in this activity since the inception of its program in 1987. OGS is always looking for new ways to reduce, reuse, and recycle items. OGS waste recovery efforts include the following initiatives:

##### **Composting**

OGS and Sodexo, Inc. began a food waste composting pilot program at the Empire State Plaza during the 2009-2010 year. The program began with the collections of pre-consumer compostable materials in all of the ESP kitchen facilities. The second phase of the program was the collection of the post consumer compostable material, including recyclables. During the year OGS initiated in stages, all of the ESP dining room facilities into the collection program. The totals collected for pre- and post-consumer and recyclables waste generated at the Empire State Plaza dining facilities included:

- 27 tons of pre-consumer food waste for compost:
- 16.6 tons of post-consumer food waste for compost: and
- 27.1 tons of collected recyclables.

2010-2011 collection totals should increase since all of the dining room facilities post consumer waste and recyclables will be collected for the entire year.

##### **Cardboard**

Cardboard is a large commodity that is recycled through the 3R's program. Cardboard boxes are reused as much as possible, and when they are no longer reusable they are recycled. During this reporting period, more than 251 tons of cardboard were recycled.

##### **Plastic/Glass/Metal Cans**

In March 1996, the 3R's Program was restructured to include the comingled collection and marketing of plastic, glass, and metal cans or containers. During this reporting period, more than 16 tons of plastic, glass and metal cans were recycled.

##### **Waste Oil**

The waste oil recycling program is an important part of the OGS Recycling program. Waste oil is typically stored in 275-gallon capacity holding tanks until quantities warrant collection by vendors. During this reporting period, more than 275 gallons of used oil were recycled, which is equivalent to about one ton.

##### **Mixed Paper**

Mixed paper is the biggest part of the OGS recycling program. Different kinds of paper are recycled, such as confidential paper (which is shredded), white ledger, colored paper, and computer paper. During this reporting period, 1,675 tons of paper was recycled. For every ton of paper that is recycled, 17 trees are saved. Since inception of the recycling program approximately 1.6 million trees have been saved.

**Waste Metals**

A variety of bulk waste metals are recovered from OGS managed facilities. Recycling efforts are based on the markets available within a locality. Recovered metals include iron, steel, copper, and aluminum. During this reporting period, over 251 tons of metal were recycled.

**Yard Waste**

In 1998, OGS began sending its yard waste (i.e., leaves and grass clippings) to a compost vendor. During this reporting period, 367 tons of yard waste was composted.

**Concrete, Stone and Asphalt**

In 1998, concrete, stone, and asphalt were added to the recycling program. During this reporting period, 558 tons of these materials were recycled. To date, over 21,895 tons of materials have been recycled.

**Fluorescent Lamps and Ballasts**

In 1998, fluorescent lamps and lighting ballasts were added to the program. During this reporting period approximately 1 ton of fluorescent lamps and ballasts were recycled. To date, more than 53 tons of material has been recycled.

**Electronic Equipment**

During Fiscal Year 1999-2000, electronic equipment such as old computers, monitors, fax machines, and copiers were added to the recycling program. During this reporting period, more than 6 tons of electronic equipment was recycled. To date, the 3R's program has recycled approximately 150 tons of electronic equipment.

**Other**

75 tons of other materials such as used tires, Styrofoam, batteries, and wood were recycled during this reporting period.

**A. OGS Bureau of Surplus Personal Property**

The transfer of state personal property continues to be the first priority of the Surplus Personal Property Program. The recycling efforts have been greatly enhanced by the circulation of available surplus through an Internet site available to all agencies, which lists assets available for transfer statewide, and in the operation of the OGS Surplus Property Warehouse.

In Fiscal Year 2009-10, 9,414 items were transferred between and among state agencies, resulting in an estimated savings/cost avoidance of \$4.1 million. Also, 4,881 items were sold to the public, generating a revenue return of \$5.5 million. These sales included vehicles and highway maintenance equipment sold via the public auction program, and all other commodities such as office, computer and institutional furniture and equipment, and scrap materials, which were sold on eBay.

