



**STATE
GOVERNMENT
RESOURCE
RECOVERY
REPORT**



**FISCAL YEARS
2009-2010**

JANUARY 2011

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SUMMARY

This report reviews biennial reporting requirements in accordance with Minn. Stat. § 115A.15, Subd. 5 and provides a summary of past activities and proposed goals for the Resource Recovery Program.

The Department of Administration (Admin) strives to guide state government toward increasing efficiency and advancing a more sustainable Minnesota by conserving natural and economic resources through resource recovery, the prudent use of energy, sustainable design and environmentally responsible purchasing. Admin also supports and furthers State Resource Recovery Program goals by collaborating with agencies and other partners and by fostering new relationships to increase program knowledge, visibility and acceptance.

Admin achieved the FY2009-10 State Resource Recovery Program goals to: (1) increase waste reduction; (2) encourage the reuse of materials; (3) improve recycling efforts; (4) recover organics; (5) incorporate environmental criteria into state contracts; (6) continue training for waste reduction and environmental purchasing; (7) track and evaluate environmentally responsible purchasing; and (8) conserve energy. Highlights of the department's achievements included in this report are:

- New or revised contracts for hazardous waste management that further reduce waste stream toxicity;
- The incorporation of environmentally preferable specifications in many contracts.
- Energy conservation efforts for buildings have resulted in a nearly 14 percent reduction in energy consumption in two years at Capitol Complex buildings.
- Continued requirements for the reuse of salvaged materials, construction waste recycling and the use of recycled and recycled-content products in state construction and remodeling projects.
- Continuing contracts requiring a minimum of 30 percent recycled post-consumer content (and the availability of 100 percent post-consumer recycled content) printer/copier paper. Materials Management Division (MMD), the state's central procurement office, requires a minimum of 30 percent recycled content in paper purchased by state agencies.
- Reducing energy consumption through MMD/Office of Enterprise Technology (OET) computer standards that offer only Energy Star-compliant flat-screen monitors.
- Requiring the reuse of salvaged material by contractors and the recycling of construction waste on state construction and remodeling projects. The state also requires contractors to indicate the recycled content of construction materials for building repair/replace/remodel projects. Guidelines are available online at <http://www.admin.state.mn.us/recs/cs/mg-sus-toc.html>.
- Reducing the use of and need for paper copies through increased use of electronic documents via the Internet for communications, purchasing policies, manuals and updates, solicitation announcements, contract release documents, contract listings and more.

State Resource Recovery Program goals for FY 2009-10 included in this report are adopted from the State Resource Recovery Program Recommendations Report. The Minnesota Pollution Control Agency Office of Environmental Assistance (OEA) and the Department of Commerce submitted this report to Admin in accordance with Minn. Stat. §115A.15, Subd. 5(b).

Fostering and practicing effective environmental stewardship is universal across the department. However, five operations in particular lead Admin's responsibilities toward helping customers succeed as good stewards of the environment. These operations are:

Materials Management Division (MMD) manages the procurement of goods and services, many of which contain recycled materials and/or have environmentally friendly characteristics. MMD establishes statewide contracts that are available to state agencies and Cooperative Purchasing Venture (CPV) members, which include counties, cities, school districts and other eligible entities. MMD is responsible for developing the specifications for goods and services on state contracts and assists state agencies with the end-of-life disposition of property such as the environmentally responsible disposal of electronic equipment. In late 2009, the state began transitioning office supply purchases to a contract vendor. Of the approximately 32,000 products available on the contract, about 10,000 feature recycled content. The vendor also offers a “Greener Products Catalog,” which lists approximately 2,500 items that feature environmental attributes, such as recycled content, compostability, greater durability, lower toxicity and others. Additionally, in early 2010, MMD, with assistance from the Pollution Control Agency and the state’s office supply vendor, initiated a remanufactured toner cartridge program. The program establishes a formal arrangement for recycling empty cartridges, which are then evaluated for remanufacturing. The program also includes a greatly expanded marketing campaign for remanufactured cartridges, which cost up to 60 percent less than original equipment cartridges while shrinking the waste stream.

Plant Management Division (PMD), responsible for state-owned buildings and grounds primarily in the State Capitol Complex, seeks and utilizes environmentally friendly solutions for performing its work. PMD strives to save energy and other natural resources, and use less toxic materials in cleaning and maintaining buildings and grounds. PMD, in conjunction with MMD, develops specifications for contracts that support the use of environmentally friendly products in its operations.

Fleet and Surplus Services (FSS) assists agencies with reducing petroleum fuel use and helps agencies with the re-use and disposal of surplus government property (other than real estate). FSS strives to reduce petroleum usage by increasing fleet fuel efficiency and increasing the availability and use of alternative fuel vehicles such as E85 and bio-diesel. FSS strives to reuse surplus governmental property within government when possible, and to make available to the public surplus property that cannot be reused by government.



The **Resource Recovery Office (RRO)**, which closed in September 2010, assisted agencies with reducing waste and encouraging recycling and worked closely with MMD to support environmental purchasing and surplus property requirements.

Office Supply Connection (OSC), the state’s centralized office products supplier until the transition to a contracted service in December 2009, provided numerous environmentally friendly office products to state agencies and Cooperative Purchasing Venture (CPV) members. CPV members include local governments, school districts, colleges and universities and other eligible entities.

