



**New York State
Office of General Services**

Material Recovery and Waste Reduction Program

Annual Report

Fiscal Year 2010-2011

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

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Overview of the OGS Solid Waste Management Program

The 3R's Program- Reduce It!, Reuse It!, Recycle It!

Fiscal Year 2010-2011 marks the 22nd 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, 101,017 tons of paper and other materials, including batteries and scrap metal, have been recycled, generating \$2,573,927 of revenue, avoiding or averting approximately \$7.7 million in tipping fees, and saving 279,031 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 2010-2011 reporting period, 1,530 tons of paper and 1,103 tons of other materials including batteries and scrap metal were recycled, which generated \$129,692 in revenue and avoided \$157,980 in tipping fees. Through these efforts, an estimated 26,010 trees were saved. In addition 7,899 fewer cubic yards of landfill space were used. Through participation of state agencies, employees, and tenants, 49% 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.

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, toxic 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. Both contracts have since been renewed and will remain in place until 2012.

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 2013. 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 – 8/31/12 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.
- 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.

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 an entity's 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 an entity's 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 (2010 being the most recent full calendar year of data available at this time), 22 contracts had purchases totaling \$15,308,845 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 \$10.8 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 2010 the contract had an estimated annual consumption value of \$200,000.
- Wove envelopes – This contract was originally issued in March 1990. The present contract includes both recycled white and colored envelopes and is valued at approximately \$1.25 million annually.
- Kraft envelopes – The contract was originally issued in May 1991. The present contract is valued at \$300,000 annually.
- 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%.

Contract Value				
Year	Recycled Paper Purchases	Virgin Paper Purchases	Total Paper Purchases	Percentage with Recycled Paper
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% ¹
1992	11,655,370	13,851,664	25,507,034	46% ²
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% ³
2002	20,167,624	6,111,552	26,279,176	77% ⁴
2003	12,260,545	5,870,638	18,131,183	68%
2004	8,946,963	9,276,892	18,223,855	49% ⁵
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% ⁶
2009	16,322,279	734,277	17,056,556	96%
2010	15,308,845	381,873	15,690,718	98%
Totals	\$409,910,676	\$216,828,807	\$626,739,483	65%

Notes

¹In 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.

²In 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's recycled preference authority from DEC's Recycling Emblems Program.

³Prior 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.

⁴In 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.

⁵Beginning 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.

⁶When 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.

Amount of Waste Recycled from State Offices and State Programs and Full Avoided Costs

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 were 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/ Downstate Area; and the Upstate/ Western Region. The following chart summarizes the tonnage recycled, revenues generated, tipping fees avoided, and landfill space saved for the period April 1, 2010 to March 31, 2011:

<i>Group</i>	<i>Number of Buildings</i>	<i>Tons of Material Recycled</i>	<i>Tipping Fees Avoided</i>	<i>Cubic Yards of Landfill Space Avoided</i>	<i>Revenue Generated</i>
<i>Empire State Plaza and Harriman State Office Building Campus</i>	25	2,148	\$128,880	6,444	\$128,804
<i>Downstate Region State Office Buildings</i> Eleanor Roosevelt Perry Br. Duryea Shirley A. Chisolm Adam Clayton Powell, Jr. HVTMC Nassau County Courts	6	326	\$19,560	978	\$489
<i>Upstate Region State Office Buildings</i> Senator Hughes Utica Homer Folks Facility Dulles Henderson -Smith Mahoney Binghamton	7	159	\$9,540	477	\$399
TOTAL:	38	2,633	\$157,980	7,899	\$129,692

Extent of Waste Stream Reduction and Kinds of Materials

During the FY 2010-11 reporting period, a 16% overall 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. During the year OGS initiated in stages, all of the ESP dining room facilities into the collection program. During this reporting period approximately 44 tons of food waste was composted. Since the inception of the program over 88 tons of food waste has been composted.

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 207 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 18 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 34,000 gallons of used oil were recycled, which is equivalent to about two tons.

Mixed Paper

Mixed paper is the largest 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, 1,530 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 170 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, 360 tons of yard waste was composted. Yard waste is currently only being recycled at the Empire State Plaza.

