

GUIDELINES

WASTE REDUCTION PLAN

ILLINOIS “STATE-SUPPORTED” INSTITUTIONS OF HIGHER LEARNING

2010 Plan Updates Must Be Submitted by 5 pm, January 4, 2010

*prepared in accordance with
415 ILCS 20/3.1*

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Illinois Department of Commerce and Economic Opportunity

Bureau of Energy and Recycling

Illinois College Assistance Program for Recycling

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PROLOGUE

Section 20/3.1 of the *Illinois Solid Waste Management Act* (415 ILCS 20/1 et. seq.) mandates that all Illinois "State-supported institutions of higher learning" (state funded colleges and universities) participate in a waste reduction planning process. The law established that original plans be submitted by January 1, 1995, but also stipulates that they be updated every five years*. The Act also requires the Illinois Department of Commerce and Economic Opportunity (DCEO) to provide technical assistance to the institutions to help them fulfill the legislative mandate.

As the 2010 plan updates should build upon previously submitted plans, it is strongly recommended that copies of previous plans be consulted as the update is developed.

The following set of guidelines, prepared by DCEO, sets forth the required format and content of the institutional waste reduction plans mandated by 415 ILCS 20/3.1. While the guidelines attempt to address every possible situation, DCEO recognizes that circumstances may arise that may not be adequately addressed. In cases such as these, contact the Illinois Department of Commerce and Economic Opportunity for an interpretation:

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Illinois College Assistance Program for Recycling (I-CAP)
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*As January 1, 2010 is a holiday, updated plans, or a request for an extension, must be submitted no later than 5 pm, January 4, 2010.

TABLE OF CONTENTS

I - INTRODUCTION.....	4
Role of the Illinois Department of Commerce and Economic Opportunity.....	4
I-CAP.....	4
Targeted Materials.....	5
Target Reduction.....	5
Using the Guidelines.....	5
Submitting the Plan.....	6
Requesting an Extension.....	6
DCEO's Review.....	6
Updating the Plan.....	7
Amending the Plan.....	7
II - WASTE REDUCTION PLAN'S FORMAT AND CONTENTS.....	8
Section 1 - Background.....	8
Section 2 - Existing Recycling and Composting Activities.....	11
Section 3 - Source Reduction Activities.....	13
Section 4 - Procurement.....	14
Section 5 - Waste Generation & Waste Composition.....	16
Section 6 - Investigation of Materials Not Recycled/Composted.....	18
Section 7 - Future Activities.....	19
Section 8 - Target Reduction.....	20
Appendix List.....	22

I - INTRODUCTION

On September 7, 1990, Public Act 86-1363 (referred to herein as the "Act") became effective. The section of the Act (codified as 415 ILCS 20/3.1) that pertains to the "state-supported" institutions of higher education in the state is the focus of these guidelines. (Please refer to Appendix I for a copy of section 20/3.1.) The Act requires state-supported universities and community colleges in Illinois to each develop a 10-year comprehensive waste reduction plan. (Please refer to Appendix II for a list of the institutions mandated to submit a plan.) Initial plans were required to be submitted to the Illinois Department of Commerce and Economic Opportunity ("DCEO" or "Department"), formerly the Department of Commerce and Community Affairs, no later than January 1, 1995, with updates every five years beginning on January 1, 2000. These guidelines are applicable to the updated plan required on January 1, 2010*.

*As January 1, 2010 is a holiday, updated plans, or a request for an extension, must be submitted no later than 5 pm, January 4, 2010.

ROLE OF THE ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY (DCEO)

DCEO plays a central role in the Act's administration as we are legislatively responsible for establishing the specific format and contents of the plans as well as reviewing and approving the plans submitted by the institutions. DCEO's review process will be conducted in cooperation with the State Board of Higher Education and the Illinois Community College Board. Additionally, DCEO established a program entitled the Illinois College Assistance Program for Recycling and Waste Reduction ("I-CAP") to assist Illinois institutions in meeting the mandates of the Act.

I-CAP

One of I-CAP's primary goals is to provide the institutions' waste reduction, recycling and or sustainability coordinators with the resources and information needed to perform the required planning themselves. I-CAP provides a wide range of technical assistance to accomplish its goal, which includes presenting at waste reduction related workshops, providing technical support materials and ad-hoc consultation. I-CAP has participated in, and will continue to contribute to, workshops, meetings, etc., on recycling-related issues. Additionally, I-CAP makes available materials related to this task on its portion of the DCEO Web Site: www.illinoisrecycles.com. Included on this site are portions of the report, *University and College Solid Waste Reduction and Recycling*. This report was specifically developed for institutions of higher education in Illinois and these guidelines will make reference to specific section of the document. While the document is now fairly dated, a good portion of its content is still relevant and those relevant sections can be downloaded or printed from DCEO's Web site. Copies of the report were provided previously but DCEO no longer has hard copies to distribute. It may be available as a reference document from state depository and local libraries in Illinois.