INTRODUCTION

The Mission of the Department of Administration is “To help our customers succeed,” in part by conserving natural and economic resources through resource recovery, sustainable design and environmentally responsible purchasing. Additionally, leadership in environmental stewardship is prominent in the mission statements and work of Admin’s Plant Management and Materials Management divisions.

The department directs employees and encourages other agencies to use resource conservation and pollution prevention practices in their operations and during their daily service to customers.

MMD distributes Admin’s *Priorities for Environmental Materials Management* (Appendix A) to public employees during purchasing training and at other opportunities. Admin promotes recycling and environmentally friendly purchasing on its website, www.admin.state.mn.us. MMD also makes extensive use of its website, which results in a corresponding reduction in the need for paper copies of policies, purchasing manuals and updates, solicitation announcements, contract release documents and contract listings.

Admin’s focus on environmental partnerships during the past decade has helped leverage resources and contributes toward a more sustainable quality of life. Sustainability requires a balance between economic, community and environmental considerations. This report summarizes Admin’s promotion of sustainability through environmental training, purchasing and recovery of recyclables, and partnerships.



ACHIEVEMENT OF GOALS 2009-2010

Admin achieved the 2009-2010 State Resource Recovery Program goals. This section lists these goals and the department's key achievements relating to the goals.

Goals for waste reduction:

- Continue to research, procure and use environmentally preferable products, with a focus on green-certified cleaning products and bathroom paper products. – *new*
- Institute a resource management contract for waste hauling at state-owned buildings to reduce the amount of waste created and help properly manage waste that is created. The MPCA can provide assistance with these contracts. – *new*
- Continue to purchase electronic equipment that defaults easily to duplex when printing and copying to reduce the amount of paper used in state agencies. – *ongoing*
- Establish requirements for nontoxic and low-VOC products (such as paints, solvents, glues, textiles and carpeting) in new state building construction, remodeling or installation contract RFPs. Contract specialists working on construction or remodeling RFPs can seek assistance from the MPCA. – *new*
- Expand the posting of RFPs electronically for downloading by vendors to bidders whenever possible and encourage bidders to send responses to RFPs electronically. – *ongoing*
- Continue to promote the purchase of recycled-content products by placing the list of those products on the Office Supply Connection Web site. – *new*
- Continue to work to increase waste reduction by providing state agencies, via the Resource Recovery Program, with online tips for reducing waste and for increasing recycling and reuse of materials. – *ongoing*

Key achievements:

- Environmentally preferable specifications have been incorporated by MMD into many contracts, including the state cleaning supplies contract. These products meet Green Seal certification. For instance, state agencies can reduce packaging waste by 85 percent by purchasing concentrates.
- Serviceable surplus computers are provided directly to towns, cities, counties and schools after the hard drives have been thoroughly erased.
- MMD continued a contract that provides alternative de-icers for snow and ice, with on-going evaluations of several products. The potential exists for reducing salt usage between 10 to 30 percent with these products, but at significantly increased cost. The products have a less corrosive effect on steel, while the overall impact on the environment is under evaluation. The alternative deicers, when mixed with salt rather than using salt exclusively, increase the effectiveness of road de-icing efforts, especially at temperatures below 15° F.
- MMD contracted for urinalysis testing systems for drugs of abuse that are safer, can be sealed, are not considered biohazard materials and can be incinerated without expensive handling.
- Admin continues to expand the use of electronic means of communication, such as e-mail, electronic broadcasts and websites, as the primary communications method with its customers. MMD also offers teleconferencing and is using webinars with other entities to decrease the need for travel and the unnecessary use of fuel.

- Admin continued to use and encourage double-sided copying. All paper contains at least 30 percent post-consumer content.
- PMD continues to use e-mail for conducting its annual recycling measurement survey and to report recycling progress of public entity customers.
- MMD continues to offer non-mercury blood pressure cuffs, which the medical community has accepted as equally accurate, on the hospital supplies contract.
- MMD continues to have a contract for indoor paint that meets Green Seal certification.
- MMD construction section continues to have a system for the collection of the required prevailing wage reports from contractors electronically, rather than in paper form, eliminating many reams of paper from the waste stream.
- MMD continues to use an electronic tool for the distribution of construction plans and documents for prospective bidders. The tool eliminates the generation of multiple paper plans in MMD, and may reduce printing by prospective contractors.
- MMD continues to offer and promotes a contract for scanning and imaging services, which can assist agencies in converting paper records to electronic records. The contract can also assist agencies with reducing their dependence on paper by changing processes to take advantage of electronic recordkeeping.
- MMD publishes a monthly procurement newsletter that it distributes electronically and posts on the MMD website. No paper copy is produced or distributed, which reduces demand for paper and waste-stream volume. The newsletter itself has greatly reduced the need for “update” meetings with agency procurement staff, consequently reducing the need for travel to the Admin building and the use of fuel, reducing vehicle emissions.
- MMD continued to specify environmentally preferable requirements for paper and printing contracts. These requirements include:
 - Uncoated paper
 - Paper with a recycled post-consumer content by weight of at least 30 percent and that is manufactured using minimal or no chlorine bleach or chlorine derivatives
 - Paper that is not dyed with colors (excluding pastel colors)
 - Printing with no more than two colored inks, standard or processed (except in formats in which they are necessary in order to convey the meaning)
 - Soy-based inks
 - Binding with reusable materials or staples and by glueless methods
 - Production methods and materials that ensure products are readily recyclable.
- The Internet is the primary means of disseminating information regarding office supply products.
- MMD contract release documents clearly identify environmental attributes in state contracts to advocate for and increase purchases of environmentally responsible products and services.
- MMD developed new contracts for multi-functional (copy/scan/fax) devices that include print assessment as a service under the contract. This involves assessing print behaviors and identifying solutions for reducing printing. Methods include banning desktop printers and implementing secure/locked printing, which will reduce printing and save paper, toner, supplies, energy and waste. The assessment will cover redeploying underutilized printing assets to minimize the number of machines and saving the attendant resources.
- PMD uses environmentally friendly products and processes in accomplishing many of its duties, such as janitorial services, landscape and grounds maintenance, pest control and in other services.
- MMD continues to announce new solicitations and provides the solicitation with specifications electronically through its website. Interested vendors can download solicitations for review and then decide whether to respond, rather than have MMD produce and mail numerous printed copies

