

Meeting Minutes 221014

- Attendees: Elisha Mackey, Melissa McPherson, James Linton, Jasmine Emitage, Kate Malecek, Melissa Ravel, Vijaya Kumar, Sarah Torres, Tasha Cammidge
- Introductions and zoom check
 - o VK suggested we adjust the meeting time, when asked everyone agreed that 12 would be better, so we will check with Sue about room bookings
- Kate Malecek giving an update on her pipette tip research (see slides in drive)
 - o Everyone agreed that PolyCarbon a very cool initiative we should investigate more
 - JL asked if we can use them for BSL2 plastics, KM did not know but will ask
 - We could collect stats on what they use the plastics for, how eco-friendly the process is etc – KM will look into this
 - KM will look more into it, see if we can get discounts on bulk orders etc
 - KM will reach out to other labs who use them and see if they like them
 - Ask if things need to be autoclaved in order to send to them
- Update on proposal submission
 - o David Warren has approved our proposal
 - o We are fully supported and fully funded from BBE
 - o GL representatives program on back burner for now, but group itself can form and GLR can be reassessed in a year or so
- Need to choose faculty sponsor
 - o Dianne Newman is a good one who keeps coming up
 - JE suggested she is busy so put forth Victoria Orphan as a good option
 - o TC/ST will reach out to DN and/or VO to see if they are interested
 - o They would have to approve project proposals and maybe a few other things
- JL asked if we have talked with other labs or universities
 - o TC and ST have talked with UCI Carrie Meltzer who gave us good advice
 - Her program is about the same stage as ours, slow progress
 - She is moving away from My Green Labs Certification program
 - o TC and ST will also talk with Kathryn Ramirez from UCB next week and will give updates or see if they have any good suggestions, their program is much older than ours or UCI
- Develop a budget (due ASAP)
 - o ST started working on the document that we presented (we will update with group suggestions and ask for final approval from GL group, will submit final version to DW ASAP)
 - o We are asking for \$20,000 total budget, see document on drive
 - Unsure if we should ask for more pilot programs per year (currently it is suggested as 4, or 1/quarter) or more money for them (currently ST suggested \$2000/pilot)
 - EM said asking for more is better, but we don't want to restrict ourselves and find ourselves needing more money or a larger ability to run the pilots next year
 - TC replied that when we ask DW we will clarify or leave this item open-ended
 - JE and EM offered concerns about sending him a finalized draft, but DW just wanted a draft he will help us edit, and TC will ask what numbers he was expecting and what costs will work

- TC has formulated a draft online for the proposal submission, too long as-is so needs to be cut down
 - JL asked if there were contingencies for continuing funds, the form as-is has a question relating to that, and asks also if there are other options for alternative funding etc
- Group decided that the Lomi's/composting initiative should not count as a pilot, should be a separate initiative as a way to get the word out (put our stickers and a QR code to refer people to our website)
- Group agreed that the PolyCarbon could be a good pilot
- Swag
 - Group unsure if this is the best way to use the money right now, that the giveaways and welcome package a better use of time and money
 - We will still get stickers, but put ice chippers, mugs, cutlery, straws etc on hold for now, but TC will ask DW for future money set aside for this next year
- Is \$500 reasonable for graphic design artist to design logo, posters, stickers etc
 - JE suggested Samantha "Sami" Chang for this several weeks ago
 - And ST/TC followed up and "hired" her to do some mock-ups for us, pending group and BBE approval
 - Group agrees this is reasonable
 - Could ask to pay her more if there is a need
- Welcome package for new GL members
 - Includes new recycling bins and signage, signage for machines (traffic-signal style), signage for freezer clean-up
- Meeting giveaways
 - JL also asked if we could produce a survey and have this as a reward for completion
 - JL and ST will work on this, try to submit to lab managers soon and then follow-up will be gift basket with giveaways
 - Giveaways could include office supplies, gloves
 - KM suggested the tips from PolyCarbon could be another giveaway, group agreed and it will be priced out and added to budget by ST
- Include professional development opportunities
 - TC explained this was an item on our proposal, could be used for conferences, training related to the group etc
 - Could also ask other GL groups from other universities etc to come for a talk, or home compost experts etc
 - Group thinks no for now, easier to focus on small-scale and not get too far ahead of ourselves
 - Definitely want to ask DW for option to include this in the future
- Events
 - One for Earth Week – highlighted on website ST is putting together
 - Just a booth
 - Another event for GL vendors suggested by MC and DW
 - Group is hesitant since this is a lot of work

