Litter Intelligence
Data Governance Working Group
MINUTES

DATE: Tuesday 23 June 2020
TIME: 10:30am - 12pm

Attending: Amanda Valois (NIWA), Camden Howitt (SC), Christine White (KNZB), David Harris (StatsNZ), Emma Hill (DoC), Rick Leckinger (BATK), Shawn Elise Tierney (SC)
Apologies: Sandy Britain (SC)
Observing: Heather Knox (PPC), Heike Schiele (PPC), Logan Anderson (MfE)

Actions from this meeting:

ACTION	Owner	Status
Update Plastic Resin Pellet guide and other supporting documents and training tools, and circulate to Citizen Scientists.	SC	
Circulate Collaborator & Data Sharing Agreement with Amanda in the first instance, and with full DGG.	Cam	
DGG members to commence using template for any requested changes where they impact on methodology or technology for Litter Intelligence.	All	
Write up proposal for how to shift Survey Areas and initiate conversation over email.	SC	
Circulate terms of reference to Heather & Heike.	Sandy	

Meeting begins at 10:35am

10:35-45am: Begin with introductions to everyone

Review of Actions table:

Actions from previous meeting:

ACTION	Owner	Status

Verify previous surveys.	SC	Done
Update litter categories on LI app and PDF data sheet as per this meeting's decisions, and distribute.	Cam	Done
Comms with existing Citizen Scientists re: Survey Area length and change in training documents for new groups.	SC	In process
Post meeting minutes to Litter Intel website.	Cam	Done
Confirm if UNEP code is included as a column in the Data Download already. If not, add it.	SC	Done
Ops Team will take a look into boat parts/metal vehicle parts that have been found so far and adjust keywords for next mtg accordingly	SET	Done
Circulate KNZB data sheet/categories.	Krystle	Done
Make changes as documented in Data Categories Working Document and listed below under "Decisions"	SC	Done
Keep "Platform Updates" as a standing item on the DGG agenda	SET	In process
Brief developers on building Substrate recording at Survey level	Cam & Sandy	Done
Define what the required substrate fields would be for NIWA.	Cam & Amanda	In progress
Brief & quote developers functionality of Recording of Zero	Cam & Sandy	Done
How to incorporate into the tech a text field to record Citizen Scientist's commentary on each survey.	Cam & Sandy	Done
Share proposal on how to clarify the intended Quality Control Process to see if this aligns with best practice (Answer questions in Section 7, #1-6). Circulate for Comments.	SC	In progress. To present next meeting.
Share paper on the implications of removing 'Monitoring Sites' and transferring existing metadata from sites to 'Survey Areas'. Quote from developers.	SC	In progress. To present next meeting.

2. Introduction of new DGG member: Christine White

DISCUSSION

- Also observing today are Heather Knox & Heike Schiele from the Palmy

Plastic Pollution Challenge and Logan Anderson from MfE.
● Cam gives project context for new & observing members.

3. Review / Approve Minutes from Last Meeting

LINK TO MINUTES HER E

DISCUSSION

● Amanda motions to approve. Rick seconds. Minutes approved.

4. Review of Current Methodology and Litter Categories:

1. **Category & Keyword Review**
   Categories and keywords have been renamed and moved based on the decisions made at the previous meeting. These are updated in the app and website as well as the print version of the **audit data sheet here.**

   Want to request any changes? Refer to this document and add in your comments in the column with your organisation name before the meeting. Make sure you're on the first tab, aptly named "Feedback on this tab"

   a. As decided in the last meeting, we have added a category of Unidentifiable Paper Fragments. We have suggested this use the code PC01.01 per the UN codes. Can the DGG confirm or suggest another code?

DISCUSSION

● Amanda has shared the data categories with Hutt City Council.
● Most suggestions as keyword changes are great - alternative spellings are welcome.
● Review of Data Categories & Keywords Working Document
   ○ Additions & changes noted within document and summarised below.
   ○ BATK wants to know Tetrapaks are getting recycled. Proposes to split out into its own category under PC03.01 to count separately.
   ○ Discussion of Bread Bag Tags - kept in Plastic: Food containers
   ○ Discussion about material class of Cloth
      ■ Rick supports proposal to rename to Fabric and Textiles
      ■ PPC call the clothing category "Fabric & Textiles"

2. **Plastic Resin Pellet Photo Guide modification request**
   Change proposal can be seen here:

[Plastic Resin Pellet Photo Guide modification request](#)

DISCUSSION

- Photo Guide approved.
- <mark>ACTION:</mark> SC to update Plastic Resin Pellet guide and other supporting documents and training tools, and circulate to Citizen Scientists.
- Rick & Amanda rarely find resin pellets in their surveys.

5. Full QA/QC process.

1. SC is preparing our final draft of our full QA/QC processes, with the aim of publishing these on the LI website once complete. Thanks to StatsNZ and DoC for your input, we have incorporated in our [working document here](#) and will present this at our next meeting.