to vendors who may or may not be interested in the solicitation. Online solicitations eliminate paper, printing and postage costs for MMD.

- As a part of its purchasing training program, MMD teaches techniques for paper waste reduction.
- MMD established a contract for office supplies that includes a take-back program for all toner and inkjet products for recycling and remanufacturing. Free collection boxes and free pickup of the used toner cartridges encourage the use of this service, while all plastic parts of the returned cartridges are either reused in the remanufacturing process or ground into pellets for use in other plastic manufacturing.
- MMD contract vendor for office supplies strives to reduce packaging and shipping materials whenever possible.
- MMD/Office of Enterprise Technology (OET) computer standards offer only Energy Star-compliant flat-screen monitors. State agencies are required to purchase the state standard unless they receive written approval via the Technology Request System (TRS).
- MMD contract for retread tires allows agencies to purchase retreaded tires in lieu of newly manufactured tires, which helps reduce the waste stream.
- MMD waste tire contract mandates the recycling of old tires or their use for energy recovery.
- MMD contracts for multifunctional devices (MFDs) requires the commitment of contract vendors to responsible disposal of used equipment. Contract vendors are restricted from shipping products overseas for improper disposal in nations where environmental regulations are less strict than in the United States.
- MMD has contracted for software that can automatically shut off computers at the end of the day, reducing the amount of greenhouse gases discharged by power plants by reducing electricity consumption and by extension greenhouse gas emissions.

Goals for reuse:

- Expand the reuse of surplus state government property by creating an online surplus exchange program or using an existing one (such as the Minnesota Materials Exchange: www.mnexchange.org). Agencies could advertise their surplus property on the website as well as post a “materials needed” request. – *ongoing*
- Promote use of surplus supplies from the Department of Administration’s Fleet and Surplus Service that are available for state agencies to use. – *ongoing*

Key achievements:

- The MMD Procurement ALP online newsletter, provides education and encouragement to agencies for purchasing recycled paper whenever possible. A key paper supplier, Boise Cascade, provides products to the state from its International Falls, MN mills. These products are audited annually to ensure that the mill is in compliance with:
 - Forest Stewardship Council (FSC)
 - Sustainable Forestry Initiative, or SFI
 - Programme for Endorsement of Forest Certification, or PEFC
 - ISO 14001 Certification

The International Falls mill is certified for FSC Chain of Custody, PEFC Chain of Custody, SFI Chain of Custody, SFI Fiber Procurement and ISO 14001.

- Fleet and Surplus Services continued to acquire and redistribute state and federal reusable equipment and surplus products to eligible public entities and nonprofit organizations. These include vehicles, furniture, office, shop and kitchen equipment and more.
- MMD continued to offer contracts for products such as recycled carpet and the recycling of discarded carpet and vinyl flooring.
- MMD contract for vehicle oil change and lubrication offers re-refined and virgin oil.
- MMD provides contracts for reusing waste food from correctional facilities for farm animal feed, which also helps reduce the amount of disposed solid waste. MMD expanded the contract for recycling edible food waste by adding many St. Paul public elementary schools, several Capitol Complex cafeterias and Ramsey County.
- MMD, in conjunction with the Minnesota Department of Transportation, provides a contract for the removal of oil from clay and diatomaceous earth sorbent material. As a result, the clay and diatomaceous earth, as well as the oil, can be reused.
- The used oil, filters, sorbents and antifreeze management contract provides for the reuse of used oil.
- The State Recycling Center (SRC) offers office supply reusables to state agencies at no cost.
- The SRC has incorporated pallet woodwaste recovery into routine operations, resulting in the annual diversion of 60 tons of material for reuse and recycling.
- The SRC collected 1,655 tons of paper and 52 tons of beverage containers for recycling in FY09.
- The SRC collected 1,325 tons of paper and 45 tons of beverage containers for recycling in FY10.
- Real Estate and Construction Services (RECS) requires the reuse of salvaged material by contractors and the recycling of construction waste. RECS also requires contractors to indicate the recycled content of construction materials for building repair/replace/remodel projects. Guidelines are available online at <http://www.admin.state.mn.us/recs/cs/mg-sus-toc.html>.
- MMD provides a program for remanufactured laser toner cartridges for purchase and exchange. The program remanufactures the cartridges and recycles non-reusable plastic parts.
- MMD solicitations include language that encourages reusable transport packaging when shipping products whenever possible.
- MMD has established a contract for rental of uniforms, decreasing the need for new uniforms for new employees.
- MMD contracts for multifunctional devices (MFDs) encourages vendors to refurbish and reuse the returned machines.