Concrete, Stone and Asphalt

In 1998, concrete, stone, and asphalt were added to the recycling program. During this reporting period, 53 tons of these materials were recycled. To date, over 21,948 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 3 tons of fluorescent lamps and ballasts were recycled. To date, more than 56 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 10 tons of electronic equipment were recycled. To date, the 3R's program has recycled approximately 160 tons of electronic equipment.

Other

235 tons of other materials such as books, sheetrock, Styrofoam, batteries, and wood were recycled during this reporting period.

OGS Bureau of Surplus 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 2010-11, 2,591 items were transferred between and among state agencies, resulting in an estimated savings/cost avoidance of \$3.3 million. Also 4,193 items were sold to the public, generating a revenue return of \$5.6 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.

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 953 tons of materials were sold for recycling through this program, generating \$54,871 in revenue, thus avoiding \$57,194 in landfill tipping fees.

Cost of Operating the Program

For Fiscal Year 2010-11, \$384,900 was expended for the operation of the statewide 3R's Program. These funds were used to support the program as indicated below:

Personal Service	\$238,500
Fringe/Indirect Costs	123,000
Miscellaneous Supplies	6,200
Travel	1,000
Misc Contractual	16,200
Total	\$384,900

Specific Actions Undertaken

Summary of Initiatives

OGS demonstrates continued commitment to conserve natural resources and act as responsible stewards of our environment through a number of actions and initiatives designed to reuse existing goods and materials, recycle whenever possible, and reduce use of natural resources thus decreasing the volume of solid waste materials entering the waste stream.

On-Going Initiatives-

- Working with the Department of Environmental Conservation to implement the requirements of the Executive Order while assisting the Executive Branch in coordinating compliance with the mandate.
- Increasing the number of contracts for products that contain recycled components or can be recycled, display energy efficiency, reduce toxins released into the environment, or assist to positively affect the environment through their use.
- Utilizing Executive Order 4's higher discretionary purchasing authority in promoting and approving agency requests for the purchase of environmentally preferred products and services.
- Offering Executive Order 4 compliant contract items such as but not limited to; 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.
- Continuing 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.
- Requiring 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.
- Issuing 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.
- Continuing the OGS Food Services composting program in our cafeterias located on the concourse. This program collects both pre-consumer and post-consumer compostable materials that are then taken to a composting vendor to be disposed of properly.
- Continuing the Reuse Center program created by the OGS R 3R's Program. A reuse center is a location where office supplies (not equipment) and other items in good usable condition, but no longer needed, can be donated for others to use free of charge. This sustainability initiative prevents usable items from being disposed of or new items being

purchased which helps both the environment and reduce costs. Some examples of items that can be found in the Reuse Center are manila folders, hanging file folders, binders, unused toner cartridges, unused miscellaneous office supplies, staplers, tape dispensers and more.

- Beginning in FY 2009-10, a new initiative undertaken in the Recycling Program was the recovery of Interagency Envelopes from the recycling. This initiative reduces the amount of waste in the waste stream as well as saves money used to purchase new Interagency Envelopes. Program staff located on the P-1 dock of the Empire State Plaza recovers Interagency Envelopes in good condition from the materials being sent to the recycling vendor. Once recovered the envelopes are brought to the OGS Mailroom for reuse. Since the inception of this initiative in September of 2009, approximately 3,681 Interagency Envelopes have been saved from disposal.
- Continuing to complete waste audits of all OGS owned and managed facilities.

New & Proposed Initiatives-

- During FY 2010-2011 the OGS 3R's Program began to plan of a new method of recycling in OGS owned and managed facilities called single stream recycling. Single stream recycling allows tenants to place all of their recyclable materials in one bin instead of source separating by commodity type. Single stream recycling makes recycling easier for our tenants which in turn will increase participation in the recycling program and decrease the amount of waste going to the landfill. The Perry B. Duryea, Jr. State Office Building in Suffolk County was chosen as the pilot site for this initiative, and the program was implemented on July 11, 2011.
- Implement Reuse Centers throughout all OGS facilities statewide. Based upon the success of the pilot program in the Corning Tower of the Empire State Plaza, expand the concept of Reuse Centers to OGS owned/operated facilities statewide.
- Implement a "Virtual Reuse Center" on the OGS website. A "Virtual Reuse Center" would allow tenants to list no longer needed, but usable office supply items to make them available for other agencies statewide to use. Agencies would be able to view, deposit, and obtain items listed on this site. The "Virtual Reuse Center" will not be limited to one facility, but will be available statewide.
- Expand the cafeteria compost program to all OGS facilities statewide.

