

Green Labs meeting notes

4/26/13

Attendees: Kristin Blank-White, Aaron Schmidt, Calvin Snyder, Cindy Shea, Amy Preble, Lindsay Leonard, Nita Eskew

- Lea Holt will speak for a few minutes at the beginning of the meeting about mail reduction
 - Mail Services receives ~4 tons of unsolicited standard rate mail and recycles ~2 tons per week. They have been recycling this type of material since 2007.
 - Students are mobile and typically move on a yearly basis. Student mail is sorted by PID.
 - Hard to stop wasteful mailings.
 - Mail Services will not deliver mail without a campus box number included in the address.
 - Intra-mail Network was recently contracted to help lower mailing rates and reduce paper waste.
 - This service reduced on-campus paper waste by ~5 tons last year alone. In the future, UNC departments will be able to use this service to refer wasteful mailers once the service is announced for campus-wide use, likely in the next academic year.
 - In addition, outside companies can elect to participate. These senders detail a code on the parcel that individuals can use to log-in to the Intra-mail website and change/remove their name for the sender's mailing list.
 - It was suggested that departments be encouraged to keep a catalog library in place of mass catalog mailings to the entire department. It was also suggested that there be a contract provision for ePro that provides an opt-in option for catalog mailings.
 - It was noted that the Staples sales representatives are not connected, or in close communication, with their marketing team. It remains difficult to stop mailings.
 - Waste-Free Mail 2.0
 - From the Waste Free Mail website, "WFM 2.0 is a mass electronic mail hygiene, delivery, and records management application. WFM 2.0 has the capability to track and archive information for the distribution of advertising journals, magazines and marketing materials to bulk lists of addressees' at large institutions such as colleges, universities, and government agencies. WFM 2.0 will scan and convert physical, hard copy documents into electronic versions with no loss of clarity, readability, layout, design, or pagination from the original source document. Hardcopy delivery will occur only if a recipient has opted out of email, if no email address for the recipient is available, or if the item cannot be digitized and stored. Testing with WFM 2.0 begins in Spring 2013."
 - UNC Beta test slated for 2014 in Morrison dorm

- Likely available in 2015 campus-wide
 - Advertisers can still send card copy mailings if users do not log in and create accounts.
 - Only applies to standard rate mail
 - Incentive based with green scorecard
 - A suggestion was made that Mail Services pair this program with Outlook.
 - Greenlabs would like to bring Lea Holt back in September with updates on training sessions and focus groups.
- Guest Calvin Snyder introduces SUCCEED
 - From their [Facebook page](#), “SUCCEED is a sustainable exchange that seeks to inspire a sense of wonder and spark a passion for science in the next generation by making surplus and unused supplies from UNC labs available to high-schools and middle-schools in the local community.”
 - The group plans to use crowd funding over the summer to help support their goals to incorporate.
 - It was suggested that SUCCEED be the first contact for lab closeouts.
 - It was also suggested that the group contact Janet Rupert in Asset Management for capitalized equipment (>\$2,500).
 - It was noted that there are potential liability issues surrounding contamination or injury with the lending of hazardous chemicals.
 - EHS offered to help review any relevant proposals relating to their creation and growth in an effort to enhance credibility.
 - It was noted that the Environmental Resource Program (ERP) within the Institute for the Environment might be a valuable resource for academic support.
 - Calvin is on campus during summer session I. Please contact him if you have an interest in furthering the group’s goals.
- Update on funding/logistics of can crusher for 5-gallon drums (AP)
 - The details of this purchase are currently under review. An update will be given at the next meeting.
- Letter to building contacts about alerting EHS/OWRR about potential cleanouts/moves (KBW)
 - The letter was wordsmithed in the meeting and another version will likely be presented at the next gathering.
- Development of external survey (AP)
 - It was decided that the external survey is best sent at the beginning of the Fall 2013 term.
- Timeline for introductory document to go out with expanded survey to all lab workers (AP)
 - This item was tabled for a later meeting with intent to disseminate the survey in the Fall 2013 term.
- Adding minutes of past meetings to GL website (LL/CB)
 - Minutes are now available online.
- Final logo presented to committee (AP)
- Fall Capstone class: Best practices document for labs + possible green labs certification (spring?)

- The committee will need to create Capstone descriptions over the summer for the upcoming project. More information will be gathered and discussed in the next meeting.
- Moving from goals to objectives/concrete projects for individual committee members to take on (with timelines)
 - This item was tabled for a future meeting.

Action items:

- Mail Services: Invite Lea Holt back in September with updates on training sessions and focus group opportunities
- SUCCEED: Calvin is on campus during summer session I. Please contact him if you have an interest in furthering the group's goals.
- Letter to building contacts: finalize draft and prepare for Fall 2013 mailing.
- Fall Capstone: More information will be gathered and discussed in the next meeting.
- External survey: This item was tabled for a later meeting with intent to disseminate the survey in the Fall 2013 term.
- Moving from goals to objectives/concrete projects for individual committee members to take on (with timelines): this item was tabled for a future meeting.