



**New York State
Office of General Services**

Material Recovery and Waste Reduction Program

Annual Report

Fiscal Year 2011-2012

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 2011-2012 marks the 23rd 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, 104,480 tons of paper and other materials, including batteries and scrap metal, have been recycled, generating \$2,758,433 of revenue, avoiding or averting approximately \$7.9 million in tipping fees, and saving 289,423 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 2011-2012 reporting period, 1,697 tons of paper and 1,767 tons of other materials including batteries and scrap metal were recycled, which generated \$184,506 in revenue and avoided \$207,840 in tipping fees. Through these efforts, an estimated 26,010 trees were saved. In addition 10,392 fewer cubic yards of landfill space were used. Through participation of state agencies, employees, and tenants, 60% 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 were subsequently renewed for two additional years. In 2012, both the truckload and less than truckload contracts were bid again with five year statewide contracts being awarded under both solicitations for 100% post-consumer recycled content, PCF copy paper. These contracts will remain in place until 2017.

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. This contract was replaced with Award 22195 which expired 4/30/12. This was allowed to lapse with no replacement due to extremely low sales three years running.
- 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. This contract was replaced with Award 22196 which originally ran through 4/30/12 but was then renewed for an additional year through 4/30/13.

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. This contract was

replaced with Award 22193 which originally ran through 4/30/12 but was then renewed for an additional year through 4/30/13.

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. IFB 22090 to replace this award was opened on 8/11/11. The ensuing award was to have had a term through 1/30/12. However, this was cancelled in part to spec changes and other delays. The new IFB for this commodity- 22554 is currently being worked on.

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 22343-RA; 03/29/12 – 2/29/16 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 (2011 being the most recent full calendar year of data available at this time), 18 contracts had purchases totaling \$17,090,177 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 \$ 12.6 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 2011 the contract had an estimated annual consumption value of \$120,000.
- 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 \$ 1.8 million annually.
- Kraft envelopes – The contract was originally issued in May 1991. The present contract is valued at \$220,000 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%
2011	17,090,177	401,549	17,491,726	98%
Totals	\$427,000,853	\$217,230,356	\$644,231,209	66%

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, 2011 to March 31, 2012:

<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	2,951	\$177,060	8,853	\$183,081
<i>Downstate Region State Office Buildings</i> Eleanor Roosevelt Perry Br. Duryea Shirley A. Chisolm Adam Clayton Powell, Jr. HVTMC Nassau County Courts	6	369	\$22,140	1,107	\$175
<i>Upstate Region State Office Buildings</i> Senator Hughes Utica Homer Folks Facility Dulles Henderson -Smith Mahoney Binghamton	7	144	\$8,640	432	\$1,250
TOTAL:	38	3,464	\$207,840	10,392	\$184,506

Extent of Waste Stream Reduction and Kinds of Materials

During the FY 2011-2012 reporting period there was a 7% overall waste stream increase. This increase can be mainly attributed to the re-stacking initiative in OGS 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:

Single Stream Recycling

In July of 2011, the 3R's Program implemented a single stream recycling pilot program within the Perry B. Duryea State Office Building. In a period of approximately 9 months, 129 tons of single stream recycling materials were recycled in that facility.

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 31 tons of food waste was composted. Since the inception of the program over 119 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 253 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 13 tons of plastic, glass and metal cans were recycled.

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, 1,697 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 324 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, 641 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, 291 tons of these materials were recycled. To date, over 22,239 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 4 tons of fluorescent lamps and ballasts were recycled. To date, more than 60 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 3 tons of electronic equipment were recycled. To date, the 3R's program has recycled approximately 163 tons of electronic equipment.

Other

79 tons of other materials such as books, oil, 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 2011-12, - 1,503 items were transferred between and among state agencies, resulting in an estimated savings/cost avoidance of \$3.4 million. Also 4,351 items were sold to the public, generating a revenue return of \$6.4 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 747 tons of materials were sold for recycling through this program, generating \$51,612 in revenue, thus avoiding \$48,555 in landfill tipping fees.

Cost of Operating the Program

For Fiscal Year 2011-2012, \$315,846 was expended for the operation of the statewide 3R's Program. These funds were used to support the program as indicated below:

Personal Service	\$197,732
Fringe/Indirect Costs	100,764
Miscellaneous Supplies	3,964
Travel	1,258
Misc Contractual	12,128
Total	\$315,846

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.

- Continuing to complete waste audits of all OGS owned and managed facilities.
- 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. Since implementation of single stream recycling in the facility, the amount of recyclables captured in the facility has almost tripled.

New & Proposed Initiatives-

- 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.
- Expand the cafeteria compost program to all OGS facilities statewide.
- Expand the single stream recycling program to all OGS regional facilities.

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.

During this fiscal year the 10% overall waste stream reduction goal, required by Executive Order 4, was not achieved; the overall waste stream increased by approximately 7%. This fiscal year there has been a large re-stacking initiative taking place within OGS facilities. The number of tenants in OGS buildings has increased, leading to an increase of the overall waste stream.