## **B. State Education Department, State Archives, State Records Center**

Prior to the implementation of the 3R's Program, OGS was operating one of the largest paper recycling programs in the country. In 1978, OGS negotiated a contract for the shredding and recycling of confidential surplus records. The former OGS Bureau of Records Management, now a branch of the State Education Department, assists State offices in establishing efficient records management programs. A key component of their assistance program is the disposal of confidential material and source separated waste paper, primarily in the form of unsorted files. Any agency can have large quantities of confidential material picked up and shredded. During this reporting period, approximately 1,753 tons of materials were sold for recycling through this program, generating \$102,346.62 in revenue, thus avoiding \$105,161.40 in landfill tipping fees.

## **V. COST OF OPERATING THE PROGRAM**

For Fiscal Year 2009-10, \$422,100 was expended for the operation of the statewide 3R's Program. These funds were used to support the program as indicated below:

Personal Service	\$280,000
Fringe/Indirect Cost	132,400
Miscellaneous Supplies	6,600
Travel	0
Equipment	0
Misc. Contractual	3,100
Total:	<u>\$422,100</u>

## **VI. SPECIFIC ACTIONS UNDERTAKEN**

### **Initiatives Summary**

In OGS' continued commitment to conserve natural resources and significantly reduce the volume of solid waste entering the waste stream, the agency has:

- Worked in partnership with the Department of Environmental Conservation (DEC) to assist each affected entity in fulfilling its requirement under Executive Order 4 and to help coordinate Executive Branch compliance with the mandate. This responsibility includes goal setting, training, and reporting as well as the writing of green specifications to be used in the procurement of green commodities and services.
- Continued to increase the number of contracts for products that contain recycled components or can be recycled, display energy efficiency, reduce toxins into the environment or assist to positively affect the environment through use. Included are those contracts for 100 percent post consumer recycled content, processed chlorine free, copy paper. The use of this paper by affected entities is mandated by Executive Order 4.
- Utilized Executive Order 4's higher discretionary purchasing authority in promoting and approving agency requests for the purchase of environmentally preferred products and

services. The aggregate computer purchase is a prime example of the purchasing power of the state and its ability to affect the market in environmentally positive ways.

- Offered Executive Order 4 compliant contracts for desktop and notebook computers and display monitors, commercial and domestic clothes washers, passenger vehicles, alternative fuel vehicles, re-refined hydraulic oil, re-refined motor oil, and traffic safety products derived from recycled material.
- Continued to provide road products made of recycled materials, such as glass beads, highway safety equipment, and various road surfacing products primarily used by the Department of Transportation.
- Required take-back and recycling options on contracts for computers, copiers, and compact fluorescent lamps. Encouraged take-back options in specifications for most commodities when feasible.
- Issued an office furniture contract that includes items made from woods harvested from sustainably managed forests and certified by the Forest Stewardship Council and the Sustainable Forestry Initiative.

## **B. Technical Assistance**

As discussed above, Executive Order 4 directs all affected entities to meet a 10 percent per year waste reduction goal by taking necessary steps to maximize all opportunities to reduce the amount of solid waste generated, and recycle material recoverable from solid waste originated at the facilities. As resources permit, OGS and DEC provide technical assistance to affected entities to comply with the Order. This includes assistance with procurement, waste reduction, employee training and sustainability planning and reporting.

## VII. GOALS FOR FISCAL YEAR 2010-11

To ensure continuing compliance with the provisions of the Solid Waste Management Act of 1988, Subsection 3 of Section 165 of the State Finance Law, and Executive Order 4, OGS will:

- Establish additional recycled-content commodity contracts with other states and jurisdictions through active involvement with the National Association of State Purchasing Officials Eastern Regional Purchasing Cooperative and other established regional purchasing cooperatives throughout the nation.
- Continue to promote the purchase of commodities containing recycled content and educate client agencies in the use of the available procedures to increase such procurement (e.g., OGS' innovative procurement initiatives discussed in other sections of this report).
- Continue to work in cooperation with the Department of Environmental Conservation to provide technical assistance and help coordinate compliance with Executive Order 4.
- Increase the purchase and use of alternative fueled vehicles by state agencies and local governments.
- Continue to promote the purchase of recycled commodities such as carpets, picnic tables, and waste containers.
- Continue to promote the recycling of electronic scrap.
- Continue to promote the statewide battery recycling program and expand the locations for collection.
- Continue to promote the Compost Program within the Empire State Plaza as well as look toward expanding the program to OGS cafeterias statewide.
- Continue to recycle all fluorescent lamps and ballasts.
- Continue to do waste audits and building walk-throughs to promote the 3R's Program within OGS facilities statewide.
- Promote Reuse Centers for basic office supplies within OGS facilities statewide.
- Continue to develop the Virtual Reuse Center which will be available on the OGS website.

# **EXHIBITS**

# EXHIBIT A

## New York State Office of General Services Procurement Services Group

### Contracts with Recycled and/or Energy Efficient Products & Technology

Code	Group	Award	Description	End Date	
E*	22424	01649	COPIERS (ANALOG & DIGITAL) DIGITAL	DUPLIC, COLOR & WIDE FORMAT (STWD)	05/31/2012
E*	22433	21457	FACSIMILE EQUIPMENT	(STATEWIDE)	11/30/2013
E*	22812	19594	MAILING MACHINES, SCALES, FOLDERS,	INSERTERS, METER RENTAL (STWD)	04/30/2010
E*	25203	20685	RESIDENTIAL AND COMMERCIAL CLOTHING	WASHERS AND DRYERS (STATEWIDE)	12/31/2010
E*	34104	20564	DIAGNOSTIC REAGENTS AND INSTRUMENTS	(STATEWIDE)	02/28/2012
E*	38806	21273	AUDIO VISUAL EQUIPMENT AND	ACCESSORIES (STATEWIDE)	10/31/2013
E*	39000	20304	INDUSTRIAL AND COMMERCIAL SUPPLIES	& EQUIPMENT (STATEWIDE)	09/30/2012
E*	75302	4060	MICROCOMPUTER SYSTEMS - DELL	(STATEWIDE)	03/31/2010
E*	75305	4063	MICROCOMPUTER SYSTEMS - HEWLETT	PACKARD (STATEWIDE)	03/31/2010
E*	75308	4066	MICROCOMPUTER SYSTEMS - TOSHIBA	(STATEWIDE)	11/21/2009
E*	75312	4057	MICROCOMPUTER SYSTEMS	(CSS LABS) (STATEWIDE)	03/31/2010
E*	75313	01374	ALTERNATIVE INFORMATION SYSTEM	MICROCOMPUTER SYSTEMS (STATEWIDE)	03/31/2010
E*	75314	4055	MICROCOMPUTER SYSTEMS -	APPLE AMERICA	03/31/2010
E*	75318	00038	MICROCOMPUTER SYSTEMS - GREAT LAKES	ELECTRONICS DIST INC (STATEWIDE)	03/31/2010
E*	75321	4054	MICROCOMPUTER SYSTEMS - ACER		11/21/2009
E*	75322	4056	MICROCOMPUTER SYSTEMS - UPSTATE	BRITE COMPUTERS (STATEWIDE)	03/31/2010
E*	75329	4426	MICROCOMPUTER SYSTEMS - SENECA	DATA DISTRIBUTORS INC	03/31/2010
E*	75336	18012	MICROCOMPUTER SYSTEMS - FUJITSU PC	CORPORATION (STATEWIDE)	11/21/2009
E*	75339	18311	MICROCOMPUTER SYSTEMS	USITEK INC (STATEWIDE)	03/31/2010
E*	75340	18884	MICROCOMPUTER SYSTEMS -	DATA911 SYSTEMS (STATEWIDE)	11/21/2009
E*	75343	19680	MICROCOMPUTER SYSTEMS - SONY	ELECTRONICS INC	11/21/2009
E*	75344	19967	MICROCOMPUTERS PC -	LENOVO	03/31/2010
E*	75345	20709	MICROCOMPUTERS SYSTEMS	EARTHWALK COMMUNICATIONS INC	11/21/2009
E*	75346	21101	MICROCOMPUTERS (HARDWARE)	PANASONIC	11/21/2009
E*	75500	00272	PRINTERS PERIPHERAL ACC & RELATED	SERVICES (STATEWIDE)	12/09/2011
E*	75501	00263	EPSON AMERICA INC FOR PRINTERS,	PERIPHERALS, ACC & REL SVCS (STWD)	12/09/2011
E*	75503	21150	IKON OFFICE SOLUTIONS-PRINTERS,	PERIPHERALS, ACCESSORIES (STWD)	12/09/2011
E*	75504	00265	OKI DATA AMERICAS INC FOR PRINTERS,	PERIPHERALS, ACC & REL SVCS (STWD)	12/09/2011
E*	75510	18454	EASTMAN KODAK COMPANY-PERIPHERALS	ACCESS & REL SERVICES (STATEWIDE)	12/09/2011
E*	75511	00267	XEROX CORP-PRINTERS, PERIPHERALS,	ACCESSORIES & RELATED SERVICES	12/09/2011
E*	75512	00270	INTERNATIONAL BUSINESS MACHINES	CORP INFO PRINT PRINTERS (STWD)	12/09/2011
E*	75514	20397	PRINTER - KYOCERA MITA CORP		03/14/2011
E*	75516	00266	OCE PRINTERS, PERIPHERALS, ACCESS &	RELATED SERVICES (STATEWIDE)	12/09/2011
E*	75523	19478	KONICA MINOLTA PRINTERS PERIPHERALS	ACCESSORIES & RELATED SERVICES	06/27/2011

