**iWG Meeting Minutes**

**February 10, 2020; NSRC 358**

**Attendees: Bryan Johnson, Matthew Tomaszewski, Brian Bundren, Renee Wiley, Jonah Messenger, Joey Kreiling, Morgan White, Ximing Cai, Meredith Moore, Shantanu Pai**

**Zero Waste Objectives**

1. Increase understanding and compliance with sustainable procurement requirements, with 100% of business managers completing the annual sustainable procurement report by FY24.
2. Establish a culture of reuse, with 100% of campus-wide events hosted by the Chancellor or Provost Offices using durable goods and composting by FY24.
3. Develop a comprehensive Zero Waste messaging (behavior change) campaign by FY21, and achieve a cumulative total of 10,000 “Use the Bin” pledges by FY24.
4. Install appropriate waste collection infrastructure throughout University District by FY24 to reduce total landfill waste 10% by FY24, from 5,049 tons in FY19 to 4,544 tons in FY24.
5. By FY24, investigate options for integrating landfill disposal costs in the IVCB Reform.
6. Enable food waste reduction on campus through a behavior change campaign and tracking, with at least five new areas tracking and reporting their food waste by FY22.
7. Reduce food waste by 30% by FY24 for all newly tracked locations.
8. Develop a detailed comprehensive plan including implementation and operational costs/benefits to sustainably dispose of all food waste by FY24, and fully implement the plan by FY33.
9. Have office space at the University as a local distribution center for food pantries.
10. Establish a green cleaning program that would meet LEED v.4 EBOM requirements by FY24.