The increase of the overall waste stream may be attributed to the moving of tenants from facility to facility, as a great deal of waste and recyclables are generated during the moving process. As the number of tenants in OGS facilities increases, additional waste and recyclables generated daily also leads to an increase in the overall waste stream in OGS facilities.

Goals for Fiscal Year 2012-2013

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 single stream recycling within the Perry B. Duryea, Jr. State Office Building in Suffolk County.
 - Implement single stream recycling within all OGS regional facilities.
- 

Exhibit A

Recycled Contracts

Code	Group	IFB	Description	End Date
E RM	22339	40523	BUSES (TRANSIT) ADULT PASSENGER (2012 MY & NEWER)(DOT-FTA & OTHER)	12/14/2014
E*	19521	77200	RADIO COMMUNICATIONS EQUIPMENT (STATEWIDE)	12/13/2016
E*	20304	39000	INDUSTRIAL AND COMMERCIAL SUPPLIES & EQUIPMENT (STATEWIDE)	09/30/2012
E*	21273	38806	AUDIO VISUAL EQUIPMENT AND ACCESSORIES (STATEWIDE)	10/31/2013
E*	21457	22433	FACSIMILE EQUIPMENT (STATEWIDE)	11/30/2013
E*	21932	22812	MAILING MACHINES SCALES FOLDERS INSERTERS METER RENTAL (STWD)	07/31/2015
E*	22096	75350	MICROCOMPUTER STSTEMS & RELATED SERVICES (STATEWIDE)	12/28/2015
E*	22100	75350	MICROCOMPUTER SYSTEMS AND RELATED SERVICES (DELL MARKETING LP)(STWD)	12/28/2015
E*	22101	75350	MICRO COMPUTER SYSTEMS & RELATED SERVICES (STATEWIDE)	12/28/2015
E*	22103	75350	MICROCOMPUTER SYSTEMS & RELATED SERVICES (STATEWIDE)	12/28/2015
E*	22104	75350	MICROCOMPUTER SYSTEMS AND RELATED SERVICES (STATEWIDE)	12/28/2015
E*	22105	75350	MICROCOMPUTER SYSTEMS & RELATED SERVICES (STWD)	12/28/2015
E*	22126	75350	MICROCOMPUTER SYSTEMS AND RELATED SERVICES (STATEWIDE)	12/28/2015
E*	22274	75350	MICROCOMPUTERS SYSTEMS AND RELATED SERVICES (STATEWIDE)	12/28/2015
E*	22275	75350	MICROCOMPUTER SYSTEMS AND RELATED SERVICES (STATEWIDE)	12/28/2015
E*	22314	75350	MICROCOMPUTER SYSTEMS AND RELATED SERVICES (STATEWIDE)	12/28/2015
E*	22315	75350	MICROCOMPUTER SYSTEMS AND RELATED SERVICES (STATEWIDE)	12/28/2015
E*	22363	75350	MICROCOMPUTER SYSTEMS (STATEWIDE)	12/28/2015
E* -EE-ES	20936	05400	ELECTRIC LAMPS (STATEWIDE)	04/14/2013
E* -EE- RA-RM	21030	23000	MISCELLANEOUS OFFICE SUPPLIES (STATEWIDE)	05/14/2013
E* -RA	20304	39000	INDUSTRIAL AND COMMERCIAL SUPPLIES & EQUIPMENT (STATEWIDE)	09/30/2012
ES	20551	20915	FURNITURE ALL TYPES (STATEWIDE) (EXCEPT HOSP RM & PATIENT HANDLING)	10/28/2012
ES	20881	35200	FIREARMS AMMUNITION HANDCUFFS BATONS HOLSTERS & TARGETS (STWD)	07/31/2012
ES SW	22360	38604	TRAFFIC PAINT: WATERBORNE ACRYLIC TWO/PART EPOXY & SUPPLIES (STWD)	02/29/2016
PF	21526	36501	INSTITUTIONAL WASHERS AND DRYERS (STATEWIDE)	07/31/2012
R A	20304	39000	INDUSTRIAL AND COMMERCIAL SUPPLIES & EQUIPMENT (STATEWIDE)	09/30/2012
R A	20759	20600	CARPET AND CARPET TILE (STATEWIDE)	02/28/2013
R A	21044	23830	COMPUTER PAPER (ALL STATE AGY & POL SUBS)	03/31/2013

