

IRN

THE RECYCLING NETWORK



SURPLUS PROPERTY
REUSE PROGRAM

Andover Companies • Assumption College • Auburn Public School System • Augusta (ME) Public Schools • Babson College • Bancroft School • Bay Path College • Baystate Health System • Beaver Country Day School • Bentley College • Berklee College of Music • Berkshire School • Beth Israel Deaconess Medical Center • Beth Israel Deaconess-Needham • Boston College • Boston Medical Center • Boston Scientific • Boston University • Bowdoin College • Brandeis University • Brattleboro Memorial Hospital • Brown University • Bridgewater State College • Brigham and Women's Hospital • Cambridge Health Alliance • Cambridge Hospital • Cape Cod Community College • Cathedral High School • Cheshire Medical Center • Children's Hospital Boston • Choate-Rosemary Hall • Claremont Graduate University • Claremont-McKenna College • Claremont University Consortium • Clarke Companies • Clark University • Columbia University • Concord Hospital • Connecticut Children's Medical Center • Consigli Construction Cummings Properties • Dana-Farber Cancer Institute • Dana Hall School • Danvers Housing Authority • Dartmouth College • Dartmouth-Hitchcock Medical Center • Deerfield Academy • Diversified Project Management • Eastern Connecticut State University • Elliot Hospital • Elms College • Emerson College • Emerson Hospital • Emmanuel College • Emma Willard School • Falmouth Hospital • Fitchburg State College • Forsyth Institute • Framingham State College • Franklin Medical Center • General Dynamics • General Electric • Genzyme • Gilbane Building Company • Greenfield Community College • Hannaford Corporation • Harvard University • Harvard Business School • Harvard Real Estate • Harvard School of Public Health • Harvey Mudd College • Health Ink • Holiday Inn-Newton • Holyoke Community College • Holyoke Hospital • Hotchkiss School • IKEA-New Haven • Ithaca College • Jordan Hospital • Joslin Diabetes Center • Keene State College • King Phillip Regional High School • Lahey Clinic • Lake Travis Independent School District • Lakes Region General Hospital • Lawrence Academy • Lesley University • Lexington Christian Academy • Maine Hospital Association • Manchester (CT) Memorial Hospital • Martini Construction • MassBay Community College • Mass. College of Art • Mass. College of Liberal Arts • Mass. Department of Corrections • Mass. Department of Environmental Protection • Mass. Department of Education • Mass. Department of Industrial Accidents • Mass. Department of Mental Health • Mass. Department of Mental Retardation • Mass. Mosquito Control Board • Mass. Department of Transportation • Mass. Department of Youth Services • Mass. Division of Capital Asset Management • Mass. Executive Office of Transportation • Mass. Health Enrollment Center • Mass. Hospital Association • Massachusetts Institute of Technology • Mass. Maritime Academy • Mass. Operational Services Division • Mass. Office of the Controller • Mass. Office of the Attorney General • Mass. Office of Campaign and Political Finance • Mass. Office of the Inspector General • Mass. Office of Victims Assistance • Mass. State College Building Authority • Mass. State Treasury • Mass. Teacher Retirement Board • McKesson Corporation • Medical Academic and Scientific Community Organization • Mercy Medical Center • Merrimack College • Middleboro Public School System • Middlebury College • Millbrook School • Mount Wachusett Community College • New England Baptist Hospital • New England Woodcraft • Newark Group • Nichols College • Noble Hospital • Northeastern University • Northfield Mt. Hermon School • Ohio University • Olin College • Oxford Instruments • Partners HealthCare Systems • Philips Andover • Philips Exeter • Plymouth State College • Point Loma Nazarene University • Pomfret School • Pomona College • Princeton University • Public Consulting Co. • Quinsigamond Community College • Rectory School • Rensselaer Polytechnic Institute • Richard White and Sons • Rivers School • Roger Williams University • Russell Sage College • Sacred Heart University • Saint Francis Hospital Saints Memorial Hospital • Saint Joseph College • Saint Vincent's Hospital • Salisbury School • Salem State College • Shawmut Design and Construction • Siemens Corporation • Simmons College • Sisters of Saint Joseph • Smith College • Sodexo • Somerville Hospital • Spring Harbor Hospital • Springfield College • Springfield Technical Community College • Spry Moving • Stonyfield Farm • Suffolk University • Sun Life Financial • Taft School • Temple Israel • Texas Association of Healthcare Facility Managers • Thayer Academy • The College of the Holy Cross • Tobin Life Sciences Relocation Specialists • Trinity College • Troy (NY) Public Schools • Tufts University • Turner Construction • Ulster County Community College • United States Geological Survey • University of California-Santa Barbara • University of Massachusetts–Dartmouth • University of Massachusetts–Lowell • University of New Hampshire • University of North Carolina • University of Southern Maine • University of Vermont • Vinfen Corporation • W. A. Berry • Wakefield Moving • Wakefield Public Schools • Weare Middle School • Wellesley College • Wellesley Middle School • Wesleyan College • Western Connecticut State University • Western New England College • Westfield State College • West Point Military Academy • WGBH Television • Whidden Hospital • Worcester Polytechnic Institute • Worcester State College • Wrentham Development Center • Yale School of Medicine • Yale University • York Hospital

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Managing Surplus Property through IRN for Disaster Relief and Economic Development

IRN is prepared to assist organizations nationwide in managing surplus property for reuse in disaster relief and economic development in the U.S and overseas. In addition to environmental and social benefits, it is typically less expensive to manage surplus property for reuse rather than recycling or disposal.

IRN can facilitate the donation and reuse of all types of surplus, including:

- Office, administrative, and classroom furnishings (tables, desks, chairs, storage and file cabinets, library shelving, carrels, etc.);
- Dormitory/residence hall furnishings (mattresses, beds, bureaus, desks, chairs, wardrobes, etc.);
- Laboratory equipment;
- Healthcare diagnostic and test equipment of all types;
- Reception and lounge furnishings (sofas, armchairs, side tables, folding tables, etc.);
- Expendable medical supplies and medical furnishings (drug and supply carts, beds, gurneys, walkers, IV poles, etc.);



IRN has established relationships with over a dozen U.S. and international relief organizations that use surplus property to establish or furnish schools, hospitals, clinics, and individual residences in the U.S. and abroad. Although natural disasters and humanitarian crises come and go in the news, the demand for usable surplus property is permanent and overwhelming (for example, recovery from the 2005 South Asian tsunami will continue for many years). Working with our partner organizations and our own warehouses, IRN aggregates surplus into trailer or container loads that meet the precise needs of recipient organizations, directing surplus property to the areas where it will do the most good. In 2007 IRN managed cleanouts for more than 100 organizations in fifteen states, resulting in the donation of more than five million pounds of educational, professional, and medical surplus.

We recognize that managing surplus property is secondary to any organization's core mission, and can't interfere with more critical functions. So we work with facilities managers to come up with cleanout options that fit each facility we work with, in terms of schedule, budget, involvement of facility and contractor personnel, and interaction with other operations. Our services include:

- Cleanout of storage or warehouse space, or pickup from loading areas (including handling surplus with other recyclables through our multi-material "One Stop" program);
- Move-outs from medical, academic and administrative areas;
- Dormitory cleanouts in advance of renovation or furniture replacement.

The result is more efficient and timely disposition of surplus assets, better and more cost-effective use of space for organizations that use IRN's surplus management services, and significant cost savings compared to the disposal of surplus property. Not least important, partnering with IRN helps participating organizations to realize the promise that surplus property can and should be redeployed where it can be of most benefit to individuals and society.

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Why Manage Surplus Property for Charitable Reuse?

- Surplus can help thousands of needy people in the United States and worldwide.
- Reuse is a good financial decision.
- Reuse is the highest environmental and social priority for used assets.



Helping the Needy

IRN's partnerships with nearly two dozen domestic and international humanitarian organizations allow us to direct surplus materials to those most in need. Surplus property shipped through IRN includes medical equipment and supplies for disaster relief, dormitory furniture and other residential life items to new homes and shelters, and surplus office equipment and supplies to economic development initiatives. The beneficiaries of this material represent more than twenty countries, and are located in more than 45 relief zones over five continents.

A Good Financial Decision

IRN became involved in managing surplus property when it became clear that an effective management program was the missing link that would allow people locally and worldwide to reuse furnishings that were being disposed of in landfills. But reuse also has financial benefits. Landfilling old mattresses or "soft" furniture items like chairs and sofas can cost as much as \$500-\$600 per ton – several times as much as managing for reuse. Somewhat to our surprise, we have found that loading trailers for reuse requires less time and labor than filling dumpsters. And one trailer destined for reuse holds as much as three or four 30-yard rolloff containers – not only saving money, but reducing the complexity and logistics headaches associated with managing surplus. Every project is different, but evaluated across many cases, we have documented that management for reuse is typically 10% to 30% less expensive than disposal and recycling for commodity content.

An Environmental and Social Priority

For good reasons, the acknowledged recycling hierarchy is "Reduce, Reuse, Recycle." Reuse conserves natural resources and raw materials, and eliminates the environmental and energy-consumption impacts associated with the manufacture of new products. Socially, reuse places usable products into the hands of people who don't have the choice to buy new; without your surplus, they would have nothing at all. Most IRN surplus projects divert nearly 100% of materials from disposal: 90%+ to reuse, and almost all of the rest to recycling. Our commitment is to assure that all surplus reaches its best and highest use, socially and environmentally.

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Service Options for Surplus Property Management/Reuse

Small Quantity or Less-Than-Truckload (LTL)

- Dry van pickup using 24', 26', or 32' trucks
- Lift gate or ramp service
- Transportation to IRN warehouse for consolidation and shipment
- Cost based on the volume used in the truck



Containers for Collection and/or Storage of Surplus

- Static and road-worthy trailers
- Surplus can be loaded gradually into trailer and transported when the trailer is filled
- Transportation direct to user or triage and consolidation at an IRN warehouse



Small Projects - Live Loading Trailers or Ocean Containers

- 20' or 40' high-cube ocean containers
- 45', 48', or 53' over-the-road trailers
- Trailers loaded at project site for direct transportation to users (disaster relief and/or economic development)
- Loading scheduled for efficiency and convenience to the generating organization



Large Projects – Live Loading Trailers/Containers

- Most common for multi-site and/or high volume projects
- 40' high cube ocean containers
- 48' or 53' over-the-road trailers
- Moving/loading labor provided by generator or IRN
- IRN project planning, oversight and administration



Warehouse Operations

- Sorting and consolidation services
- Options for direct drop-off at IRN warehouse
- Matching to charitable organizations for reuse
- Packaging (crating, palletizing, etc.), consolidation into container-load shipments, and transportation

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What Members and Clients Say About IRN's Surplus Management Services

"IRN has handled surplus from over a dozen Emerson buildings on some of the busiest streets in the city, including buildings without elevators, buildings without loading docks, kitchens, TV studios, structures where they've had to call in cranes and rigging crews. Whatever the situation, they've worked it out." - **Margaret Rogan, Emerson College, Boston, MA**

"The best part of using IRN as a resource is that we have been able to provide our own staff, in-house or contracted movers, to handle the surplus project. This has helped with meeting deadlines for every renovation project as well as for maintaining a daily service for recycling. IRN's flexibility with managing each project is their greatest strength." - **Jeanne Sevigny, Boston University, Boston, MA**

"We've made a real effort to track all wastes and recycled materials leaving campus. With IRN's surplus program, we know by item and weight what materials are recycled or reused, and just as important, where everything goes." - **Gerry Boyle, Boston College, Chestnut Hill, MA**

"When we heard that the IRN can handle 'just about anything', we decided to give them a try on our stadium. They found a new home for our AstroTurf football field in 2003, and this past summer, they found places for everything we pulled out in our sound system upgrade- speakers, electronics and even the flagpoles and speaker mounts. It couldn't have gone smoother." - **Don Woodring, Boston College, Chestnut Hill, MA**

"We used IRN's Surplus Program initially due to the large cost savings we gained compared to our standard disposal process. Middlebury's cost to manage surplus for reuse was about 40% less than what we budgeted for disposal, and we know it went to satisfy the needs of those affected by natural disasters. It's a huge double benefit for our campus." - **Linda Ross, Middlebury College, VT**

"This used to be one of my biggest headaches, but now it's just another phone call. All I do is call the IRN with the building names, the number of pieces, the date the students leave, and send a few pictures. After that, I know the furniture will be removed professionally, on time, and with a budget that's a lot less than disposal. It doesn't get any easier." - **Tom Shaffer, Harvey Mudd College, Claremont, CA**