Goals for recycling:

- Work with the MPCA to enforce the Public Entities Law, Minnesota Statute § 115A.471, requiring that all state agencies manage their waste in accordance with county solid waste management plans. The MPCA recommends focusing on St. Cloud State University and the Department of Natural Resources' offices in Sauk Rapids (Benton County) to ensure recycling rates meet or exceed recycling rates established in county plans. – *new*
- Include overall waste generation figures along with recycled waste totals in order to track overall progress in reducing total waste generated. – *new*
- Establish requirements in state construction contract RFPs that contractors track costs and amounts of materials recycled and/or disposed of on a monthly basis and at project completion. – *ongoing*
- Ensure that recycling containers are placed in convenient, visible locations, as well as next to all garbage bins, in all state offices. – *ongoing*

- Work with the MPCA on new and more visible signage for recycling bins at state agencies to reflect the changes in materials that can be recycled. – *new*
- Continue to offer consulting services from the MPCA to state offices that have not met the statutory recycling goal of 60 percent. The MPCA could work with the Resource Recovery Program to perform a recycling and waste audit of the offices and provide recommendations for increasing recycling and waste reduction. – *ongoing*
- Evaluate the current recycling reporting system used by the Resource Recovery Program to calculate recycling rates by state agencies in the Metro area to ensure standardization of the reporting system, as well as quality of the data. – *new*
- Assist state agencies with developing internal waste reduction and recycling committees, with assistance from the MPCA. – *new*
- Meet with the MPCA to review progress on the implementation of the recommendations from the Phase 1 and Phase 2 Assessment of the Recycling Program Review. – *new*

Key achievements:

- The statewide MMD computer/electronics and fluorescent/HID lamp and mercury products recycling disposal contract includes terms for the recycling of many electronic components and other materials.
- The used oil, filters, sorbents and antifreeze management contract and the hazardous waste management contract provide for the recycling or reuse of several materials.
- The waste paper sales contract requires the recycling of waste paper.
- MMD provided a program for remanufactured laser toner cartridges for purchase and exchange. The program remanufactures the cartridges and recycles non-reusable plastic parts.
- Real Estate and Construction Services (RECS) requires the reuse of salvaged material by contractors and the recycling of construction waste. RECS also requires contractors to indicate the recycled content of construction materials for building repair/replace/remodel projects. Guidelines are available online at <http://www.admin.state.mn.us/recs/cs/mg-sus-toc.html>.
- The MMD contract for the rags, wiping and sorbent materials includes recycled materials for sorbents.
- MMD offers biodegradable plastic bags offered as part of the office supplies contract.
- MMD continues to offer contracts for products such as recycled carpet and the recycling of discarded carpet and vinyl flooring.
- MMD provides contracts for reusing waste food from correctional facilities for farm animal feed, which also helps reduce the amount of disposed solid waste. MMD expanded the contract for recycling edible food waste from six correctional facilities by adding many St. Paul public elementary schools, Capital Complex cafeterias, and Ramsey County.
- MMD requests rubbish contract vendors to supply containers for segregating recyclables for voluntary recycling outside the metro area.
- The state office supply vendor's website includes the "recycled" icon to help end users choose recycled products.
- RRO continues to meet customer needs in a cost-effective manner and has fully incorporated operational changes to container handling and material pickup routes, resulting in reduced transportation expenditures and maximized load capacity.
- SRC operational improvements resulted in a more flexible and secure market for recyclables.

- SRC has incorporated pallet woodwaste recovery into routine operations, resulting in the annual diversion of 60 tons of material for reuse and recycling.
- SRC provided confidential record destruction at no charge to 37 state and regional government locations processing 1,152 tons of recyclables in fiscal years 2009 and 2010..
- RRO conducted evaluations of 14 state agency building locations, updating and adding recycling containers and informational material.
- RRO has an updated website www.rro.state.mn.us that supplies environmental information to employees. Information includes recycling amounts by building and solid waste amounts by building, if available.

Goals for organics recovery:

- Promote waste reduction by increasing recovery efforts for organic materials from the Department of Natural Resources, Department of Health and Human Services, Labor and Commerce building, and the Capitol Complex area. – *ongoing*
- Develop purchasing specifications and enter into contracts for biodegradable products such as plates, cups, flatware and bags for use where organics collection programs have been implemented. – *ongoing*

Key Achievements:

- MMD provides contracts for reusing waste food from the correctional facilities for farm animal feed, which also helps reduce the amount of disposed solid waste. MMD expanded the contract for recycling edible food waste from six correctional facilities by adding many St. Paul public elementary schools, Capital Complex cafeterias, and Ramsey County.
- MMD has been working with the MPCA and others to develop specifications for a contract for biodegradable products for food service, such as plates, cups and flatware and compost collection bags. A contract award is anticipated in FY 2011.
- MMD offers biodegradable plastic bags as part of the office supplies contract.