The Act stipulates that DCEO provide grant assistance to institutions for the implementation of approved waste reduction plans. While I-CAP previously provided grants during the early years of the program, it no longer provides funding. However, institutions seeking to develop or expand recycling collection and/or processing efforts are now eligible to apply for a grant under DCEO's *Illinois Recycling Grants Program*. This program solicits projects through a competitive Request-for-Applications (RFA) process. To learn more about this program please visit our Web site: www.illinoisrecycles.com.

TARGETED MATERIALS

The Act requires that a "comprehensive waste reduction plan" be developed. While the plan will generally focus on materials considered "municipal solid waste" such as glass, plastic, paper, metals and landscape waste, it should also summarize the generation and management of other waste streams. For example, a school may generate hazardous or special wastes, construction and demolition debris, and perhaps medical waste. While the Act does not require the plan to detail how these materials are managed, these other waste streams should at least be summarily identified in the plan.

New for the 2010 updates, plans must also discuss the how electronic scrap such as computer equipment and TVs are managed.

TARGET REDUCTION

The Act requires that each plan contain "recycling provisions" designed to achieve a 40 percent reduction in municipal solid waste by the year 2000, using a base year of 1987. This target reduction may be achieved by activities including recycling, composting and source reduction. Landfilling and incineration of recyclable municipal solid waste may not be used to achieve the targeted reduction.

In practice, the target reduction is actually a limit on the amount of materials that may be landfilled/incinerated on a per student basis. As an example, assume that State College landfilled 1.2 tons per student of municipal solid waste in 1987. Therefore, by January 1, 2000, State College cannot landfill/incinerate greater than 0.72 tons per student of municipal solid waste. State College is to achieve this reduction through a combination of recycling, composting and source reduction. (One reason for applying the target reduction in this manner is the difficulty of quantifying the effects of recycling, composting and source reduction: the effects of landfilling and incinerating are currently much easier to quantify.)

USING THE GUIDELINES

An institution's waste reduction plan will ultimately consist of responses to a set of specific questions. These questions, along with their explanations, are outlined in sequential order in *Section II - Waste Reduction Plan's Format and Contents*. Each question contained in Section II should be answered. If a question does not apply to the subject institution, answer "N/A."

The plan should state both the question as it appears in these guidelines (i.e., the very first question is "Institution Identification") and the institution's response. As the 2010 plan updates should build upon previously approved plans it is strongly recommended that copies of previous plan documents be consulted as the update is developed.

At the bottom of each page, the page number should appear along with the total pages (i.e., "Page 12 of 24"). In those instances where a standard form will be used, use the form included in these guidelines or reproduce the form as closely as possible. You are encouraged to submit your plan printed double-sided on recycled-content paper.

Plan guidelines and forms may also be downloaded from DCEO's Web site at: www.illinoisrecycles.com

SUBMITTING THE PLAN

Each waste reduction plan update is required to be submitted to DCEO no later than 5 pm, **January 4, 2010**, although institutions may submit their plans earlier. To submit a waste reduction plan, an original and three copies should be sent to:

David E. Smith, Manager
Illinois College Assistance Program for Recycling and Waste Reduction (I-CAP)
Department of Commerce and Economic Opportunity
620 East Adams – CIPS 5
Springfield, Illinois 62701-1615

REQUESTING AN EXTENSION

A three month extension for the submittal of the 2010 plan updates may be requested using the form provided in Appendix V. The request must be signed and submitted to DCEO no later than 5 pm, **January 4, 2010**.

DCEO'S REVIEW

DCEO anticipates that the review process will take approximately 90 days after receipt of the plan. DCEO will initially acknowledge receipt of submitted plans and the institution will subsequently receive written notice regarding whether the plan was approved or whether it was found to be deficient.

If a plan is found to be deficient, the inadequate areas of the plan will be identified in the written notice. The institution will then have 60 days to submit a revised plan (only the revised page(s) need to be submitted). Once a revised plan is submitted, it follows the same process as if the plan was submitted for the first time.

If an institution fails to submit an approved plan, the institution will not be in compliance with 415 ILCS 20/3.1 and the State Board of Higher Education and the Illinois

Community College Board will be notified of each noncompliance case. Furthermore, DCEO's Illinois Recycling Grants Program may find applications submitted by non-compliant institutions ineligible for consideration.

DCEO shall approve a waste reduction plan as being consistent with the Act when all of the following are satisfied:

- all applicable questions contained in these guidelines are answered in a full and responsive manner.
- a waste generation study and a waste composition study are performed using a standard or acceptable methodology.
- all reasonable efforts were made to investigate the feasibility of recycling and/or composting of the recyclable municipal solid waste materials which comprise at least 5 percent of the institution's waste stream (assuming the materials are not currently being recycled and/or composted).
- a procurement policy is adopted which does not discriminate against the procurement of recycled-content products.
- the institution's future recycling-related activities outlined in the submitted plans are both realistic and achievable, and will likely allow the target reduction to be achieved or exceeded.

UPDATING THE PLAN

The Act requires each institution to update its waste reduction plan every five years. In accordance with the Act, the next waste reduction plan update will be due January 1, 2015, regardless of when the 2010 plan is approved.

AMENDING THE PLAN

An institution may amend an approved during the interim between submission dates by submitting the proposed amendment(s) to DCEO for review and approval.