"Our used furniture went to economic relief efforts in Nigeria and Romania, orphanages in Guatemala, a school for at-risk teenagers in Virginia, and hurricane relief in Louisiana and Mississippi. There's no better message, socially or environmentally, that we can give our students, staff, faculty, or alumni." - **Tom Emmons, Sr. Project Mgr., Grounds and Building Maintenance, Princeton University, NJ**

"IRN designed a system using permanent storage trailers so my staff can collect and consolidate surplus conveniently and cost-effectively. We've reduced disposal volume, disposal costs, and labor costs, and sent a great message to our campus community." - **Jeanne Sevigny, Boston University, Boston, MA**

"When we reviewed the cost of disposal compared to reuse and donation, we were surprised to find how much less it cost to use IRN. The choice to make use of IRN was therefore very easy. In addition to financial benefits, the removal project took no more time, flowed very smoothly with IRN's organization, has improved our community relations on and off campus, and items which otherwise would have been lost to the landfills are now continuing to be of use to people that really need them." - **David Bates, Sr. Construction Manager, Massachusetts State College Building Authority, Boston, MA**

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THE INSTITUTION RECYCLING NETWORK

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FOR IMMEDIATE RELEASE

IRN MEMBERS SHIP FIVE MILLION POUNDS OF SURPLUS FOR DISASTER RELIEF IN 2007

Concord, NH (January 21, 2008) – The Institution Recycling Network (IRN) and its member organizations shipped over three hundred sixty container loads holding over five million pounds of surplus property for worldwide disaster relief in 2007.

The IRN collects surplus property from organizations that would otherwise be throwing these excess items away. Usable surplus can include almost anything found in a hospital, office, classroom, living area, or dormitory. Usable items can comprise dormitory beds, hospital beds, office and classroom desks, chairs, filing cabinets, x-ray equipment, incubators, bureaus, kitchen equipment, even items like doors, windows, bathroom partitions, toilets and sinks. The IRN matches this surplus with U.S.-based and international charities which are involved in disaster relief and economic development programs in the U.S. and around the world. When IRN makes a match, it calls for trailers and containers, fills them with the requested surplus, and dispatches them to their ultimate destination.

In 2007, the IRN completed surplus property projects for nearly 100 different organizations in fifteen states. Most were in New England, but projects also came from as far away as Texas, North Carolina and California, among others. Projects ranged in size from just a few items picked up in a box truck to major cleanouts for Harvard University, Princeton University, Hannaford Bros. Corp., and others that filled as many as 25 trailers or shipping containers. Ultimately, the surplus was sent to over a dozen different countries around the world, in the Caribbean, Central and South America, Eastern Europe, Africa, and Asia. In addition, thousands of items were sent to aid organizations in the southern U.S. as part of continuing relief efforts for Hurricanes Katrina and Rita. This effort ultimately provided usable furnishings and equipment to desperately needy people in over forty different relief and development projects.

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About three-quarters of the surplus handled by IRN came from large projects that filled at least one trailer or shipping container. But more than a quarter of the surplus, and a majority of the projects, came from small cleanouts that IRN handled with its own local trucking. Items from these cleanouts were consolidated in IRN's warehouses in Everett and Holyoke, MA, matched with surplus from other small cleanouts, and dispatched in full container-loads to U.S. and overseas recipients. In 2007 IRN managed over two container-loads per week of this consolidated surplus. Already in 2008, IRN has seen a sharp increase in demand for this kind of local cleanout in Massachusetts and elsewhere in New England.

Looking forward, IRN is preparing for its busiest part of the year. When students depart at the end of spring semester, colleges and K-12 schools shift into high gear renovating academic buildings and dormitories and replacing residential, administrative, and classroom furniture. IRN will handle tens of thousands of items of surplus in the months from May through August, ranging from kindergarten desks and chairs to full commercial kitchens.

"There is no end to the supply of surplus furniture and equipment throughout the U.S. and there is no shortage of needy recipients in third-world countries or disaster relief zones," says Mark Berry, IRN's Surplus Program Manager. "IRN's role is to provide the link to make sure that this surplus isn't wasted, but sent where it is desperately needed and will be truly appreciated, right away and for years to come."

About The Institution Recycling Network

The Institution Recycling Network is a cooperative organization that works with over 150 colleges and universities, hospitals, private firms, public and private schools and state agencies to improve recycling performance and economics. The IRN negotiates for transportation, processing, and marketing of recycled commodities using the collective strength of its member institutions, and provides a single point of contact to recycle dozens of different materials – everything from cardboard and fluorescent lamps to concrete and Astroturf. The IRN is known for its effective recycling of unusual or complex commodities such as electronic equipment, construction and demolition wastes, and surplus property.

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IRN's
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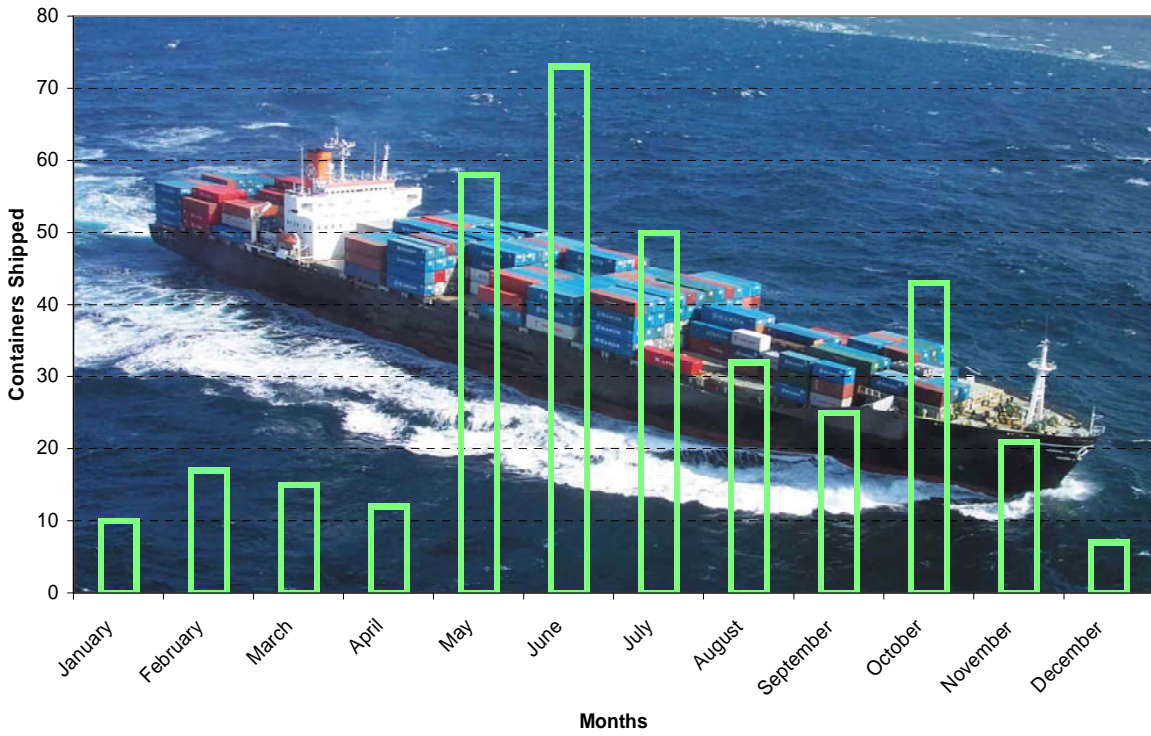
PROGRAM SUMMARY
2007

Distribution of Goods Through IRN

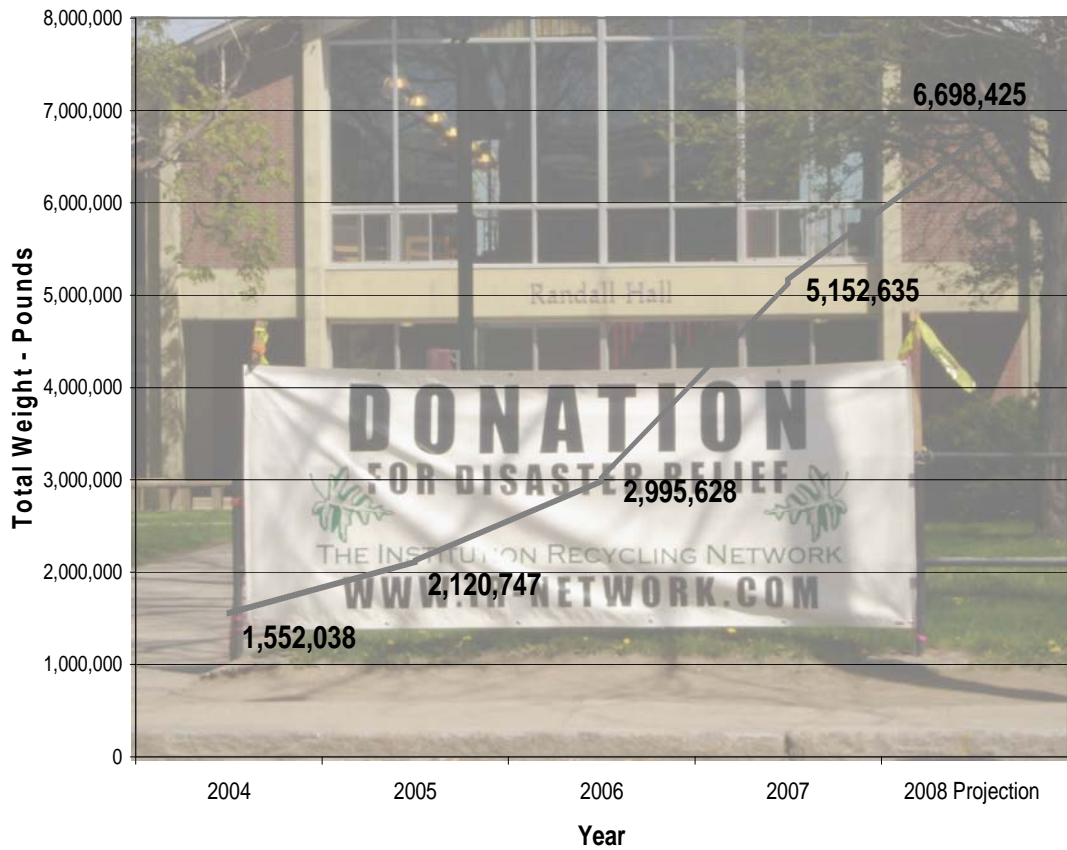


Since 2004 IRN's partners have distributed surplus to recipients in 24 countries and eleven U.S. states.

