**Zero Waste Sustainability Working Advisory Team**

Date: Friday, October 1

Location: [https://illinois.zoom.us/j/86423919690?pwd%3DblI0RUY5bU9rbTcrN3NSVFpSakhodz09&sa=D&source=calendar&ust=1632858613653920&usg=AOvVaw0vvtsat14CYSjtTpT2-dRF](https://www.google.com/url?q=https://illinois.zoom.us/j/86423919690?pwd%3DblI0RUY5bU9rbTcrN3NSVFpSakhodz09&sa=D&source=calendar&ust=1632858613653920&usg=AOvVaw0vvtsat14CYSjtTpT2-dRF)

Time: 11am-12pm

*Attendees: Tim Stark (faculty), Alexa Smith (student), Sarah Shoaff (student), Sydney Trimble (student), Avery Maloto (staff), Aaron Finder (staff), Mike Olinger (staff), Clara Bosak-Schroeder (faculty)*

*Absentees: Jenna Schaefer (student), Yuanhui Zhang (faculty), Shawn Patterson (staff)*

Agenda:

1. Introductions (5-10 minutes)
   1. Name
   2. Title
   3. Involvement in Campus Sustainability
   4. Why you are interested in the Zero Waste Team?
2. Expectations of iCAP Team Members (2-3 minutes)
   1. Box Folder usage: <https://uofi.box.com/s/z1uvjubix5qnez8c8l9l2dlotpglx5mq>
   2. Proposing and Pursuing Recommendations
3. iCAP Objectives Overview (30-35 minutes)
   1. ICAP Portal: <https://icap.sustainability.illinois.edu/project/zero-waste-icap-team>
   2. **ICAP 2020 Objective Assessment (due October 8th):** <https://uofi.app.box.com/services/box_for_office_online/4881/859593567114/7dcbcf.51190989e13bbc76cab1fd985fa09364fa9775506159fae6618f99b283577ef6?node_type=file>
   3. Delegate Updating of Objectives to Team Members
4. Recommendations Introduction (10 minutes)
   1. Potential Starting Points (list of recommendations from last semester)
      1. <https://uofi.app.box.com/file/804112898503>
      2. <https://uofi.box.com/s/h3hfugajn11kjv1ad34z8z80b9hmn7qi>
   2. Recommendations Wish List: <https://docs.google.com/forms/d/1Dn5rJlhENrQZiHFmnW1WQ2hBT58JyHCMpVAmevVgtpE/viewform?edit_requested=true>
5. Reminders (5 minutes)
   1. **Campus Sustainability Celebration (10/20/2021)**
      1. Students present on iCAP 2020 progress and exciting projects
      2. <https://docs.google.com/spreadsheets/d/1KOOYh7CCJjev_6EZTJJCpsVuuhqj7mIUTBS3gTAznGY/edit#gid=0>
   2. Meeting next week to finalize assessment before October 8th

Meeting Notes:

Team Introductions

* **Member Introductions**
  + Tim Stark (Team Chair)
    - Professor of Civil Engineering
    - PWR Team to now
  + Alexa Smith (Student Clerk)
    - Clerk for Engagement iCAP Team last year
    - Senior in Environmental Science
  + Mike Olinger (returning member)
    - University Dining
    - Food Management Operations
  + Syd Trimble (new member)
    - Senior in Environmental Sciences
    - Waste Management Intern with F&S
    - Working with Shawn and Pete
  + Avery Maloto (new member—representing Morgan White)
    - Senior in MATSE, minor in T&M
    - Sustainability Intern for Morgan White
  + Clara Bosak-Schroeder (new member)
    - Associate Professor in Classics
    - Previously worked with SSC
  + Sarah Shoaff (new member)
    - Freshman in Crop Sciences focusing in agro-ecology
  + Aaron Finder (returning member)
    - Assistant Director in Purchasing (and Construction Management) Office
  + Meredith Moore (Sustainability Programs Coordinator) and Morgan White (F&S Associate Director for Sustainability) will be here when they can
* **Note**: Shantanu Pai (previous Zero Waste Coordinator for F&S) is no longer at the university
  + Hopeful for new Zero-Waste Coordinator by January or February
  + Zero Waste Team hopes to be involved in the hiring process