E*	75525	21392	PRINTERS PERIPHERALS ACCESSORIES &	RELATED SERVICES (STATEWIDE)	12/09/2011
E*	75525	21472	PRINTERS PERIPHERALS & RELATED	SERVICES (STATEWIDE)	12/09/2011
E*	75525	21735	PRINTERS, PERIPHERALS, ACCESSORIES	& RELATED SERVICES (CANON USA INC)	12/09/2011
E*	75529	01762	RICOH CORPORATION FOR PRINTERS,	PERIPHERALS, ACC & REL SVCS (STWD)	12/09/2011
E*	75702	19464	ASSIST TECHNGY-PERSON W/DISABILITY	PULSE DATA-HUMANWARE	08/08/2010
E*	75702	19465	ASSISTIVE TECHNOLOGY FOR PERSONS W/	DISABILITIES - C-TECH INC (STWD)	08/08/2010
E*	75702	19514	ASSISTIVE TECHNOLOGY FOR PERSONS W/	DISABILITIES-WASHINGTON COMP(STWD)	08/08/2010
E*	75702	19515	ASSISTIVE TECHNOLOGY FOR PERSONS W/	DISABILITIES - VIS-ABILITY (STWD)	08/08/2010
E*	75702	19516	ASSISTIVE TECHNOLOGY FOR PERSONS W/	DISABILITIES - EVAS (STATEWIDE)	08/08/2010
E*	75702	19517	ASST TECHNOLGOY FOR PERSONS W/DISAB	ENHANCED VISION (STATEWIDE)	08/08/2010
E*	75702	20064	ASSISTIVE TECHNOLOGY FOR PERSONS W/	DISB-INDEPENDENT LIVING AIDS INC	08/08/2010
E*	75702	20065	ASSISTIVE TECHNOLOGY FOR PERSONS	WITH DISABILITIES(G ROBERT OYER)	08/08/2010
E*	77200	19521	RADIO COMMUNICATIONS EQUIPMENT	(STATEWIDE)	12/13/2011
E*	77200	19521	RADIO COMMUNICATIONS EQUIPMENT	(STATEWIDE)	12/13/2016
E*-EE-ES	05400	20936	ELECTRIC LAMPS (STATEWIDE)		04/14/2013
E*-EE-RA- RM	23000	21030	MISCELLANEOUS OFFICE SUPPLIES	(STATEWIDE)	05/14/2013
E*-RA	39000	20304	INDUSTRIAL AND COMMERCIAL SUPPLIES	& EQUIPMENT (STATEWIDE)	09/30/2012
E*-RM-SW	75505	00264	LEXMARK FOR PRINTERS, PERIPHERALS,	ACCESSORIES & REL SVCS (STWIDE)	12/09/2011
E*-SW	75502	00262	HEWLETT PACKARD COMPANY / PRINTERS,	PERIPHERALS, ACC & REL SVCS (STWD)	12/09/2011
E*-SW	75531	18935	DELL MARKETING LP FOR PRINTERS,	PERIPHERALS, ACC & REL SVCS (STWD)	12/09/2011
EE	35814	20470	SPEED DISPLAY TRAILERS	(STATEWIDE)	11/30/2008
EE	45001	20882	TURF UTILITY VEHICLES	(STATEWIDE)	06/30/2010
ES	20915	20551	FURNITURE ALL TYPES (STATEWIDE)	(EXCEPT HOSP RM & PATIENT HANDLING	10/28/2012
