John A. Logan College

Waste Reduction Plan

Submitted by:

Tim Gibson, Director of Buildings and Grounds

03-25-2015

John A. Logan College

Founded 1967

SUBMITTAL INFORMATION

Date: 03-25-2015

Institution Name: John A. Logan College

General Mailing Address: 700 Logan College Rd., Carterville, IL 62918

Authorized Contact: Tim Gibson

Contact Title: Director of Buildings and Grounds

Contact Phone: (618) 985-2828 x 8208

Contact Email: timgibson@jalc.edu

SECTION 1 - BACKGROUND

1.1 Institution Identification

John A. Logan College
700 Logan College Rd.
Carterville, IL 62918

JALC Mission Statement: We are a diverse learning and teaching community committed to improving individual life and society through high-quality, accessible educational programs and engaged learning opportunities. (See Appendix A)

1.2 Contacts

Plan Coordinator:

Tim Gibson
Director of Buildings and Grounds
John A. Logan College
(618) 985-2828 x 8208 timgibson@jalc.edu

Recycling Coordinator:

Tom Hamlin
Coordinator of Grounds Maintenance
John A. Logan College
(618) 985-2828 x 8332

1.3 Student/Staff Population

What is the total number of full-time equivalent (FTE) enrollment? FTE Fall 2014 = 3161

What is the total number of students, both full and part-time, enrolled? Total enrolled Fall 2014 = 6108

What is the total number of occupants of student housing? None

What is the total number of employees of the institution including teaching staff and administrators? 750

1.4 Buildings/Grounds

Identify any off-site facilities and/or satellite campuses operated by the institution and accounted for in the plan. None

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

1) West Frankfort Extension Center – West Frankfort, IL
2) Du Quoin Extension Center – Du Quoin, IL
3) JALC Annex – Carterville, IL

Approximate total number of the institution-occupied buildings accounted for in the waste reduction plan? 11 buildings

Number of incineration facilities: None

SECTION 2 - EXISTING RECYCLING AND COMPOSTING ACTIVITIES

2.1 Details of Recycling/Composting Activities

What materials are collected for recycling at your institution?

Kitchen fryer grease, steel and tin, used motor oil, refrigerant, phonebooks, aluminum cans, plastic bottles, landscape waste, auto paints, paint booth filters, parts cleaner fluid, computer paper, mixed office paper, magazines paper, shredded paper, cardboard, surplus equipment, metal office furniture and accessories, textbooks, newspapers, bio-hazard waste, computer and electronics, florescent bulbs, roof ballast, roof insulation and membrane.

Please explain how this material is captured.

Kitchen fryer grease: a collection vessel is located outside the cafeteria and employees empty fryer grease into it. Approximately 1,200 lbs./yr.

Steel, tin, other metals: Welding class is now using metal donated by local scrap metal recycling center to practice on, then recycles it back. Approximately 8 tons/yr. College maintenance staff disassembles old office furniture and sends all metal pieces to recycling center. Scrap metal from auto and HVAC programs, including ductwork, piping and auto parts, is recycled on a regular basis.

Used motor oil: Collected at Automotive and Grounds Maintenance Departments. Approximately 500 gallons per year sent to Crystal Clean, LLC. St. Louis, MO.

Refrigerant: R-22 is captured from chillers when they are replaced and kept for use by JALC maintenance department and for HVAC program. In 2014, 650 pounds of R-22 were collected from two 175 ton chillers.

Phonebooks: The College has a collection drive annually for old phone books when new ones arrive. A Gaylord box is placed for one month where employees can drop off their old phonebooks and pick up new ones.

Aluminum cans: Colorful new recycling bins marked "Cans Only" are placed at multiple strategic locations around campus (lounges, hallways, patio areas, entrances). There are also approximately 55 – 32 gallon receptacles marked for can collection at various locations across the campus.

Plastic bottles: Colorful new recycling bins marked "Plastic Bottles Only" are placed at multiple strategic locations around campus (lounges, hallways, patio areas, entrances). In addition, there are approximately 35 – 32 gallon receptacles marked for plastic bottle collection at various locations across the campus. The college has installed bottle water refill stations on drinking fountains throughout campus and counters on the stations show nearly 500,000 bottle fills in the past three years – which diverts plastic bottles from the landfill.

Landscape waste: All plant materials are composted and fire wood is given away.

Automotive paints: All unused paint is placed in a 30-gallon vessel which is hauled off by Safety-Kleen on a regular basis.

Automotive paint filters: Safety-Kleen collects filters from the auto program spray booths.

