

**Date:** Tuesday 18<sup>th</sup> July 2017  
**Time:** 9:45–15:00  
**Venue:** University of Dundee  
**Resources:** [Available here](#)



## MINUTES:

# EAUC-S Waste Management Topic Support Network

### Attendees:

Jackie Beresford	Environmental Officer	Dundee and Angus College
Trudy Cunningham	Environment & Sustainability Officer	University of Dundee
Samantha Hartley	Scotland Programme Administrator	EAUC
Jennifer Kaczmariski	Sustainable Development Officer	SSN
Cara Labuschagne	Sustainability & Climate Change Officer	SSN
Peter Lavelle	Chief Executive	Glasgow Wood Recycling
Emma Leel	Sector Manager: Litter and Fly tipping	Zero Waste Scotland
Michael Mackenzie	Scotland Programme Intern	EAUC
Laura McLean	Sustainability Officer	West College Scotland
Jamie Pearson	Environmental Sustainability Manager	Edinburgh Napier University
Rebecca Petford	Scotland Programme Manager	EAUC
Amy Ritchie	Environmental Projects Assistant	University of Strathclyde
Emily Roe	Intern	Zero Waste Scotland
Rhona Smith	Waste Management Assistant	Edinburgh College
Gilbert Valentine	Head of Estates	Perth College
Paula White	Facilities Manager	West Lothian College
John Wincott	Sustainability Advisor	Fife College
Oliver Wright	Junior Consultant	Resource Futures

### Apologies:

Kate Fitzpatrick	Waste Manager	University of Edinburgh
Claire Laing	Procurement	SRUC
Spela Raposa	Environmental Awareness and Recycling Officer	University of Strathclyde
David Stutchfield	Sustainability Manager	University of St Andrews

## **SUMMARY OF RESOURCES**

### Public Bodies Climate Change Duties Reporting Waste Data

- Notes from Jennifer Kaczmarek and Cara Labuschagne, SSN – available [here](#).
- SSN Office contact: [SSN office](#).

### Glasgow Wood Recycling's Reclaimed Wooden Bin

- Presentation from Peter Lavelle, Glasgow Wood Recycling – available [here](#).
- [Glasgow Wood Recycling](#) website.

### Litter Prevention Action Plans

- Presentation from Emma Leel, Zero Waste Scotland – available [here](#).
- Find resources to create your own LPAP on the Sustainability Exchange [here](#).
- University of Dundee's Litter action plan is available along with advice from Trudy Cunningham [on request](#).
- The consultant contact providing support for Litter Prevention Action Plans is Helen Sankey from Ricardo EE: [Helen.Sankey@ricardo.com](mailto:Helen.Sankey@ricardo.com).

### Code of Practice on Litter and Refuse

- Presentation from Emma Leel, Zero Waste Scotland – available [here](#).
- Information on COPLAR consultation available on the EAUC website [here](#).
- Litter Knowledge Network available [here](#).

### Recycle Week 2017

- Presentation from Lisa McCrone, Zero Waste Scotland – available [here](#).
- Litter Knowledge Network resources available [here](#).
- If you have anything specific your institution needs producing for any form of project [contact Lisa](#).

### AOCB

- Voting bins encourage correct disposal; available [here](#).
- Dundee has a cheap thermos mug supplier, available [here](#).