ES	35200	20881	FIREARMS AMMUNITION HANDCUFFS	BATONS HOLSTERS & TARGETS (STWD)	07/31/2012
ES	40410	21895	POLICE VEHICLES	(2010 MODEL YEAR) (STATEWIDE)	03/31/2011
ES	40521	18543	BUSES (SCHOOL), MED DTY, TYPES C&D	DIESEL PWRD (2004-2009 MOD YR)(SW)	05/31/2008
ES	40521	18543	BUSES (SCHOOL), MED DTY, TYPES C&D	DIESEL PWRD (2004-2009 MOD YR)(SW)	11/30/2010
ES	40534	20939	REFUSE AND RECYCLABLES COLLECTION	TRUCKS (STATEWIDE)	05/31/2010
ES	40570	20774	TRUCKS (LGT DTY) CHASSIS-CAB TYPE	SNOW PLOWS OPTION/ACC (STWD)	03/31/2010
ES	40580	20165	TRUCKS (CLASS 5 6 & 7) CHASSIS CAB	BODIES/PLOWS W/OPT/ACC (STWD)	03/31/2010
ES	71010	01510	PEST MANAGEMENT THROUGH INTEGRATED	PEST MANAGEMENT (IPM) (STATEWD)	03/31/2012
GR-RS	50211	21239	RECYCLED COPY PAPER	(LESS THAN TRUCKLOAD LOTS) (STWD)	08/31/2010
GR-RS	50213	21427	RECYCLED COPY PAPER	(STATEWIDE)	06/30/2010
RA	05700	21772	OIL LUBRICATING HIGH DETERGENT	(INT COMB ENG)(ZONES 1-11)(STWD)	09/30/2010
RA	20600	20759	CARPET AND CARPET TILE	(STATEWIDE)	02/28/2013
RA	23830	21044	COMPUTER PAPER	(ALL STATE AGY & POL SUBS)	03/31/2013
RA	31509	21939	LIQ BIT MATERIALS (PAVER SURF TREAT	CONV & RUB MODIFIED FOB) (STWD)	04/30/2011
RA	32000	20674	GUIDE/BRIDGE RAILS END SECTIONS &	ACCESSORIES (STATEWIDE)	11/30/2010
RA	37700	21142	CULVERT & UNDERDRAIN PIPE & TUBING	METAL & PLASTIC (STATEWIDE)	09/30/2013
RA	38602	21869	GLASS SPHERES FOR REFLECTORIZED	PAVEMENT MARKING (VARIOUS)(STWD)	12/31/2013
RA	38612	20187	TRAFFIC SAFETY PRODUCTS(CONES POSTS	DRUMS)(STWD W/MULTI-ST PARTICIPAT)	11/14/2010
RA	39000	20304	INDUSTRIAL AND COMMERCIAL SUPPLIES	& EQUIPMENT (STATEWIDE)	09/30/2012
RA-RM	39000	20304	INDUSTRIAL AND COMMERCIAL SUPPLIES	& EQUIPMENT (STATEWIDE)	09/30/2012
RA-SW	05701	21304	HYDRAULIC OIL HIGH PERFORMANCE	RETURNABLE DRUMS (STATEWIDE)	07/31/2009
RM	30306	21306	AUTOMOTIVE REPLACEMENT PARTS	(STATEWIDE)	07/31/2013
RM	40504	21701	MACK TRUCK REPLACEMENT PARTS	(DOT)	02/29/2012