- JL suggested the survey mentioned above could be used to see what needs are and then in 2024 we use that information to bring people to us for a vendor show instead
 - KM: Perhaps instead of this we put more money towards pilots, as that is likely to have more of an effect rather than a few hours with a booth that maybe no one will come to
- Timeline and tasks and assignments
 - **Due ASAP:**
 - Budget - should be submitted ASAP
 - Website - ST will submit website mockup at same time as budget
 - Content for website reveal
 - Action Plan
 - Resources etc
 - Calendar of meetings and Events etc
 - **Due by January:**
 - Survey of lab managers
 - JL and ST offered to handle this
 - If people submit them we will give them giveaways (just gloves, office supplies etc from above)
 - Group agreed to wait to give people signage and bins etc until they have joined the group (as part of “welcome package”))
 - Could do several focusing on different avenues like energy use or space use, different giveaways depending on stuff
 - Include stickers when ready
 - Newsletter for our introduction – needs to be approved by Max and BBE before January
 - Suggested to keep visuals simple, lead it to our website, meeting times etc, maybe include some trivia
 - TC offered to write this and asks for help editing
 - Logo approval from group (Sami has agreed to submit to us for approval before Jan)
 - **Due Spring 2023**
 - First pilot started
 - TC and KM will work on editing proposal application to make it smaller/easier to use
 - KM offered to test it out
 - Quarterly newsletter for Spring 2023
 - Check with DW when these are being published
 - Participate in the Earth Week Event
 - **Due Fall 2023**
 - Green Labs Guide – JE and EM
 - JE and EM will work on energy and water modules
 - We will update website as modules are approved
 - Could also be newsletters, depending on our status with pilots
 - End goal of submitting the entire guide will all 6 modules by Fall 2023
 - For now other 4 modules are unclaimed

- Will work on these after first two are done and use them as a guide to make the others
 - Recycling Guide
 - Work with custodial services – TC can draft
 - Signage for recycling bins – unclaimed
 - Need to be piloted, approved and printed/laminated (coordinate with ST)
 - Need to work with custodial services to see how we can work with them, increase efficiency etc
 - Part of welcome package once ready
 - Signage for freezer cleanout - unclaimed
 - Need to be piloted, approved, and printed/laminated (coordinate with ST)
 - Part of welcome package once ready
 - Signage for traffic-light equipment plug load – TC and ST (with Sami)
 - Need to be piloted, approved and printed as stickers (coordinate with ST)
 - Quarterly newsletter for Fall 2023 - TBD
 - Check when they are being published
 - Tied to pilots
- For next time
 - TC and ST submit budget and website mockup
 - TC and ST will talk with UCB to get ideas
 - Work on Action Plan
 - Work on introduction newsletter with BBE
 - Work on GL Guide and other resources
 - Submit survey to Chen or BBE Lab Managers
- **Next meeting Nov 11 12pm Chen 240A?**
 - ST will follow up and email when everything is settled
- MR also would like to move meeting to 12 in the coming weeks due to conflict
- MR offered after the meeting to help with the website, will put her in touch with ST
- MR suggested: “Instead of the stickers which have waste associated with them, what if we worked with the Graphic Designer you're already budgeting payment for and ask them to design the "1st Annual Greener Labs Magnet"? I'm thinking that people will want the annual collection as this group grows and expands throughout campus, and it'd be neat to hear someone down the line say "yeah, I have all these magnets from each year of Greener Labs that started waaay back in 2022!" Sort of a collection piece. What do you think?”
 - TC replied this is a fantastic idea, will add to budget
- MR also said she can help with editing documents, TC will follow up

TC reached out to Eppendorf re their new BioBased tubes etc:

- "I was very excited to read the recent email discussing the BioBased Eppendorf tubes (link below), and wondered if you could send me a little more information about them? We have been trying to compile a list of eco-friendly products and vendors for our new website and Green Labs Guide and would love to include Eppendorf as one of our resources.
- Do you know, is Eppendorf also investigating circular production that uses recycled plastics (eg the tubes themselves) to produce new plastic products? Are there recycling programs in place, or are there plans for such buyback/recycling programs? Are there other products Eppendorf is hoping to release that are eco-friendly? If you don't know, no worries at all; I am just curious! I also wonder if Eppendorf would be willing to provide a discount on these products for Caltech? Currently Eppendorf's products are 3-4x the cost of comparable, non-sustainably produced, products (for example: my current supplier provides 500 15mL racked tubes for \$80), so a discount is likely necessary to encourage purchasing these products on campus. Would Eppendorf be interested in participating in events that Green Labs is participating in/hosting in 2023?"
- Their response is below:
 - o Happy to send information regarding Eppendorf sustainability commitments on our products, office practices, corporate goals and commitments.
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 - o Here's a white paper on our Biobased consumable | [White Paper 78: Consumables Made of Bioplastics Enter the Lab \(eppendorf.com\)](#)
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 - o [The Path from Vegetable Cooking Oil to Eppendorf Tubes® BioBased](#)
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 - o Eppendorf commitment and goals | [Commitments - Eppendorf](#), [Goals - Eppendorf](#)
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 - o **Eppendorf products** – Green initiatives | [Products - Eppendorf](#)
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 - o Eppendorf sustainability overview | [Sustainability at Eppendorf - Eppendorf](#)
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 - o Eppendorf utilizes 3rd party verified biobased material but we do not have buyback program.
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 - o Yes, we can definitely provide discount off of list price. Let me know what you are interested in.
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 - o And lastly, yes, we are interested in participating Green lab events. Let me know when and what it entails.
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 - o Did I answer all of your questions? Happy to discuss further.