Parts cleaner fluid: Safety-Kleen collects from automotive program.

Mixed office paper, glossy paper, SOW (sorted office waste), DOW (dirty office waste): Office paper is collected for re-cycling daily throughout the entire campus. 357 desk side containers which have two compartments, one 7 quart for waste and a 3 gallon vessel for paper collections. All office areas use 18 gallon stackable collection bins. Custodial staff empties all vessels nightly in the 64 gallon wheeled carts. Grounds department staff collects carts and empties daily into the school recycling center.

Shredded paper: Collected in various office areas. Confidential papers are collected and kept in a secured storage area, then sent for shredding by In-A-Pinch commercial shredders.

Newspapers: Same collection method as mixed paper. In addition, there are several establish drop off points where newspapers and magazines can be placed for recycling.

Cardboard: Three collection areas (includes two loading docks) are established to collect all cardboard box and packing material. Grounds staff picks up daily. Cardboard is baled and sent for recycling.

Bio-hazard waste: Collected from nursing, dental, and other programs and picked up for disposal by McKay Hazmat.

Computer, electronic, electrical equipment: The College donates several computers each year to local school districts. All other electronic equipment, including computers, monitors, televisions, VCR's, printers, etc. is kept in a storage location and at least once per year is picked during a recycling event.

Fluorescent bulbs: The College has a bulb eater. As bulbs are changed by custodians and maintenance staff, they are collected then fed into the bulb grinder. 55 gallon drums are picked up and sent to recycling facilities. As a result of several major lighting upgrades in the past three years, the College has recycled several thousand bulbs.

Roof ISO rigid insulation and EPDM membrane: The College has been upgrading roofs on several campus buildings and changing from ballasted roofing with EPDM membrane to white TPO roofing. We require roofing contractors to re-cycle roof insulation and EPDM membrane as it is removed. For example, on a small roof project in August 2012, a total of 16,746 lbs. of ridged insulation and 8,400 lbs. of EPDM membrane were recycled.

Roof ballast and paving blocks: Rock ballast that is removed during roofing projects is kept by the college and used in landscaping projects. Paving blocks that served as walkways on ballasted roofs are used in College landscaping projects or donated to civic organizations for public projects.

How are captured recyclables collected and processed?

See descriptions above for collection processes. As respects storage and preparation done by College staff on premises, cardboard is pressed into 1,100 lb. bales. Aluminum cans and plastic bottles are bagged after collection and stored in Gaylord square yard boxes. Shredded paper is baled into 100 lb. bales. All other paper products are stored in Gaylord square yard boxes.

If a third party is involved in collection and processing please identify who performs what services.

Southern Recycling, 300 W. Chestnut, Carbondale, IL picks up paper, cardboard, aluminum cans, and plastic bottles.

Cimco Recycling, 9450 State Rt. 148, Marion, IL handles all metal and scrap iron. Various departments at the College deliver to Cimco's facility.

Millstadt Rendering Co, 3151 Clover Leaf School Rd., Belleville, IL picks up fryer grease.

Safety-Kleen Systems, 201 LaSalle St., Cape Girardeau, MO picks up and processes paints, paint filters, parts fluid.

Vintage Tech Recyclers, 14110 S. Rt. 59, Plainfield, IL – picks up and processes electronic waste, and holds public e-collection event on JALC campus.

Adonis Electronics Recycling, 600 Horine Rd., Suite 400, Festus, MO – picks up and processes electronic waste, and holds public e-collection event on JALC campus.

McKays Haz Mat Trucking Service, P.O. Box 1444, Centralia, IL picks up and disposes of bio-hazard waste generated on campus.

Heritage-Crystal Clean, 4709 LaGuardia Dr., St. Louis, MO picks up used motor oil from the College for recycling.

In-A-Pinch Shredding, 116 S. Division St., Carterville, IL picks up confidential documents the College is needed to dispose of and shreds it at their facility.

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

College instructional programs such as Automotive, Welding and HVAC are approved to take some of the recyclable materials they generate, such as scrap metal, directly to recyclers and funds generated go back into their programs. Other recyclables are the responsibility of the college Business Services division and the Facilities department. Facilities contracts with various licensed entities to pick up and recycle other campus waste. (See list above). In some cases, particularly computers and other electronics, recycling processors refurbish and market materials to the public, non-profits and municipalities.

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

Since this plan was last filed, the College has created a Sustainability Center to help promote sustainable practices in campus departments, to educate students about sustainability issues, to encourage faculty to integrate sustainability into curriculum, and serve as a source of green information for the community at large.