Technical Assistance

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 continue to provide technical assistance to affected entities to comply with the Order. This includes assistance with procurement, waste reduction, employee training, sustainability, implementation of programs, planning, and reporting.

In compliance with Executive Order 4's goal to reduce the overall waste stream by 10% per year, OGS reduced the waste stream by 1,049 tons or by approximately 16% in the 10-11 fiscal year which is 6% more than required. Waste audits completed by the OGS 3R's Program in all OGS facilities were a major contributing factor in the reduction of the overall waste stream; at the same time, educating tenants increased knowledge and awareness of the need to reduce office waste.

Goals for Fiscal Year 2010-2011

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 compost program within the Empire State Plaza as well as look toward expanding the program to OGS cafeterias statewide.
- Continue to do waste audits and building walkthroughs 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.
 - Continue single stream recycling within the Perry B. Duryea, Jr. State Office Building in Suffolk County; pending the success of this pilot program, implement in buildings statewide.

Exhibits

Exhibit A

Recycled Contracts					
Code	Group	IFB	Description	Details	End Date
E*-SW	75502	00262	HEWLETT PACKARD COMPANY / PRINTERS,	PERIPHERALS, ACC & REL SVCS (STWD)	12/9/2011
E*	75501	00263	EPSON AMERICA INC FOR PRINTERS,	PERIPHERALS, ACC & REL SVCS (STWD)	12/9/2011
E*-RM-SW	75505	00264	LEXMARK FOR PRINTERS, PERIPHERALS,	ACCESSORIES & REL SVCS (STWIDE)	12/9/2011
E*	75504	00265	OKI DATA AMERICAS INC FOR PRINTERS,	PERIPHERALS, ACC & REL SVCS (STWD)	12/9/2011
E*	75516	00266	OCE PRINTERS, PERIPHERALS, ACCESS	RELATED SERVICES (STATEWIDE)	12/9/2011
E*	75511	00267	XEROX CORP-PRINTERS, PERIPHERALS,	ACCESSORIES & RELATED SERVICES	12/9/2011
E*	75512	00270	INTERNATIONAL BUSINESS MACHINES	CORP INFO PRINT PRINTERS (STWD)	12/9/2011
E*	75500	00272	PRINTERS PERIPHERAL ACC & RELATED	SERVICES (STATEWIDE)	12/9/2011
ES	71010	01510	PEST MANAGEMENT THROUGH INTEGRATED	PEST MANAGEMENT (IPM) (STATEWD)	3/31/2012
E*	22424	01649	COPIERS (ANALOG & DIGITAL) DIGITAL	DUPLIC, COLOR & WIDE FORMAT (STWD)	5/31/2012
E*	75529	01762	RICOH CORPORATION FOR PRINTERS,	PERIPHERALS, ACC & REL SVCS (STWD)	12/9/2011
E*	75510	18454	EASTMAN KODAK COMPANY-PERIPHERALS	ACCESS & REL SERVICES (STATEWIDE)	12/9/2011
E*-SW	75531	18935	DELL MARKETING LP FOR PRINTERS,	PERIPHERALS, ACC & REL SVCS (STWD)	12/9/2011
E*	77200	19521	RADIO COMMUNICATIONS EQUIPMENT	(STATEWIDE)	12/13/2011
E*	77200	19521	RADIO COMMUNICATIONS EQUIPMENT	(STATEWIDE)	12/13/2016
E*	39000	20304	INDUSTRIAL AND COMMERCIAL SUPPLIES	& EQUIPMENT (STATEWIDE)	9/30/2012
E*-RA	39000	20304	INDUSTRIAL AND COMMERCIAL SUPPLIES	& EQUIPMENT (STATEWIDE)	9/30/2012
RA	39000	20304	INDUSTRIAL AND COMMERCIAL SUPPLIES	& EQUIPMENT (STATEWIDE)	9/30/2012
RA-RM	39000	20304	INDUSTRIAL AND COMMERCIAL SUPPLIES	& EQUIPMENT (STATEWIDE)	9/30/2012
ES	20915	20551	FURNITURE ALL TYPES (STATEWIDE)	(EXCEPT HOSP RM & PATIENT HANDLING	10/28/2012
E*	34104	20564	DIAGNOSTIC REAGENTS AND INSTRUMENTS	(STATEWIDE)	2/28/2012
RA	20600	20759	CARPET AND CARPET TILE	(STATEWIDE)	2/28/2013
E*	75530	20864	PRINTERS (STATEWIDE)	(UNISYS)	12/9/2011
ES	35200	20881	FIREARMS AMMUNITION HANDCUFFS	BATONS HOLSTERS & TARGETS (STWD)	7/31/2012
E*-EE-ES	05400	20936	ELECTRIC LAMPS (STATEWIDE)		4/14/2013