Goals for procurement/incorporating environmental criteria into contracts:

- Encourage default purchasing for items with environmentally preferable attributes without additional cost. – *new*
- Require the use of lead-free wheel weights, whenever possible, for all fleet maintenance contracts. – *new*
- Continue to implement, whenever possible, the environmentally preferable purchasing processes that provide a statutorily allowable preference (Minn. Stat. § 16B.121 www.revisor.leg.state.mn.us/stats/16B/121.html) within each bid and proposal, which is based on the post-consumer recycled content of the products under consideration. – *ongoing*
- Continue to follow the Public Entities Law, which requires state facilities to include a provision in waste management contracts for waste to be processed through waste-to-energy or Municipal Solid Waste (MSW) composting or in a manner consistent with local solid waste planning. – *ongoing*

- Incorporate questions regarding lead and mercury content into applicable contract solicitation documents. This information should be used to enable buyers to make informed decisions when there are multiple awards. MMD should also include information on lead and mercury content on the contract release. – *new*
- Continue to promote purchase of environmentally preferable products through the use of the Department of Administration’s environmental codes system. – *ongoing*
- Promote the use of, and state a preference for, recycled-content products, in accordance with Minn. Stat. § 116B.122. – *ongoing*

Key achievements:

- MMD, in collaboration with MPCA, has incorporated statements in many contracts on stewardship, end-of-life reuse or take-back, or proper disposal of old, removed products. These contracts include furniture, carpet products and technology.
- MMD contract release documents clearly identify environmental attributes in state contracts to increase the purchase of environmentally responsible products and services.
- MMD convened multiple contract user groups to determine environmentally preferable considerations for solicitation specifications.
- MMD has a preference for recycled content of up to 10 percent on solicitations. The amount of the preference is based on the percent of recycled content of the offered items, and then divided by a factor of 10. For example, an item with 40 percent recycled content would receive a 4 percent price preference.
- MMD promotes the use of recycled latex paints by including recycled products on state painting contracts.
- MMD continues to specify that contracts for paper and printing work require uncoated paper, that the paper have a recycled post-consumer content by weight of at least 30 percent, that the paper is not dyed with colors (excluding pastel colors), that the recycled content paper is manufactured using little or no chlorine bleach or chlorine derivatives, that printing is in no more than two colored inks, standard or processed (except in formats in which they are necessary to convey the meaning), that inks are soy-based, that binding is with reusable materials or staples and by a method without glue, and that reports, publications and periodicals that are readily recyclable.
- Under the leadership of Real Estate and Construction Services, an interdisciplinary team developed sustainable building guidelines for use by all state agencies and consultants. All new state building projects must meet the Minnesota Sustainable Building Guidelines (per MS 16B.325, Sec.2). Guidelines are available online at <http://www.admin.state.mn.us/recs/cs/mg-sus-toc.html//>
- MMD solicits for and awards contracts on behalf of government entities that are members of the National Association of State Procurement Officials (NASPO) or the Western States Contracting Alliance (WSCA). Contract solicitations incorporate many environmental requirements. Responses receive points in the evaluation phase based on the success of responders’ existing environmental programs. Examples of environmental program areas in which responders to technology contract solicitations are required to answer include takeback/recycling, environmental certifications, data sanitation processes and more.
- MMD requires, in its solicitations for waste management and removal, that refuse must be disposed of in accordance with local, county and state disposal laws; that the contractor shall be in

compliance with the county's solid waste plan, Waste Management Act (Minn. Stat. § 115A.46, subd. 5); and that the contract vendors shall indicate the disposal site location.

- MMD incorporates the needed provisions regarding waste management contracts in its ALP training so that agencies can comply with the requirements of the Public Entities Law when soliciting these services.
- MMD notifies MPCA, state agencies and Cooperative Purchasing Venture members seven months in advance of contract expiration dates so they can provide MMD with environmentally responsible procurement recommendations.
- MMD has worked with MPCA on developing specifications that can be used for promoting and establishing contracts for “green” meetings and conferences.
- MMD requires contract vendors to report on mercury content of products if the solicitation does not explicitly exclude mercury. Mercury content of products is then disclosed in the contract release to help buyers make informed purchasing decisions.
- MMD contract vendor for office supplies identifies environmentally friendly items on its website.
- MMD requires the pest control vendors to minimize the use of chemicals and promote the use of alternative methods, such as physical removal by vacuuming or trapping. The use of chemicals is to be as-needed and not on a predetermined, or calendar schedule, to minimize and prevent their unnecessary use. Use of chemicals shall be limited to the areas that have signs of or have actual infestations.
- MMD has included in specifications for printer toner cartridges that contract vendors are required to encourage customers to utilize remanufactured cartridges and provide information to customers on cartridge collection programs. Responders to solicitations must report on programs currently in place in their organizations to encourage customers to utilize remanufactured cartridges and collection programs for cartridges.
- MMD includes a requirement in specifications that solicitation responders outline how their company is designing equipment, toner, cartridges and packaging to minimize the environmental impact of these products.
- MMD incorporates into its vehicle solicitations requirements mandated in Minn. Stat. § 16C.137 for the purchase and use of fuel-efficient and cleaner-fuel (E85 and B20 biodiesel) vehicles. Vehicle acquisition contracts make fuel efficient and cleaner fuel vehicles available for purchase by state agencies.