One of the early initiatives of the Sustainability Center was the acquisition of several new recycling bins, and creation of a "challenge" to campus departments and programs to help fund additional recycling bins. With funds pledged by several campus organizations, more bins were able to be purchased. A short video about the importance of recycling was created and still plays on campus television monitors on occasion.

The JALC Green Committee, comprised of representatives from faculty, staff and administration plays an important role in providing feedback and guidance about campus recycling.

The College is a member of the IL Green Economy Network which provides education about recycling activities to member colleges throughout the state and some grant funding for local campus recycling projects.

The College works closely with various other public entities to share information and promote recycling events and opportunities both at our school and for the communities we serve. Among these are; the SIU-C Sustainability Center and Sustainability Council, Williamson and Jackson county recycling committees, Beautify So. IL committee, Shawnee Sierra Club, and cities of Carbondale and Marion.

The college Grounds Department creates educational displays to encourage recycling which are set up periodically around campus and at events such as our annual SpringFest.

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

The College has had presentations from the Sustainability Center at Professional Development Days. Information on recycling appears on the JALC website, e-mail announcements go out to the entire college about campus and area recycling opportunities (municipal government sponsored collection events). Bulletins are posted about recycling events. A recycling video plays regularly on the digital displays located throughout the campus. Recycling is a topic on Green Committee and Environmental and Business Services committee meetings and members representing various stakeholders on campus convey the information back to their respective areas. The College is featured in the So. IL Sustainable Living Guide.

Describe future changes or enhancements.

The JALC Sustainability Center website is in the process of being re-built and will soon feature a more robust Current News and Events section with links to all area recycling events and opportunities. It will include information on all area recyclers and products they accept, and there will be a Q&A section where students, faculty and staff can ask questions about recycling. The college will continue efforts to add different materials to its collection processes.

Covered Electronic Devices

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

Obsolete and/or surplus campus electronic devices (e.g., computers, monitors, TV's, etc.) are collected and stored until picked up by an electronics recycler at least once, sometimes twice per year depending on the quantity. The college donates some surplus computers to areas schools.

2.2 Current Composting Methods

The College composts some organic materials like tree and plant waste grass clippings, sod, leaves, etc. The Grounds Department staff collects some grass clippings, straw, and leaves for composting which are used in the college garden.

We currently do not collect food scraps for composting. This requires a collaborative agreement with a third party cafeteria services contractor that the College has not been able to put in place at this time.

Section 3 – Source/Waste Reduction Activities

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

1) Paper –
    a. single space, not double encouraged where possible
    b. increase paper recycling containers
    c. double sided printing is promoted in departments and word processing
    d. re-use paper for notes and memos

e. recycle envelopes used for campus mail
f. reduce or eliminate newspapers, flyers, and advertisements coming to campus
g. use email and voice mail instead of sending paper memos

2) Plastic –
   a. reduce use of polystyrene in cafeteria by using glassware and flatware
   b. increase plastic recycling containers on campus in more visible locations
   c. installation of bottle re-fill stations on drinking fountains
   d. When flowers are purchased each year, the plastic flower pots are returned to the vendor for re-use. In the past 5 years we estimate the College has returned 10,000 pots total

3) Metals –
   a. welding program now gets scrap metal from a recycler then trades it back in for more additional metal for practice welding.
   b. HVAC program reuses duct piping and sheet metal when making fittings

4) Landscape Waste –
   a. return grass clippings to the turf
   b. mowing leaves in the fall into the turf
   c. composting plant, tree, and landscape clippings
   d. using for firewood where possible

How are waste reduction options promoted to students and staff?

Same activities as section 2.1 discussing new employees and students.

Section 4 - Procurement

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

Does your institution meet this requirement?

The College just created a new Purchasing Department and hired a Director of Purchasing. Our Purchasing Policies & Procedures Handbook is undergoing a major revision. It does not discriminate against procurement of recycled-content products, but states that these products "shall be procured wherever and whenever cost, specifications, standards, and availability are comparable to products without recycled content".

Please attach a copy of the institution's written procurement policy. (See Appendix B)

Section 5 - Waste Audit/Assessment

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

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

5.1 Waste Generation Study

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

The last complete waste assessment was conducted in 2011.

Who conducted this audit?

Tom Hamlin: JALC Coordinator of Grounds Maintenance and Recycling

What were the results of this study?

See Waste Generation & Waste Composition Study attached – (Appendix C)

Section 6 - Investigation of Materials Not Recycled/Composted

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

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

We currently have no mechanism for composting food waste from our cafeteria services, although we realize this would improve soil composition in our gardens and landscape beds.

Why are these materials excluded?

Composting cafeteria food waste is a future goal but in order to do so, the College is working to meet two challenges. 1) Construct a proper compost facility. This requires building a

containment area capable of keeping out wildlife that is very prevalent because of our rural setting, and 2) build a compost requirement into the contract the College has with our cafeteria and banquet facility vendor to insure food scrap waste were properly collected by their kitchen staff.

Section 7 - Future Activities

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

The College is looking to build relationships with full-service recyclers who can pick up, process, and when possible, refurbish and resell recyclable materials. We are working to revise our surplus property disposal procedures to promote re-purposing and re-sale of equipment and materials and responsible disposal if necessary.

We will continue staff training in recycling, and training of student workers who pick up collectibles for recycling and our custodial staff. Information on campus recycling is presented at faculty development workshops and suggestions will be solicited from the campus community on how to expand and improve our recycling efforts. More recycling displays are being built and will be used at various college events and activities.

Section 8 - Target Reduction

Has your institution met the 40% goal? Yes – see attached cover letter.

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

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

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

If so, who should we contact?

Tim Gibson
John A. Logan College Director of Buildings and Grounds
700 Logan College Rd.
Carterville, IL 62918 e-mail: timgibson@jalc.edu ph: (618) 985- 2828 x 8208

Statement of Mission and Goals *3110*

Mission Statement

John A. Logan College is a diverse learning and teaching community committed to improving individual life and society through high-quality, accessible educational programs and engaged learning opportunities.

Goals

- To foster an environment where diverse individuals, groups, and views are valued.
- To provide Programs and services for life-long learning that create and enhance opportunities for achieving career and personal goals in a changing society.
- To serve with integrity and accountability as a model of institutional excellence.
- To offer affordable programs and services enhanced by technology in an accessible and safe learning and working environment.
- To be a center for intellectual, economic, cultural, and recreational resources for individuals and communities.

Purchasing *7154*

College purchasing is the responsibility of the president and the vice-president for business services and college facilities. Purchases must be handled in accordance with a commonly accepted business procedure and substantiated with the necessary records to satisfy audit and inventory requirements. All expenditures must be compatible with the current budget, and fully comply with all Illinois Statutes affecting purchasing. Products with recycled-content shall be procured wherever and whenever cost, specifications, standards, and availability are comparable to products without recycled-content.

1. Whenever possible, competitive prices are to be secured on items costing $25,000 or less. With the exception of clothing, book and postage purchases, written evidence documenting compliance with this statement will be maintained in the purchasing files of the business office for all purchases exceeding **$2,500** where available. **Additional exceptions may be approved by the director of purchasing and auxiliary services on a case-by-case basis.**

2. Purchase of supplies, materials or work involving an expenditure in excess of $25,000 must be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability, after due advertisement, except the following:

   (a) contracts for the services of individuals possessing a high degree of professional skill (however, the Board may use a competitive selection process for such service whenever it is deemed appropriate);

   (b) contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness;

   (c) contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised, causing expenditures not in excess of ten (10) percent of the contract price;

   (d) contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment

where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;

(e) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;

(f) contracts for duplicating machines and supplies;

(g) contracts for the purchase of natural gas when the cost is less than that offered by a public utility;

(h) purchase of equipment previously owned by some entity other than the district itself;

(i) contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed $50,000 and not involving a change or increase in the size, type, or extent of an existing facility;

(j) contracts for goods or services procured from another governmental agency;

(k) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports;

(l) contracts for utility services such as water, light, heat, telephone or telegraph;

(m) emergency expenditures approved by three-fourths (3/4) of the members of the Board.

3. Specifications on contracts for supplies or work involving expenditures of more than $25,000, which are not included in the budget, must be brought to the Board for approval

before bids are sought. For contracts involving less than $25,000, the president shall use his judgment as to the most appropriate way to complete the transaction.

4. Sealed bids must be opened and announced at a public bid opening. Bidders must be given at least three (3) days notice of time and place of bid opening and at least one (1) public notice in a newspaper published in the district must be given ten (10) days before the bid date.

5. The administration may utilize joint purchasing with the State of Illinois when such joint purchasing will benefit the College. As with contracts for supplies or work involving expenditures of more than $25,000, which are not included in the budget, prior approval of the Board of Trustees will be obtained.

