



State Fiscal Year 2021

The following report identifies the sustainable practices undertaken in fiscal year 2021 by the Department of Central Management Services.

In Accordance with 415 ILCS 20/3 (From Ch. 111 1/2, Par. 7053), the Director of the Department of Central Management Services shall submit the following report to the Members of the Illinois General Assembly on or before November 1, 2021.

Janel L. Forde
Director

I-Cycle Program

Created by the Solid Waste Management Act of 1986, the State of Illinois I-Cycle Program facilitates recycling efforts across the State of Illinois. I-Cycle recycles and promotes recycling and reuse of paper, electronic waste, cardboard, toner cartridges, aluminum cans, tires, fluorescent lamps, high-intensity discharge lamps, books, plastics, batteries and motor oil where services are available or applicable at State of Illinois facilities. Illinois Department of Central Management Services (CMS) strives to provide alternative methods for recycling in those facilities not served by the I-Cycle program, which includes identifying local drop off points and alternative vendors where available.

I-Cycle's Recycling Website, www.Icycle.illinois.gov provides additional information on the program and educational materials for materials accepted in the collection system.

Paper Recycling

In Fiscal Year 2021 (FY21), the State of Illinois diverted over 1.3 million pounds of paper from the waste stream.

The following table shows the breakdown of recycling vendors, service areas, and reported weight of materials recycled in FY21. This table summarizes the data provided by vendors under contract with the State through the I-Cycle program, but is not inclusive of all material recycled by the State.

| Vendors | Service Area | FY21 Recycled Paper (Pounds) |
|---|---------------------------------------|-------------------------------------|
| Independent Recycling Services, Inc | Chicago Area | 198,612 |
| Midwest Fiber | Human Services Locations | 121,870 |
| Allied Waste/Republic | Downstate and Collar Counties | 152,000 |
| Shred-It On-Site Shredding (Estimated) | Employment Security Locations IDES | 12,685 |
| Opportunity Secure Data Destruction (Estimated) | Statewide Shredding | 820,167 |
| Other Secure Shredding Services | Statewide | 250,000 |
| | *Total (Pounds) | 1,356,921 |

*Due to changes in recycling tracking data processes, FY21 data does not include Department of Corrections, Illinois Department of Revenue and other agencies shredding recycling volume.

Procurement

FY21 Recycled Paper and Paper Products Summary

The following table summarizes the spend on recycled paper and paper products procured by CMS for State agencies during the past fiscal year. In addition to office paper and envelopes purchased by the CMS Printing Unit, the Bureau of Property Management purchases paper products such as toilet tissue, napkins, and paper towels for State agencies.

| | Non-Recycled Content | Recycled Content | Total | Percentage |
|-------|-----------------------------|-------------------------|--------------|-------------------|
| Paper | \$ 1,543,892 | \$ 391,323 | \$1,935,216 | 23% |

| | Quantity (reams) |
|---|-------------------------|
| Paper containing non-recycled material | 6,700 |
| Paper containing recycled material | 5,276 |
| Percentage containing recycled material | 44% |

In FY21, CMS' Bureau of Strategic Sourcing (BOSS) sourced the following items containing recycled content: printer/copier paper, envelopes, business cards, tissue products, file folders, binders, toner cartridges, re-refined motor oil, mulch, carpeting, office furniture, and can liners.

FY21 State of Illinois Surplus Program

CMS' Bureau of Agency Services manages the State Surplus Property and the Federal Surplus Property programs that provide State agencies with direct access to furniture, electronics, desks, bookcases, file cabinets, partitions, computer stands, and other non-traditional supplies collected by the program. Approximately 95% of all office items sent to State Surplus Property are repurposed and reused throughout other State offices. As part of the JRTC relocation projects reusing furniture and accepting donations diverts material from landfills and has saved the State over \$3M.

In FY21, the State of Illinois recycled over 95,082 electronic items diverting over 1,053,600 pounds of electronic waste from landfills. Recycled electronic items include, computers, laptops, servers, monitors, televisions, copiers, printers, hard drives, etc. A total of 15,095 hard drives were wiped, removed, or destroyed in accordance with State of Illinois data destruction laws and rules.

