



MEETING MINUTES

**Cross-Functional Team (CFT)
NIH Baltimore Environmental Management System (EMS)
Thursday, March 6, 2008
10:00 am – noon**

Meeting Objective(s):

- Determine status of last meeting's action items
- Confirm accomplished objectives
- Identify the implementation components of the 2008 proposed objectives

Attendees:

Jane Clarke (NIA)
Deborah Gomke (NIDA)
Robin Hirschhorn (Booz Allen)
Terry Leland (ORF/DEP)

James Pitt (ORF/DEP)
Kristen Peters (Booz Allen)
Ray Phelps (ORF)
Leslie Premo (NIDA)

Minutes:

Review of Action Items

The action items resulting from the February 7th meeting were reviewed. The table below provides a status update of these action items.

| Action Item | Status | Notes |
|--|----------|---|
| 1. Obtain the draft NIH Baltimore EMS environmental policy from Jane Clarke | COMPLETE | Jane Clarke provided a signed copy of the NIA memo. James Pitt will follow-up on obtaining a copy of the NIDA memo. These memos will be available on the NEMS website (nems.nih.gov) in the upcoming weeks. |
| 2. Review the activities list and provide any additions, removals or changes to James Pitt | COMPLETE | Additional activities were suggested by Jane Clarke and discussed by the CFT at this meeting. |
| 3. Review and update the list of legal and other requirements | Ongoing | James Pitt is reviewing the list and will update as needed |

During the review of action items, the CFT discussed the additions to the activities list suggested by Jane Clarke. The following changes were agreed to:

- Add “use of environmentally sound cleaning products” under the chemical spills aspect

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- Note that solvent bulking under chemical waste generation is only being done by NIDA
 - Remove “cyclotron” but keep “irradiator” under from radiological waste generation

A list of activities with the discussed changes is provided in Attachment 1.

Review of Accomplished Objectives

During the February meeting, the CFT reviewed the 2007 objectives and provided information on their status. At this meeting, the CFT reviewed the objectives that were identified as completed. Attachment 2 provides a list of the accomplished objectives and comments collected during the CFT’s review. The CFT identified three of the accomplished objectives that need further consideration and will remain as an objective in 2008, including:

- Install compactor at BRC to allow cardboard to be recycled [Aspect – general waste] (timeframe for this objective is August 2008);
- Investigate options for recycling pallets [Aspect – general waste]; and
- Investigate the potential to purchase a liquid scintillation vial crusher to reduce both radioactive and general wastes (use by NIA and NIDA) [Aspect – radioactive waste].

Identification of Implementation Components

The 2008 objectives were identified during the February meeting. The CFT reviewed these objectives and identified the staff responsible for their implementation. The changes and responsibilities for the 2008 objectives agreed to by the CFT is provided in Attachment 3. CFT members took responsibility for following up on action items identified during the review of objectives; the captured action items are provided below.

Next Steps

The CFT agreed to discuss objectives that are applicable to larger groups at NIH Baltimore. This discussion will include identifying outreach needs and options, audiences to brief about the EMS, and means for deploying outreach and awareness tools. The group also decided to plan for an Earth Day event to re-launch the EMS and raise awareness for environmental efforts.

Action Items:

| Action Item | Responsible Person(s) | Due Date |
|---|-----------------------|--------------------|
| 1. Determine procedure/protocol for chemical shipments between NIH Baltimore and Bethesda and Gaithersburg Warehouse | Terry Leland | Wednesday, April 2 |
| 2. Contact Greg Leifer (ORF) to determine if energy meters are installed, are tracking data, and have a baseline | Ray Phelps | Wednesday, April 2 |
| 3. Determine if a policy on fleet management exists by contacting Tom Haines or Phyllis Exum | James Pitt | Wednesday, April 2 |
| 4. Provide list of senior management and key participants to Terry Leland so that she can request participation and support for the EMS | James Pitt | Wednesday, April 2 |
| 5. Determine responsibility for water consumption objectives | Ray Phelps | Wednesday, April 2 |
| 6. Identify Johns Hopkins contact for CFT participation | James Pitt | Wednesday, April 2 |

Next Meeting:

The NIH Baltimore EMS CFT meets at 10 AM on the first Thursday of every month. The next meeting is scheduled for Thursday, April 3rd at 10:00 AM in the BRC's 4th Floor Conference Room.



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**Cross-Functional Team (CFT)
NIH Baltimore Environmental Management System (EMS)
Thursday, March 6, 2008**