Goals for environmentally preferable purchasing training:

- Add an environmentally preferable purchasing section to the monthly procurement coordinators' e-mail newsletter, with assistance from the MPCA. – *new*
- Update the link to the EPP guide on the MMD's environmental purchasing website to reflect the current web address (www.greenguardian.com/government/eppg) and promote the revised guide. – *new*
- Continue to update the environmentally responsible purchasing section of the Authority of Local Purchasing training manual that is provided to state employees and provide training in environmentally preferable purchasing as part of state certification classes, with assistance from the MPCA. – *ongoing*

Key achievements:

- MMD continued to include extensive training on environmental purchasing as part of its state purchasing certification and recertification classes. MMD provided purchasing training to approximately 500 state employees during the biennium.
- MMD, MPCA and RRO environmental information is included in the *Authority for Local Purchasing* manual that is distributed to purchasers by MMD and is also available online at www.mmd.admin.state.mn.us/alpmanual.htm.
- The *Environmental Purchasing Guide* (EPG) is available on the MMD website.
- MMD updated the environmentally responsible purchasing section of the *Authority for Local Purchasing* Manual.
- Of the approximately 32,000 products available on the state's office supply contract, about 10,000 feature recycled content. The vendor also offers a "Greener Products Catalog," which lists approximately 2,500 items that feature environmental attributes, such as recycled content, compostability, greater durability, lower toxicity and others, which help customers make good environmental choices in their purchasing.
- RRO promoted waste reduction strategies in customer consultations, designing and staffing educational displays at promotional venues and on the RRO web site.
- MMD provided environmentally preferable purchasing information at numerous trade shows and conferences.
- MMD provided education opportunities for agency staff regarding environmentally preferable purchasing and created new programs for learning via e-mails and the electronic monthly procurement update.
- MMD chairs the Procurement Coordinators Group, which meets periodically to help educate and inform agency staff about increasing their use of environmentally preferable products. The Procurement Coordinators Group was combined with the Environmentally Responsible Workgroup. One of the goals of this group is to work on better ways of incorporating environmental specifications on state contracts.
- MMD contract vendor for office supplies provides free on-going seminars on green initiatives.
- MMD contract vendor for office supplies has partnered with the state to provide training on remanufactured toner cartridges available through their catalog.

Goals for tracking and evaluation of environmentally preferable purchasing:

- Use the valuable information obtained by tracking environmentally preferable purchases to structure future specifications so contracts will have goods and services that are more environmentally preferable. – *ongoing*
- Report the findings from the electronic tracking mechanism for E85 fuel use in state agency fleets to agencies, in order to increase the use of E85 in state vehicles. – *ongoing*
- Work with procurement coordinators to determine better measures for tracking non-state contract environmentally preferable purchases, such as requiring buyers to code each purchase order with an environmental code on Minnesota Accounting and Procurement System (MAPS). – *new*

Key achievements:

- MMD uses the state's electronic purchasing system, the Minnesota Accounting and Procurement System (MAPS), to track environmental purchases.
- Procurement Environmental Codes developed by MMD in collaboration with MPCA and other agencies assist in the purchasing and tracking of environmentally preferable products and services. The codes are included in the ALP Training Manual and are on the MMD website. Solicitations require vendors to categorize their products for environmental features and identify those products. These environmental products are then identified on the contract release, and the contract ordering line is given the appropriate environmental code.
- Fleet and Surplus Services is currently tracking fuel purchases electronically and supplying agencies with quarterly reports of petroleum and alternative fuel purchases using the state fuel card.
- MMD uses information from vendor responses to solicitations and the environmental code tracking system to make decisions about future environmentally friendly procurements.

Goals for energy conservation:

The Department of Administration should continue to focus on identifying and reducing energy waste in state agency buildings and transportation and be guided by the broad policy recommendations of the Minnesota Climate Change Advisory Group. The department should take advantage of the many programs in place to identify the relative energy performance of its buildings and, especially for the poorer performing buildings, take advantage of utility programs and a Department of Commerce program for funding energy improvements.

Furthermore, the department should also consider the following:

- Continue to chair the SmartFleet committee, in accordance with Minn. Stat. § 16C.137, and implement the goals and actions as defined in statute.
- Evaluate the effectiveness of Governor's Executive Order 05-16 and an ongoing energy savings goal using 2005 as the base year.

Key achievements:

- The Department of Administration worked with state agencies on reducing electrical consumption for computer equipment. Through numerous steps, an estimated 17.7 million kilowatt/hours were saved and more than 15,000 tons of CO₂ were removed from the state's carbon footprint. This was achieved through power management programs and mandatory requirements to turn off computers and monitors when not in use and at night. State agencies and offices are taking further steps toward ensuring future desktop computer energy efficiency.
- Plant Management Division (PMD) has implemented many actions and updated equipment and control systems that have had a major impact on energy use in buildings PMD manages. These measures have resulted in a reduction of the total energy consumed by PMD managed buildings of nearly 14 percent, reducing carbon emissions by an equivalent 4,000 tons and reducing energy costs an estimated \$1.2 million



annually. These efforts are ongoing, with new projects scheduled to upgrade equipment, such as lighting (LED fixture shown at right), and control systems to extend and improve the energy use reduction.