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
E*-EE- RA-RM	23000	21030	MISCELLANEOUS OFFICE SUPPLIES	(STATEWIDE)	5/14/2013
RS	23500	21040	JUMBO ROLL TOILET TISSUE	(ALL STATE AGY & POL SUBS)	5/31/2013
RA	23830	21044	COMPUTER PAPER	(ALL STATE AGY & POL SUBS)	3/31/2013
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
RA	37700	21142	CULVERT & UNDERDRAIN PIPE & TUBING	METAL & PLASTIC (STATEWIDE)	9/30/2013
E*	75503	21150	IKON OFFICE SOLUTIONS-PRINTERS,	PERIPHERALS, ACCESSORIES (STWD)	12/9/2011
E*	38806	21273	AUDIO VISUAL EQUIPMENT AND	ACCESSORIES (STATEWIDE)	10/31/2013
RM	30306	21306	AUTOMOTIVE REPLACEMENT PARTS	(STATEWIDE)	7/31/2013
E*	75525	21392	PRINTERS PERIPHERALS ACCESSORIES &	RELATED SERVICES (STATEWIDE)	12/9/2011
E*	22433	21457	FACSIMILE EQUIPMENT	(STATEWIDE)	11/30/2013
E*	75525	21472	PRINTERS PERIPHERALS & RELATED	SERVICES (STATEWIDE)	12/9/2011
RM	76200	21546	ENTERPRISE SYSTEMS	(STATEWIDE)	8/20/2013
RS	21510	21688	OUTDOOR & SITE FURNITURE INCLUDING	PICNIC TABLES (STATEWIDE)	8/14/2014
RM	40504	21701	MACK TRUCK REPLACEMENT PARTS	(DOT)	2/29/2012
E*	75525	21735	PRINTERS, PERIPHERALS, ACCESSORIES	& RELATED SERVICES (CANON USA INC)	12/9/2011
RS	50048	21770	THERMOGRAPHED BUSINESS CARDS	LETTERHEADS/ENVELOPES(STATE AGYS)	10/8/2011
RA	38602	21869	GLASS SPHERES FOR REFLECTORIZED	PAVEMENT MARKING (VARIOUS)(STWD)	12/31/2013
E*	22812	21932	MAILING MACHINES SCALES FOLDERS	INSERTERS METER RENTAL (STWD)	7/31/2015
RS	60010	21942	CUSTOM PRINTED MULTIPLE PART	CARBONLESS FORMS (OGS)	11/30/2011
RS	50020	22057	LEGISLATIVE PRINTING-THE EXECUTIVE	(GOVERNOR & MISC PUBLICATIONS)	11/14/2014
RS	50020	22059	LEGISLATIVE PRINTING-THE EXECUTIVE	(BUDGET DOC & MISC PUBLICATIONS)	11/14/2012
RS	50030	22061	KRAFT ENVELOPES	(ALL STATE AGENCIES)	10/31/2012
E*	75350	22096	MICROCOMPUTER STSTEMS & RELATED	SERVICES (STATEWIDE)	12/28/2015
E*	75350	22100	MICROCOMPUTER SYSTEMS AND RELATED	SERVICES (DELL MARKETING LP)(STWD)	12/28/2015
E*	75350	22101	MICRO COMPUTER SYSTEMS & RELATED	SERVICES (STATEWIDE)	12/28/2015
E*	75350	22103	MICROCOMPUTER SYSTEMS & RELATED	SERVICES (STATEWIDE)	12/28/2015