R A	21142	37700	CULVERT & UNDERDRAIN PIPE & TUBING METAL & PLASTIC (STATEWIDE)	09/30/2013
R A	21869	38602	GLASS SPHERES FOR REFLECTORIZED PAVEMENT MARKING (VARIOUS)(STWD)	12/31/2013
R A	22300	05700	OIL LUBRICATING HIGH DETERGENT (INT COMB ENG)(ZONES 1-11)(STWD)	09/30/2012
R A	22343	38612	TRAFFIC SAFETY PRODUCTS (STATEWIDE WITH MULTI-STATE PARTICIPATION)	02/29/2016
R A-RM	20304	39000	INDUSTRIAL AND COMMERCIAL SUPPLIES & EQUIPMENT (STATEWIDE)	09/30/2012
R M	21306	30306	AUTOMOTIVE REPLACEMENT PARTS (STATEWIDE)	07/31/2013
R M	21546	76200	ENTERPRISE SYSTEMS (STATEWIDE)	08/20/2013
R S	20994	23300	FACIAL TISSUE (ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS)	11/30/2012
R S	20995	23300	PAPER NAPKINS (ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS)	11/30/2012
R S	21040	23500	JUMBO ROLL TOILET TISSUE (ALL STATE AGY & POL SUBS)	05/31/2013
R S	21047	50207	OFFSET SHEETS COLORS (ALL ST AGYS & POL SUBS)	12/31/2012
R S	21048	50208	OPAQUE ROLLS UNCOATED (ALBANY AREA NYS AGENCIES)	12/31/2012
R S	21688	21510	OUTDOOR & SITE FURNITURE INCLUDING PICNIC TABLES (STATEWIDE)	08/14/2014
R S	22057	50020	LEGISLATIVE PRINTING-THE EXECUTIVE (GOVERNOR & MISC PUBLICATIONS)	11/14/2014
R S	22059	50020	LEGISLATIVE PRINTING-THE EXECUTIVE (BUDGET DOC & MISC PUBLICATIONS)	11/14/2012
R S	22061	50030	KRAFT ENVELOPES (ALL STATE AGENCIES)	10/31/2012
R S	22162	50020	OFFSET REPRODUCED BOUND BOOKS (OFFICE OF GENERAL SERVICES)	02/28/2013
R S	22298	50048	THERMOGRAPHED BUSINESS CARDS LETTERHEADS/ENVELOPES (STATE AGYS)	10/08/2013
S W	22304	32100	SNOW/ICE CONTROL AGENTS (ALL STATE AGYS & POL SUBS)	10/31/2012
E RM	22339	40523	BUSES (TRANSIT) ADULT PASSENGER (2012 MY & NEWER)(DOT-FTA & OTHER)	12/14/2014
E*	19521	77200	RADIO COMMUNICATIONS EQUIPMENT (STATEWIDE)	12/13/2016
E*	20304	39000	INDUSTRIAL AND COMMERCIAL SUPPLIES & EQUIPMENT (STATEWIDE)	09/30/2012
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E*	22363	75350	MICROCOMPUTER SYSTEMS (STATEWIDE)	12/28/2015
E* -EE-ES	20936	05400	ELECTRIC LAMPS (STATEWIDE)	04/14/2013

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:

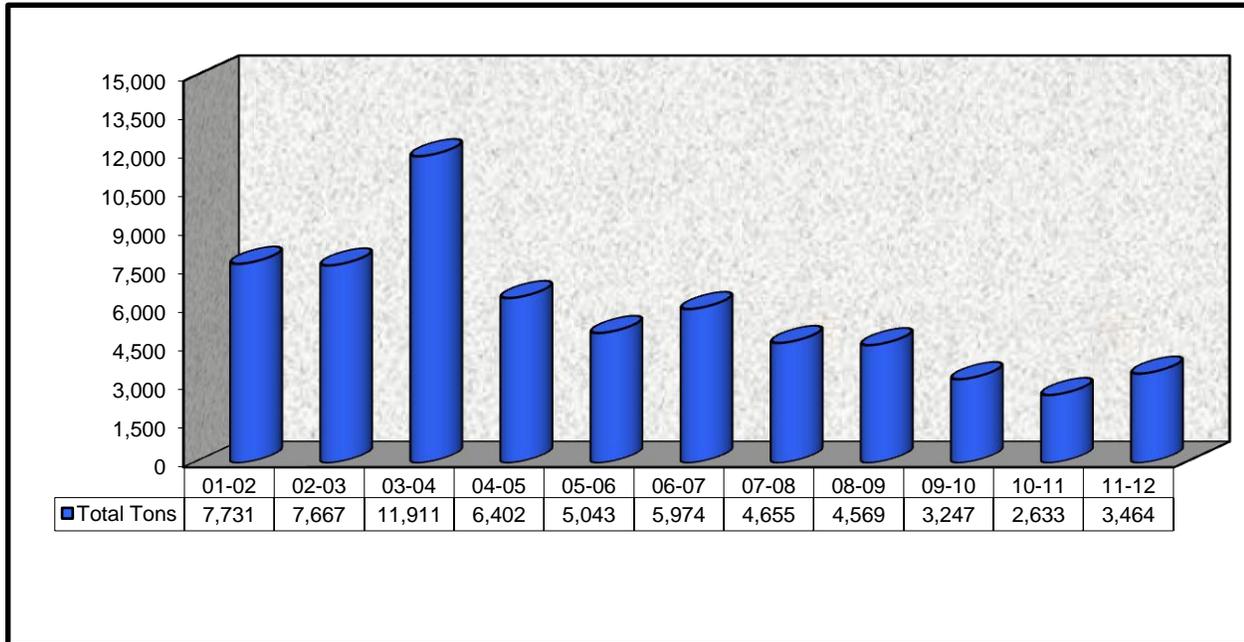


Exhibit C

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