RM	76200	21546	ENTERPRISE SYSTEMS	(STATEWIDE)	08/20/2013
RS	21510	21688	OUTDOOR & SITE FURNITURE INCLUDING	PICNIC TABLES (STATEWIDE)	08/14/2014
RS	23300	20994	FACIAL TISSUE (ALL STATE AGENCIES	AND POLITICAL SUBDIVISIONS)	11/30/2012
RS	23300	20995	PAPER NAPKINS (ALL STATE AGENCIES	AND POLITICAL SUBDIVISIONS)	11/30/2012
RS	23500	21040	JUMBO ROLL TOILET TISSUE	(ALL STATE AGY & POL SUBS)	05/31/2013
RS	31508	21938	LIQ BITUM MAT (TERMINAL BLENDED	RUBBERIZED SURFACE TRTMT)(STWD)	04/30/2011
RS	50020	20432	LEGISLATIVE PRINTING-THE EXECUTIVE	(GOVERNOR & MISC PUBLICATIONS)	11/14/2010
RS	50020	20549	OFFSET REPRODUCED BOUND BOOKS	(OVER 128 TO 340 PG)(ST AGY ONLY)	02/28/2011
RS	50020	21406	OFFSET REPRODUCED BOUND BOOKS	(4 UP TO 128 PAGES)(ST AGYS ONLY)	10/31/2010
RS	50020	21494	LEGISLATIVE DIGEST (LEGISLATIVE	BILL DRAFTING COMMISSION)	12/31/2010
RS	50020	21556	OFFSET REPRODUCED BOUND BOOKS	(OFFICE OF GENERAL SERVICES)	02/28/2011
RS	50020	21646	LEGISLATIVE PRINTING-THE EXECUTIVE_	(BUDGET DOC & MISC PUBLICATIONS)_	11/14/2010
RS	50022	21477	QUICK COPY/DUPLICATING	(ALL STATE AGYS- ALBANY AREA)	09/25/2010
RS	50030	21408	WOVE ENVELOPES - WHITE REG & WINDOW	& COLORS REGULAR (ALL ST AGENCIES)	10/31/2010
RS	50030	21409	KRAFT ENVELOPES	(ALL STATE AGENCIES)	10/31/2010
RS	50048	21770	THERMOGRAPHED BUSINESS CARDS	LETTERHEADS/ENVELOPES (STATEWIDE)	10/08/2011
RS	50207	21047	OFFSET SHEETS COLORS	(ALL ST AGYS & POL SUBS)	12/31/2012
RS	50208	21048	OPAQUE ROLLS UNCOATED	(ALBANY AREA NYS AGENCIES)	12/31/2012
RS	50213	20934	XEROGRAPHIC COPY PAPER - WHITE	(TRKLD LOTS) (ALL AG & POL SUBS)_	09/30/2009
RS	50213	21427	RECYCLED COPY PAPER	(STATEWIDE)	06/30/2010
RS	60010	21942	CUSTOM PRINTED MULTIPLE PART	CARBONLESS FORMS (OGS)	11/30/2011

