**Zero Waste SWATeam**

Attendees: Ximing Cai (iWG), Meredith Moore (iSEE), Tim Stark (Chair & Faculty), Leon Liebenberg (Faculty), Aaron Finder (Staff), Thurman Etchison (Staff), Maddy Liberman (Student), Manying Zhang (Student), Julija Sakutyte (clerk)  
Date: 3 September 2019  
Time: 12-1PM

Agenda

1. Review of SP19 Recommendation results
   1. Sustainability Training via University Ethics Office
   2. LED/CFL Lightbulb Replacement
   3. Use of Motion Sensor Lighting
   4. Housing Department Representative on Zero Waste SWATeam
   5. iBUY Catalogue Modification
   6. Enforcement of Sustainable Procurement
   7. Endorsement of Eight Indoor Solid Waste and Recycling Collection from F&S.
2. Unfinished SP19 Recommendations
   1. Zero Waste Education under Zero Waste Coordinator
3. Looking Forward: Zero Waste
   1. Transfer waste station video tour
   2. Battery collection
   3. iCAP 2020
   4. SWATeam Members

Meeting Minutes

1. Introductions
2. Review of SP 19 Recommendation Results
   1. Out of the **eight** recommendations created, **seven** were completed and sent to iWG.
      1. The **eighth** recommendation, of Zero Waste Education in conjunction with the Zero Waste Coordinator, is on the roster to be developed further in FA19.
   2. Of the **seven** submitted recommendations, **six** received positive response (*Sustainability Training via University Ethics Office, LED/CFL Lightbulb Replacement, Use of Motion Sensor Lighting, Housing Department, Representative on Zero Waste SWATeam, Enforcement of Sustainable Procurement, and Endorsement of Eight Indoor Solid Waste and Recycling Collection from F&S*) and **one** (*iBUY catalogue modification)* has been delayed for furtherexploration.
      1. **Sustainability Training via University Ethics Office**
         1. Positive response, iSEE will proceed.
         2. M. Moore has a student who will be assisting her with the procurement of questions from every SWATeam of objectives they would like to see tackled in the Ethics training.
         3. This training would be optional at the end of faculty & staff annual training.
      2. **LED/CFL Lightbulb replacement**
         1. Sent to F&S
            1. Dr. MohamedAttalla (Director of F&S) has sent positive response.
         2. F&S will be preparing report on status of motion sensor lighting replacement.
      3. **Motion Sensor Lighting**
         1. Sent to F&S
            1. Dr. MohamedAttalla (Director of F&S) has sent positive response.
         2. F&S will be preparing report on status of motion sensor lighting replacement.
      4. **Housing Department Representative on Zero Waste SWATeam.**
         1. Achieved. Thurman Etchison is now serving on the SWATeam.
      5. **Enforcement of Sustainable Procurement**
         1. Transmitted to Purchasing.
            1. B. Henson
         2. A. Finder: Purchasing has made several strides.
            1. The university must procure recycled content paper, so Purchasing has reached out to a supplier to provide both sustainably acquired paper and 30% recycled content paper.

Office Depot has an iBUY punchout, which requires the agreement on behalf of all three UI campuses.

Not expected to be an issue, just taking some time.

* + - * 1. Recycling of Toner Cartridges

Any department purchasing from Office Depot can arrange toner cartridge ink pick-up at **no cost.**

Some varieties may be purchased back by Office depot.

* + 1. **iBUY Modification**
       1. Delayed due to need for more discussion.
          1. Sandy Yoo (OBFS employee on iWG) should reach out.
       2. Response from Purchasing awaiting.
       3. A. Finder:
          1. Recycled content paper is a priority.

An estimated $1.5M is spent on paper alone.

Everyone should be shifted to 30% recycled content paper

* + - * 1. Reducing options to only be a sustainable product (Ex: Cleaning products) is the ultimate goal.
        2. Coordination is required due to the decentralized nature of punchout systems, campuses, and offices.

To be continued.

* + 1. **Enforcement of Sustainable Procurement**
       1. Transmitted to Dr. Evan DeLucia, Gillen Wood, and Brad Henson
          1. Hopefully a meeting to discuss possibility of achieving this recommendation can be arranged.
    2. **Endorsement of Eight Indoor Solid Waste and Recycling Collection from F&S**
       1. Transmitted to Dr. Evan DeLucia in order to write a letter of support to Dr. Mohamed Attalla of the F&S plan.
       2. An Illini Daily/iSEE newsletter report on this plan and the new bins should be done once the bins have been implemented.
    3. **General Member Comments:**
       1. L. Liebenberg: Is there a report on material flow on campus?
          1. Short answer: No, the campus does not track the individual material flow.
          2. Waste transfer station will weigh truck loads, but not individual products.

Colored bags will distinguish the type of product found.

* + - * 1. F&S handles some of said products (ex: Paper towels, toilet paper, etc) and that may be able to be backtracked based on how much of those products are being *purchased*.
        2. Waste Transfer Station might be able to give metrics on what is recycled, since that sum is sold.
      1. A. Finder: F&S has new bins at select locations which are separating recyclables accordingly.
         1. Related to F&S Recycling Collection Report
      2. L. Liebenberg: The signage is inconsistent. Is there an education program? Is it expected for people to understand what is recyclable and what is not?
         1. M. Moore: Is it possible to have a sign pointing out recyclable products in buildings with poor signage?
         2. Individuals should not be in charge of deciding what can or cannot go into landfills.

T. Stark: Student training is something the ZW SWATeam wants to pursue.

* + - 1. L. Liebenberg: Are food trucks represented on campus? Are they campus entities?
         1. T. Etchison: No, they are city entities.
         2. Follow-up: So, they could be using unsustainable products without repercussions? Is there a way to enforce sustainable activity through their contracts?

T. Etchison: The trucks are on city streets.

A. Finder: The process has been updated such that Illini Union is getting permits for food trucks to park on UIUC property, as opposed to city streets.

$50/year fee for food trucks to park on campus streets. It is certainly possible to identify sustainable procurement codes that would apply to vendors under these concession contracts.

There is something to be said about enforcement: Would a university employee check in and verify that these vendors aren’t in breach of contract?

* + - * 1. Bigger vendors (like offshoots of campus restaurants) may be able to achieve sustainable product procurement moreso than individual, local vendors.
        2. T. Stark: are there any metrics on the waste of food trucks?

Answer: Likely not.

1. Unfinished SP19 Recommendations
   1. **Zero Waste Education under Zero Waste Coordinator**
      1. Waiting for Zero Waste Coordinator to arrive.
      2. Following up soon!
      3. X. Cai mentioned possibility of collaborating with the Education SWATeam.
2. Looking Forward: Zero Waste
   1. Transfer Waste Station Video Tour
      1. Possibilities:
         1. Working with Communications team at iSEE to create some video to display around campus to show people the masses of waste received.
         2. VR company might be able to assist with a project like this!
            1. It’s a smaller company so they would likely love the exposure!
      2. Circulation of this video in student housing is an option.
         1. Ties into the Zero Waste Education via Zero Waste Coordinator.
   2. Battery Collection
      1. Not discussed.
   3. iCAP 2020:The main changes for SWATeams this school year are found in the following points.
      1. SWATeams must meet at least once a month. At these meetings, topics concerning iCAP 2020 renewal will be the focus of the meeting agenda, which will be largely guided by iWG.
         1. At least one of the following iWG members will be in attendance of these iCAP 2020 centered SWATeam meetings.
   4. SWATeam Members: Macie Sinn is no longer able to serve on the Zero Waste SWATeam. Currently, a remote Zero Waste Coordinator (Marya Ryan) Instead, the newly hired full-time zero waste coordinator will have a spot on the SWATeam. The anticipated arrival is early to mid October.