

Sustainable Materials Management Project Team

Meeting Minutes

February, 19, 2020, 1:00pm, DEEP Offices, 79 Elm Street, Hartford

Present:

- Pam Anderson - DAS
- Don Casella – DAS
- Chelsey Hahn - DEEP
- Jennifer Landau – CHFA (Communications Liaison)
- Nicole Lugli - DEEP
- Connie Mendolia – CT DEEP
- Rich Pease – DOC (Team Leader)
- Lauren Vaz - CRDA
- Meg Yetishefsky - DAS
- Jennifer Weymouth – DEEP (Co-Chair Rep)
- Cortez White - Judicial

Next meeting: Wednesday, March 18, 2020, 1:00pm, DEEP, 79 Elm Street, Hartford
Conference Room 4B

1. Discussion

- January meeting minutes were approved by the team and have been posted on Greener Gov CT website. Team agendas have also been submitted as requested.
- Greener Gov Handbook deadline is March 1st for each Team to provide 3 strategies for implementation, with a ranking of HIGH, MEDIUM and LOW in terms of difficulty to implement. The SMM Team discussed the following 3 strategies to recommend for the Handbook:
 - **Environmentally Preferable Products/Purchasing – EPP (HIGH)** – The team will commit to update DEEP/UCONN policies for the review and consideration for use by each agency. DAS SMM project team members will discuss with the internal policy division of DAS, the possibility of the development of a ‘model’ guideline for other state agencies to use as a template that would be developed by DAS. The DAS representative will provide update on these internal discussion and intentions at the March 18th meeting. The “model” policy will add a focus for local products, which are durable and easily repairable. When developing the “model” policy the SMM project team will look at DEEP/UCONN policies for input and consideration.

Follow-up training, education and outreach is needed. “P” Card holder communication and education is also needed. DAS, P-card administrator is available to discuss the P Card communication possibilities and share emails etc. as requested by the SMM Project Team. Possible New Employee Training/On-Boarding opportunity to educate staff on

these policies and guidelines. Yearly email reminders can be sent to staff regarding adherence to these policies.

- **Toner Cartridge Recycling (LOW)** – identify vendors used and contact vendors regarding their recycling programs.
- **Reduction of Paper (LOW)** – utilize Flex/secure print, double sided print, Microsoft Office 365 as tools to reduce paper use.
- Further refinement and discussion of these strategies is needed by the SMM Team.
- Difference between Policies and Directives is important since policies are only recommended but not required. Directives are more specific and identify responsibilities required for audit purposes.
- DAS Purchasing and Contracting subject matter experts are available to participate in the SMM Team meetings as needed.
- Update provided on the Parks contract. Cannot mandate scales on haulers as this is large expense and scales are not accurate, and calibration is needed. Haulers can use sensors to get accurate estimates of volume and can convert these using EPA factors to provide weights for tracking of statewide metrics.
- Survey Update: Data from the surveys will be discussed at the next SMM Team meeting on March 18th
- “Green Team” efforts at each agency should also be a goal/priority to promote sustainable initiatives and begin a culture change at each agency. Green Teams should meet regularly. DEEP website was reviewed with tips and information regarding how to create and promote a Green Team at each agency through awareness, education and communication.
- Next meeting at DEEP offices on Wednesday, March 18th at 1pm.