II - WASTE REDUCTION PLAN'S FORMAT AND CONTENTS

SECTION 1 - BACKGROUND

Section 1 gathers information on the background of the institution itself and the individuals involved with management of its solid waste.

1.1 Institution Identification

Question 1 Institution identification

Name and general mailing address of the institution.

Question 2 Submission date of plan

Date the plan was submitted to DCEO.

Question 3 Authorization related to plan

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 as Appendix VI. Is a signed cover letter provided?

Question 4 Institution description

Provide a brief description of the institution and its mission.

1.2 Contacts

Question 1 Plan coordinator

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

Question 2 Recycling coordinator

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

Question 3 Procurement official

Name, title, address and phone number of individual(s) whose responsibilities include procurement. If there are many procurement officials, only report those involved in the procurement of paper products for the institution.

Question 4 Recycling committee

While not required, recycling committees or “Green Teams” are a valuable component of an effective system to address waste management. If the institution has a recycling or solid waste management committee, indicate so and list the names/titles of the committee members. Also, briefly describe the committee's history and how it operates. Please also acknowledge any student organizations that help with any recycling related activities.

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 for which figures are available in responding to the questions in Section 1.3.

Question 1 Full-time equivalent enrollment

Total number of full-time equivalent (FTE) enrollment.

Question 2 Total students enrolled

Total number of students, both full and part-time, enrolled.

Question 3 Total student housing residents

Total number of occupants of student housing.

Question 4 Number of staff, administration, employees

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. However, plan updates should remain consistent with previous waste reduction plans.

Question 1 Off-site facilities/satellite campuses accounted for in the plan

Off-site facilities and/or satellite campuses operated by the institution that are accounted for in the plan.

Question 2 Off-site facilities/satellite campuses not accounted for in the plan

Off-site facilities and/or satellite campuses operated by the institution that are not accounted for in the plan.

Question 3 Number of buildings

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

Question 4 Incineration facilities

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.

1.5 Funding/Budget

Question 1 Funding for recycling

Describe the sources of funding for the institution's existing recycling-related activities. In addition, address whether the institution's budget for recycling is combined with the budget for other activities, or if recycling efforts are budgeted separately.

Question 2 Cost of disposal

Total approximate cost of solid waste collection and disposal (whether the materials are recyclable materials or not) during the last full calendar or fiscal year.

Question 3 Cost of recycling

Total approximate net cost of recycling-related activities during the last full calendar or fiscal year. Address both the revenues and expenses associated with recycling.

Question 4 Budget for recycling

Total approximate budget for recycling-related activities in the institution's current calendar or fiscal year and, if known, the following three years.

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 Survey of Recycling/Composting Activities

COMPLETE SUBSECTION 2.1 BY USING THE CORRESPONDING STANDARDIZED FORM SUPPLIED IN APPENDIX IV.

Check the appropriate box on the standardized form indicating whether the institution currently participates in recycling and/or composting activities for each material. Checking a box does not necessarily mean all of that material is recycled or composted.

2.2 Current Recycling Methods

Include a separate set of responses for each different material checked as being recycled in Section 2.1. Materials that share the exact same method (i.e. they are recycled using the same system, for instance, brown glass and clear glass), however, may be incorporated into the same response.

Question 1 Material(s) in question

List material(s) that the method applies to.

Question 2 Start date for method

Month and year the method was initiated.

Question 3 Collection process

Describe the process employed to collect the material(s). Include the number and locations of collection vessels.

Question 4 Self-processing of materials

Describe the processing of the materials if the institution processes any of its collected materials itself.

Question 5 Transportation of materials

Briefly describe the physical transportation of the materials from the points of collection until they are delivered/picked up by a vendor, contractor, etc. Include information regarding who performs each step in the transportation process and how often the transportation occurs.

Question 6 Markets for materials

Discuss the markets for the materials and address, to the extent possible, the 13 points found on pages 37-38 of *University and College Solid Waste Reduction and Recycling*.

Question 7 Education/promotion

Describe the educational and/or promotional activities used to promote recycling of the material.

Question 8 Results/evaluation of method

Evaluate how the method has worked at the institution and present your findings. Discuss the economics of the method. Include quantitative results if possible.

Question 9 Future changes/enhancements

Describe future changes or enhancements.

Question 10 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?

2.3 Current Composting Methods

Include a separate set of responses for each different composting method. As in Section 2.2, materials that share the same method may be incorporated into the same response.

Question 1 Material(s) in question

List material(s) that the method applies to.

Question 2 Start date of method

Month and year the method was initiated.

Question 3 Markets for finished composts

Discuss the markets for the materials, or the on-campus uses of the materials and the economics of the markets or uses.

Question 4 Results/evaluation of method

Evaluate how the method has worked at the institution and present your findings. Include quantitative results if possible.

Question 5 Changes/enhancements

Describe future changes or enhancements.

SECTION 3 - SOURCE REDUCTION ACTIVITIES

Section 3 asks for information regarding the institution's existing source reduction activities. Answer the four following questions for each of the material categories: paper, plastic, metals, glass and landscape waste. For further information about source reduction, refer to pages 51-54 of University and College Solid Waste Reduction and Recycling.

