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INDEX DEPARTMENT  
DEC 05 2001

IN THE OFFICE OF  
SECRETARY OF STATE

Executive Order

Number 11 (2001)

### Executive Order for State Government "Green Activities"

WHEREAS, pursuant to Executive Order No. 6 (2000), I created the Illinois Green Government Coordinating Council as a part of my Program, "Green Illinois" to help state executive agencies improve the environmental efficiency of their facilities and operations;

WHEREAS, the Council has compiled information on state government environmental programs and identified a number of best management practices that agencies can take to improve environmental and resource conservation efforts;

WHEREAS, state government has made great strides in protecting the environment and saving resources, but there is still more that can be done;

WHEREAS, state government can save money and improve operating efficiency by reducing waste generation, saving energy and conserving resources:

WHEREAS, state government should provide leadership in environmental stewardship and serve as a model for private and public institutions.

NOW THEREFORE, by the authority vested in me as Governor by the Constitution and laws of Illinois, I do hereby order the following steps to be taken:

#### 1. Waste Reduction

a. On or before March 1, 2002, each executive state agency shall implement the following best management practices to reduce waste generation:

- i. Whenever possible, specify that all new and re-manufactured photocopy machines and printers purchased shall have duplexing (double-sided) capability.
- ii. Require all laser printing jobs to be double-sided unless specific justification is provided not to do so. Exceptions may be provided when existing technology does not allow for duplexing or when specific documents require single-sided printing.
- iii. Conduct an educational program to encourage employees to copy on both sides of paper, make the least number of hard copies necessary, route documents rather than distribute copies, post memos and bulletins in central locations, proof documents on the computer, store files electronically rather than in hard copy, avoid needless printing of email, and take other reasonable steps to save paper.
- iv. Where appropriate, eliminate unnecessary paper transactions by increasing the use of electronic media, such as email and the Internet, to circulate or distribute announcements, memoranda, documents, reports, forms, manuals and publications.
- v. Encourage the use of self-sticking addressing labels instead of printing full-fax cover sheets.

- vi. Use rechargeable batteries, whenever possible.
- vii. Establish office reuse programs (e.g., reuse cabinets, rooms or online exchanges) where unneeded supplies can be returned for reuse.
- viii. Create a system to keep distribution and mailing lists current to avoid duplication.
- ix. Discourage the use of disposable products when reusable products are available and economically viable.
- x. To the extent feasible, acquire items that are more durable, have minimal packaging or are readily recyclable when discarded.
- xi. Provide ongoing training and education to employees to enhance participation in recycling programs.

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**2. Energy Efficiency**

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a. On or before March 1, 2002, each executive state agency shall implement the following best management practices to reduce energy consumption:

- i. Specify that all new electronic office equipment purchased, including computers, monitors, printers, scanners, fax machines and copiers, shall be Energy Star™ compliant. Each agency shall institute procedures to ensure the energy-saving feature in all Energy Star™ electronic office equipment is activated, unless it is demonstrated to the Illinois Green Government Coordinating Council that this feature will hinder the performance of specific equipment, file servers or networking applications.
- ii. Conduct an educational program to encourage employees to turn off lights, computers, copying and other machines and equipment when not needed.
- iii. Establish procedures to adjust window treatments to take advantage of solar heat gain during winter daylight hours and repel solar heat gain during summer daylight hours.

b. On or before June 1, 2002, each executive state agency that owns, operates or maintains a building shall implement the following best management practices to improve energy efficiency:

- i. Establish a program to perform regular maintenance on all lighting, heating, ventilation and air conditioning systems, such as lubricating, vacuuming, cleaning and checking seals, to ensure optimum efficiency.
- ii. Establish a program to evaluate the feasibility of converting to more energy-efficient lighting systems (e.g., compact fluorescent bulbs, T-10 & T-8 lighting fixtures, electronic ballasts, light-emitting diodes exit signs, occupancy sensors, and lighting controls). Based on this review, each state agency shall establish goals for making cost-effective lighting efficiency improvements that reduce electricity costs and maintain illumination quality.
- iii. Establish procedures to identify and eliminate leaks in building exteriors, such as walls, windows, doors, ceilings and floors.
- iv. Establish procedures to reduce unnecessary use of lighting, heating, ventilation and air conditioning systems during unoccupied hours, and to adjust thermostats to maximize energy savings while providing occupant comfort, where appropriate.
- v. Evaluate the feasibility of decreasing turf areas by using low-maintenance native plants, and establish goals to convert to cost-effective native landscaping practices to reduce mowing and conserve gasoline.

c. On or before March 1, 2002, each executive state agency that maintains a vehicle fleet shall implement the following best management practices to reduce fuel consumption.

