

# **Environmentally Preferable Procurement and Waste Prevention Annual Report**

**for  
Fiscal Year 2004**



**The City of New York  
Department of Citywide Administrative Services  
Division of Municipal Supply Services**

**February 2005**



**Martha K. Hirst**  
*Commissioner*

**Virginia G. Ross**  
*Deputy Commissioner*

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## Executive Summary

In Fiscal Year 2004, the Department of Citywide Administrative Services (DCAS), through its Division of Municipal Supply Services (DMSS), continued to make significant progress in increasing purchases of Environmentally Preferable (EP) products. DCAS is committed to identifying and procuring products which contain recycled content, minimize waste, conserve energy, and are less toxic.

The Environmental Group of DMSS, in cooperation with DMSS' Procurement Division, DCAS' Office of Energy Conservation (OEC), the Department of Sanitation (DOS), the Department of Environmental Protection (DEP) and other City agencies works to increase environmental procurement and waste prevention efforts within DCAS and the agencies it serves. The purpose of this Annual Report is twofold: to highlight the progress and accomplishments of the program in FY 2004 and to identify goals for FY 2005 that will allow DCAS to enhance its contribution to New York City's solid waste reduction efforts.

### FY 2004 RESULTS

**As a result of DMSS contracting efforts, contracts for a wide range of EP products have been implemented. City agencies have used these contracts to purchase over \$100 million in EP products during FY 2004.**

- The value of the total procurement of recycled-content and other similar EP products grew more than 7 percent in FY 2004, reaching \$35 million.
- The value of the total procurement of energy efficient products carrying the Energy Star label totaled \$72.7 million in FY 2004.
- The City purchased 197 Toyota Prius model hybrid gas-electric cars valued at \$3.7 million in FY 2004, bringing the total Prius count to 834 – the highest number in a city fleet in the nation. The City fleet now includes 3,301 alternative fuel vehicles.
- The procurement of lower emission Ultra Low Sulfur Diesel (ULSD) fuel totaled \$4.4 million in FY 2004.
- The total revenue generated through sales and redistribution efforts by the DMSS Office of Surplus Activities (OSA) amounted to \$7.2 million.
- Substantial progress was made in implementing EP criteria in DMSS specifications. Such efforts have led to the purchase of urinal deodorizers without

para-dichlorobenzene, the purchase of hybrid cars, and the increased use of ultra-low sulfur diesel fuel. In addition, DMSS adopted Energy Star guidelines for many types of office equipment, developed specifications for carpet containing only recyclable nylon 6 fibers, and identified environmentally preferable cleaners. The Environmental Group is investigating “take-back” options for computer/electronics products to aid in the City’s electronics recycling effort.

## **GOALS**

The Environmental Group has established the following goals for FY 2005:

- Develop an Intranet site for internal use to share information on EP products.
- Expand the use of environmental criteria in procurement documents.
- Increase the promotion of EP products offered through DMSS contracts.
- Use established environmental criteria, when appropriate, in specifications.
- Keep abreast of new developments in EP products and EP technologies by attending conferences and vendor fairs.

## **I. INTRODUCTION**

### **The DMSS Environmentally Preferable Purchasing and Waste Reduction Program**

As stated before, DCAS through DMSS contributes to the City of New York's environmental procurement and waste prevention missions by making effective use of available information and purchasing opportunities. DCAS facilitated many cost-effective recycling and waste prevention activities during FY 2004. This report summarizes the activities carried out by DMSS, including the management of contracts for the purchase of alternative fuel vehicles, alternative fuels, lower emission fuels, recycled content paper goods including office supplies, non-paper products with recycled content such as carpet tiles, as well as the management of contracts for the proper disposal of surplus items, including vehicles and heavy equipment.

DMSS is responsible for the procurement of goods needed by City agencies to support their operations. DMSS staff is required to:

- develop or assist agencies in the development of product specifications;
- develop requirement contracts for those products commonly used by City agencies;
- assure that, through the competitive bidding process, products are purchased which both meet agency needs and save the City money;
- evaluate and inspect products;
- warehouse commonly used items;
- re-allocate reusable goods; and
- dispose of items no longer needed by the City.

DMSS strives to procure goods with environmentally preferable criteria by taking a proactive role in environmentally sound purchasing. Through its dedication to recycling and waste reduction, DMSS continues to:

- assist agency users with the identification of opportunities to use recycled-content products and products with other EP criteria;
- require vendors to meet environmentally preferable criteria; and
- influence the development of new markets in City agencies for EP products, including remanufactured products.

In addition to procuring EP products, DMSS, through its Office of Surplus Activities (OSA), continued to manage the City's surplus program effectively. During FY 2004, OSA

helped divert various materials from the waste stream through sales and redistribution. These materials included vehicles, heavy equipment, furniture and scrap metal. Total revenues generated from all activities under the management of OSA amounted to \$7.2 million in FY 2004.

These activities by DMSS have helped make New York City government an enlightened, environmentally conscious and concerned consumer. Our efforts reflect the City's long-term commitment to support EP product markets and to pursue the economical use of recycled materials.

## Key Environmentally Responsible Vendors

To attain a higher level of sustainability, DMSS contracts with environmentally responsible furniture vendors. Here are examples of how two vendors, Herman Miller, Inc. and Steelcase Inc., state how they are achieving gains in the areas of *Use of Sustainable Wood Sources* and *Environmentally Responsible Packaging*.

- Herman Miller, Inc. is recognized as an industry leader in environmentally responsible product design and manufacturing. Its business decisions reflect the company's aim to be a good steward of the environment. The company continually evaluates the design and manufacture of its products and the operation of its offices and manufacturing facilities to see if they can be more sustainable, energy-efficient, and healthy for customers and employees alike. As a measure of success in meeting its goals, Herman Miller is the only industry manufacturer to appear in the Dow Jones Global Sustainability index.
  - Since 1991, Herman Miller has discontinued the use of any wood products that do not come from sustainable forest resources. Two species in particular, rosewood and teak, have been completely removed from the company's product finish offerings because their harvesting is a leading cause of deforestation in rainforests.
  - Herman Miller uses a number of innovative methods for shipping packages, such as minimizing packaging for many smaller products and using bulk packaging and/or returnable wrapping to replace traditional boxes. The company's returnable packaging consists of shipping blankets made from 100 percent polyester fabric, which have a long life expectancy. All other packaging materials – including corrugated cardboard, sheet paper for installation instructions, expanded polystyrene foam protectors and polystyrene plastic film for bags and stretch wrap – are recyclable.
  - In circumstances where each part of an order must be individually packaged for shipping, Herman Miller takes steps to minimize the environmental impact of this material-intensive approach. They require that all corrugated boxes used have a minimum of 40 percent recycled content; that all plastics used are polypropylene; and that foams are made with expanded polystyrene. This makes it possible to quickly and easily sort all three materials for recycling following installation.
  - Blanket wrapping provides an excellent alternative for large orders. In this scenario, the company wraps products in reusable blankets and ships the items directly from the production plant to the installation site. Blanket wrapping eliminates the need for corrugated boxes, foams and plastics, and increases truck capacity by approximately 20 percent.
  - To minimize waste from incoming products at its production sites, Herman Miller's packaging team works with suppliers to encourage the use of as much returnable packaging as possible. For example, 95 percent of Aeron chair parts

arrive at Herman Miller in returnable packaging. This eliminates literally tons of corrugated/cardboard packaging that would be used in conventional shipping methods.

- Steelcase Inc. looks at the potential environmental impact through a product's entire life cycle – from materials extraction to end-of-use strategies – as part of its overall design and development process.
  - Steelcase incorporates the use of sustainable wood sources through the following practices:
    - Steelcase gives preference to wood products that originate in sustainable forests and does not use vendors who do not demonstrate sustainable forestry practices.
    - The company does not use materials derived from wood or pulp originating from environmentally sensitive species.
    - The company avoids the creation of wood waste.
  - Steelcase strives to use environmentally friendly packaging which is recyclable, reusable or returnable. The company's goal is to eliminate all packaging whenever possible. Steelcase currently ships approximately 60 percent of their products without cartons, and also uses a variety of packaging methods including blanket wrap and returnable shipping cushions. When packaging is used, the company strives to use the minimal amount necessary to protect the product. This may include techniques such as shrink wrap, palletizing, and other methods. The company collaborates with their independent dealers in the local markets to recycle the packaging that is used.