E*	75350	22104	MICROCOMPUTER SYSTEMS AND RELATED	SERVICES (STATEWIDE)	12/28/2015
E*	75350	22105	MICROCOMPUTER SYSTEMS &	RELATED SERVICES (STWD)	12/28/2015
E*	75350	22126	MICROCOMPUTER SYSTEMS AND	RELATED SERVICES (STATEWIDE)	12/28/2015
RS	50020	22162	OFFSET REPRODUCED BOUND BOOKS	(OFFICE OF GENERAL SERVICES)	2/28/2013
RS	31507	22193	LIQUID BITUM MATERIALS (COLD	RECYCLING)(ALL ST AGYS & POL SUBS)	4/30/2012
RA	31509	22196	LIQ BIT MATERIALS (PAVER SURF TREAT	CONV & RUB MODIFIED FOB (STWD)	4/30/2012
E*	75350	22274	MICROCOMPUTERS SYSTEMS AND RELATED	SERVICES (STATEWIDE)	12/28/2015
E*	75350	22275	MICROCOMPUTER SYSTEMS AND RELATED	SERVICES (STATEWIDE)	12/28/2015
RA	05700	22300	OIL LUBRICATING HIGH DETERGENT	(INT COMB ENG)(ZONES 1-11)(STWD)	9/30/2012
E*	75350	22314	MICROCOMPUTER SYSTEMS AND RELATED	SERVICES (STATEWIDE)	12/28/2015
E*	75350	22315	MICROCOMPUTER SYSTEMS AND RELATED	SERVICES (STATEWIDE)	12/28/2015
E*	75350	22363	MICROCOMPUTER SYSTEMS	(STATEWIDE)	12/28/2015

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 Materials Recycled for All OGS Owned and Managed Facilities:

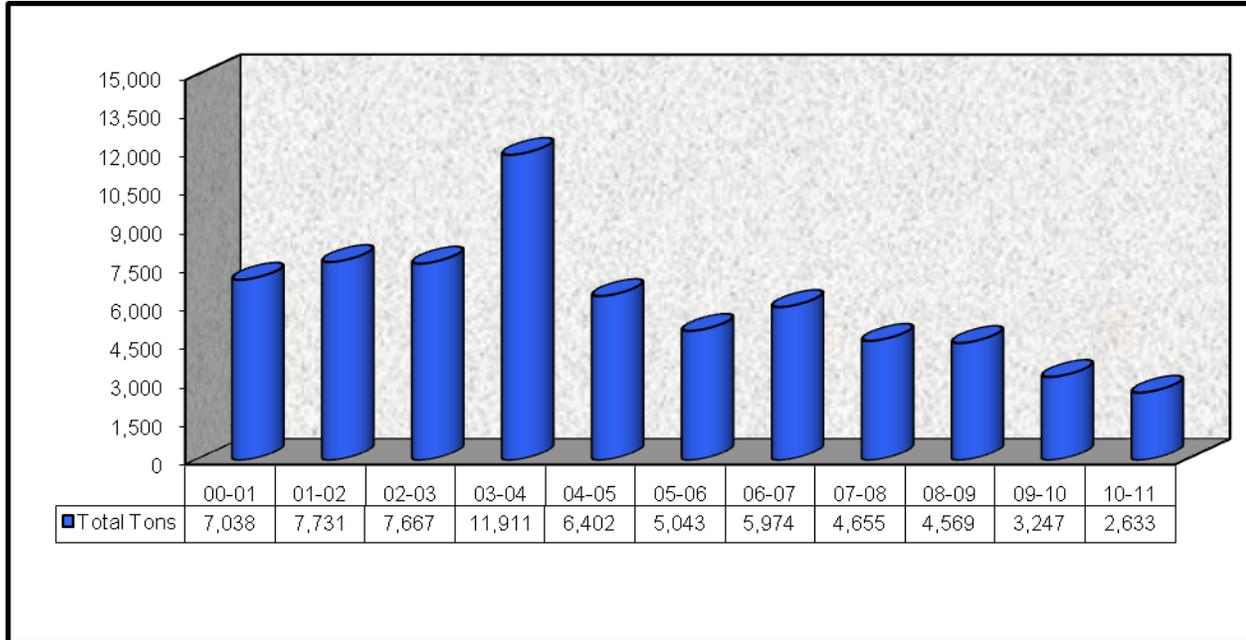


Exhibit C

Office of General Services 3R's Program- Tons of Recycled Material versus Waste Disposed:

