

## ILLINOIS STATE POLICE DIRECTIVE ADM-021, I-CYCLE

<b>RESCINDS:</b> ADM-021, 2014-098, REVISED 12-02-2014.	<b>REVISED:</b> 01-08-2020 <b>2020-001</b>
<b>RELATED DOCUMENTS:</b> None	<b>RELATED CALEA STANDARDS:</b> None

### I. POLICY

The Illinois State Police (ISP) will support the "Illinois Solid Waste Management Act" and actively participate in the I-CYCLE program in order to reduce waste.

### II. AUTHORITY

415 ILCS 20/1, et seq., the "Illinois Solid Waste Management Act" and its amendments.

### III. RESPONSIBILITIES

III.A. The Deputy Director of the Division of Administration (DOA) will appoint a Waste Reduction Coordinator (WRC) who will collaborate with agency procurement officials, printing liaisons, and telecommunication coordinators in implementing the state's statutory responsibilities regarding waste reduction and recycled product procurement.

III.B. The WRC is responsible for managing the overall operation of the Solid Waste Management program for the ISP.

### IV. PROCEDURES

IV.A. The state has goals to:

IV.A.1. Maintain the amount of solid waste generated at current, or reduced, levels.

IV.A.2. Continue to purchase recycled paper and paper products whenever feasible.

IV.B. Whenever possible, the Department will specify, order, and stock recycled and recyclable paper.

IV.B.1. Recyclable white paper will be used in lieu of colored paper whenever possible.

IV.B.2. The Central Printing Section, Logistics Bureau, DOA, will use:

IV.B.2.a. Colored ink instead of colored paper, whenever possible.

IV.B.2.b. Soybean ink in all printing, when practical.

IV.B.3. When colored paper not normally stocked is required, purchasing costs will be the responsibility of the user's work unit's cost center.

IV.C. All employees are strongly encouraged to recycle whenever feasible.

IV.D. Product specifications will contain a clause that requests vendors to submit bids listing recycled products. The ISP will ensure its procurement specifications remove restrictions prohibiting the purchase of products with recycled content.

IV.E. Books, business cards, reports, etc., generated by the ISP will be copied and printed on both sides of the paper if feasible. All publications printed on recycled paper will convey the message "Printed on Recycled Paper."

IV.F. Personnel should contact the WRC with questions concerning the program.

| Indicates new or revised items.

**-End of Directive-**