## Note: Explanation of Data Reported

The information presented in this report represents the efforts by DCAS to ensure that products available for purchase through DMSS requirement contracts are environmentally preferable. The data presented in this report does not reflect the actual amount spent (unless specifically stated otherwise). The dollars reported are the estimated amounts anticipated for purchase for that fiscal year. The City's requirement contracts are developed based on agency need and planned usage. Actual usage is affected by a number of factors, such as available funding at the agency level, competing technologies, and changes in service patterns.

The information presented herein should not be used as the definitive statement of the City's environmental procurement policies. This report does not reflect the City's entire waste management efforts. Throughout FY 2004, there were a number of ongoing initiatives taking place citywide, independent of DMSS, which dealt with waste reduction and other environmental issues. Requests for information regarding these initiatives should be directed to the Mayor's Office of Operations at 212-788-1400 and Business Integrity Commission at 212-676-6219.

Finally, it is important to note that New York City agencies may purchase supplies through alternate methods. DMSS develops requirement contracts based on specific criteria. Agencies are independently authorized to make small purchases of goods with an aggregate value less than \$25,000. Furthermore, supplies procured as part of construction projects are not reflected in this report.

## City of New York's Environmental Preferable Procurement Policy

The City of New York's Environmental Procurement Policy is derived from the following Local Laws and Mayoral Directives:

- §16-322(d) of the New York City Administrative Code states: "When purchasing paper products and other products pursuant to this section, the Department of Citywide Administrative Services [DCAS] shall utilize the United States Environmental Protection Agency minimum content standards for recycled materials content promulgated pursuant to 42 USC §6901 *et seq.*"
- Mayoral Directive 93-2 of 1993 delineates citywide policies pertaining specifically to environmental initiatives. The Directive outlines an implementation plan for the acquisition and use of environmentally preferable products, and describes a cost-effective procurement preference program favoring the purchase of these products. This Directive also revised the minimum post-consumer content standards for the procurement of all paper types to more than 30 percent as of January 1, 1999.
- Mayoral Directive 96-2 of 1996, *Directive on Waste Prevention and Efficient Materials Management Policies*, is aimed at reducing costs by conserving supplies and reducing the amount of solid waste generated by the City government.
- Local Law 30 of 2003 pertains to the procurement of energy efficient products by the City. As a result of this local law, Section 6-127 of the Administrative Code of the City of New York was amended to update the requirements in relation to the procurement of energy-using products. This section states that "In any solicitation by an agency for the purchase or lease of energy-using products, the agency shall include a specification that such products be ENERGY STAR labeled, provided that there are at least six manufacturers that produce such products with the ENERGY STAR label. Nothing herein shall preclude an agency from including a specification in a solicitation for energy-using products requiring that such products be ENERGY STAR labeled if there are fewer than six manufacturers that produce such products with the ENERGY STAR label."

In addition, it states that "In any solicitation by an agency for the purchase or lease of energy-using products which are not available in a form that meets the specifications and criteria of subdivision b of this section, the agency shall include a specification that the product be energy efficient."

This report reflects DCAS' implementation of these legislative and executive mandates during FY 2004.

## **The Functions of the Environmental Group**

The City of New York continues to lead by example in Environmentally Preferable (EP) procurement. DMSS emphasizes the development of strategies to increase the number and use of EP products. The DMSS Environmental Group was formed in 2003 to carry out environmentally preferable product research and support functions within DMSS. The Environmental Group is committed to working with City agencies and the vendor community to identify additional EP products.

The Environmental Group facilitates the procurement and use of environmentally preferable products through requirement contracts made available by DMSS to all City agencies. The Group:

- researches EP product information and communicates this information to DMSS Procurement staff;
- provides DMSS Procurement staff with technical support that emphasizes EP products and waste reduction;
- prepares DCAS' *Environmentally Preferable Procurement and Waste Prevention Annual Report* for the Mayor and the City Council; and
- provides comments on current and pending environmental legislation through research on related environmental issues.