	SUMMARY OF DISCUSSIONS	ACTIONS
1	<p><b>Welcome, Apologies and Introductions</b></p> <p><i>Trudy Cunningham, Waste Management TSN Convener / University of Dundee</i></p> <p>Everyone was welcomed to the event and invited to introduce themselves to the room.</p> <p>Kate Fitzpatrick has stepped back as Co-Convener of the group, and was thanked for her efforts over the last year. We are looking for a new Co-Convener, ideally with different interest areas or organisational type to Trudy. All present were asked to consider if this might be of interest to them.</p>	<p>RP: Send information and invite to Waste TSN for someone to step up into Co-Convener Role</p>
2	<p><b>Discussion: Public Bodies Climate Change Duties Reporting Waste Data – NOTES FROM SSN AVAILABLE <a href="#">HERE</a></b></p> <p><i>Jennifer Kaczmariski and Cara Labuschagne, Sustainable Scotland Network</i></p> <ul style="list-style-type: none"> <li>• Deadline for submitting information for Public Bodies Reporting is 30<sup>th</sup> November. There is a known difficulty within FHE due to the deadline falling a few months after the financial year end.</li> <li>• The Portal system is live, log in details should have been received by Key Reporting Contact.</li> <li>• ‘Emissions factors’ for universities and colleges are waiting to be added once DEFRA release the 2017 factors, and everyone will be notified when this is complete. All other sections other than question 3B are open to be completed now.</li> <li>• Everyone has different waste collection and monitoring systems – many halls of residence have their waste collected by the council, for instance.</li> <li>• There are comprehensive guidance notes available for completing each section, along with the <a href="#">SSN office</a> being open 9am-5pm Mon-Fri to answer any queries.</li> </ul> <p>Questions and Comments:</p> <ul style="list-style-type: none"> <li>• Confusion exists around accurately collecting and reporting on contaminated recycling streams – for example if a contractor burns residual waste.</li> <li>• It is possible to retrospectively update reported data from previous years on the new report if more accurate data is available. Just explain in the comments that you have received more accurate data. Keep report as up to date as possible. There is no need to amend previous reports – public versions and analysis will not be updated.</li> <li>• There is a lack of clarity around whether universities and colleges should report waste data for halls of residence when this is part of a council collection and is classed as domestic waste, there is a risk of double-counting.</li> <li>• More advice on this would be appreciated.</li> </ul> <p>It is possible to look at good practice data from institutions from previous year’s submissions to help in producing current submissions.</p> <p>86% of waste in the education sector is reported as going to landfill. Is this the data received from contractors that they have reported going to landfill, or is it unclear to categorize and so just being reported there? Problem is often information quality from contractors. Necessity for us to specify what we want from contractors - FHE need representative figures rather than a blanket 100% recycled response because this is not the case. It is possible that data is not separated on contractor’s information, but it is also an issue</p>	<p>RP: SSN, EAUC</p>

	<p>that the categories given do not align with requested categories from SSN.</p> <ul style="list-style-type: none"> <li>• -SSN’s main concern is that too much waste is being listed as going to landfill, and want to work with guidance for contractors. As there are only a handful of waste contractors it should be easy to change the standard of reporting template. Waste TSN can help get some specific things to get onto the standardised template for contractors. This could be in place for 2018 Reporting year.</li> <li>• SSN will be making a resource from- good examples from previous reports.</li> <li>• University of Aberdeen produced a particularly good report – SSN direct FHE Reporting leads towards that to look at as good example.</li> <li>• There are problems with waste data across the whole public sector</li> <li>• Education still plays a large role in tackling waste issues, as contamination is still a major issue in FHE.</li> <li>• Some energy from waste plants need contaminated bags to produce enough energy – there is a disincentive here as they don’t want 100% recycling.</li> <li>• A used furniture section would be beneficial as reuse -is significant within the sector. SSN direct this activity to be listed in the Wider Influence section’.</li> <li>• A great deal of training on Reporting has already taken place. Last year’s event videos are <a href="#">all online</a>. There are two sets of guidance notes - one focuses on how to use the portal, step by step, and the other on the content for each question and is very detailed.</li> <li>• <a href="#">Cara</a> and <a href="#">Jennifer</a> are available for any questions up until the deadline at the end of November.</li> <li>• EAUC-Scotland are working with SSN to develop support for the Recommended / Wider Influence section, which ties in ideas from the old UCCCfS reporting template.</li> <li>• Much of the PBCCD Report can be completed now, with final details added at the end of the financial year.</li> </ul>	<p>and APUC to discuss development of guidance on waste reporting for waste contractors</p> <p>SH: Share best practice examples once available</p>
<p><b>3</b></p>	<p><b>Can using a reclaimed wood bin aid awareness raising around reuse and recycling? - PRESENTATION AVAILABLE <a href="#">HERE</a></b></p> <p><b><i>Peter Lavelle, Founder and Chief Executive, Glasgow Wood Recycling</i></b></p> <p>Organisational background:</p> <ul style="list-style-type: none"> <li>• <a href="#">Glasgow Wood Recycling</a> is a social enterprise and registered charity. They are a for-profit organisation, but this profit is kept within the organisation for training and development.</li> <li>• The idea for a reclaimed wooden bin came from Stuart Miller from Glasgow University asking “Could you make a bin out of recycled wood?” after seeing previous work. It is a good example of circular economy ideas in practice.</li> <li>• The audience were encouraged to consider social enterprises as contractors for some of their waste needs.</li> <li>• GWR’s main focus is diverting wood from landfill or incineration (including biomass) to recycling and reusing. They add value to the timber they collect, diverting 450 tonnes of wood from landfill or chipping last year.</li> <li>• GWR offer great opportunities for training and volunteering to increase employment, with 16 staff currently. They are trying to make a positive social impact, offering training for people who have been out of work/education, initially as a volunteering opportunity but now part of a structured programme</li> <li>• Started in small room with college benches, and have since expanded</li> <li>• A growing container was the first to be prototyped that has proved to be a commercial success.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Glasgow Caledonian University have invested in their benches. This furniture is chunky and robust.</li> <li>• However GWR also produce bespoke items and a lot of work they do is with the eco-schools programme and learning through landscapes. There are many examples of growing spaces and garden areas which have been transformed with GWR products made of reclaimed wood.</li> </ul> <p>Reclaimed wood recycling bins:</p> <ul style="list-style-type: none"> <li>• The reclaimed-wood recycling bin is a live project that is currently being prototyped, so GWR are open to suggestions, feedback and advice.</li> <li>• The bins unfortunately cannot be made from delivery pallets as originally planned, due to a need to access a regular supply of quality wood.</li> <li>• The bins are designed to take up the same amount of space as a normal recycling bins.</li> <li>• The internal area will house either an internal plastic bin that is easy to clean or some sort of bag hanging system – this is yet to be decided and may depend on the waste stream being collected.</li> <li>• The main goal of the project is to produce a bin to the same standard as normal bins whilst making them cheaper.</li> <li>• The prototype is currently aimed at indoor use, with a <a href="#">fire-retardantfire-retardant</a> finish.</li> <li>• The bin allows enough surface area to put information on what type of recycling should be put in the bin, with a range of openings or lids possible.</li> </ul> <p>Attendee feedback:</p> <ul style="list-style-type: none"> <li>• Latest prototype – Nice aesthetic</li> <li>• More useful as an internal bin due to damage risk outside. Students set fire to and climb into bins!</li> <li>• Height could be an issue - is there a possibility that the internal bin could tilt so cleaners don't have to lift the bag up (25kg is legal weight limit for one person to lift)?</li> <li>• Could there be different colored lids for different recycling to align with current themes?</li> <li>• Could there be impact on recycling rates by using wooden bins? Would using them just for paper show a better circularity? Wood for paper, plastic for plastic?</li> <li>• Confidential paper waste would be fine as hessian sacks could fit inside.</li> <li>• There is a possible opportunity to tie in with institution's own workshops and courses to produce the bins.</li> <li>• They are about same size as a Slim-Jim bin in floor area.</li> <li>• It would be helpful to create a website with comparable range of bins, with all lids being interchangeable.</li> <li>• Could they have a slight angle so people don't sit cups on the top?</li> <li>• Will the bins have metal liners and closed lids to increase composting?</li> <li>• GWR would need to become an approved supplier and sustainability actors would need to prove why they were using new one. There are 5 approved bin suppliers on the framework currently.</li> </ul> <p>OW: <i>Resource Futures</i> are assisting Glasgow Wood Recycling to do research for the bins, and requested details for all present to contact them directly for feedback. If anyone does not want details passed on let EAUC know.</p>	<p>SH: Share contact details of all present with OW unless otherwise advised</p>
4	<p><b>Discussion: Bin choices – 2 vs. 4 and indoor vs. outdoor systems</b></p>	

	<p><b>Led by Trudy Cunningham, Waste Management TSN Convener / University of Dundee</b></p> <ul style="list-style-type: none"> <li>• Big bellies send email to Trudy when 85%/100% full. Egbert Taylor can put this smart software into any bin.</li> <li>• Although Halls of Residence waste is domestic waste it is part of institutions duty of care to educate residential students about bin use.</li> <li>• Stacking bins with lockable lids are a good option for halls. This is for space-saving reason and safety for carrying glass bins.</li> </ul> <p>What works best - Dual or four-stream bins in public areas?</p> <ul style="list-style-type: none"> <li>• A popular option is dual bins – plus food waste. Using Vegware and Unico on campus means tea and coffee cups can go food waste.</li> <li>• The effectiveness of signage is important as once the mind has registered the sign it will disengage after a while. The signs must be appropriate (limited words for foreign students) which can significantly improve recycling rates.</li> <li>• How do you keep people engaged with information on bins? Do we move the bins around a lot? Most don't. Would talking bins be useful?!</li> <li>• Big bellies stop seagulls removing waste from bins.</li> <li>• Is mixed/dry recycling less carefully followed than totally separate systems?</li> <li>• Dundee will be looking to role out the dual system in next few years. The point is raised that this system is easier and more efficient for cleaners.</li> <li>• The expense to change signage on bins is excessive.</li> <li>• No parties present have external paper bins because of the weight issue.</li> </ul> <p>Catering</p> <ul style="list-style-type: none"> <li>• Dundee are now charging more for china cups at events / meeting / conferences due to the energy used transport and washing, along with the availability of storage space. Using Unico compostable plates and cups saves the organiser 20% compared to china cups. Glassware is now corn starch with plastic aesthetic.</li> <li>• Vegware can't go into anaerobic digestion (AD) plants with other food waste.</li> <li>• Visiting internal catering teams is recommended to see how they are enacting recycling policies, is it effective, is it actually being recycling?</li> </ul> <p>Working with local councils</p> <ul style="list-style-type: none"> <li>• There is an issue around Scotland in promoting a consistent message as council regulations and practices differ.</li> <li>• Dundee and Angus College have purchased a 'Rocket' composter. Dealing with two councils across campuses was difficult due to some take compost but some don't.</li> <li>• There is an issue for students coming from different local authority areas as they use differing colour coded systems - this creates a problem with recycle rates and contamination.</li> <li>• No parties present have internal glass recycling units within FHE, although some councils collect this from households / residences</li> <li>• Dundee University monitor and rotate bins by obtaining information from road sweepers on which bins are overflowing or which are only emptied once a month, to ensure the resources are best used and litter is kept to a minimum.</li> </ul>	<p>All: Any insight or reflections to share can be shared directly with the JISCMail or through the EAUC-S Team</p>
<p><b>5</b></p>	<p><b>Litter Prevention Action Plans and Code of Practice on Litter and Refuse - PRESENTATION AND SUPPORT DOCUMENTS AVAILABLE <a href="#">HERE</a></b> <b>Emma Leel, Sector Manager Litter and Flytipping, Zero Waste Scotland</b></p>	

