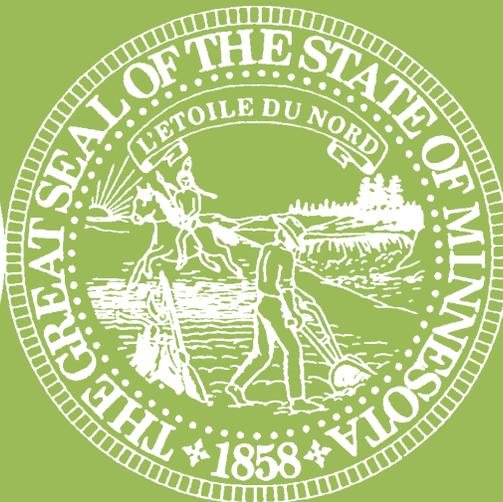


# 2010 State Resource Recovery Program Recommendations Report

The state as a leader in waste reduction, reuse, recycling, and promotion of environmentally preferable products



Minnesota Pollution Control Agency



MINNESOTA  
DEPARTMENT OF  
COMMERCE

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# Introduction

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Minn. Stat. § 115A.15 ([www.revisor.leg.state.mn.us/stats/115A/15.html](http://www.revisor.leg.state.mn.us/stats/115A/15.html)) requires that the Commissioner of the Minnesota Pollution Control Agency (MPCA) and the Commissioner of the Department of Commerce (DOC) through the State Energy Office, submit recommendations to the Commissioner of Administration regarding operation of the state's Resource Recovery Program.

The State of Minnesota holds itself accountable for its resource recovery activities through the Department of Administration and continues to work on and seek out options for improvement or enhancement of those activities.

In 2009, the MPCA conducted a stakeholder process on greenhouse gas emissions and integrated solid waste management. The process identified strategies that would enhance the solid waste sector's ability to help the state reach our greenhouse gas reduction goals. The process also emphasized the significant greenhouse gas reduction potential of reducing waste generation and increasing recycling and organics recovery. The Department of Administration can assist state agencies with leading by example and reducing their carbon footprints through improved waste management as recommended through the Integrated Solid Waste Management Stakeholder Process ([www.pca.state.mn.us/publications/w-sw1-52.pdf](http://www.pca.state.mn.us/publications/w-sw1-52.pdf)).

## Organization and purpose of report

This report covers two major topics, which align with the responsibilities of the Department of Administration's Resource Recovery Program and Materials Management Division (MMD):

- waste reduction, reuse, recycling, and organics recovery
- procurement and end-of-life management

Recommendations provided in previous reports are noted as *ongoing*. New recommendations that have not appeared in previous reports are noted as *new*. Recommendations from previous reports that have been successfully implemented for at least a year were deleted from this report.

Staff from the MPCA and DOC are available to assist the Department of Administration in implementation of the recommendations contained in this report.

The annual *Greenhouse Gas Emission Reductions Report* required by Minn. Stat. § 216H.07, subd. 4, and submitted to the Governor and the Legislature by the MPCA and DOC is a useful tool for tracking reduction progress by the state. The Department of Administration can use the report to record successes and identify opportunities for improvement by the Resource Recovery Program.

# Waste reduction, reuse, recycling, and organics recovery

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The following 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, we have provided recommendations for organics recovery.

The Resource Recovery Program continually strives to increase recycling rates across state agencies in the Metro 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 Metro 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 under 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, we recommend that the Department of Administration:

- 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*
- 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 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*
- 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](http://www.fss.state.mn.us/SurplusExchange.html)) or using an alternative one (e.g., the Minnesota Materials Exchange: [www.mnexchange.org](http://www.mnexchange.org)). Agencies could advertise their surplus property on the web sites 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 is 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*

## Recommendations 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

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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.

The 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 paint, processed chlorine-free and recycled-content janitorial paper products, and tires and school buses with lead-free wheel weights.

In 2008, the Materials Management Division of the Department of Administration offered more than \$292,000,000 worth of environmentally preferable products and services on state contract to state agencies and Cooperative Purchasing Venture (CPV) members. MMD updates *Environmentally Preferable Goods and Services Available from State Contracts* every two years. Current figures will be available in the Department of Administration's *Resource Recovery Recommendations Report to the Legislature* in December 2010.

We recommend five new actions that the Department of Administration can implement to further the progress already achieved by the Materials Management Division and the Fleet and Surplus Sales Unit.

## 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 web site 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

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The recommendations contained in this report are meant to build and improve on the success of the state Resource Recovery Program and to enhance interagency communication and networking, as well as assist the Department of Administration in achieving its resource recovery goals. The MPCA and DOC look forward to a continued relationship with the Department of Administration in the areas of waste management and procurement and see great opportunity in working together on improved targeting and implementation of executive orders.