**Code Legend:**

E\* - EPA Energy Star Award; Use when awarded product (s) is approved under the US Environmental Protection Agency's Energy Star Program.

EE - Energy Efficient Award; Commodity contracts which fall into this category include, but are not limited to, those which use Life Cycle or Energy Efficient Costing in the bid evaluation or those which are Energy Efficient by their very nature, such as ballasts or rechargeable batteries.

ES - Environmentally Sensitive Award; indicates an award such as integrated pest management.

GR - "Green" Contract Award; containing environmentally friendly products or services.

RA - Recycled Award; Use when awarded product (s) is Recycled but the award does not fit into either of the above categories (i.e. recycled product (s) is Low Bid Meeting Specifications) or when a combination of circumstances exists.

RM - Remanufactured Award; Use when awarded product contains Remanufactured Components.

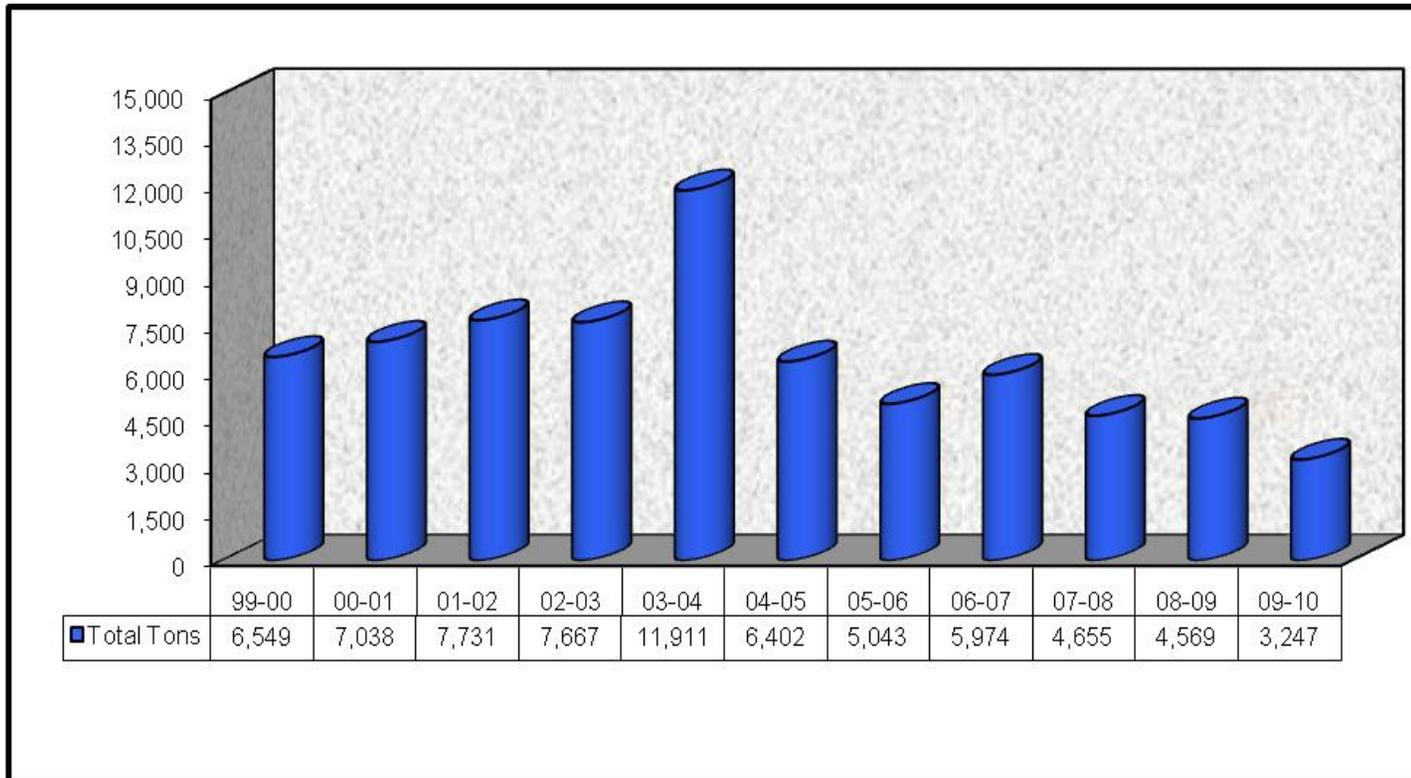
RP - Recycled Preference Applied; Use when Price Preference is applied in awarding the contract to a Recycled product.