	<ul style="list-style-type: none"> <li>• Main focus of ZWS is not about picking up litter but preventing littering – we should be concentrating on changing behavior. We need to try to get people to use bins in first place.</li> <li>• Are the types of bins you are using causing litter problems by being too confusing? ZWS are aware of other issues – seagulls etc.</li> <li>• The Scottish Government spends a huge amounts of money picking up litter– £46million a year. In addition there are £25million in external costs such as house prices, health, fire risks etc.</li> <li>• Scottish Government are trying to get the prevention message out there. A strategy in this prevention is to ask how can the people responsible for cleaning up (Duty Bodies) change behaviors, as they are key influencers.</li> </ul> <p><u><a href="#">Litter Prevention Action Plans</a></u></p> <ul style="list-style-type: none"> <li>• Litter Prevention Action Plans (LPAP) have been developed as a structure to reduce litter. This is not just something to be completed and sit on shelf – a plan to show commitment but also continuous effort.</li> <li>• ZWS are working with as many organisations as possible such as packaging manufactures and big brands.</li> <li>• There is a need to start sharing resources to help the sector be more innovative. Local authorities get the majority of the blame for littering as they are responsible for picking litter, but they aren't the only responsible party.</li> <li>• Litter Prevention Action Plans in an area will be brought together from all sectors to provide a Community Litter Prevention Action Plan (CLPAP) to share knowledge and provide a consistent message.</li> <li>• The benefits of participation include an improved image and public perception, a proven commitment to community and the benefits to your local area. Cleaner communities attract more visitors/tourists/students.</li> <li>• There is support in place to help organisations produce a LPAP. There are templates already available that can be adapted. There is also help available for the promotional aspects. Do not just target those in charge of waste – all levels are responsible for actions under LPAP.</li> <li>• The consultant contact providing support for Litter Prevention Action Plans is Helen Sankey from Ricardo EE: <a href="mailto:Helen.Sankey@ricardo.com">Helen.Sankey@ricardo.com</a></li> <li>• Dundee University have piloted the programme, and Trudy Cunningham can be contacted for advice on <a href="mailto:t.z.cunningham@dundee.ac.uk">t.z.cunningham@dundee.ac.uk</a>.</li> <li>• What works <del>with</del> regards to changing behaviors? There are various pieces of research however it is difficult to generalize as there is not one type of litterer. Therefore it is not possible to find a one size fits all solution, so holistic consideration is needed. One idea is to contact local entities who have a hold over certain types of litter (fast food chains, coffee shops, take-aways, pubs), provide communications resources and monitoring solutions.</li> <li>• A good example of behavior changing action from the larger sector resulted from students seeing primary school children out litter picking.</li> <li>• Although the programme is focused on prevention, litter picking still has its place in this action plan as it strengthens awareness.</li> <li>• Littering is a problem that doesn't need to exist. There is a disconnect with the environment that needs to be addressed.</li> <li>• A lot of the time people don't realise they're littering – cigarettes, chewing gum, fruit peel etc. So education on this can have a major effect.</li> </ul> <p><u><a href="#">Code of Practice on Litter and Refuse (COPLAR)</a></u></p> <ul style="list-style-type: none"> <li>• <i>Education institutions are a duty body under this new Code of Practice – Educational institutions have a responsibility to prevent litter, but helping</i></li> </ul>	<p>SH: Share University of Dundee's LPAP with those present</p> <p>SH: Circulate details of Code</p>
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	<p>embed prevention into institutions.</p> <ul style="list-style-type: none"> <li>• The Code of Practice was last updated in 2006, and is now under consultation having been reviewed.</li> <li>• The Code aims to keep land clear and roads clean, putting prevention on equal footing with cleansing, ensuring clarity around responsibilities, and ensuring objectivity of litter standards through zoning.</li> <li>• Duties and scope are clear, with the Code clarifying what you are responsible for, what classes as ‘your’ litter, and the standard you should aim for</li> <li>• Education institutions are 1 of 4 duty bodies</li> <li>• There are a few steps till this becomes a statutory document – complete the survey by 25<sup>th</sup> August to feed back your views, then it will be laid in parliament for 40 days. Once finished there will be workshops to help translate what it means for your institution.</li> <li>• Once the renewed COPLAR document is completed we will have a strong understanding of what prevention actually is. The higher percentage of budget you spend on prevention the more time you have to get your area to standard.</li> <li>• Current monitoring system is being updated as this is seen to be very important.