## **EP Purchasing Challenges**

The challenges faced by the Environmental Group regarding EP purchasing include:

- purchasers lacking familiarity with the availability and use of environmentally preferable products;
- users' uncertainty as to the ways in which environmentally preferable products can be effectively specified for familiar products;
- the time-consuming evaluation process to verify competing claims of relative environmental benefits for many categories of EP products; and
- the possibility that immediate inclusion of EP standards may not be feasible to implement in bid specifications due to contract cycle restrictions.

## **Meeting the Challenges**

The Environmental Group is addressing these challenges by:

- researching EP products and procurement resources and providing such information to DMSS Procurement staff for use in bids;
- specifying EP standards with assurance by leveraging resources of other municipal/state EP programs, EPA Comprehensive Procurement Guidelines (CPG), Energy Star, and non-profit environmental organizations; and
- including EP criteria in specifications during the bid preparation cycle.

## II. ENVIRONMENTALLY PREFERABLE PROCUREMENT

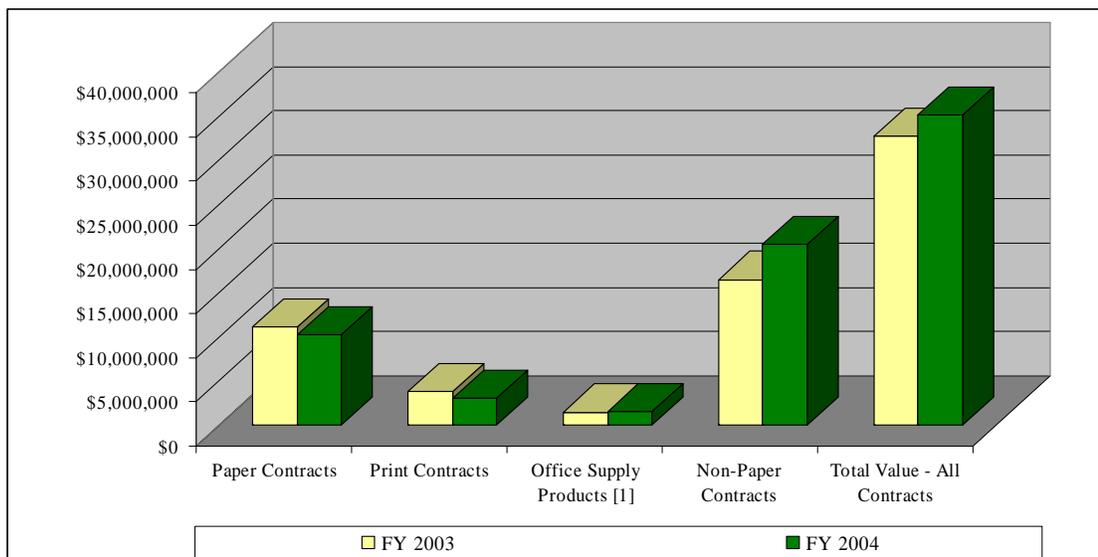
### PROGRAM ACCOMPLISHMENT HIGHLIGHTS

The Environmental Procurement Program's effectiveness has been due, in part, to its emphasis on identifying and making available Environmentally Preferable (EP) products for agencies to purchase through DMSS requirement contracts. In the past year, DMSS had commodities contracts worth \$35 million in place for the procurement of environmentally preferable products. These include products that have recycled content, reduce waste, use less energy, and are less toxic.

The table below summarizes EP product procurement data for FY 2003 and FY 2004. This data is primarily obtained from supply contracts. Supply contracts are centrally administered and enable City agencies to purchase materials at low and consistent prices.

#### SUMMARY – PROCUREMENT OF EP COMMODITIES

	FY 2003	FY 2004
<b>Paper Contracts</b>	\$11,065,000	\$10,193,000
<b>Print Contracts</b>	\$3,755,000	\$2,994,625
<b><i>Total Value – Paper &amp; Print Contracts</i></b>	<b>\$14,820,000</b>	<b>\$13,187,675</b>
<b>Office Supply Products <sup>1</sup></b>	\$1,426,000	\$1,484,338
<b>Non-Paper Contracts</b>	\$16,473,000	\$20,459,000
<b><i>Total Value - All Contracts</i></b>	<b>\$32,719,000</b>	<b>\$35,130,963</b>



<sup>1</sup> Actual purchases by the City as reported by the vendor

## **PAPER PRODUCTS**

### **Paper, Copy and Bond**

Through DMSS, City agencies purchase recycled copy paper with 30 percent post-consumer content. The post-consumer level meets the Federal Environmental Protection Agency's (EPA) Comprehensive Procurement Guidelines (CPG) established by Federal Executive Order 13101 and the requirements of §16-322(d) of the New York City Administrative Code. City purchases of recycled paper totaled over \$10 million for the 2004 reporting year as compared to \$11 million in FY 2003.