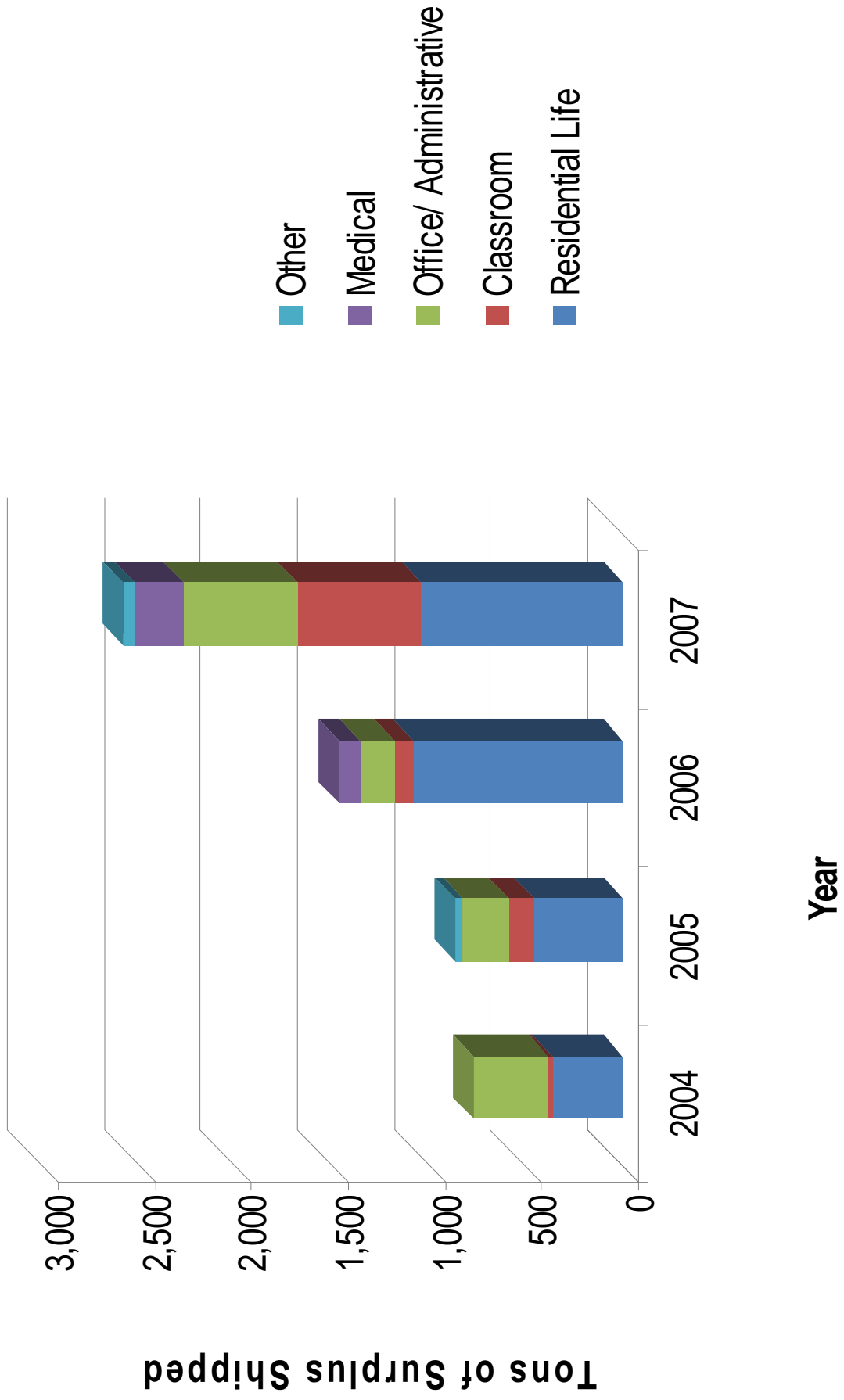
Containers Shipped Through IRN, 2007



IRN Donations - Weight Shipped



IRN Surplus Property Shipments, 2004-2007





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Know Where Your Surplus Is Going - “Know Your Markets”

Recycling’s cardinal rule is to *know your market before you recycle*. It’s not recycling if you collect beverage containers or cardboard or any material and have no place to send them; it’s just an extra stop on the way to the landfill. In recent years, computers and monitors have been the poster children for *Know Your Market*, as hundreds of sham “recyclers” have set up to pack shipping containers with equipment that’s ultimately hammered apart by Chinese, Indian or Mexican children, leaving millions of pounds of plastic and glass wastes littering the countryside.

Know Your Market is no less important for surplus than for any other material. IRN’s surplus program has been developed to assure that as close as possible to 100% of the material you provide to us is sent for reuse in the U.S. or overseas. And for every load we ship, we can document its ultimate destination, generally with photos of the surplus in place and in use.

If we can’t place surplus for reuse, we recycle it for wood or metal content. The proportion we ultimately dispose of is very, very close to zero. As with all our programs, we invite members to visit an IRN warehouse to review our operations and confirm that surplus is managed as well as we say it is.

This isn’t necessarily true for all surplus “markets.” Many groups that accept surplus property – often those who take it away at no cost – are able to use only a fraction of what they accept. Some do this knowingly, skimming the cream and discarding the rest. Others take more than they can use simply to keep the flow going; the excess piles up in warehouses until they burst. At this point panic sets in, and useful property is either discarded or recycled for its commodity content. We know this is true, because we get the panicked phone calls: can we take away one or two or two or three dozen trailers full of surplus that has no home.

For a generator, *Know Your Market* means asking a few simple questions – exactly the same questions you should ask for any recyclable material:

- Where is the material going?
- How does the “market” sustain itself financially? Who pays the costs of transportation, warehousing, triage, and distribution?
- Who handles the surplus: volunteers or professionals?
- Is the market adequately insured?
- And most important: Can I set up a time to visit your operation?

The last is the most critical. If there’s a workplace injury, if there are unsafe working conditions or inadequate safety training, if the “market” goes defunct and a warehouse of stuff has to be thrown out, it’s not the market who will be on the hook; it’s the “responsible parties” with the deepest pockets. That can be any college or university, school, hospital, or private firm that has provided materials to the market.

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Surplus for Reuse - Examples

Dorm Furniture



Hospital Equipment



School Furniture



Office Furniture



Kitchen Equipment





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Surplus Property Program
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