</li> <li>• Many resources available: <ul style="list-style-type: none"> <li>• Litter Knowledge Network – various areas of information available from research to preventative, including on types of bins – brings together best practice from across the globe</li> <li>• Communication Tool Kits – Topics around the Litter Knowledge Network and Litter and Flytipping in communal areas might be of interest.</li> <li>• Resources are available on <a href="#">website</a>:</li> </ul> </li> <li>• If you have any examples of best practice please contact as the knowledge network is expanding.</li> <li>• Details of the COPLAR and survey are available on the EAUC news page <a href="#">here</a></li> </ul> <p>Litter and Local Authority Relationship</p> <ul style="list-style-type: none"> <li>• The parties present discuss experiences with local authorities in to police litter through Community Wardens or Officers.</li> <li>• The University of Dundee has had experience of this as public roads go through campus – works well as a prevention.</li> <li>• Dundee and Angus College has enquired with Local Authority, however they have expressed a resistance to taking action due to viewing the students as school pupils (which would mean the only penalty that could be used would be to send a letter to their parents). However, this is obviously not applicable and the public areas around the college should indeed be effectively policed, with proper penalties given when required as a deterrent.</li> <li>• Edinburgh Napier University couldn’t get them on to campus as it is considered to be private land, despite it being a public cut through.</li> <li>• Dundee University has “This area is patrolled by smoking officer” sign outside buildings as a prevention for cigarette butt litter. They are brought on every year or so for preventative measures to reiterate that fines are applicable to cigarette butts.</li> <li>• <i>Zero Waste Scotland advises that these issues with local authorities are worth noting for your institution’s LPAP plan, and a collaborative effort through CLPAPs may be helpful.</i></li> </ul>	<p>of Practice on Litter and Refuse consultation phase with sector</p>
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<p>6</p>	<p><b>Recycle Week – Via Zoom – PRESENTATION AVAILABLE <a href="#">HERE</a></b></p> <p><b>Lisa McCrone, Consumer Campaigns Project Manager Zero Waste Scotland</b></p> <ul style="list-style-type: none"> <li>• Get involved with the national Recycle Week - it is a great way to promote recycling in general.</li> <li>• The week has been running since 2011. This year's dates run <i>Monday 25<sup>th</sup> September – Sunday 5<sup>th</sup> October</i>, directly following Climate Week. The dates coincide with the Scottish Resources Conference.</li> <li>• This year the goal is to build on last years success of beating world record for recycling and reaching 2 million social media shares. The aim is to have 100 organisations registered actions for RW2017 and reach 2 million over social media.</li> <li>• ZWS are currently procuring PR support, digital support and a contractor to produce a toolkit (leaflets, banners, posters, guidance document).</li> <li>• This year's theme will be recycling myths. They have been collated from desktop research. Which are more believed? These myths form barriers to effective recycling. Some examples: <ul style="list-style-type: none"> <li>• 80% of people believe they don't produce food waste. (teabags, eggshells etc.)</li> <li>• People believe they are currently recycling all they can – 54% of average waste bin can be recycled.</li> <li>• Younger men are less likely to recycle – possibility that this is viewed as a more feminine role??</li> <li>• Older women are more likely to contaminate bins – for example trying to recycle all plastics instead of some.</li> </ul> </li> <li>• The aim is to dispel such myths by targeting certain attitudes, therefore influencing behavior.</li> <li>• Toolkit Resources are being developed focused on digital, physical, schools and businesses.</li> <li>• Please take part! No contribution is too small or big. Even a banner on emails or events is helpful to get information out there. GIFS have been produced to circulate (see slides).</li> <li>• If you have anything specific your institution needs producing for any form of project <a href="#">contact Lisa</a>.</li> <li>• Scottish Landmarks will be being turned green.</li> <li>• Registering through email will give you a link to the toolkit resources.</li> <li>• EAUC will be circulating resources once they are available</li> </ul> <p>Feedback</p> <ul style="list-style-type: none"> <li>• General concerns around timing, as this will only be a few weeks into the term and there will be other priorities</li> <li>• Examples of activities to include: Opening free shops for longer, running a 'Pick up one piece of rubbish a day' campaign.</li> </ul>	<p>SH: Circulate resources once available and encourage sharing of suggestions of activities for climate and recycle week.</p>
<p>7</p>	<p><b>Workshop Session: Finance Teams and Sustainability</b></p> <p><b>Michael Mackenzie, EAUC-Scotland Programme Intern</b></p> <p>EAUC-Scotland are developing resources to support engagement between sustainability teams and focused professional departments. Michael's work is currently focusing on the finance department, and he ran a short group discussion workshop with those present gathering insight on three questions:</p> <ol style="list-style-type: none"> <li>1. How do you currently work with the Finance department in your institution? Where do your roles overlap?</li> </ol>	

