Litter Intelligence Data Governance Group (DGG)
Stormwater Methodology Review Meeting
Agenda

DGG Minutes for Data Governance Group 21 Oct 2021
Y4M2 DGG Stormwater Methodology Review Meeting

DATE: Thursday 21 October 2021
TIME: 1.30 - 3:00 pm

Attended: Richard Leckinger (BATK), Amanda Valois (GWRC), David Harris (StatsNZ),
Don Neale (DOC), Jonathon Hannon (PPC/Massey University), Camden Howitt (Chair - SC),
Josh Borwick (SC), Carla Fonseca Paris (minute taking - SC)
Apologies: Ben Knight (SC), Christine White (KNZB)

ACTIONS FOR NEXT MEETING:

ACTION	Owner	Status
Check that photo metadata is stripped from the file, to secure privacy of information for all Stormwater photos taken	Shawn Elise	
Scope tech development costs / solutions to add a checkbox in the stormwater app to indicate when there is litter overflowing in a trap.	Shawn Elise	
Investigate adding wording on when traps are removed to 'Date Last Emptied' tooltip.	Shawn Elise	
Add to the next DGG meeting agenda a discussion about data ethics, privacy and sovereignty.	Carla	Will be included in next agenda
The stormwater methodology document will be finalised incorporating all changes/comments agreed by DGG and the final designed version will be made available for the public.	SC/Camden	
Start a new approved survey verification process and add change to changelog on the website.	SC / Shawn Elise	at this link
Include "Identifiable fragments" category discussion/clarification in the next DGG meeting agenda.	Carla	Will be included in next agenda
New keywords accepted by DGG will be added to the LI app , to the LI dog record and the website.	Carla	In process
Send a doodle poll to schedule the next meeting.	Carla	Done

Meeting starts: 1.30pm

1. **Review and approval of [Stormwater Methodology](#) (SW)**

   a. Actions/key discussion points from the previous **[DGG Meeting (15 Sept 2021](#)**:
      i. Circulate privacy statement documents regarding location privacy of stormwater LittaTraps.
      ii. Include permission required and consents (private landowners, traffic control) as part of the training for stormwater surveys.
      iii. Discuss and define the wider area dimensions for visual assessment and photographs to be entered into the app. SC (Shawn Elise) to include these instructions on the document and in the training.
      iv. Shawn Elise to communicate with Monique from Thread lightly that the photo requirement is preferred to record any changes observed.
      v. What meta-data needs to be captured for SW in the admin platform?

Discussion:

● Introductions: Rick and Jonathon introduced themselves

● **Continuation of methodology review:**

   In reference to the 2 catchpit photos and wider area:
   Jonathon: enquired about the purpose of the photo and how is the privacy of photos treated?
   Shawn Elise: Photos are used to record the site/catchpit and they are not available on the website for the general public to see.
   Cam: In terms of privacy, Sustainable Coastlines (SC) will need to check with developers to protect information in regards to privacy of photos. Also SC should include wording in training regarding: privacy concerns/avoidances while taking photos.
   David: Photos of the catchpit and GPS coordinates are needed as part of the information that needs to be collected. It would be important to add information / wording on the privacy of photos.
   ACTION: Shawn Elise to check that photo metadata is stripped from the file to secure privacy of information for all Stormwater photos taken.

   In reference to QA/QC:
   Amanda suggested including "Survey Efficiency" and "Sorting Efficiency" to the QA/QC methodology for stormwater. These calculations would be more relevant to stormwater. Cam has suggested QA/QC to not be detailed in the Stormwater Methodology summary but to be included when writing the QA/QC methodology as they are internal to the team and do not need to be included in the Stormwater methodology summary being discussed here.

<u>In reference to Health and safety:</u>
Cam: Tread Lightly made some comments in regards to H&S considerations, such as handling needles in the drains, or drains being left unattended when open. These and all other comments provided on the document will be included and covered in the training material rather than in the methodology summary.
In regards to the comment "to add organic matter mass" Camden indicated that this can be added to the comments field, which allows for any comments and relevant information in regards to the survey to be added in.

<u>In reference to regularity of sampling and floodings/overflow:</u>
Amanda: When litter is overflowing it is important for this information to be captured. Amanda suggests adding a check box for overflowing traps in the app.
David: Agrees, that when litter overflow happens it is important for this to be noted.
Cam: A checkbox should be a simple tech solution, it will be good to scope where else to surface that information. E.g. as a filter on Insights page, within the Data Download, on the individual and/or collective 'Data' pages, etc.
ACTION: Shawn Elise to scope tech development costs / solutions to add a checkbox in the stormwater app to indicate when there is litter overflowing in a trap.
Jonathon: Shared his experience with his work with the council. The Council can be worried about flooding events and the risk that the traps can pose during these flooding events. Council perception of risk about floodings and health and safety is important to be considered.

<u>In reference to long periods without sampling</u>
Cam: Indicated that when traps are removed the "sampling period" would be covered off by entering the date of reinstallation of the trap as the "Date Last Emptied'. Cam suggests adding wording on this in the tooltip and more importantly to cover this in the training materials and training. The "Date Last Emptied' field will also cover some of the comments/concerns presented by Ben in the Stormwater document.
ACTION: Shawn Elise to investigate adding wording on when traps are removed to 'Date Last Emptied' tooltip.