**Zero Waste Explanation/Discussion**

1. Increase understanding and compliance with sustainable procurement requirements, with 100% of business managers completing the annual sustainable procurement report by FY24.
	* A core issue for sustainable procurement is the lack of coordinated communication to all the myriad people making buying decisions for campus. By creating an annual report to be completed by business managers, the essential information about sustainable procurement can be disseminated and compiled.
	* Implement a sustainability procurement reporting program by FY23. *Morgan says, “perhaps through discussions with the Business Managers Group.”* Include % of purchases made through iBuy and reporting of % of environmentally preferred purchases of products like office paper, cleaning products, computers, other electronics, and freight/package delivery services. Include # of contracts with sustainability requirements.
	* Increase percentage of purchases made through iBuy to xx% by FY24.
	* Integrate sustainability requirements into all campus contracts and competitive bidding for materials and services, as well as concessions.
2. Establish a culture of reuse, with 100% of campus-wide events hosted by the Chancellor or Provost Offices using durable goods and composting by FY24.
* F&S will create a zero waste events guide.
* Purchase durable, repairable, and/or reusable goods in place of disposable goods.
* Ensure that unneeded but reusable supplies, equipment, electronics, and furniture are made available to other University units, local non-profits, and/or State agencies through established means and programs, as permitted by relevant policies. – work with Surplus to define acceptable procedures.
* Provide intra-campus communication opportunities for departments to post items for campus prior to placing in any campus re-use exchange including surplus property.
	+ It may be worth a call to contact Surplus and review their current facilities.  It’s been my experience they have such limited capacity, they are often unable to accept many items that may have otherwise found a home.
* Establish incentives and pricing structures for utilizing durables with all campus catered and waived events that include food.
* Install refill spouts on existing drinking fountains.
* Develop “Zero-Waste Swag Document” for offices/departments/RSOs that table events and provide giveaways; this reduces disposables and provides a starting point for where to search to find these items
* Students suggested, “partner with sustainable and clean companies/farmers to ensure utensils and dishes are sustainable, and produce and meats are sustainably and locally sourced with healthy ingredients.”
1. Develop a comprehensive Zero Waste messaging (behavior change) campaign by FY21, and achieve a cumulative total of 10,000 “Use the Bin” pledges by FY24.
* Yes. Will need a dedicated communication and marketing budget of about $6,000/year for consumables, promotional materials.
* Information on the Zero Waste Program should be communicated to everyone on campus and included in all campus/student orientation programs and classes.
* Talk about ethics training: provide departmental training on zero-waste protocol – specifically include recycling info in ethics training –
	1. change to mandatory in the future after the optional this coming year.
	2. This can be expanded to include other types of sustainability training including energy efficiency
* implement regular campus-wide education/promotion/outreach on materials management and zero waste. Examples include competitions, webpage, Facebook page, Twitter, Instagram, Earth Day/America Recycles Day events, art contents using recyclables, reuse workshops, etc.
* Establish a Zero Waste Ambassadors program with both departmental contacts and student coordinators
* create and distribute a Student and Faculty Transfer Station Video with Statistics
* add recycling info to orientation week, and integrate with first year experience
* host at least one zero waste game day annually for each sport.
* Communicate about and expand opportunities for diversion of personal items such as electronics (i.e. computers, printers, scanners, televisions, etc.), cell phones, textiles, household goods, appliances (e.g. microwaves, in-room refrigerators, fans), furniture and other items that students bring to campus-owned facilities that often get abandoned and fed into the University waste stream will be provided.
	1. Refrigerators are recycled via F&S refrigeration shop – probably including some from residence halls
* Expand the Dump’n’Run program by the YMCA! Could it be a year-round facility for cheap, secondhand, and reusable items, furniture, appliances, etc?
* Students suggested, “continue to focus on educating the public on what can and can’t be recycled. Start a project with a team that focuses on creating flyers and improving labels on what can be recycled and spread this information around campus”
1. Install appropriate waste collection infrastructure throughout University District by FY24 to reduce total landfill waste 10% by FY24, from 5,049 tons in FY19 to 4,544 tons in FY24.
* Would require formal design and construction standards to operationalize
	+ We can include the strategy to develop a Facilities Standard for waste management containers (both in- and out-side).
* Indoor bins
	+ we should find a way to do this asap
	+ Assess how many are needed throughout campus, discuss funding solutions
	+ I don’t think we can have all of them deployed by then in existing buildings. But all new and retrofit buildings will have them.
	+ We should look at what the funding requirement would be for getting them all done by then, and also how many we can get installed with the currently anticipated funding
* ensure waste diversion opportunities in all campus areas including mail rooms, copy rooms, break rooms, and department kitchens.
* Outdoor bins anticipated by FY22
* Optimize dumpster placement and collection process by FY24.
	+ “By 2025, we should incorporate cardboard drop off bins in various locations on campus and have a list of where these locations are. We should also improve the existing recycling bins by improving signage and labeling.”
* Tailgates - At tailgating parties Blue Recycling Bags should be handed out so the tailgaters can separate their aluminum, cardboard, and plastics from general waste on-site. Arrange for the recycling truck to pick up the blue bags, which can be left near the usual waste containers.
* Establish collection programs solutions for special recyclables, such as non-rechargeable batteries, glass, wood, electronics, and all industrial waste produced on campus, such as, wood, vehicle batteries, scrap metal, wire recycling, concrete, tires, and any other items that have a potential market.
* Students suggested, “Implementation of a plastic bag drop off/collection system with centralized locations (ie. Illini Union, Bookstore, UGL, Green Street businesses, etc).”
	+ These bags could be recycled properly, or given to reuse projects (such as Plarning Events!) on and around campus.
	+ “Possibility of charging customers on campus that want plastic bags, and potentially refunding them when the return/recycle the bag.”
1. By FY24, investigate options for integrating landfill disposal costs in the IVCB Reform.
	* SWATeam says, “We recognize that campus units are invoiced for energy, but this objective aims to achieve this at a broader scale.”
	* <<how does this integrate with the idea of a vending tax?>>
	* Once data from instrumented waste trucks that weigh each pick-up is available, identify the top five waste producing buildings. These units should receive “Reduce, Reuse, and Recycle” training.
		+ Maybe incentives for the least waste producing buildings? Like an annual award etc. This can be for businesses as well.
2. Enable food waste reduction on campus through a behavior change campaign and tracking, with at least five new areas tracking and reporting their food waste by FY22.
	* Track food waste weights for all self-operated campus food services (Housing/Dining, Bevier Café, Catering, institute cafes (ex: Beckman, IGB, Lincoln Hall), and coffee shops.)
	* All contracted units (Ex: Athletics, Illini Union), new or renewed contracts should include stipulations for tracking food waste. These stipulations would have to be modified to conform to the grab-and-go style of many of these contracted units.
	* Create a food waste information / marketing initiative, including a food donation webpage and encouraging zero waste lunches
3. Reduce food waste by 30% by FY24 for all newly tracked locations.
* Objective seems to be tracking food waste, not directly reducing. Outcome might be reduction but output of the program is food waste tracking metrics. F&S can and will provide methodology and tracking platform. Estimated hrs of work 80hrs, does not include Com staff
* This brings up a key concept: the difference between setting objectives that are about results vs. objectives that are about work we can control through program implementation. This should be considered at the iWG.
* Also, we should not lose the core of a behavior change campaign. Let’s add a responsible party for this campaign. I’ll let Shantanu know that Housing already has the food tracking system running.
	+ Students are interested to hear more information, tracking, and reduction of campus (dining hall) food waste!
	+ Is this something we could also expand to Green Street restaurants?
1. Develop a detailed comprehensive plan including implementation and operational costs/benefits to sustainably dispose of all food waste by FY24, and fully implement the plan by FY33.
	* Yes! Estimated hours 600 hrs and 400 hrs of student time to plan.
	* establish technology that can recover resources from food scraps generated at the University of Illinois, either onsite or with community partners such as UCSD.
		+ possibly a large-scale anaerobic digester, either on campus or with the UCSD
	* composting – this could be done in collaboration with the community, or through more small scale compost solutions around campus
		+ ESTABLISH composting! Investigate larger/commercial composting facility for campus and surrounding communities.
		+ Students suggested, “Conduct a cost-benefit analysis in relation to composting on campus (i.e., whether or not it is financially feasible for the University to incorporate on campus; update the study from 2010).”
			- “include analysis on how farmers can benefit from buying compost from the University, and include analysis on the legality of whether or not the University CAN sell the compost to local farmers”
	* Students suggested, “By 2025, the dining halls at UIUC should incorporate “hauler” teams that transport food waste to composting centers in the Champaign-Urbana/Central Illinois area.”
	* recycle all used cooking oil into biodiesel or some other beneficial use
2. Have office space at the University as a local distribution center for food pantries
	* Find out the current status
3. Establish a green cleaning program that would meet LEED v.4 EBOM requirements by FY24.
	* To discuss with Shantanu and Morgan