DISCUSSION

- This is an FYI and will be presented at the next meeting - feel welcome to have a look.
- The biggest implication is how to align QA/QC between programmes. We will add technical QA considerations into the document. Will serve as a template for freshwater and stormwater.
- Amanda has internal funding to look at QA/QC to start in July. Should be finalised by the next meeting.
- Thank you to Emma & David for their detailed input over email.

6. Update on integration of stormwater and freshwater litter data.

1. Funding confirmed from NIWA for freshwater and Auckland Council for stormwater. Technology development to commence in coming weeks.

DISCUSSION

- Kudos to Amanda at NIWA for mahi getting funding to integrate data.
- Amanda is very excited to get started. She spends a lot of nights manually entering physical field sheets into excel and manually produces graphs,so this will be a huge time saver. Projected 11 week turn-around is positive.
- Auckland Council has brought forward funding to integrate data capture for stormwater through Littatraps.
  - FYI for Logan: this is out of scope of MfE funding scope so we don't claim time or costs through this fund.

7. Governance

1. SC is preparing a draft Collaborator & Data Sharing Agreement to cover off terms and principles of collaboration. NIWA and Auckland Council will be the first to review and sign this, after which we will create a more generic version and circulate.
2. SC recommends that all proposals for changes to technology and methodologies are submitted in the format of the following template, to ensure that the right information is presented to aid decision-making. [The draft template is here for review](). Are we happy with this as a process? Any suggestions for improving the template.

DISCUSSION

- <mark>ACTION</mark>: Circulate Collaborator Agreement with Amanda in the first instance, and with full DGG once finalised.
- If funding is available and other organisations align with the data sharing agreement/programme principles, additional litter data sets could be integrated in future.
- Template for change proposals can be used by all DGG members to make sure we are answering all questions and complications on tech, docs, etc
  - Are we happy with this as a process and any suggestions to improve?
  - No changes to the template requested.
  - <mark>Action</mark>: SC and DGG members to commence using template for any requested changes where they impact on methodology or technology for Litter Intelligence.

8. Platform Updates:

The following features and fixes will go live with our next release, currently pending one fix from developers & comms write-up before going out:

1. All categories are now present in the data exports as '0' even if no items were recorded for that category
2. A comment field has been added to the survey submit pages. This can also be viewed/edited via the admin site.
3. Searching of Actions & Data has been added to the public site.
4. Survey area map is now visible on the review page in the app.
5. Substrate (Beach Surface) and Substrate Uniformity fields have been moved from the monitoring site backend and are now recorded during each survey.
6. Substrate Uniformity field has been moved from the monitoring site backend to the survey backend.
7. 'Code review' actions have been completed.

DISCUSSION

All items covered, no questions.

9. Platform Next Steps:

1. Remove "Monitoring Sites" and transfer existing metadata from sites to "Survey Areas."
2. Add "Monitoring Groups" as an entity in the Admin system.
3. Insights page redevelopment.

DISCUSSION

All items covered, no questions.

10. General Business

1. Late addition to the agenda (Ben @ SC):

Looking for some advice and input regarding what to do with a survey area on the [south side of Waitangi Estuary](#) in Hawkes bay. The survey area was set up reasonably close to the estuary mouth along a nicely formed and consistently shaped bay but the river mouth has subsequently moved south and has cut into the Survey area reducing it in size by at least 50m from what the lead has told me.

The group are heading out to do their first post lockdown survey in early July and are wanting to know if they should set up a new survey area or continue to submit data to the original survey area? The area they survey is going to be another 50m -100m further south so I'm assuming they'll need to set up a new survey area but I'm keen to know what your thoughts are and/or if you've had to tackle a similar situation?

DISCUSSION

- Rick swings on a pivot and keeps one end of the survey area.
- Will continue this discussion over email with David (who is having some technical issues hearing us) to ensure we get the data rigour point of view.
- Amanda is also keen to be part of this conversation as her sites are quite dynamic, and affected by flow.
- Rick is also keen to be part of this as it is not uncommon for parks to change.
- Christine is also keen. We will loop everyone in over email and if conversation becomes too big, will bringot the next DGG.
- **ACTION**: SC team to write up proposal & instructions for Citizen Scientists

going forward and initiate conversation over email. (SC)

Any final closing comments, general business.

- <mark>ACTION</mark>: Circulate Terms of Reference to Heather & Heike. (Sandy)

Thank you everyone!

Meetings ends at 12:02.