6. The administration will report to the Board of Trustees all purchases and contracts between $10,000 and $25,000.

7. Issuance of purchasing cards must be approved by the respective dean or vice-president.

8. All expenditures must be within the scope of the approved budget and in compliance with this Board Policy 7154. Purchasing not requiring Board approval in advance is subject to the following approval limitations:

President	$25,000
Vice-Presidents	$ 5,000
NTP Level 11	$ 2,500
NTP Level 8-10	$ 1,500
NTP Level 5-7	$ 1,000
NTP Level 3-4	$ 500
NTP Level 1-2	$ 250

ADOPTED: MAY 7, 1968

AMENDED: OCTOBER 6, 1981; MARCH 13, 1989; FEBRUARY 11, 1992; JULY 28, 1998; JANUARY 25, 2005; OCTOBER 21, 2008; SEPTEMBER 22. 2009; MAY 22, 2012; **FEBRUARY 24, 2015**

LEGAL REF.: 110 ILCS 805/3-27.2; PUBLIC ACT 95-0990

CROSS REF.: BOARD POLICIES 7152, 5220C; ADMINISTRATIVE PROCEDURES 701, 522

SECTION 5 WASTE GENERATION & WASTE COMPOSITION

5.1 Waste Generation Study

Question 1 Total municipal solid waste generated in oounds per year

Item	Total	Recycle	%	Landfill Numbers	%
Mixed Paper	63,581	20,700	32.5	42,881	67
OCC	24,750	1,960	8	22,790	92
Paper Towels/ Wet Weight	29,000	29,000	100	0	0
Text Book	4,596	0	0	4,596	100
Pete	3,100	2,520	81	580	19
LDPE Plastic Bags	7,760	7,760	100	0	0
Polystyrene (may include some food waste)	10,670	10,670	100	0	0
Aluminum Cans	3,407	1,910	56	1,497	44
Other Metals (chair, desk, shelving Parts, other)	26,194	2,700	10	23,494	90
Steel Cans	53	21	40	32	60
Fryer Grease	1,200	0	0	1,200	100
Welding Steel	16,000	0	0	16,000	100
Phone Books	1,600	0	0	1,600	100
Automotive Fluids/Paints	6,400	0	0	6,400	100
Electronic Equipment	15,000	0	0	15,000	100

Shredded Paper	4,689	0	0	4,689	100
Heating/ AC/ Lab Steel	13,000	0	0	13,000	100
Fluorescent Bulbs	900	0	0	900	100
Totals	231,900	77,241	33.3%	154,659	66.7%

Question 2 Initial measurement - volume or tons

Same answer as Question 1, Section 5.1 (All measurements are in pounds and ton weight.)

Question 3 Waste generation study methodology

The methodology employed in performing the waste generation study was basically using actual and physical sorting and weighing of all materials in the waste stream. The study was conducted over a one week period. Each day the college's waste stream was collected, sorted, and then weighed. The three main areas were: 1) shipping & receiving dumpster, 2) the cafe dock dumpster, and 3) the dumpster area for the North section of campus buildings. The collection, sorting, weighing, and cleanup took the grounds crew approximately 2 hours per day x 5 people x 5 days = 50 man hours.

These three areas covered all generated waste. The study was performed from February 8, 2010 thru February 18, 2010. The grounds department crew would collect the garbage at each day of the week. The night custodians would fill the grounds truck with the trash instead of dumpsters. The grounds crew would then weigh each bag of garbage and separate the trash. When all the trash was sorted, the material was weighed and then recorded. The recycling coordinator tabulated all data and recorded the data into the weeks total for the entire colleges waste. Also the total weight of waste for one week per area was estimated for the entire year by multiplying the figures by 36 weeks and 1/3 of 12 week to account for the summer months.

JOHN A. LOGAN COLLEGE
700 Logan College Road
Carterville, Illinois 62918

3-25-2015

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

RE: Mandated Waste Reduction Plan – 2015 Update

Dear Mr. Smith:

In accordance with Section 3.1 of the Illinois Solid Waste Management Act (415 ILCS 20/et. seq.) John A. Logan College certifies that in 2010 we previously reported attaining a minimum of 40% recycling (referenced to a base year of 1987) of the solid waste generated by the institution. We further certify that since reporting attainment of this goal our recycling and waste reduction efforts have not decreased and it is our belief that a minimum of 40% reduction has been maintained.

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

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

Sincerely,

Tim Gibson
John A. Logan College Director of Buildings and Grounds
700 Logan College Rd.
Carterville, IL 62918 timgibson@jalc.edu (618) 985-2828 x 8208