## **PRINT PRODUCTS**

### **Paper, Printing**

Recycled paper is to be used in DMSS printing requirement contracts whenever it meets the public purpose. This includes all types of printing from business cards, court forms and reports to publications. During FY 2004, purchases of print products using recycled paper totaled \$2.9 million dollars as compared to \$3.7 million in FY 2003.

The reduction in the Print and Paper purchases can be attributed to factors such as increased use of electronic media for storage of information, increased use of e-mails for transfer and distribution of information, and print-on-demand practices.

## **OFFICE SUPPLY PRODUCTS**

In 1996, DMSS implemented a citywide contract for the direct delivery of office supplies. Agency staff orders office supplies through the awarded vendor, Staples Business Advantage. As part of the contract, Staples Business Advantage tracks the procurement of products containing recycled content. The *City of New York Custom Office Supply Catalog* also highlights all the items with recycled content that are available for agencies to purchase from Staples.

### **Office Products – Various**<sup>2</sup>

Almost \$1.5 million worth of purchases were made during FY 2004 for office supplies such as desk organizers and other related desk and office items containing recycled content through the contract established with Staples. The recycled content of these products ranged from 10 percent to 100 percent.

## **NON-PAPER PRODUCTS**

As in prior years, DMSS continues to establish contracts that allow agencies to procure a wide variety of non-paper goods that contain recycled content and meet other EP criteria. The following highlights some of the products available for procurement during FY 2004.

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<sup>2</sup> Actual value of purchases

- **Absorbent Compound**  
Absorbent compound is used to clean small oil spills. During FY 2004, DMSS managed three contracts for absorbent compound produced from recycled organic materials. These contracts were valued at \$203,633.
  
- **Asphalt Mixtures**  
Asphalt mixtures are used to patch cracks in roads and sidewalks. In FY 2004, DMSS managed nine contracts with a total value of approximately \$15.3 million for asphalt mix containing up to 20 percent recycled content.
  
- **Carpet Tiles**  
Carpet tiles containing coal fly ash filler were used during FY 2004 in renovations and remodeling of City sites. In addition, carpet tiles enable efficient floor coverage compared to rolled carpet, minimize waste, and provide easier sub-floor access. There was one such requirement contract in place with an estimated annual value of \$168,773.
  
- **Environmental Protection Netting**  
Environmental protection nettings are used to cover garbage barges. DMSS procured polypropylene netting with 50 percent recycled content. The annual value of the contract totaled \$32,454.
  
- **Fiberboard**  
Fiberboard is used as storage boxes for records. Two requirement contracts with an estimated annual value of \$94,120 were in place for the procurement of 100 percent post-consumer content fiberboard.
  
- **Plastic Bags and Polyethylene Liners**  
DMSS managed three contracts valued at nearly \$1.8 million for plastic bags, polyethylene liners, rolled polyethylene sheets and polyethylene stretch film. Post-consumer content for these products ranged from 10 percent to 75 percent depending on the product.
  
- **Synthetic Blankets**  
DMSS managed one contract with an estimated annual value of \$94,286 for synthetic blankets with 100 percent recycled content. The Department of Correction uses these blankets in its jails.
  
- **Toner Cartridges**  
DMSS managed a contract for laser toner cartridges under which the City's actual purchases totaled \$2.4 million. The cartridges are double-yield cartridges resulting in cost effective operation. They are shipped in "ecologically-friendly" packaging with a pre-paid return label, allowing end users to send back used toner cartridges to the vendor for recycling.

**Traffic Cones**

The City purchased approximately \$103,000 worth of traffic cones with a minimum of 50 percent recycled content. The recovered materials content level is based on the dry weight of the raw materials, exclusive of any additives such as adhesives, binders, or coloring agents.

