

**ILLINOIS COLLEGE ASSISTANCE PROGRAM (I-CAP) FOR RECYCLING
2015 WASTE REDUCTION PLAN / PLAN UPDATE**

SUBMITTAL INFORMATION

Please provide the original and one hard copy as well as a PDF copy (can send via email or include a CD or jump drive) by 4 pm, April 1, 2015. A one month extension may be requested and will be approved if received prior to April 1, 2015. Request for extensions may be emailed. A sample extension request is attached. Completed plans should be sent to:

Illinois College Assistance Program for Recycling
David E. Smith, Manager
500 East Monroe, Ridgely 12
Springfield, IL 62701
Email: David.E.Smith@illinois.gov
Phone: 217-785-2006

For the sake of waste reduction please avoid the use of any fancy binding or three ring binders; simply stapling is fine. All institutions shall complete the questions below and shall submit them with one of the two cover letters attached. One cover letter is for use by institutions that have previously certified to attaining a minimum 40% recycling and the other is for schools that have not yet attained that goal.

Date:
Institution Name:
General Mailing Address:
Authorized Contact:
Contact Title:
Contact Phone:
Contact Email:

SECTION 1 - BACKGROUND

1.1 Institution Identification

Provide a brief description of the institution and its mission.

When submitting the plan it must be accompanied by a signed cover letter than contains, at a minimum, the language contained in the sample letter provided at the back of this document. Is a signed cover letter provided?

1.2 Contacts

Plan Coordinator

Name, title, address and phone number of the individual(s) who is the main contact for the plan and its contents.

Recycling Coordinator (Sustainability Coordinator)

Name, title, address and phone number of individual(s) who coordinates the recycling activities at the institution.

1.3 Student/Staff Population

Enrollment figures should correspond to those figures submitted to the State of Illinois' Board of Higher Education. Use the most recent fall school term data for which figures are available in responding to the questions in Section 1.3.

What is the total number of full-time equivalent (FTE) enrollment?

What is the total number of students, both full and part-time, enrolled?

What is the total number of occupants of student housing?

What is the total number of employees of the institution including teaching staff and administrators?

1.4 Buildings/Grounds

An institution's waste reduction plan has to account for at least the institution's main campus. Many institutions operate off-site facilities and/or satellite campuses. In instances such as these, institutions have the option of including or not including the off-site facilities in their respective plans but should explain why this area is excluded.

Identify any off-site facilities and/or satellite campuses operated by the institution and accounted for in the plan.

Identify any off-site facilities and/or satellite campuses operated by the institution not accounted for in the plan and provide an explanation for exclusion.

Approximate total number of the institution-occupied buildings accounted for in the waste reduction plan?

If the institution currently incinerates any of its solid waste, report the number of incineration facilities, the materials incinerated (i.e., medical, hazardous, etc.), the maximum capacity of each, the average daily throughput and whether energy is recovered through the incineration process.

SECTION 2 - EXISTING RECYCLING AND COMPOSTING ACTIVITIES

Section 2 asks for information regarding the current activities of the institution in the areas of recycling and composting.

2.1 Details of Recycling/Composting Activities

What materials are collected for recycling at your institution?

Please explain how this material is captured.

How are captured recyclables collected and processed? If a third party is involved in collection and processing please identify who performs what services.

Discuss who markets the recyclable commodities captured in your recycling programs (i.e., Recycling Processor(s))

Describe any and all educational and/or promotional activities used to promote recycling at your school.

How are new students, faculty and staff informed of recycling opportunities?

Describe future changes or enhancements.

Covered Electronic Devices

[Public Act 95-0959](#), signed into law on September 17, 2008, effectively bans covered electronic devices (e.g., computers, monitors, TVs) from being landfilled in Illinois starting January 1, 2012.

What is the institution's plan for managing old, obsolete or unwanted covered electronic devices?

2.2 Current Composting Methods

Please list the materials collected for composting at your institution. This may include grass, leaves and other yardwaste that have been banned from Illinois landfills.

Please explain how this material is captured and processed. If a third party is involved in collection and processing please identify who performs what services.

Does your institution collect Food Scraps for composting? If so, please explain. If a third party is involved please identify those entities.

Section 3 – Source/Waste Reduction Activities

Describe existing source/waste reduction activities employed by the institution.

How are waste reduction options promoted to students and staff?

Section 4 - Procurement

An institution's procurement policy must not discriminate against the procurement of recycled-content products. Products with recycled-content shall be procured wherever and whenever cost, specifications, standards and availability are comparable to products without recycled-content.

Does your institution meet this requirement?

Please attach a copy of the institution's written procurement policy.

Section 5 - Waste Audit/Assessment

In order to develop an effective and targeted waste reduction program, the current waste stream needs to be evaluated. This evaluation is termed a waste audit or waste assessment. The waste assessment provides the institution with an understanding of the types and amount of recyclables and wastes generated and the methods by which these items are currently managed. The waste assessment also provides a baseline against which to review waste reduction options and measure program performance. Data from this study can be used to record progress towards the 40% recycling goal.

