**Zero Waste SWATeam Meeting**

Attendees: Meredith Moore (iSEE), Robert McKim (Faculty), Aaron Finder (Staff), Thurman Etchison (Staff), Maddy Liberman (Student), Julija Sakutyte (clerk)
Date: 8 October 2019
Time: 12-1PM

1. iCAP Objectives Draft
	1. Objectives vs. Goals Debate
		1. The ***GOALS***are targeted by ***OBJECTIVES***, which are achieved through ***PROJECTS***.
		2. Using a top down approach: Deciding the [goals to target](https://icap.sustainability.illinois.edu/themes/procurement-waste) and brainstorming **measurable** objectives to target, and possibly thinking of projects that ZW has already discussed that might fall under each of the objectives.
2. [Sustainable Procurement](https://icap.sustainability.illinois.edu/project/sustainable-procurement)  Aaron Finder
	1. Operations
		1. Purchasing systems
			1. Use Banner for requisition 80% compared to iBUY 20%
				1. In iBUY all requisitions are electronic, so vendor is emailing purchasing orders, whereas Banner is printing orders.

Large opportunity for waste (of paper & ink), because purchasing processes about 20k orders a year.

3-50 pages for 80% of orders

$120-$150 to print orders of an average of $500 purchases

E-sign and confirmations are time & resource savers.

Purchasing goal to flip those percentages to Banner 20% and iBUY 80%.

* + - * 1. UIC is exclusively using iBUY, so there’s no reason why UIUC couldn’t follow suit.
		1. Purchasing was OBFS but is now under office of Chancellor
			1. Website development is underway!
				1. Idea: Sustainable procurement page?

“Your buyer Responsibilities”

* + - 1. Solicitations for vendors to present ideas for preventing single-use plastic usage on campus.
				1. Any solicitations $100K+ will be made by department; a department will make their own decisions as to what to buy, but these solicitations go through higher-ups at purchasing as well as the state; procurement code is considered.
	1. Education
		1. Purchasing website might affect decisions of buyers.
			1. Is there some way to display criteria when a product code is input into the catalogue?
				1. Possible, but prior issues with product code transactions have caused concern in upper management.
		2. Green Procurement is something that should be looked into.
			1. Looking into F&S stores might be a good idea; ensuring that those products are meeting environmental standards.
				1. Developing these standards with a large buyer is important; maintaining equivalency is also important.
		3. Have Chancellor or other higher authority enforce this code & put pressure on departments to adhere to the code.
	2. Product usage
		1. Toner Cartridge recycling
	3. **Objective: Switch campus purchasing orders to 100% within iBUY instead of Banner within the next 5 years.**
	4. **Objective: Sustainable Procurement at 100% by department at the end of each fiscal year.**
		1. Collection of current data to assess the standards which we want to inform and enforce to departments.
1. [Reuse Surplus Goods and Valuable "Waste"](https://icap.sustainability.illinois.edu/project/reuse-surplus-goods-and-valuable-waste) Tim Stark
	1. Idea to set up a surplus goods area so that departments can exchange goods as needed. Would require worker hours and coordination.
		1. Something similar already exists! Illinois has a “bid” website, as well as a surplus goods store near Orchard Downs which ALL departments making a purchase of $500+ must look through and obtain verification that nothing satisfactory was available.
2. [Increase Recycling Rates](https://icap.sustainability.illinois.edu/project/increase-recycling-rates) Tim Stark
	1. Postponed to next week.