## ENERGY EFFICIENT PRODUCTS

In support of Local Law 30 of 2003, the City recognizes that reducing energy use is good business. Recent research suggests that whether a business is commercial, industrial, or institutional, energy is part of the value chain and managing it strengthens the bottom line.

One such source of successful energy management is the Energy Star program created in 1992 by the U.S. Environmental Protection Agency (EPA). This program sets standards, labeling and certification requirements for energy efficient products, helping businesses and individuals protect the environment through enhanced energy efficiency.

Based on the successful practices and guidelines developed by Energy Star, DMSS took various measures to improve its energy conservation efforts. Products carrying the Energy Star label use less energy, reduce operating costs, and help protect the environment. In FY 2004, actual purchases of products listed below amounted to \$72.7 million. The following is the breakdown of actual purchases:

▪ Air Conditioners	\$ 627,027
▪ Copiers	\$ 11,016,653
▪ Printers	\$ 237,252
▪ Fax Machines	\$ 1,046,491
▪ Computers & Related Products	\$ 59,690,959
▪ Refrigerators	\$ 110,025

## **VEHICLES AND FUELS**

### **ALTERNATIVE FUEL VEHICLES**

DCAS purchases vehicles for City agencies. Alternative fuel vehicles in the City's fleet include electric vehicles, hybrid gas-electric vehicles, dedicated compressed natural gas vehicles, methanol/gas or bi-fuel CNG/gas or flex-fueled vehicles. The flex-fueled vehicles run on a combination of unleaded gasoline and an alcohol-based fuel, usually ethanol. The citywide fleet currently includes a total of 3,301 alternative fuel vehicles. Of those, 175 are dedicated compressed natural gas (CNG), 1,203 are bi-fuel CNG, 129 use methanol (M85), 610 use ethanol (E85), 350 are fully electric (including Global Electric Motor<sup>3</sup> (GEM) vehicles), and 834 are hybrid electric vehicles.

DMSS has established a contract to purchase hybrid electric vehicles (HEVs) that offer increased fuel efficiency and reduce greenhouse gas emissions. The City purchased 197 additional hybrid Toyota Prius cars in FY 2004, bringing the fleet total of these vehicles to 834. HEVs combine the internal combustion engine of a conventional vehicle with the battery and electric motor of an electric vehicle, and attain significant fuel economy. This combination offers the extended range and rapid refueling of a conventional vehicle, with a significant portion of the energy and environmental benefits of an electric vehicle.

### **ALTERNATIVE FUELS**

In FY 2004, the City's actual purchase of alternative fuels such as ethanol was 72,900 gallons valued at \$116,000. Purchases of compressed natural gas (CNG) totaled 232,216 therms valued at \$205,170.

### **LOW EMISSION FUEL**

The City purchased \$4.4 million worth of Ultra Low Sulfur Diesel fuel.

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<sup>3</sup> **NOTE:** The Global Electric Motor (GEM) vehicles were donated to the City's fleet.

### **III. WASTE PREVENTION**

Waste prevention involves eliminating or reducing the amount of waste, including recyclables. The DMSS Office of Surplus Activities (OSA) implements waste prevention measures through the reallocation or marketing and sale of equipment, materials, and products that are no longer needed by the agencies that purchase them.

#### **THE OFFICE OF SURPLUS ACTIVITIES**

DCAS, through OSA, administers the proper disposal of all revenue generating surplus property relinquished from City agencies by managing salvage contracts. OSA's goal is to ensure that the City realizes the maximum use potential from all materials purchased and receives the greatest level of revenue through the resale of items that have become obsolete or unusable. After an agency informs OSA that it has goods ready for disposal, OSA develops an appropriate action plan for their disposal and then carries out the necessary activities. The most common methods of disposing of surplus goods include vehicle auctions, sealed bids, on-site sales, and direct transfers of materials between agencies.