- MMD contracted for computer monitoring software that automatically turns off computers when they are not in use, reducing energy consumption.

Program achievements and recognition as summarized in this report are the result of successful partnerships with state agencies and local governmental entities. During this past decade, reliance upon partnerships continued to strengthen and nourish the success of the program. Admin will continue to collaborate with its customers and other interested parties to implement waste reduction and recycling excellence in government.

RESOURCE RECOVERY PROGRAM GOALS 2011-2012

The 2011-2012 Resource Recovery Program Goals are adapted from the State Resource Recovery Program Recommendations Report, June 2010, developed by the Minnesota Pollution Control Agency and the Minnesota Department of Commerce.

The recommendations promote the reduction of waste generated by state agencies, separation and recovery of reusable commodities, separation and recovery of recyclable commodities and surplus property, and recovery of organic material. Since composting is a form of waste reduction or recycling and falls under the definition of “recyclable commodities” in Minn. Stat. § 115A.15, the goals include recommendations for organics recovery. The Resource Recovery Program continually strives to increase recycling rates across state agencies in the metropolitan area. State agencies in the Capitol Complex demonstrated a significant increase in recovery, with a recycling rate of 66 percent by weight of their discarded materials in 2009, compared to 62 percent in 2008. Within the seven-county metropolitan area, 64 percent was recycled by state agencies, up from 63 percent in 2008, according to the *2009 Recycling Rate Progress Report* compiled by the Department of Administration. The statutory recycling goal for state agencies (Minn. Stat. § 115A.15, subd. 9) is 60 percent.

Recommendations for waste reduction

To further progress already achieved by the state’s Resource Recovery Program in preventing the generation of waste, the following recommendations are made to the Department of Administration:

- Refer two state offices or agencies that have not met the statutory recycling goal of 60 percent and do not have a waste reduction plan in place to the MPCA for waste prevention and recycling audit services by end of FY 2012. – *new*
- Track overall waste generation figures and per FTE waste generation figures along with recycled materials totals in order to track overall progress in reducing total waste generated. – *new*
- Report and publicize waste generated per FTE at each agency in addition to reporting recycling rates for each agency. Use this information to highlight to the state workforce that reducing waste generation is preferable even to recycling. – *new*
- Include language in any new agency lease agreement allowing the agency to negotiate new sustainability related initiatives at any time within the leasing period. Sustainability related initiatives for waste reduction could include but would not be limited to collections for additional types of source-separated organics, energy conservation measures, storm-water management improvements, and improvements related to increasing carpooling, transit use, or biking/walking to work. – *new*
- Use the Resource Recovery Office web site to discourage state purchase of items that clearly have lower waste alternatives (e.g., bottled water, single-serve milk containers). – *new*
- Institute improved contract language, using principles of resource management contracting, for waste hauling at state-owned buildings to reduce the amount of waste created, improve recycling rates, and help properly manage waste that is created. The MPCA can provide some technical assistance with these contracts and share case study information. – *ongoing*
- Establish requirements for nontoxic and low-VOC products (such as paints, solvents, glues, textiles and carpeting) in new state building construction, remodeling, or installation contract RFPs. Contract specialists working on construction or remodeling RFPs can seek assistance from the MPCA. – *ongoing*

- Expand the posting of RFPs electronically for downloading by bidders whenever possible and encourage bidders to send responses to RFPs electronically. If RFP responses are submitted on paper, request only the minimum number of copies of the RFP response needed to complete the evaluation and strongly recommend that the responses be printed double-sided. – *ongoing*

Recommendations for reuse

- Increase the reuse of surplus state government property by expanding the Fleet and Surplus Services’ online surplus exchange program (www.fss.state.mn.us/SurplusExchange.html) or using an alternative one (e.g., the Minnesota Materials Exchange: www.mnexchange.org). Agencies could advertise their surplus property on the websites as well as post a “materials needed” request. – *ongoing*
- Promote use of surplus supplies from the Department of Administration’s Fleet and Surplus Service that are available for state agencies to use. Highlight the surplus supply availability during Authority for Local Purchase trainings. – *ongoing*

Recommendations for recycling

- Develop a plan to increase participation and fund the expansion of the Resource Recovery Program to include new waste streams (e.g., organics), which have been proven to increase recycling participation. Current funding for the program comes from sale of materials, and will now also include an indirect assessment on state agencies. – *new*
- Require contract bidders on new state construction and deconstruction/remodeling contract Request for Proposals (RFPs) to submit a recycling plan for the construction/demolition materials generated by the project. If awarded the contract, vendors would be required to submit a report on the costs and amounts of materials recycled and disposed of at project completion. – *new*
- Require all agencies participating in the Resource Recovery Program with recycling rates below 20 percent to implement a waste reduction and recycling plan. The MPCA could work with the Resource Recovery Program to perform a recycling and waste audit of the offices and provide recommendations for increasing recycling and waste reduction. – *new*
- Work to fill data gaps in the annual Resource Recovery Program report. Where data are unavailable due to “collection arrangements,” work with current vendor to obtain data. If not possible, require reporting when the contract is renewed or rebid. – *new*
- Plan a waste sort in the Capitol Complex for 2011. – *new*
- Ensure that recycling containers are placed in convenient, visible locations, as well as next to all garbage bins, in all state offices. Clear signage (pictures and text) should be displayed on or above all bins to inform people about what they can recycle. – *ongoing*

