MICHIGAN
Leading by Example in State Recycling

ED 2019-16 Annual Report
March 1, 2021

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Overview of Executive Directive 2019-16

On September 17, 2019, Governor Whitmer issued Executive Directive (ED) 2019-16, charging the state of Michigan to improve recycling rates and reduce waste levels.

The governor challenged state government to lead by example and redouble its efforts to develop and implement effective recycling and waste management practices in state facilities.

The Department of Technology, Management & Budget (DTMB) is responsible for coordinating agency participation and reporting progress on the state's recycling efforts. DTMB will ensure each agency has all information necessary to comply with ED 2019-16 and participate in the state's recycling initiatives.

Each state agency will provide DTMB with the following information every six months:
- Number of non-exempt facilities offering recycling services
- Number of facilities non-exempt
- Percentage of its facilities offering recycling services
- Pounds of materials disposed
- Pounds of materials recycled at each facility to the extent practical
- Requests for exemptions of buildings unable to provide recycling services
- Recycling credits received from vendors
- Recommendations for improving or expanding recycling in facilities

DTMB, in conjunction with the Department of Environment, Great Lakes, and Energy (EGLE), monitors the state's recycling measures and creates strategies and procedures to improve the program. This includes developing educational resources to engage state employees on recycling services and best practices.

With many state employees working remotely in 2020-21 due to the COVID-19 pandemic, recycling expansion efforts and pilot programs have been paused. The minimal occupancy in state facilities impedes the ability to provide reliable weights and measurements on recycling, trash removal weights and composting pilot program updates. Additionally, engagement and training communications are suspended. Once state employees substantially reoccupy buildings, efforts will resume.

Implementation Measures

Liaisons

In November 2019, each state agency designated a liaison to ensure compliance with ED 2019-16. Agency liaisons are responsible for managing recycling inventory and metrics for facilities in their portfolio and reporting recycling progress and results for their agency. Agency liaisons work with their leadership to increase recycling services and recommend program improvements.

Resources for Tracking and Reporting

DTMB created the following resources for tracking and reporting recycling initiatives:

Recycling inventory sheets are specific to each agency and list all facilities in their portfolio. This sheet identifies which facilities have recycling services, which facilities do not have recycling services, and which facilities are exempt from establishing recycling services. The Recycling Inventory Sheet may be revised on an ongoing basis.

The **recycling toolkit** provides agencies with an overview of expectations and serves as an instructional tool for recycling liaisons. The toolkit provides:
- Step-by-step instructions on how to populate forms and templates
- Details on how to procure recycling services
- A timeline with due dates for each part of the reporting process
- Contact information for recycling contract inquiries regarding leased facility concerns and general support

A **recycling reporting template** to track metrics on waste and recycling and to make recommendations on how to improve recycling practices.

The **exemption form** contains the criteria used to request an exemption from establishing recycling services.

DTMB shared all resources with state agency leadership via email in November 2019 and again to each recycling liaison upon notification of their appointment.

State Agency Recycling SharePoint Site

DTMB created a state agency recycling SharePoint site that houses agency reporting documents and templates, a copy of ED 2019-16, and a contact list of agency liaisons. State agency liaisons will use this SharePoint site to share information applicable to the directive. DTMB will post all final report drafts on this site.

Recycling SharePoint site: State Agency Recycling - Home (sharepoint.com)

ED 2019-16 Compliance Training

In early January 2020, DTMB invited each state agency recycling liaison to attend an ED 2019-16 training session. DTMB demonstrated how agencies can navigate through the state agency recycling SharePoint site. An overview was provided on the toolkit,

reporting templates, and exemption form, followed by an open discussion to answer questions.

Recycling and Rubbish Removal Services

Recycling programs are structured at the discretion of each agency. Variables that influence recycling programs include:
- Building type
- Function
- Size
- Location
- Tenants
- Budget
- Security concerns
- Occupancy level due to COVID-19

Recycling services are available through the statewide recycling contract with Republic Services, Rapid Shred, Waste Management, or alternative service options provided by local providers. Although these options cover many areas in the state, recycling services are unavailable in some locations.

Recycling in leased spaces is not available through all lessors; however, DTMB Real Estate Division has implemented a process for requesting recycling services in leased space during the Request for Proposals (RFP) process and when negotiating lease renewals. Recycling language has been added to the RFP template and the Space Available Proposal (SAP) template.

Rubbish removal services are contracted in many state facilities by Harland's Sanitary, Republic Services, or Waste Management. Locations not covered by these contracts are using local rubbish removal services, where available.

Recycling and Waste Measurement Pilot Program

The rubbish removal contractors available to state facilities are not capable of weighing or reporting trash weights. In addition, recycling weights are unavailable to state facilities outside of the Rapid Shred service area, which accounts for more than half the state's facilities.