3.1 Source Reduction

Question 1 Source reduction activities

Describe existing source reduction activities.

Question 2 Education related to source reduction

Describe how the activities outlined in response to Question 1 are promoted and how the users are educated.

Question 3 Results/evaluation of program

Evaluate how the activity has worked at the institution and present your findings. Include quantitative results if possible.

Question 4 Changes/enhancement of program

Describe future changes or enhancements.

SECTION 4 - PROCUREMENT

Section 4 focuses on procurement-related activities, an area that should be emphasized in any waste management strategy. For further information about procurement, refer to pages 75-78 of University and College Solid Waste Reduction and Recycling.

4.1 Current Procurement Activity

Question 1 Procurement survey

COMPLETE QUESTION 1 BY USING THE RESPECTIVE STANDARDIZED FORM SUPPLIED IN APPENDIX IV.

For each product listed, mark the appropriate boxes: 1) whether the institution procured the product in a sizable quantity within the last 12 months; 2) if so, the approximate total dollar value of the procurement contract for the product; 3) of the amount in #2, the approximate total dollar value for products with recycled-content; and 4) if the answer to #3 is greater than zero, the percentage of post-consumer materials in the products.

Question 2 Procurement constraints

For each product in Question 1 that was procured without recycled-content, discuss the reasons. Include whether the constraints are related to costs, availability, specifications and/or standards.

4.2 Procurement Goals

Goal setting is important in the procurement of materials with recycled-content. Although not required, it is recommended that institutions establish some type of goals regarding their procurement services. Suggested goals relate to the dollar value of procurement contracts devoted to recycled-content products, and to the post-consumer content contained in the products. For example, in regards to the dollar value of procurement contracts, at least 50 percent of the total dollar value of the paper and paper product contracts shall be for recycled paper and paper products beginning 7/1/05. In terms of post-consumer content, the post-consumer content in recycled high grade paper and writing paper shall be at least 50 percent by 7/1/05.

Question 1 Procurement goals

Outline any goals established by the institution regarding procurement of recycled-content products.

4.3 Procurement Policy

As mandated by the Act, 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.

Question 1 Copy of procurement policy

Supply a copy of the institution's written procurement policy.

SECTION 5 - WASTE GENERATION & WASTE COMPOSITION

Section 5 asks for information related to the institution's waste generation and composition studies. Both studies are specifically mandated to be performed. They provide a sound basis to either build or refine solid waste management programs. The information they yield is valuable, for instance, when deciding what materials to collect and when negotiating with market sources.

The wastes that have to be accounted for are those generated on the grounds of the campus areas addressed in the plan (refer to subsection 1.4). Municipal solid wastes associated with outside contractors (i.e., food service vendors, janitorial contractors, etc.) performing a service on the grounds also have to be accounted for.

University and College Solid Waste Reduction and Recycling describes standard procedures for conducting a waste generation study (pages 15-16) and a waste composition study (pages 16-18). If the procedures outlined in the manual are not followed, it is the responsibility of the institution to justify that its procedures will generate accurate assessments of waste generation rates and waste composition.

The studies must address, at a minimum, recyclable materials including paper, plastic, metal, glass and landscape waste. The institution may, at its option, include other wastes as well.

5.1 Waste Generation Study

Question 1 Total municipal solid waste generated in tons per year

The total municipal solid waste generated at the institution's buildings and grounds during a calendar year.

Question 2 Initial measurement - volume or tons

The unit of measure for the study is tons. If volume was the initial measure, the volume figures must be converted into tons factoring in the density of the materials. Thus, an institution cannot "reduce" its waste by compacting or bailing its materials. (Refer to page 109 of *University and College Solid Waste Reduction and Recycling* for a chart showing the different densities.) If volume was the initial measure, state the density factors that were used to convert the figures and the source of such factors. Refer to pages 15-16 of *University and College Solid Waste Reduction and Recycling* for further explanation.

Question 3 Waste generation study methodology

Describe the methodology employed in performing the waste generation study. Address, at a minimum, how it was conducted, who performed it, the number of samples, when the samples were collected and when the study was completed. If a methodology other than that described in *University and College Solid Waste Reduction and Recycling* was used, state its source.

5.2 Waste Composition Study

Include, if possible, working copies of the forms used in the waste composition study.

Question 1 Results of waste composition study

COMPLETE QUESTION 1 BY USING THE RESPECTIVE STANDARDIZED FORM SUPPLIED IN APPENDIX IV. It is important to note that the waste categories on the form do not necessarily constitute all of the types of waste found during the study. The institution may report any other wastes at their own discretion as long as all waste categories on the form are addressed.

The standardized form asks for the following information for each material:

- 1) Weight of the specific material in tons per calendar year.
- 2) How the weight figure was calculated (estimated or measured).
- 3) Percent the weight figure comprises of the total.

Question 2 Waste composition study methodology

Describe the methodology employed in performing the waste composition study. Address, at a minimum, how it was conducted, who performed it, the number of samples, when the samples were collected and when the study was completed. If a methodology other than that described in *University and College Solid Waste Reduction and Recycling* was used, state its source.

SECTION 6 - INVESTIGATION OF MATERIALS NOT RECYCLED/COMPOSTED

For each recyclable material that represents 5 percent or more of the institution's waste stream according to the waste composition study and is not currently recycled or composted, an investigation should be conducted to determine the feasibility of recycling/composting. The existence of markets is perhaps the major factor in determining the feasibility. The Act mandates that at least corrugated cardboard, computer paper, white office paper and landscape waste are to be recycled if markets exist. Institutions should demonstrate a reasonably active investigation into the existence of markets. Answer the questions separately for each material.

Question 1 Material

Type of material in question.

Question 2 Material's percentage of waste stream

Percentage the material comprises of the institution's waste stream as found by the waste composition study.

Question 3 Investigation process

Describe the investigative process undertaken. Include information pertaining to potential markets for the materials, such as the vendors contacted.

Question 4 Results

Discuss the results of the investigation including the institution's conclusion as to whether recycling and/or composting of the material is feasible. State whether or not the institution will recycle or compost the material, and support the institution's position. Include the program's expected start date.

Sections 7 and 8 are the pivotal components of the waste reduction plan.

SECTION 7 - FUTURE ACTIVITIES

Section 7 outlines the recycling, composting and source reduction activities the institution intends to participate in between the years 2010 and 2015 to meet or exceed its target reduction. The activities cover a wide range of activities addressing either recycling, composting or source reduction: i.e., completing research on a certain topic, revisiting the waste composition study, implementing education programs and instituting a campus-wide program or program enhancement.

DCEO recognizes that effective plans are flexible. Activities set far into the future are more uncertain than those planned for the near future. Specific plan activities may therefore change for good reason, for example, as a response to a market situation.

7.1 Outline of Activities

For each planned recycling, composting or source reduction activity, discuss the following:

- 1) Activity - Be as specific as possible.
- 2) Date - Month and year the activity is expected to be implemented/completed.
- 3) Rationale - Describe how it fits into your overall waste management strategy.
- 4) Expected impact - Discuss the expected impact of the activity. Include quantitative measures if possible.

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.

The target reduction is obtained by setting a maximum on the amount of municipal solid waste that can be landfilled and/or incinerated by the year 2000 based on the amount of municipal solid waste generation in the year 1987. (This concept may be easier to understand if the questions are first examined.) It should be noted that the figures are reported on a per student basis so institutions with rising enrollment are not "penalized."

8.1 Base Year (1987)

COMPLETE QUESTIONS 1-4 BY USING THE CORRESPONDING STANDARDIZED FORM SUPPLIED IN APPENDIX IV. Question 5 is not intended to be answered on the standardized form.

Question 1 Tons of waste generated during 1987

Amount of municipal solid waste in tons that was generated during calendar year 1987. Institutions that do not have this information readily available will have to arrive at 1987 figures by approximations. Use a method that will ensure the most accurate figures possible. Refer to page 15 of *University and College Solid Waste Reduction and Recycling* for preferable methodologies.

Question 2 Total student enrollment in fall 1987

As reported to the State of Illinois Board of Higher Education

Question 3 Tons of waste generated per student enrolled

Divide the tons of municipal solid waste generated by the total student enrollment.

Question 4 Target -- Maximum tons of waste landfillable and/or incinerated in 2000 per student enrolled

Multiply the tons of municipal solid waste generated per student enrolled by 60 percent. Note: while this figure is based on forecasted numbers, whether or not the institution meets the target reduction or not will ultimately be determined using actual figures.

Question 5 Methodology employed for 1987 figures

Describe the methodology employed to calculate waste generation quantities for 1987.

8.2 Forecast (2010-2014)

COMPLETE SUBSECTION 8.2 BY USING THE CORRESPONDING STANDARDIZED FORM SUPPLIED IN APPENDIX IV. Note, figures for 2009 represent the actual estimated figures for the year and determine whether the institution has reached the 40 percent reduction goal.

Question 1 Tons of municipal solid waste generated

Refer to Subsection 8.1, Question 1. Applies to the subject year.

Question 2 Total student enrollment in fall term

Refer to Subsection 8.1, Question 2. Applies to the subject year.

Question 3 Tons of municipal solid waste generated per student enrolled

Refer to Subsection 8.1, Question 3. Applies to the subject year.

Question 4 Tons of materials recycled/composted

Amount of municipal solid waste in tons that is expected to be recycled and/or composted. Applies to the subject year.

Question 5 Tons of materials recycled/composted per student enrolled

Divide the response to Question 4 by the response to Question 2.

Question 6 Tons of municipal solid waste landfilled and/or incinerated

Amount of municipal solid waste in tons that is expected to be landfilled and/or incinerated. Applies to the subject year.

Question 7 Tons of municipal solid waste landfilled and/or incinerated per student enrolled

Arrived at by dividing tons of municipal solid waste landfilled and/or incinerated by the total student enrollment in fall term. The Act mandates that by the year 2000 this figure shall be equal to or less than the response to Subsection 8.1, Question 4. Institutions are encouraged to not only meet the target reduction, but surpass it as well.

APPENDIX LIST

APPENDIX I. 415 ILCS 20/3.1

**APPENDIX II. LIST OF STATE-SUPPORTED INSTITUTIONS OF HIGHER
EDUCATION**

APPENDIX III. DEFINITIONS

**APPENDIX IV. STANDARDIZED FORMS (FILL-IN COPIES OF THESE FORMS MAY
ALSO BE DOWNLOADED FROM DCEO'S WEB SITE: WWW.ILLINOISRECYCLES.COM)**

APPENDIX V. REQUEST FOR EXTENSION

APPENDIX VI. PLAN SUBMITTAL COVER LETTER

APPENDIX I - 415 ILCS 20/3.1

An Act concerning conservation and the environment.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Sec. 3.1 Institutions of higher learning. (a) For purposes of this Section, "State-supported institutions of higher learning" or "institutions" means the University of Illinois, Southern Illinois University, the colleges and universities under the jurisdiction of the Board of Governors of State Colleges and Universities, the colleges and universities under the jurisdiction of the Board of Regents of Regency Universities, and the public community colleges subject to the Public Community College Act.

(b) Each state-supported institution of higher learning shall develop a comprehensive waste reduction plan covering a period of 10 years which addresses the management of solid waste generated by academic, administrative, student housing and other institutional functions. The waste reduction plan shall be developed by January 1, 1995. The initial plan required under this Section shall be updated by the institution every 5 years, and any proposed amendments to the plan shall be submitted for review in accordance with subsection (f).

(c) Each waste reduction plan shall address, at a minimum, the following topics: existing waste generation by volume, waste composition, existing waste reduction and recycling activities, waste collection and disposal costs, future waste management methods, and specific goals to reduce the amount of waste generated that is subject to landfill disposal.

(d) Each waste reduction plan shall provide for recycling of marketable materials currently present in the institution's waste stream, including but not limited to landscape waste, corrugated cardboard, computer paper, and white office paper, and shall provide for the investigation of potential markets for other recyclable materials present in the institution's waste stream. The recycling provisions of the waste reduction plan shall be designed to achieve, by January 1, 2000, at least a 40% reduction (referenced to a base year of 1987) in the amount of solid waste that is generated by the institution and identified in the waste reduction plan as being subject to landfill disposal.

(e) Each waste reduction plan shall evaluate the institution's procurement policies and practices to eliminate procedures which discriminate against items with recycled content, and to identify products or items which are procured by the institution on a frequent or repetitive basis for which products with recycled content may be substituted. Each waste reduction plan shall prescribe that it will be 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.

(f) Each waste reduction plan developed in accordance with this Section shall be submitted to the Department of Commerce and Economic Opportunity for review and approval. The Department's review shall be conducted in cooperation with the Board of Higher Education and the Illinois Community College Board.

(g) The Department of Commerce and Economic Opportunity shall provide technical assistance, technical materials, workshops and other information necessary to assist in the development and implementation of the waste reduction plans. The Department shall develop guidelines and funding criteria for providing grant assistance to institutions for the implementation of approved waste reduction plans.

Passed in the General Assembly June 29, 1990. Approved & Effective September 7, 1990

APPENDIX II - LIST OF INSTITUTIONS

State of Illinois - Institutions of Public Higher Education

Public Universities

- 1) Chicago State University, Chicago
- 2) Eastern Illinois University, Charleston
- 3) Governors State University, University Park
- 4) Illinois State University, Normal
- 5) Northeastern Illinois University, Chicago
- 6) Northern Illinois University, DeKalb
- 7) Southern Illinois University at Carbondale, Carbondale
- 8) Southern Illinois University at Edwardsville, Edwardsville
- 9) University of Illinois at Urbana, Champaign
- 10) University of Illinois at Chicago, Chicago
- 11) University of Illinois at Springfield, Springfield
- 12) Western Illinois University, Macomb

Public Community Colleges

- 13) Southwestern Illinois College, Belleville
- 14) Black Hawk College, Moline
- 15) Richard J. Daley College, Chicago
- 16) Danville Area Community College, Danville
- 17) College of DuPage, Glen Ellyn
- 18) Elgin Community College, Elgin
- 19) Frontier Community College, Fairfield
- 20) William Rainey Harper College, Elgin
- 21) Heartland Community College, Normal
- 22) Highland Community College, Freeport
- 23) Illinois Central College, East Peoria
- 24) Illinois Valley Community College, Oglesby
- 25) Joliet Junior College, Joliet
- 26) Kankakee Community College, Kankakee
- 27) Kaskaskia College, Centralia
- 28) Kennedy-King College, Chicago
- 29) Kishwaukee College, Malta
- 30) College of Lake County, Grayslake
- 31) Lake Land College, Mattoon
- 32) Lewis and Clark Community College, Godfrey
- 33) Lincoln Land Community College, Springfield
- 34) Lincoln Trail College, Robinson
- 35) John A. Logan College, Carterville
- 36) Malcolm X College, Chicago
- 37) McHenry County College, Crystal Lake
- 38) Moraine Valley Community College, Palos Hills
- 39) Morton College, Cicero
- 40) Oakton Community College, Des Plaines
- 41) Olive-Harvey College, Chicago
- 42) Olney Central College, Olney
- 43) Parkland College, Champaign
- 44) Prairie State College, Chicago Heights
- 45) Rend Lake College, Ina
- 46) Richland Community College, Decatur