#### **Vehicle Auctions**

Vehicle auctions are the primary way in which OSA disposes of the City's surplus automobiles. The auctions, held bi-monthly at the Brooklyn Navy Yard, have been a consistent source of revenue for the City. From FY 1993 through FY 2004, OSA has generated over \$81.7 million in revenue from the sale of more than 35,600 surplus vehicles. The average price received per vehicle was \$1,815 in FY 2004 and the total revenue received from vehicle auctions conducted during the Fiscal Year amounted to over \$4 million in FY 2004.

OSA's success in selling a large volume of vehicles each year is the result of a targeted marketing strategy. This marketing strategy includes advertising heavy equipment in various media, designing and publishing brochures that feature product and auction information, broadening the customer base by identifying potential domestic and international clients, and tracking those clients via a comprehensive database. In particular, OSA has made specific marketing initiatives towards the sale of street sweepers and collection trucks that are relinquished from the Department of Sanitation's Bureau of Motor Equipment. Targeted marketing in trade journals which cater to these specific market segments has resulted in a broadening of the client pool and ultimately higher revenues obtained via open auction.

#### **Sealed Bids**

OSA sells heavy equipment and a variety of other surplus items via sealed bids. The sealed bid process, in the case of asset dispositions, ensures that the highest competitive bid is fairly selected to generate the most revenue possible for the City. This process

includes appraising, coordinating, and administering all sealed bids that have been submitted. The sale of this equipment increases the City's revenue while decreasing the amount of surplus in the waste stream. Revenue derived from such sealed bids amounted to nearly \$3.2 million in FY 2004. In FY 2004, the sales of scrap metal amounted to \$364,400 and the sales of other goods totaled \$143,200.

#### **Agency On-Site Sales**

Scrap metals and other non-transferable materials are also sold via sealed bids directly from an agency location. On-site sales are preferable when the material is of significant weight or size and when transporting that material is not deemed cost-effective. More importantly, this ongoing initiative has made available valuable storage space for City agencies to accept new material for storage and use throughout the five boroughs. The sale of scrap metals has been made more efficient by the use of a scrap metal container contract, which has allowed City agencies to have containers dropped at their sites for use by the winning bidder. FY 2000 was the first year that OSA awarded a scrap metal container contract.

#### **Direct Transfers**

OSA attempts to match those agencies that are planning to dispose of a particular good with other agencies that would like to secure that same type of good. In these cases, OSA arranges for the direct transfer of the good between agencies. Goods transferred via the inter-agency program were valued at \$1.86 million during FY 2004.

**APPENDIX**

**List of EP Product Contracts available in Fiscal Year 2004 & Recycled Content**

<b>PRINT PRODUCT ITEMS</b>	<b>% RECYCLED CONTENT POST- CONSUMER</b>
▪ Ballots for Community and School Board	50 - 70
▪ Ballots, General Election (20% - 50%)	50
▪ Ballots, Primaries	50
▪ Boxes, Corrugated, Storage & Police Dept. Special	35
▪ Calendars for MOCS	50
▪ Calendars, Diaries, Planners, Journals for 2004	35
▪ City Record	100
▪ Departmental Estimates & Supporting Schedules	50
▪ Engraved Invitations & Envelopes, (Mayor's Office)	50
▪ Envelope, Special Window	20 - 30
▪ Envelopes, Brown Kraft	20
▪ Envelopes, Finance Only	20 - 30
▪ Executive & Adopted Budget	50
▪ Executive & Adopted Budget Books (Capital)	50
▪ File Folders	10
▪ File Wallet, Law Dept	50
▪ Folders for District Attorneys	10
▪ Forms, Printed and Stored for Probation	30
▪ Mayor's Management Report	30
▪ Message of Mayor & Budget Summary	30
▪ Print Business Cards	30
▪ Print Calendars, City Council	20 - 30
▪ Print: Mayor's Management Report & Exec Summary	30
▪ Printing and Direct Mail	10
▪ Printing: Commercial, Direct Mail	30
<b>TOTAL FY 2004: \$2,994,625</b>	