A professional, full blown waste audit may be desired, but other more cost friendly options may be employed. The Illinois Department of Commerce and Economic Opportunity (DCEO) in partnership with the Illinois Recycling Association (IRA) have worked to develop a tool to help Illinois businesses and organizations reduce the amount of material they pay to have landfilled. The "Recycling Works: A Toolkit for Reducing Waste in the Workplace" resource guide was developed by Shaw Environmental with the support of a DCEO grant to IRA. A copy can be downloaded from DCEO website: www.illinoisrecycles.com under the "waste reduction resources" tab on the right side of the page. This document provides an explanation of various waste assessment methods and also includes sample forms that can be modified and used for an audit.

5.1 Waste Generation Study

When was the most recent waste assessment conducted at your institution?

Who conducted this audit?

What were the results of this study?

Section 6 - Investigation of Materials Not Recycled/Composted

The Act mandates that at least corrugated cardboard, computer paper, white office paper and landscape waste are to be recycled. Markets for other recyclable commodities have dramatically improved over the past quarter century and it is also recommended that the following items be targeted for recycling: all metals including aluminum cans, plastic bottles and containers, colored paper, boxboard, magazines, paper envelope and glass containers.

What materials are not collected for recycling or composting at your institution?

Why are these materials excluded?

SECTION 7 - FUTURE ACTIVITIES

Please explain any future plans to implement expanded or new recycling/composting opportunities.

Section 8 - Target Reduction

Section 8 corresponds to the 40 percent target reduction in the Act. For purposes of the waste reduction plans, the target reduction is achieved using the simplest and most direct method.

Has your institution met the 40% goal? If you know the specific reduction numbers please provide it. If you have not met the 40% goal, please explain how you will increase your recycling, composting and waste reduction efforts.

Section 9 – Willingness to Participate in Recycling Research and Data Gathering

From time to time DCEO or a partner (e.g., the Illinois Recycling Association) has a need to gather recycling related data in Illinois and could use help in those endeavors.

Would your institution be willing to help in these efforts in the future?

If so, who should we contact?

PLAN SUBMITTAL COVER LETTER FOR SCHOOL YET TO ATTAIN 40% RECYCLING

SCHOOL LETTERHEAD

DATE

David E. Smith, Manager
Illinois College Assistance Program for Recycling and Waste Reduction (I-CAP)
Department of Commerce and Economic Opportunity
500 East Monroe, Ridgely 12
Springfield, Illinois 62701

RE: Mandated Waste Reduction Plan – 2015 Update

Dear Mr. Smith:

In accordance with Section 3.1 of the Illinois Solid Waste Management Act (415 ILCS 20/et. seq.) the (NAME OF SCHOOL) has completed its 2015 waste reduction update and asserts that it has reached a recycling rate of ___%. Attached is the completed survey provided by the Illinois Department of Commerce and Economic Opportunity that summarizes our recycling and waste reduction efforts. A copy of this document has been retained by the institution.

We certify that the institution's procurement policies and practices have been reviewed to eliminate procedures which discriminate against items with recycled content. Furthermore, our plan prescribe that it is the policy of the institution to purchase products with recycled content whenever such products have met specifications and standards of equivalent products which do not contain recycled content. A copy of our procurement policy is attached.

If you have any questions concerning our plan please feel free to contact me.

Name
Title
Contact Information

COVER LETTER FOR INSTITUTION CLAIMING PRIOR 40% RECYCLING ATTAINED

SCHOOL LETTERHEAD

DATE

David E. Smith, Manager
Illinois College Assistance Program for Recycling and Waste Reduction (I-CAP)
IL Department of Commerce and Economic Opportunity
500 W. Monroe, Ridgely 12
Springfield, IL 62701

RE: Mandated Waste Reduction Plan – 2015 Update

Dear Mr. Smith:

In accordance with Section 3.1 of the Illinois Solid Waste Management Act (415 ILCS 20/et. seq.) the (NAME OF SCHOOL) certifies that in (YEAR) we previously reported attaining a minimum of 40% recycling (referenced to a base year of 1987) of the solid waste generated by the institution. We further certify that since reporting attainment of this goal our recycling and waste reduction efforts have not decreased and it is our belief that a minimum of 40% reduction has been maintained.

We also certify that the institution's procurement policies and practices have been reviewed to eliminate procedures which discriminate against items with recycled content. Furthermore, our plan prescribe that it is the policy of the institution to purchase products with recycled content whenever such products have met specifications and standards of equivalent products which do not contain recycled content. A copy of our procurement policy is attached.

Finally, attached is the completed survey provided by the Illinois Department of Commerce and Economic Opportunity that summarizes our recycling and waste reduction efforts. A copy of this document has been retained by the institution. If you have any questions concerning our plan please feel free to contact me.

Name

Title

Contact Information

**ILLINOIS COLLEGE ASSISTANCE PROGRAM FOR RECYCLING
REQUEST FOR EXTENSION**

Institution Name:
General Mailing Address:
Authorized Contact:
Contact Title:
Contact Phone:
Contact Email:

I hereby request an extension to the deadline for submitting the 2015 updated 10-year comprehensive waste reduction plan required by Section 20/3.1 of the *Illinois Solid Waste Management Act* (415 ILCS 20/1 et. seq.) for the above identified institution. This extension is necessary for the following reason(s):

I understand that DCEO will not authorize an extension beyond one month and (*name of institution*) will submit its updated plan no later than May 1, 2015. Furthermore, I certify that statements contained in this request are true to the best of my knowledge and that I have full signature authority to sign on behalf of this organization.

(Name and Title)

(Date)