RS - Recycled Specified; Use when the specification for a particular bid solicitation limits competition to Recycled products.

SW - Solid Waste Impact Award; Use when awarded product (s) is not recycled or remanufactured but has an impact on solid waste management or the environment. Examples are Returnable Drums or items that reduce the Landfill or Encourage Recycling

# EXHIBIT B

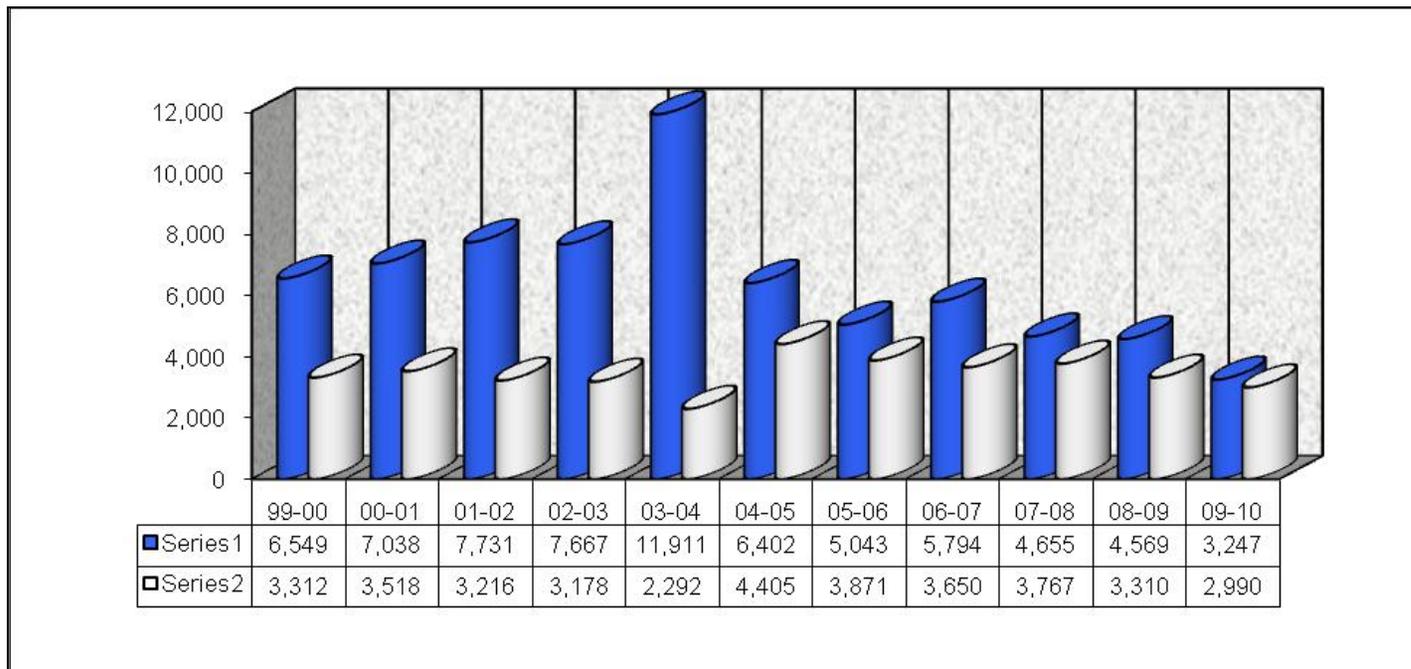
## TOTAL TONS OF RECYCLED MATERIAL FROM ALL OGS OWNED AND OPERATED BUILDINGS



*Spike in 03-04 was due to the Alfred E. Smith rehabilitation*

# EXHIBIT C

## NEW YORK STATE OFFICE OF GENERAL SERVICES – 3R’S PROGRAM TONS OF RECYCLED MATERIALS VERSUS TRASH



*Spike in 03-04 was due to the Alfred E. Smith rehabilitation*