Lamp and Battery Recycling

FY21 Fluorecycle Contract

In time for FY21, CMS executed a contract with Fluorecycle, Inc. to recycle certain lamps containing mercury. This contract is consistent with Public Act 95-0104 and led to the following recycling metrics for FY21:

| Material | Pounds | Quantity |
|--------------------------------|---------------|-----------------|
| Crushed Fluorescent Lamps | 5,561 | - |
| Ballasts | 3,213 | - |
| Batteries Lead/Calcium | - | - |
| Fluorescent Lamps | - | 6,182 |
| High Intensity Discharge Lamps | - | 255 |
| Totals | 8,774 | 6,437 |

Other Sustainability Initiatives

Energy Management

CMS Energy Management staff oversees the Statewide Energy Procurement, utility accounts managed by CMS and an Energy Efficiency Program. During FY21 Energy Management improved the energy management practices expanding energy consumption analysis efforts by utilizing analytic tools and resources provided by utility companies and internally developed dashboards. This data and dashboards facilitate targeted implementation of energy conservation measures (ECM) and provides the ability to develop a facility's utility consumption baseline before an ECM is implemented and monitor the effect of the measures. As in previous years, CMS continues to coordinate the participation of State of Illinois buildings in a Demand Response Program. This calendar year twenty-four (24) buildings are participating in the Demand Response Program demonstrating CMS' operational agility to decrease grid load by 8,500 kW, which is estimated to earn \$123,000 in addition to other energy savings during the 2021-2022 program.

CMS remains committed to energy efficiency and continues to identify locations where improved energy efficient operations can be implemented. As Chair of the Energy Efficiency Committee, CMS meets with committee members from Illinois Protection Agency (EPA), Illinois Capitol Development Board (CDB) and University of Illinois Energy Resources Center (ERC) working collaboratively to coordinate Energy Efficient practices across multiple agencies.

Fleet Sustainability Efforts

Within the CMS Bureau of Agency Services, the Division of Vehicle (DOV) employs sustainable management and purchasing practices as the State’s fleet and transportation manager. The DOV utilizes intra electronic SharePoint to publish and share information and documents regarding the State fleet policy and options, replacing information sharing that previously happened through hard copy dissemination. CMS promotes WebEx and teleconferences to replace in-person meetings and other alternatives such as the use of videoconferencing and webinars to reduce travel time and the need for vehicles. The DOV provides agencies with a Trip Cost Calculator tool to help them make informed and efficient decisions when choosing among transportation options.

FY21 CMS DOV commitment to sustainability measures is summarized below:

| Description | Quantity |
|---------------------------------------|---------------|
| Number of Electric Vehicles (EV) | 49 |
| Number of Hybrid Vehicles | 178 |
| Number of E-85 Vehicles | 7,253 |
| | |
| Number of EV Charging Stations | 30 |
| Recycled/Re-tread Tires | 414 |
| | |
| Biodiesel (gallons) | 1,276,160 |
| | |
| Recycled 5W20 (gallons) | 6,986 |
| Recycled 5W30 (gallons) | 3,587 |
| Recycled 15W40 (gallons) | 17,631 |
| Recycled Oil (gallons) – Total | 28,204 |

The DOV’s “State Employee Business Transportation Policy” promotes agencies’ fleet and mobility decisions towards sustainable, fuel, and cost-efficient choices such as the use of public transportation and car sharing.

Operational Sustainability Efforts

CMS is committed to sustainable business practices and decreasing the amount of material entering the landfill stream. In another unparalleled year, COVID-19 presents unique challenges to operating a recycling program in government facilities. Facilities have seen a decrease in the number of government employees utilizing office space and decreases in visitors to State facilities. In addition, many retailers have prohibited the use of recycling bags and implemented a no-return policy following COVID-19. The capacity to import and export goods and products is severely hampered by the pandemic. Rising above the challenges of the pandemic, utilization of more technologies and shifting to more electronic based processes has been observed. An Electronic Signature Process has been in development as an effort to maintain continuity of efficient work flows inside and outside of the office. Electronic signatures will also contribute to a reduction of

printed materials and a reduction in the amount of material being disposed of in a landfill or recycling stream. Within CMS, educational webinars and inter-agency promotion of sustainable behaviors are encouraged to maintain staff awareness of the recycling marketplace and begin to think differently on the office practice's impact on the environment. Professional development in the discipline of sustainability is encouraged. As an example, CMS hired on an additional LEED Certified staff member since the last reporting period and continues to explore LEED Certifications in staffing. In addition to interagency efforts, CMS provides an advocacy role for other State agencies to maintain and expand their business practices to increase sustainable activities and reduce the amount of waste entering landfills.

To plan for the disposition of the James R. Thompson Center building and relocation of thousands of State employees and operations, CMS developed new space standards, effective as of September 1st, 2020, which will allow to the State to reduce its footprint between 20% to 40%. The new standards more closely reflect current market conditions rather than prior standards that were inefficient and based on the title of individuals and not functionality of the space, often affording unnecessarily large, inefficient spaces. All projects moving forward – owned or leased will be subject to the new standards, which will not only reduce State's footprint but also save on operating expenses and lease rent costs. Lastly, CMS purchased 555 West Monroe Street building in Chicago which is a **LEED Silver** certified building with energy efficient mechanical systems and green and sustainable practices which includes building design with offices positioned in the interior portion of a floor and with cubicles situated on the exterior, or window-facing portion of the floor, which gives the space improved **natural lighting** and provides better, more open views.