PAPER PRODUCT ITEMS	% RECYCLED CONTENT POST- CONSUMER
▪ Bags: Paper, Kraft	5 - 85
▪ Boxes, Corrugated, Storage & Transfer	35
▪ Boxes, Corrugated, Storage - Police Dept. Special	35
▪ Commercial Envelopes-Windows & Colors	30
▪ Continuous Carbonless & Carbon Interleaf	30
▪ Dual Purpose	30
▪ Eng Dies, Letterheads (Mayor's Office)	30
▪ Envelopes, Kraft	20
▪ Facsimile Paper Rolls	20
▪ Paper, Fine 60lb, 80 lb cover	30
▪ Paper, Carbonless, Roll	30
▪ Paper, 50 lb Offset Rolls	30
▪ Paper, Offset Sub 50 Lb Roll	30
▪ Paper, Bond	30
▪ Paper, Ledger	30
▪ Paper, Index #4 (Bristol)	30
▪ Paper, Rag Bond Std. Sizes & Rolls (Forms) Type C	30
▪ Paper, Toilet, Roll	30
▪ Paper, Toilet, Rolls, Jumbo (9")	80
▪ Paper, Various Grades	30
▪ Paper, Vellum Bristol	30
▪ Paper: Letterhead, Notes Die Stamping (Mayor's Office)	30
▪ Paper: Waxed Rolls	7
▪ Rag Bond, Std. Sizes and Rolls (Forms) Type C	30
▪ Towels, Paper Rolls	40
▪ Towels, Paper Single Fold	40
<b>TOTAL FY 2004: \$10,193,850</b>	

NON-PAPER PRODUCT ITEMS	% RECYCLED CONTENT, SECONDARY	% RECYCLED CONTENT POST- CONSUMER
▪ Absorbent Compound	100	
▪ Asphalt Mix	10	
▪ Bath Mats	50	15
▪ Bathroom Partitions	40	10
▪ Carpet Tiles	100	
▪ Carpet		25
▪ Environmental Protection Netting	50	
▪ Fiberboard, Weatherproof		100
▪ Floor Tiles		85
▪ Liners, Polyethylene, General Purpose	50	10
▪ Open Plan Systems	85	15
▪ Plastic Bags		75
▪ Polyethylene Resin Stretch Film Rolls	50	10
▪ Re-Refined Oil	20	
▪ Synthetic Blanket		100
▪ Tile, Ceiling	100	
▪ Traffic Cones	50	
<b>TOTAL</b> <b>FY 2004: \$ 20,459,266</b>		

❖ **List of Acronyms/Terms used in the report**

CNG	Compressed Natural Gas
DCAS	Department of Citywide Administrative Services
DEP	Department of Environmental Protection
DMSS	Division of Municipal Supply Services/DCAS
E 85	Ethanol
EPA	U.S. Environmental Protection Agency
FY 2004	Fiscal Year 2004 (July 1 <sup>st</sup> 2003 – June 30 <sup>th</sup> 2004)
M85	Methanol
MD	Mayoral Directive
OEC	Office of Energy Conservation/DCAS
OSA	Office of Surplus Activity/DMSS/DCAS
ULSD	Ultra Low Sulfur Diesel

## ❖ Glossary

**Recyclable:** Materials that have been designated for recycling collection by a municipality.

### **Recycled Content**

- **Post-consumer content** is defined as only those materials or products generated by a business or a consumer which have served their intended end uses, and which have been separated or diverted from solid waste for the purpose of collection, recycling and disposition.
- **Secondary recycled content** means post-consumer material, pre-consumer material, or any combination of post- and pre-consumer material. Pre-consumer material is defined as material and byproducts which have not reached a business or consumer for an intended end use and have been recovered or diverted from the waste stream. This includes, but is not limited to, industrial scrap material and overstock or obsolete inventories from distributors, wholesalers and other companies. It does not include those materials and byproducts generated from, and commonly used within, an original manufacturing process or separate operations within the same parent company.

**Recycled Product:** A product manufactured with a portion of recovered material, preferably the highest amount for the specific product type. For example, "recovered material" for paper and paper products is defined by EPA in its Comprehensive Procurement Guidelines as "recovered fiber".

**Remanufactured Product:** Any product diverted from disposal for refurbishing, repair, and resale, without substantial change to its original form.

**Reusable Product:** A product designed to be used many times for the same purpose without additional processing.

**Waste Preventing Product:** A product that results in a net reduction in waste generation, when compared to traditional products. It includes durable, reusable, and remanufactured products; products with reduced packaging; and products with fewer toxic constituents.