Recommendation for organics recovery

- Promote increased recycling by increasing recovery efforts for organic materials from the Department of Natural Resources (500 Lafayette Road North), Department of Human Services (444 Lafayette Road North), and the Department of Labor and Industry (443 Lafayette Road North). – *ongoing*

Procurement and end-of-life management

- Procuring recyclable commodities and procuring commodities containing recycled materials and other environmentally preferable products is an important part of the state’s resource recovery and waste reduction efforts. Materials Management Division (MMD) continues to strive to offer environmentally preferable products on contract whenever possible. In FY 2009 and 2010, MMD

added state contracts for the following environmentally preferable products: compostable plastic bags, low volatile organic compound and recycled content janitorial paper products, and tires and school buses with lead-free wheel weights.

Recommendations for environmentally preferable procurement

- Require state contract vendors on three key state contracts (office supply, cleaning products and paint) to track and report environmentally preferable purchases. Work with the MPCA and key contract vendors on implementation steps. – *new*
- Use the Materials Management Division website and monthly Procurement Coordinators Newsletter to enhance publicity of cooperative purchasing opportunities for green cleaning products. Publicity should be targeted at schools, cities and other local units of government. – *new*
- Include language in any new agency lease agreement allowing the agencies to negotiate new sustainability related initiatives at any time within the leasing period. Sustainability related initiatives related to environmentally preferable procurement could include but would not be limited to energy conservation products and procurement of environmentally preferable products, such as cleaning products. – *new*
- Track progress on targets and strategies set by the Executive Order Implementation Teams. Work with the MPCA on tracking. – *new*
- Promote the use of the state contract for water filtration units as the environmentally and fiscally preferable alternative to bottled water through monthly Procurement Coordinator Newsletter. – *new*
- Continue to follow the Public Entities Law, which, among other things, requires state facilities to recycle a minimum of three broad material types and include a provision in waste management contracts for waste to be processed through waste-to-energy or MSW composting or in a manner consistent with local solid waste planning. – *ongoing*
- Continue to update the environmentally responsible purchasing section of the Authority of Local Purchasing training manual that is provided to state employees and provide training in environmentally preferable purchasing as part of state certification classes, with assistance from the MPCA. – *ongoing*



Conclusion

MMD will continue to integrate these goals into workplans and account for them in the FY 2011-12 biennial report. Admin looks forward to collaborating through its current partnerships and fostering new relationships on implementation of the State Resource Recovery Program goals. Admin’s environmental partnerships will guide government’s increasing efficiency and progress toward a more sustainable Minnesota.

COOPERATIVE PURCHASING

Minnesota's Cooperative Purchasing Venture (CPV) permits eligible non-state entities to purchase goods and services from State of Minnesota contracts. Approximately 1,000 cities, townships, counties, school districts, regional entities, universities and colleges and other eligible organizations are currently CPV members and are listed in Appendix C.

All governmental units as defined in Minn. Stat. § 471.59 are eligible for membership:

The term "governmental unit" as used in this section includes every city, county, town, school district, independent nonprofit firefighting corporation, other political subdivision of this or another state, another state, the University of Minnesota, nonprofit hospitals licensed under sections [144.50](#) to [144.56](#), rehabilitation facilities and extended employment providers that are certified by the commissioner of employment and economic development, day training and habilitation services licensed under sections [245B.01](#) to [245B.08](#), and any agency of the state of Minnesota or the United States, and includes any instrumentality of a governmental unit. For the purpose of this section, an instrumentality of a governmental unit means an instrumentality having independent policy making and appropriating authority.

CPV participants benefit from using state contracts, including cost savings of up to 75 percent. Additionally, members save time that would have been spent researching product specifications, identifying prospective vendors and bidding, awarding, processing and maintaining a contract. CPV also enhances and simplifies product selection.

The CPV annual membership fee of \$500 was eliminated for Fiscal Year 2009, while legislative changes in 2007 offers CPV membership to certain non-profits as well. This helps expand the state's collective purchasing on environmentally responsible products and services.

The availability of Environmentally Responsible Products and Services, listed in Appendix B, is also a significant benefit to CPV members. Other benefits include instruction, guidance, contract interpretation and access to contract information through MMD's website, www.mmd.admin.state.mn.us.

Additionally, MMD's purchasing function can act across governmental boundaries as an enterprise service. By uniting in enterprise contracts, MMD can maximize the purchasing that will assist in meeting the goals of the Resource Recovery program.

APPENDICES

APPENDIX A
Priorities for Environmental Materials Management

APPENDIX B
Cooperative Purchasing Venture Members

Available online at <http://www.mmd.admin.state.mn.us/process/cpv/cpvmemberlist.asp>

Minnesota Department of Administration Priorities For Environmental Materials Management

The acquisition, use, maintenance and discard of materials should first maximize resource conservation options to avoid and reduce waste quantity and volume. Then, resource discard options should be maximized in the order of priority.