- 47) Rock Valley College, Rockford
- 48) Carl Sandburg College, Galesburg
- 49) Sauk Valley Community College, Dixon
- 50) Shawnee Community College, Ullin
- 51) Southeastern Illinois College, Harrisburg
- 52) South Suburban College of Cook County, South Holland
- 53) Spoon River College, Canton
- 54) Triton College, River Grove
- 55) Harry S. Truman College, Chicago
- 56) Wabash Valley College, Mt. Carmel
- 57) Wilbur Wright College, Chicago
- 58) Harold Washington College, Chicago
- 59) Waubensee Community College, Sugar Grove
- 60) John Wood Community College, Quincy

APPENDIX III - DEFINITIONS

Bi-Metal or Steel Cans - A container, generally used to hold processed food items, that is made from steel or other metals.

Composting - The biological process by which microorganisms decompose the organic fraction of waste, producing a humus-like material that may be used as a soil conditioner.

Construction and Demolition Waste - Debris resulting from construction, remodeling, repair and razing of houses, buildings, pavements and other structures.

Covered Electronic Device (or CED) - Any computer, computer monitor, television, or printer as defined in the Illinois Electronic Products Recycling and Reuse Act (415 ILCS 150/1 et.seq.).

HDPE - High-Density Polyethylene, a plastic identified by the Society of the Plastics Industry Code number 2. HDPE is found primarily in milk and juice bottles, detergent jugs, and some grocery bags.

Glass - A highly recyclable commodity. Glass should be separated by color--clear, green, and brown/amber. Some familiar glass products that are not recyclable include light bulbs, drinking glasses, dinnerware and ceramics. These materials present far reaching contamination affects.

Hazardous Waste - Any waste that because of its quantity, concentration, or physical, chemical, or infectious characteristics pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Landscape Waste - All accumulations of grass or shrubbery cuttings, leaves, tree limbs, and other materials accumulated as the result of the care of lawns, shrubbery, vines and trees.

LDPE - Low-Density Polyethylene, a plastic identified by the Society of the Plastics Industry Code number 4. LDPE's primary use is for grocery bags.

Medical Waste or Infectious Waste - Waste that is contaminated with or may be contaminated with an infectious agent that has the potential of inducing an infection and has not been rendered innocuous by sterilization or incineration.

Mixed Paper - Colored, file stock, office waste.

OCC - A used box made of corrugated paperboard/cardboard, which consists of one or more layers of flat board (linerboard) and corrugated medium (fluted inner section).

ONP - Old or used newspapers.

PETE or PET - Polyethylene terephthalate, a plastic identified by the Society of the Plastics Industry Code number 1. PET is found primarily in soft drink bottles.

Polystyrene - Polystyrene is a lightweight plastic composed of hydrogen and carbon atoms, and is perhaps best known for its use in the packaging industry. Polystyrene is a plastic identified by the Society of the Plastic Industry Code number 6. The most recognizable type of polystyrene is foam (sometimes incorrectly called Styrofoam, which is a trademark name for Dow Chemical Company insulation board).

Recycling - A process by which materials that would otherwise be disposed of or discarded are collected, separated or processed and returned to the economic mainstream in the form of raw materials or products.

Solid Waste Management - The process of storage, treatment or disposal, but not the hauling or transport, of solid waste.

Special Waste - Any industrial process waste, pollution control waste or hazardous waste such as solvent, oil and tires.

Waste Stream - The waste material output of an area, location, or facility.

White Office Paper - High grade printing and writing papers including offset printing paper, duplicator paper, stationery, tablet paper, note pads, envelopes, book papers, bond papers, ledger paper, book stock and cotton fiber papers.

APPENDIX IV – STANDARDIZED FORMS

The below listed forms are provided, but fill-in copies of these forms may also be downloaded from the DCEO Web site: www.illinoisrecycles.com

- **2.1 Survey of Recycling/Composting Activities**
- **4.1 Current Procurement Activity**
- **5.2 Waste Composition Study**
- **8.1 Base Year**
- **8.2 Forecast 2009-2014**

- 2.1 Survey of Recycling/Composting Activities

Material	Recycling	Composting
Paper		
White Office Paper	<input type="checkbox"/>	<input type="checkbox"/>
Mixed Paper	<input type="checkbox"/>	<input type="checkbox"/>
Computer Paper	<input type="checkbox"/>	<input type="checkbox"/>
Newspaper (ONP)	<input type="checkbox"/>	<input type="checkbox"/>
Magazines	<input type="checkbox"/>	<input type="checkbox"/>
OCC	<input type="checkbox"/>	<input type="checkbox"/>
Other Paper (Specify)	<input type="checkbox"/>	<input type="checkbox"/>
Plastic		
PETE (#1)	<input type="checkbox"/>	
HDPE (#2)	<input type="checkbox"/>	
LDPE (#4)	<input type="checkbox"/>	
Polystyrene (#6)	<input type="checkbox"/>	
Other Plastic (Specify)	<input type="checkbox"/>	
Metals		
Aluminum Cans	<input type="checkbox"/>	
Steel or Bi-metal Cans	<input type="checkbox"/>	
Other metals (Specify)	<input type="checkbox"/>	
Glass		
Clear	<input type="checkbox"/>	
Brown/Amber	<input type="checkbox"/>	
Green	<input type="checkbox"/>	
Other Glass (Specify)	<input type="checkbox"/>	
Other		
Landscape Waste	<input type="checkbox"/>	<input type="checkbox"/>
Food Waste	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Scrap	<input type="checkbox"/>	
Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