- i. Establish a program to decrease the amount of gasoline and diesel fuel used in state vehicles and equipment by increasing vehicle fleet fuel economy and improving operational efficiency through regular scheduled maintenance.
- ii. Limit the purchase of sport utility vehicles and similar specialty vehicles to situations where there is a clear operational need for such vehicles.
- iii. Increase employee awareness of gasoline refueling stations that dispense 85% ethanol blended (E-85) fuel for flexible fuel vehicles in the fleet.

- iv. Conduct an educational program to encourage employees to drive more efficiently to save fuel in state vehicles.
- v. Encourage employees to carpool with other state employees traveling to the same meeting or event.
- vi. Where appropriate, create incentives for employees to carpool to work, such as creating informational ride-boards and providing preferred parking.

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**3. Environmentally Preferable Purchasing**

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a. On or before February 1, 2002, the Department of Central Management Services (CMS) shall review and update its qualified product lists and master contracts to ensure the availability of the following products for state agencies to purchase:

- i. Zero to low volatile organic compound (VOC) paints that meet Green Seal standards for interior and exterior coatings,
- ii. Post-consumer recycled content carpets, carpet tiles and carpet backing,
- iii. Energy Star™ compliant computers, monitors, printers, scanners, fax machines and copiers.
- iv. Photocopy machines and printers with duplexing capability.

b. Beginning March 1, 2002, each state executive agency that owns, operates or maintains a building, whenever possible, shall specify that paints purchased for remodeling, repair and renovation projects be zero or low VOC paints.

c. Beginning March 1, 2002, each state executive agency that owns, operates or maintains a building, whenever possible, shall specify that carpeting and carpet backing purchased for remodeling and renovation projects contain post-consumer recycled content. In addition, each agency, whenever possible, shall specify and use carpet installation products that meet the Carpet and Rug Institute Indoor Air Quality Carpet Test Green Label Guidelines.

d. Nothing in the above provisions shall preclude state executive agencies from continuing to consider costs, availability and quality or performance specifications in making procurement decisions.

e. On or before June 1, 2002, the Department of Central Management Services, in collaboration with the Illinois Environmental Protection Agency and the Illinois Department of Commerce and Community Affairs, shall prepare educational materials and conduct outreach to promote acceptance of environmentally preferable products that have the potential for widespread applications throughout government operations. For the purposes of this section, the term "environmentally preferable products" means purchasing products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same or similar purposes. It includes but is not limited to products or services which contain recycled content, minimize waste, conserve energy or water, involve the use of renewable resources or alternative fuels, and reduce the amount of toxins disposed or consumed.

**4. Green Buildings**

a. On or before June 1, 2002, the Illinois Capital Development Board shall convene an advisory group to develop a set of policy and program recommendations to expand green building practices in state construction and renovation projects. The advisory group, among other things, shall:

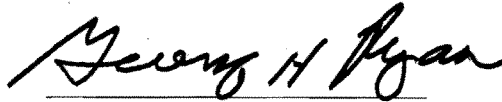
- i. Develop a consensus definition of "green buildings,"
- ii. Identify decision-making tools and planning approaches that facilitate the incorporation of green building features into new and renovated facilities,
- iii. Develop flexible green building performance guidelines for state projects, taking into account practical requirements of building design and construction as well as costs, client or agency needs, building code requirements and changing technologies.

5. **Technical Assistance**

a. The Illinois Green Government Coordinating Council shall take all actions necessary to assist state executive agencies in complying with the requirements of this order, including but not limited to providing guidance, coordinating appropriate educational programs and developing resource materials.

6. **Effective Date**

This Executive order shall be effective immediately.



GEORGE H. RYAN  
Governor

December 5, 2001

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