DTMB will pilot a recycling and waste measurement program once substantial re-occupancy in state facilities is achieved. Scales were purchased to weigh solid waste and recycling materials on-site. DTMB will provide an analysis of the pilot program and will report on the following:
- Costs
- Planning requirements
- Benefits
- Barriers

State Employee Engagement

In response to Governor Whitmer's directive to engage employees, DTMB partnered with state agencies to create the Preserve Our Peninsulas employee campaign to boost recycling awareness and education through:

- Monthly tips on how state employees can make a difference*
- Message from the governor
- Interactive Preserve Our Peninsulas website
- Engagement activities*
- Metric reporting (when available)

* Will resume with substantial re-occupancy of state facilities

Statistical Summary

The following statistical data has been collected:
- Recycling liaisons:
    - Agency name
    - Liaison name
    - Liaison email address
    - Liaison phone number

- Facility inventory:
    - Agency name
    - Total non-exempt facilities
    - Total facilities with recycling
    - Percentage of non-exempt facilities participating in the recycling program
    - Percent change of facilities participating in the recycling program from January 2020 to December 2020

Once state facilities are substantially reoccupied, the following pilot programs will begin and collect the pertinent data:
- DTMB recycling and waste measurement pilot program results:
    - Total weights recycled by month
    - Total weights of waste by month
    - Recycling vs. waste percentage by month

- Composting pilot results:
    - Name of facility
    - Composting weights by month

Agency Recycling Liaisons

Agency Recycling Liaisons			
Agency	Name	Email	Phone
DIFS	Ricky Withers	WithersR@michigan.gov	517-284-8681
DMVA	Greg Pawlak	PawlakG@michigan.gov	517-487-4655
DNR	Michael Holsinger	HolsingerM@michigan.gov	517-338-0502
DTMB	Sarah Goodrich	GoodrichS@michigan.gov	517-284-7954
DTMB-OCO	Rebecca (Becky) Taylor	TaylorR25@michigan.gov	517-373-7739
DTMB-SBO	Sarah Thelen	ThelenS15@michigan.gov	517-335-3420
EGLE	Mary Kay Hawes	HawesM@michigan.gov	517-881-0768
LARA	Jamie Cutler	CutlerJ1@michigan.gov	517-243-0145
LEO	Teri Martin	MartinT21@michigan.gov	517-241-2190
MCSC	Kim Davis	DavisK5@michigan.gov	517-241-8115
MDARD	Torri Mills	MillsT3@michigan.gov	517-342-4848
MDCR	Levita Shackelford	ShackelfordL@michigan.gov	313-456-3808
MDE	James Shilling	ShillingJ@michigan.gov	517-241-2172
MDHHS	Will Doxie	DoxieW@michigan.gov	517-335-6911
MDOC	Trever LeBarre	LeBarreT@michigan.gov	517-335-2069
MDOS	Sandy Maleitzke (primary)	MaleitzkeS@michigan.gov	517-371-5284
MDOS	Rodrick (Jeremy) Hall (backup)	HallR6@michigan.gov	517-334-7244
MDOT	Keith Belonga	BelongaK@michigan.gov	517-243-3908
MEDC	David Wilcox	WilcoxD7@michigan.org	517-241-2406
MGCB	Karen Finch	FinchK@michigan.gov	313-456-4205
MSHDA	Chris Hudson	HudsonC5@michigan.gov	517-335-9904
MSL	Julie Proux	ProuxJ@michigan.gov	517-862-0177
MSP	Kathy Fay	FayK@michigan.gov	517-284-3150
Treasury	Jeff Connell	ConnellJ1@michigan.gov	517-636-5335

Recycling Facility Inventory

	Recycling Inventory March 2021		
Agency	**Total # non-exempt facilities**	**Total with recycling**	**% of facilities with recycling**
DHHS	133	75	56%
DMVA	207	182	88%
DNR	190	117	62%
DTMB	50	50	100%
EGLE	10	10	100%
LARA	4	4	100%
LEO	5	5	100%
MCSC	1	1	100%
MDARD	2	2	100%
MDCR	1	1	100%
MDE	2	2	100%
MDOC	98	98	100%
MDOS	131	131	100%
MDOT	155	87	56%
MEDC	3	3	100%
MSHDA	1	1	100%
MSL	3	2	67%
MSP	43	40	93%
Treasury	2	1	50%
TOTAL	1041	812	78%

Improvements and Expansion

Once state facilities are substantially reoccupied, DTMB and EGLE will meet quarterly to discuss recycling progress and share ideas for advancement. Additionally, DTMB will meet semi-annually with state agency recycling liaisons to evaluate efforts and discuss improvement and expansion opportunities.

The following initial expansion opportunities identified by these partnerships include:
- Provide more education to state employees regarding proper recycling
- Make recycling labels that are more easily identifiable and educational
- Highlight the inclusion of batteries in the recycling program
- Investigate composting opportunities
- Consider hygiene needs in determining recycling locations

Reporting Timeline

Date	Action
September 17, 2019	Executive Directive 2019-16 Release
November 15, 2019	ED 2019-16 State Agency Recycling Toolkit provided by DTMB
December 9, 2019 (on or before)	Agency to designate and provide agency liaison to coordinate the recycling initiative
December 31, 2019 (on or before)	Agency liaison to review inventory and send exemption request(s) via State Agency Recycling exemption form to DTMB
February 1, 2020	Agency liaison to review and submit State Agency Recycling Inventory to DTMB
February 1, 2020	Agency liaison to populate and submit State Agency Recycling Reporting Template to DTMB
Agency Reporting Updates → February 1, 2020 → August 1, 2020 → February 1, 2021 → February 1, 2022 → February 1, 2023	Agency liaison to provide agency reporting updates using the provided State Agency Recycling Inventory spreadsheet and State Agency Recycling Reporting Template to DTMB
ED Progress Reporting → March 1, 2020 → September 1, 2020	DTMB in conjunction with EGLE, will provide recycling progress reports
ED Annual Reporting → March 1, 2021 → March 1, 2022 → March 1, 2023	DTMB in conjunction with EGLE, will provide recycling annual reports