- **4.1 Current Procurement Activity**

- *Question 1. Procurement Survey*

<i>Material</i>	<i>1. Procured within last 12 months</i>	<i>2. Total dollar value of procurements</i>	<i>3. Total dollar value of recycled-content procurement</i>	<i>4. Percent of post-consumer materials in #3</i>
Office Products				
Letterhead paper	<input type="checkbox"/>	\$	\$	%
Copy paper	<input type="checkbox"/>	\$	\$	%
Computer paper	<input type="checkbox"/>	\$	\$	%
Newsprint	<input type="checkbox"/>	\$	\$	%
Writing tablets	<input type="checkbox"/>	\$	\$	%
File folders	<input type="checkbox"/>	\$	\$	%
Report covers	<input type="checkbox"/>	\$	\$	%
Poster board	<input type="checkbox"/>	\$	\$	%
Pens	<input type="checkbox"/>	\$	\$	%
Other (Specify)	<input type="checkbox"/>	\$	\$	%
Janitorial/Refuse Products				
Toilet tissue	<input type="checkbox"/>	\$	\$	%
Paper towels	<input type="checkbox"/>	\$	\$	%
Paper napkins	<input type="checkbox"/>	\$	\$	%
Facial tissue	<input type="checkbox"/>	\$	\$	%
Floor scrubbing pads	<input type="checkbox"/>	\$	\$	%
Buckets	<input type="checkbox"/>	\$	\$	%
Collection bins	<input type="checkbox"/>	\$	\$	%
Trash bins	<input type="checkbox"/>	\$	\$	%
Recycling bins	<input type="checkbox"/>	\$	\$	%
Other (Specify)	<input type="checkbox"/>	\$	\$	%
Landscape Products				
Compost/mulch	<input type="checkbox"/>	\$	\$	%
Hydro-seeding	<input type="checkbox"/>	\$	\$	%
Landscape timbers	<input type="checkbox"/>	\$	\$	%
Other (Specify)	<input type="checkbox"/>	\$	\$	%
Other Products				
Food service trays	<input type="checkbox"/>	\$	\$	%
Bags – Paper	<input type="checkbox"/>	\$	\$	%
Bags – Plastic	<input type="checkbox"/>	\$	\$	%
Park benches/picnic tables	<input type="checkbox"/>	\$	\$	%
Fencing/snow fencing	<input type="checkbox"/>	\$	\$	%
Stadium seating	<input type="checkbox"/>	\$	\$	%
Traffic barricades, speed bumps, parking stops	<input type="checkbox"/>	\$	\$	%
Athletic surfacing	<input type="checkbox"/>	\$	\$	%
Mats	<input type="checkbox"/>	\$	\$	%

- **5.2 Waste Composition Study**

- Question I – Results of the Study

<i>Material</i>	<i>Weight (tons per year)</i>	<i>Estimation or Measurement</i>		<i>Percent of Total</i>
Paper				
White Office Paper	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mixed Paper	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Computer Paper	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Newspaper (ONP)	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Magazines	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
OCC	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other Paper (Specify)	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plastic				
PETE (#1)	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
HDPE (#2)	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
LDPE (#4)	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Polystyrene (#6)	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other Plastic (Specify)	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Metals				
Aluminum Cans	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Steel or Bi-metal Cans	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other metals (Specify)	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Glass				
Clear	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Brown/Amber	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Green	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other Glass (Specify)	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other				
Landscape Waste	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food Waste	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electronic Scrap	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other (Specify)	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

APPENDIX V – REQUEST FOR EXTENSION

Institution Name:

General Mailing Address:

Authorized Contact:

Contact Title:

Contact Phone:

Contact Email:

I hereby requests an extension to the deadline for submitting the 2010 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 three months and (*name of institution*) will submit its updated plan no later than April 1, 2010. 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)

APPENDIX VI – PLAN SUBMITTAL COVER LETTER

SCHOOL LETTERHEAD

DATE

David E. Smith, Manager
Illinois College Assistance Program for Recycling and Waste Reduction (I-CAP)
Department of Commerce and Economic Opportunity
620 East Adams – CIPS 5
Springfield, Illinois 62701-1615

Dear Mr. Smith:

In accordance with Section 20/3.1 of the *Illinois Solid Waste Management Act*
(name of school) hereby submits its 10-year
comprehensive waste reduction plan for review. It is our intent to continue with and/or
implement the activities outlined in the plan.

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

Title