**SWATeam Recommendation**

Name of SWATeam: Zero Waste

SWATeam chair(s): BK Sharma & Timothy D. Stark

Date submitted to iWG: 4/2/21

Recommendation title: Campus-wide Office Depot® GreenerOffice™ Delivery Service Enrollment

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*For internal use only*: Date reviewed by iCAP Working Group:

Specific actions/policy recommendation:

Campus-wide Office Depot® GreenerOffice™ Delivery Service Enrollment would provide a recyclable and/or reusable delivery option for departmental purchase orders made through Office Depot. Deliveries will be made in paper bags, made of 40% post-consumer recycled content. Paper bags are reusable and recyclable. Paper bags will be transported in reusable plastic totes, made of 60% post-consumer recycled plastic, so deliveries will remain protected during transportation. These reusable totes would be picked up by Office Depot on the next delivery, such that the program is self-sustainable.

Suggested unit/department to address implementation:

Purchasing

Rationale for recommendation:

Greener Delivery reduces the number of resources used in delivery of Office Depot products and decreases the carbon emissions associated with delivery as well.

Connection to iCAP goals:
By creating more environmentally friendly options with purchasing and increasing the communication with purchasers we are furthering the overall goal of objective 5.1 [Purchasing] Create sustainable procurement reporting guidelines and increase compliance to 100% of business managers through training and outreach by FY24.

Perceived challenges:

* Offices may not want to participate
* Halted until the pandemic is over
* If other UI campuses enroll in this program, the reporting of our campus will be skewed to include their impact as well

Anticipated timeline of implementation:

Anticipated budget (identify if cost is up-front or continuous):

Low, No Cost

Individual comments are required from each SWATeam member (one or two sentences):

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| --- | --- |
| Team Member Name | Team Member’s Comments |
| BK Sharma(co-chair) | The use of recyclable and/or reusable paper/plastic bags will help us decrease the waste generated on the campus, so I support this recommendation. |
| Timothy Stark(co-chair) | *No comment available.* |
| Yuanhui Zhang | This is a lower priority project among the three proposed. The return and operation difficulty level is uncertain. |
| Caitlin Aylmer | I support this recommendation. |
| Thurman Etchison | I love this recommendation. I see no issues operationally.  |
| Aaron Finder | I support this recommendation. |
| Michael Olinger | I support this proposal. |
| Shantanu Pai | *No comment available.* |
| Leah Courtney | I support this proposal.  |
| Maddy Liberman | This recommendation requires little effort from the University and can help reduce campus waste. I support this recommendation. |
| Cassidy Steel | I support this recommendation. It's a great way to ensure better waste disposal for office spaces that does not require an intense amount of effort from the University. |

Further explanation and background (can be supplied in an attachment):

Office Depot® GreenerOffice™ Delivery Service Frequently Asked Questions Attached

Comments from consultation group (if any; these can be anonymous):