	<p>2. How does Finance influence sustainability in your institution?  3. If Finance collaborated with you more (in general / in specific areas / on specific tasks), what could be achieved?</p> <p>The outcomes of this workshop will be used to help develop resources which will be shared with the whole EAUC-Scotland network once available.</p>	
8	<p><b>Bin Bags – Price Check</b>  <i>Trudy Cunningham, Waste Management TSN Convener / University of Dundee</i></p> <ul style="list-style-type: none"> <li>• A lot of money can be saved by properly researching the type of binbags you purchase. The language around them can be confusing.</li> <li>• There can be 100% price difference in identical bags.</li> <li>• To calculate quality focus on Microns (Thickness measurement) rather than ‘Heavy Duty’ label as this has no bearing on the quality. One bag listed as ‘Heavy Duty’ could be an average bin bag with their ‘Classic’ bag being a thinner quality. It is not always like for like.</li> <li>• All bags are listed in different measuring scales (cm, inches, liters)</li> <li>• Research a few similar products for what you need and request samples to find the correct bag for you.</li> <li>• Dundee now paying 50% less after analyzing for some bags .</li> <li>• Measuring bins to make sure the bags are an appropriate size will always reduce cost.</li> <li>• Go to the top 3 ranked suppliers in framework, find the ones you use most and ask for samples. 1. Bunzl 2. Instock disposables Ltd 3. Unico Ltd</li> </ul>	
9	<p><b>AOCB</b>  <i>Trudy Cunningham, Waste Management TSN Convener / University of Dundee</i></p> <p><b>LITTER TARGET AREAS</b>  Cigarette ends and gum are the main issues with regards to litter. Voting bins for cigarette butts are being used in Edinburgh’s Grassmarket and Trudy is investigating them for around the Student Union at University of Dundee – <a href="https://ballotbin.co.uk/">https://ballotbin.co.uk/</a>. Concern exists around exclusion of non-smokers can seem to be rewarding smoking behaviors.</p> <p><b>KEEP CUPS / REUSABLE MUGS</b>  Dundee’s supplier offers for £2.50 branded mug, which are sold at £3 per unit and provide users with a discount of 10p per drink on campus (and more in some outlets off campus). <a href="http://www.bannerpromogifts.co.uk/product/Thermomug_581288">http://www.bannerpromogifts.co.uk/product/Thermomug_581288</a>  Other institutions offer similar incentives and mugs. Keep Cups (the brand) are an expensive option.  This will likely be a topic for the sustainable behaviors online sharing series (name TBC) EAUC-S are currently developing, and everyone is encouraged to participate.</p>	SH: Share details of sharing series with group once available
10	<p><b>Next meeting:</b>  Potentially a fieldtrip to see an Anaerobic Digestion plant, perhaps in the Borders, Fife or Glenfarg.</p>	All: Advise on next meeting location and discussion topics

<b>11</b>	<b>THANKS AND CLOSE</b> <i>Trudy Cunningham, Waste Management TSN Convener / University of Dundee</i> Thanks to all contributors.	
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Minutes prepared by Samantha Hartley, EAUC-Scotland Programme Administrator, July 2017