<u>Other/additional comments on methodology:</u>
Jonathon: Asked if there is a possibility to do a human ethics evaluation for projects like these and other projects? Not only in regards to privacy concerns, but also data autonomy, who benefits from the data, Treaty of Waitangi, and other ethical principles.
Amanda: Has experience with this work, she is currently working on similar issues of who has access to data /use of data etc. However she hasn't covered this from the "ethics" point of view.
Cam: suggested for this topic (data ethics, privacy and sovereignty) to be added to the next agenda to discuss.
ACTION: To add to the next DGG meeting agenda a discussion about data ethics, privacy and sovereignty (Carla)

<u>Final remarks on Monitoring methodology:</u>
Cam: All the comments and discussion held will be reflected in the final methodology

document and SC will design versions to make public. The training materials will be developed accordingly. This is currently pending and will be addressed in due time. ACTION: The stormwater methodology document will be finalised incorporating all changes/comments agreed by DGG and the final designed version will be made available for the public.

2. **Draft Minutes DGG Meeting 15 September 2021 included here for reference** (For comments/review only for now. These minutes will be approved at the next DGG meeting).

3. **Reminder of decisions required via email from the last meeting.** All replies received via email are collated HERE

   a. **Survey Verification Proposal Changes at this link** please reply with comments / approval via email

   b. **Categories & Keywords additions.** If you wish to add in any comments, use in the column with your organisation name in the following spreadsheet. Please make sure you're on the first tab, aptly named "Feedback on this tab." Summary of proposed changes:
   - **Rename** the category "Toys, Sport & Recreation" to include material in brackets, as this occurs across several materials, i.e. "Toys, Sport & Recreation (plastic) / "Toys, Sport & Recreation (foamed plastic) / "Toys, Sport & Recreation (rubber)"
   - Under the material class of Rubber, **Rename** "Sports & Recreation" to "Toys, Sport & Recreation (rubber)"
   - **Add** "Melted plastic" and "burnt plastic" as **keywords** to "unidentifiable hard plastic fragments"
   - **Move** "Cigarette packet wrap" as **keyword** from "unidentifiable soft plastic fragments" to "Other Plastic"
   - **Add** the following **keywords** to "Plastic (other)": "cap brim, dish brush, scrubbing brush"
   - **Add keywords** "sand paper, sandpaper" to "Other Paper & Cardboard.

Discussion:

   a. **Survey Verification Proposal Changes:**

   Shawn Elise: Explained the changes to the survey verification process proposed to the DGG members. Its purpose is to expedite the verification process to increase lead litter data collector recall and reduce staff administrative workload. After this summary she requested the approval (or comments) of the attendees
   Cam: Asked David, do these proposed changes generate any quality control concerns?
   David: Has no concerns on quality control. David asked if within the LI team there is a capability of coding to automate this process?
   Shawn Elise: Commented that there is no capability/budget within the programme at

this stage but we would definitely be interested in that eventually if possible.
All participants have no concerns. The verification changes proposed were approved by all participants. No objections.
ACTION: SC to start new approved survey verification process and add change to changelog on website (Carla)

b. **Categories & Keywords additions.**

Cigarette plastic wrappers:
Rick: Would like to see a sub category created for cigarette plastic wrappers instead of being recorded under identifiable soft plastic. He indicated that BATK created the category 07.02 specifically for the tobacco pouch or plastic wrapper around cardboard cigarette packets due to a request to better understand cigarette-related litter. Since then, PL07.02 has been expanded to include all soft plastic packaging.
Don and Amanda: both noted that if a request like this one comes from an external interested party this request needs to be evaluated from a scientific point of view.
Jonathon: Data ethics conversations (like he mentioned before) are good times to consider who decisions impact, and if there are competing interests for example. Transparency is very important.
Rick: Clarified that the request originated from two councils in Australia and also from New Zealand, wanting to better understand the impact of cigarette-related litter. It has already been observed that cigarette butts are one the most frequently found litter items in New Zealand. Thus the request was appropriate in this case and went through the appropriate process.
Cam: It was agreed by the participants that "cigarette packet wrap" and "roll your own cigarette packaging" will be added as keywords to the category: PL07.02 Unidentifiable Soft Plastic

"Unidentifiable fragments" categories
Cam suggested having a discussion at the next DGG meeting regarding the category "Unidentifiable fragments" that require some clarification -- we could perhaps remove the word "unidentifiable" or replace it with "miscellaneous" to avoid confusion.
ACTION: Include "Unidentifiable fragments" category discussion/ clarification in next DGG meeting (Carla)

New Keywords:
Rick: also suggested for the keywords "rubber-like" or "rubbery" to be added since synthetic rubber is not considered a plastic.

Record keeping of Categories & Keywords additions decisions
Cam: Indicated that all the comments made/added on the following spreadsheet. and discussed today will be added to the categories log document that is made public along with the minutes from all DGG meetings in the LI webpage. All minutes are published and we make sure that we keep record of discussion and decision making processes for transparency.
ACTION: New keywords accepted by DGG will be added to the LIapp, to the LI log document and the website (Carla)
ACTION: Carla to send a doodle poll to schedule the next meeting.

Meeting ends: 2.52pm -