



# **FY24 I-Cycle Annual Report**

July 1, 2023 –  
June 30, 2024

The following report identifies the sustainable practices undertaken in fiscal year 2024 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, 2024.

Raven DeVaughn  
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](http://www.Icycle.illinois.gov) provides additional information on the program and educational materials for materials accepted in the collection system.

## **Paper Recycling Procurement**

### **FY24 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.

	<b>Non-Recycled Content</b>	<b>Recycled Content</b>	<b>Total</b>	<b>Percentage</b>
Paper	\$ 2,787,512.40	\$ 237,970.78	\$3,025,483.18	7.9%

	<b>Quantity (reams)</b>
Paper containing non-recycled material	832,063
Paper containing recycled material	81,275
Percentage containing recycled material	10%

In FY24, 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.

## **FY24 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.

In FY24, the State of Illinois recycled over 120,630 electronic items diverting over 1,252,600 pounds of electronic waste from landfills. Recycled electronic items include, computers, laptops, servers, monitors, televisions, copiers, printers, hard drives, etc. A total of 35,310 hard drives were wiped, removed, or destroyed in accordance with State of Illinois data destruction laws and rules.

## **Lamp and Battery Recycling**

CMS is currently in the process of finding a new fluorescent lamp recycler.

## **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 FY24 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 approximately 8,500 kW.

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. In FY24 alone, there were five planned lighting upgrades designed that will collectively save approximately 763,000 kWh.

## Fleet Sustainability Efforts

Within the CMS Bureau of Agency Services, the Division of Vehicles (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.

FY24 CMS DOV commitment to sustainability measures is summarized below:

Description	Quantity
Number of Electric Vehicles (EV)	119
Number of Hybrid Vehicles	177
Number of E-85 Vehicles	7,435
Number of EV Charging Ports	104
Biodiesel (gallons)	345,308

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. 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. CMS continues to explore LEED Certifications in staffing and facilities. 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.

All projects moving forward, owned or leased, will be subject to the updated standards, which will not only reduce State’s footprint but also save on operating expenses and lease rent costs. The CMS building in Chicago, 555 West Monroe, 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. The newly renovated IEPA building in the former Sears complex in Springfield will also get LEED certified for its energy efficient design.