Summary of Changes to Data Categories & Keywords:

- Renamed Material Class
    - Cloth renamed to Fabric & Textiles

- New Categories:
    - Plastic: Bacterial habitat wheels
    - Plastic: Hangers & retail packaging, with keywords of retail packets, coat hangers, barcodes, tags, RFID, hooks, labels, silica pouches, gel sachet
    - Rubber: Construction & Automotive, with keywords of plumbing, seals, washers, sealants, o-rings
    - Paper & Cardboard: Tetrapaks

- Renamed categories:
    - Plastic: Medical waste renamed to Cosmetics and medical packaging
    - Cloth: Clothing, hats, gloves & towels renamed to Clothing, towels and linen
    - Metal: Other cans (<= 4 L) renamed to Other cans & containers (<= 4L)
    - Ruber: Balloons, tennis balls, footballs, dog toys etc renamed to Sports & Recreation

- New Keywords:
    - Nozzles, tops to Plastic: Bottle caps & lids
    - Fruit sticker to Plastic: Food Wrappers
    - Plant label, weed matting, vine ties, tubes to Plastic: Gardening & farming related
    - retail packets, coat hangers, barcodes, tags, RFID, hooks, labels, silica pouches, gel sachet to Plastic: Hangers & retail packaging (new category)
    - Chapstick to Plastic: Cosmetics and medical packaging (renamed category)
    - Fruit, Elasticated Mesh to Plastic: Mesh Bags

- ○ Wristbands to Plastic: Parking tickets & receipts
- ○ Sacks to Plastic: Plastic sheeting
- ○ Bike Parts, Bicycle parts to Plastic: Plastic vehicle parts
- ○ Sea wall matting, geotextile fabric, curtain hooks, tile spacers, sealant tubes, caulking, PVC, broom bristles, tubes to Plastic: Safety & construction related
- ○ Figurine, fake flowers, beads, garland, fake leaves, wreath, lei, legos, tinsel, decorations to Plastic: Toys, Sport & Recreation
- ○ Paint chips, casters, wheels to Plastic: Other Plastic
- ○ Earplugs to Foamed Plastic: Earplugs
- ○ Styrofoam to to Foamed Plastic: Polystyrene Cups or Food Packs
- ○ Foam sock, sleeve, foam netting, wine sleeve to Foamed Plastic: Polystyrene insulation or packaging
- ○ Packaging, tubing, handle grip, insulation, toy, boogie board, surf board, flasher rig packaging to Foamed Plastic: Other Foamed Plastic
- ○ Sacks to Cloth: Canvas, sailcloth & sacking
- ○ Undies, underwear, panties, pants, jersey, polyester, polypropylene, buttons, clips, buckles, cotton reel to Cloth: Clothing, towels & linen (renamed category)
- ○ Clothing, hats, gloves, towels to Cloth: Clothing, towels and linen
- ○ Wool to Cloth: Rope, line or string
- ○ Leather, dog collars, velcro to Cloth: Other Cloth
- ○ Polyester stuffing, sea fluff, tennis ball fuzz, rags to Cloth: Unidentifiable Cloth Fragments
- ○ Concrete, asphalt to Glass: Construction material
- ○ Terracotta, pottery to Glass: Glass or ceramic fragments
- ○ Split ring, pliers, knife, knives to Metal: Fishing related
- ○ Spark plug to Metal: Metal vehicle parts
- ○ Tubes, Ointment tube to Other cans & containers (<= 4 L) (renamed category)
- ○ Rivet, bearing, tools to Metal: Construction material
- ○ Toys, figurine, stationary items, key ring, key, ring, jewellery, jewelry, button, watch, thumbtack, drawing pin, push pin to Metal: Other Metal
- ○ Napkin, serviette, rolling papers, zigzags, zig zag to Paper & Cardboard: Cups, food trays & wrappers
- ○ Fireworks, Fire works to Paper & Cardboard: Fireworks
- ○ Swim cap, swimcap, neoprene, wetsuit, goggles, dive mask, fins, flippers, snorkel, balloons, tennis balls, footballs, dog toys, strap to Rubber: Sports & Recreation (renamed category)
- ○ Plumbing, seals, washers, sealants, o-rings to Rubber: Construction & Automotive (new category)
- ○ Tip, walking stick foot, chair leg foot, glide, crutch to Rubber: Other Rubber
- ○ Wine Corks to Wood: Corks

- Cork Floats to Wood: Fishing traps and pots
- Particle board, construction, fence post, tanalised to Wood: Processed timber & pallet crates
- Chop sticks, chopsticks to Wood: Wooden utensils
- Toys, furniture to Wood: Other Wood
- Plus, Electric cords to Other: Appliances & electronics
- Nail file, emery board, hair clip, hair pin, bobby pin to Other: Personal care items
- Face masks, tissues, toilet paper, tp, napkins, liners, pads, catheter bag to Other: Sanitary items
- Chalk to Other: Other

- Other decisions:
  - Remove "excludes syringes" from Cosmetics and medical packaging because it offers this as a suggestion when someone types "syringes."
  - Remove Rags from Other Cloth and keyword to Unidentifiable Cloth Fragments
  - Remove rubber & silicone sealant from Unidentifiable Rubber Fragments (and add to Construction & Automotive)