State of Affairs of Ongoing Recommendations & Initiatives:

* **Priorities and progress of initiatives that F&S is currently working on that the Zero Waste iCAP Team could potentially contribute to:** 
  + Deployment of multi-stream indoor recycling is underway
    - Transitioning away from single-stream bins to three-stream receptacles (see [indoor bin update](https://icap.sustainability.illinois.edu/project/5144/gallery))
  + Rolling out dual-stream outdoor bins to increase recycling rates
  + Managing PPE Mask Recycling
  + Regular campus clean-up events
  + Use the Bin Campaign (Objective 5.3.1)
    - Currently at 294 signatures
    - Effectiveness of Campaign?
      * Data still being collected so no definitive answer
      * Currently in the process of comparing recycling rates for different buildings with different bins
  + Deploying a Recyclopedia website
    - QR codes for students to scan
  + More of an emphasis on procurement beginning this year, with a particular interest in food waste
* **Zero Waste iCAP Team Previous Recommendations Progress**
  + Greener Delivery Service: currently being piloted at iSEE and looking to roll it out across campus
    - “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.”
  + NERC: still undergoing negotiation; needs to be clarified across F&S about what this membership would mean
    - “If the University intends to establish itself as a ‘Champion’ in this program, there must be a commitment to purchase PCR (post-consumer recycled) products”
  + SmartWay
    - “SmartWay is an EPA program that helps the freight transportation sector improve supply chain efficiency. SmartWay reduces transportation-related emissions, environmental risks for companies and increases global energy security.”
  + Reusable Containers: for third-party vendors (ex. Beckman Institute)

**iCAP Objective Assessment:**

* **5.1** (assigned to Aaron): Sustainable Procurement
  + There does not seem to be any discussion about Climate Action Plan at Business Managers Group (BMG) meetings
  + Main goal moving forward is to increase awareness, perhaps through a brief survey to business managers to see how they are advising on sustainability currently
  + Decipher who is in charge of putting together BMG agendas and propose email notifications for procurement guidelines
  + Estimated 20% of business managers have been trained in this capacity
* **5.2** (assigned to Syd): Reduce waste to landfill
  + Look into current data (FY21) to identify how many tons of campus waste are being sent to landfill
  + Assess by: “we have reduced waste sent to landfill by x tons”
* **5.2.1** (assigned to Syd): Increase indoor bins
  + Look into how many three-receptacle recycling bins have been installed
* **5.3** (assigned to Clara): Zero waste events
  + Dunkin Donuts Run with the Y was planned, but unfortunately cancelled due to the pandemic
  + One zero-waste event planned is the Campus Sustainability Celebration on October 20!
  + We would need one additional zero-waste event before June 20, 2022
  + Should be a Chancellor-level event that is intentionally zero-waste, as opposed to creating a new event revolving around zero-waste
* **5.3.1** (assigned to Avery): Zero Waste messaging campaign
* **5.4** (assigned to Mike): Food Scraps Reduction Campaign
* **5.5** (assigned to Mike): Plan for food scrap disposal
* **5.6** (assigned to Mike and Sarah): Local food
* **5.6.1** (assigned to Mike): Food Literacy Project
  + Contact Thurman for further information
* **5.7** (assigned to Syd, Avery, and Aaron): Green Cleaning Program
  + Discuss training on green cleaning and procurement of green cleaning products
  + Look into iBUY—number of clicks needed to get to green products

Action Items:

* Work on assigned portion of iCAP 2020 Objective Assessment
  + 5.1: Aaron
  + 5.2: Syd
  + 5.2.1: Syd
  + 5.3: Clara
  + 5.3.1: Avery
  + 5.4: Mike
  + 5.5: Mike
  + 5.6: Mike and Sarah
  + 5.6.1: Mike
  + 5.7: Syd and Avery and Aaron
* (Students) Begin preparing slides for Campus Sustainability Celebration