ATTACHMENT 1

**NIH Baltimore
Aspects and Associated Activities**

| Aspects | Activities |
|--|--|
| Air emissions | Chemical, Biological and Radioactive Isotope Use, Storage, Disposal and Transportation |
| | Fume Hood Use |
| | Operation and Maintenance of HVAC Systems |
| | Operation and maintenance of propane tanks |
| | Operation of Central Utility Plant (Chillers, Boiler, Cooling Towers) |
| | Transportation to facility |
| | Use of emergency generators |
| Chemical spills | A/B Neutralization for wastewater |
| | Animal Husbandry |
| | Bulk Fuel Storage (USTs and ASTs) |
| | Bulk Fuel Transfer During Fill/Dispensing Operations |
| | Cage Washing |
| | Chemical, Biological and Radioactive Isotope Use, Storage, Disposal and Transportation |
| | Imaging (PET scans,x-ray, MRIs) |
| | Janitorial services |
| | Mixed Waste Handling (e.g., rad waste, med waste) |
| | Operation and maintenance of propane tanks |
| | Use of Environmentally Sound Cleaning Materials |
| Chemical waste generation | A/B Neutralization for wastewater |
| | Animal Husbandry |
| | Cage Washing |
| | Chemical Use, Storage and Transportation |
| | Decontamination and sterilization |
| | Haz Mat Response and Clean-Up |
| | Imaging (x-ray, MRI) |
| | Janitorial services |
| | Operation and Maintenance of HVAC Systems |
| | Operation of "grey water" system |
| | Operation of Central Utility Plant (Chillers, Boiler, Cooling Towers) |
| | Procurement of Chemicals and Pharmaceutical products |
| | Solvent Bulking (NIDA only) |
| | Energy and water consumption |
| Animal Husbandry | |
| Benchtop Lab Equipment Use | |
| Cage Washing | |
| Chemical, Biological and Radioactive Isotope Use, Storage, Disposal and Transportation | |
| DI System (Deionized Water) | |
| Equipment Cooling (Direct or Indirect) | |
| Fume Hood Use | |
| Imaging (x-ray) | |
| Janitorial services | |
| Lab maintenance services (electrical, painting, plumbing) | |
| Maintenance of fire equipment and systems | |
| Operation and Maintenance of HVAC Systems | |
| Operation of "grey water" system | |
| Operation of Central Utility Plant (Chillers, Boiler, Cooling Towers) | |
| Use of electromagnetic radiation equipment | |
| Use of emergency generators | |
| Use of Office Equipment | |
| Fuel consumption | Bulk Fuel Storage (USTs and ASTs) |
| | Bulk Fuel Transfer During Fill/Dispensing Operations |
| | Operation and maintenance of propane tanks |
| | Re-Fueling of Vehicles |

**NIH Baltimore
Aspects and Associated Activities**

| Aspects | Activities |
|--|--|
| Med path waste generation | Animal Husbandry |
| | Animal Surgery |
| | Carcass handling |
| | Chemical, Biological and Radioactive Isotope Use, Storage, Disposal and Transportation |
| | Human Tissue Pathology/Histology |
| | Medical-pathological waste handling |
| Multihazardous waste generation | Animal Husbandry |
| | Bio-containment (Levels 2 & 2 with "3 practices") |
| | Heavy Metals Use |
| | Human Tissue Pathology/Histology |
| | Radioactive Isotope Use, Storage |
| Natural resource consumption | Animal Shipping and Receiving |
| | Drug Dispensing Operations |
| | Janitorial services |
| | Package Shipping and Receiving |
| | Patient Care |
| | Use of Bathrooms |
| | Use of Office Equipment |
| | |
| Radiological waste generation | Bio-containment (Levels 2 & 2 with "3 practices") |
| | Cyclotron and Irradiator |
| | Decay for Rad Waste |
| | Disposal (via sewage) |
| | Imaging (x-ray) |
| | Radioactive Isotope Use, Storage, and Transportation |
| Toxic releases | Laboratory moves |
| | Receiving and Surplusing of Furniture and Equipment |
| Wastewater generation | Animal Husbandry |
| | Bio-containment (Levels 2 & 2 with "3 practices") |
| | Cage Washing |
| | DI System (Deionized Water) |
| | Imaging (x-ray, MRI) |
| | Janitorial services |
| | Operation and Maintenance of HVAC Systems |
| | Operation of "grey water" system |
| | Operation of Central Utility Plant (Chillers, Boiler, Cooling Towers) |
| | Silver Recovery Units |



MEETING MINUTES

**Cross-Functional Team (CFT)
NIH Baltimore Environmental Management System (EMS)
Thursday, March 6, 2008**

ATTACHMENT 2

NIH BALTIMORE ENVIRONMENTAL MANAGEMENT SYSTEM 2007 ACCOMPLISHED OBJECTIVES

* Comments collected during the March 6th meeting are provided in red.

| ENVIRONMENTAL ASPECT | OBJECTIVE | RESPONSIBILITY | STATUS |
|-------------------------|---|----------------|---|
| Multiple Aspects | 1. Establish a process that requires all PIs to sign the PI Compliance Statement (NIA only) | Jane Clarke | Objective met. Process established and implemented in August. |
| Air Emissions | 1. Investigate the possibility for on-site incineration of carcasses | Wayne French | Objective met. |
| Chemical Waste | 2. Complete Phase II of Chemical Inventory System (NIA only) | Jane Clarke | Objective met. Vertere in place. ChemWatch is incorporated. |
| | 3. Investigate options for using environmentally friendly cleaning products | Scott Koehler | Objective met. Currently using these products at the BRC and GRC. BRC SOW included the use of green cleaning products, and they are currently being used. Contractor has been tasked to provide a list of cleaning products currently being used. |
| | 4. Institute an oil recycling program in Bayview Research Center. | Scott Koehler | Objective met. |
| General Waste | 1. Identify opportunities to increase shipping materials recycling (i.e. pallets and cardboard) | Scott Koehler | Objective met. Compactor needs to be installed before cardboard can be recycled. Need to investigate options for recycling pallets. |

**NIH BALTIMORE ENVIRONMENTAL MANAGEMENT SYSTEM
2007 ACCOMPLISHED OBJECTIVES**

| ENVIRONMENTAL ASPECT | OBJECTIVE | RESPONSIBILITY | STATUS |
|----------------------|---|---|---|
| | 2. Investigate "same manufacturer procurement" as a justification for sole-source contracting in order to reduce costs and wastes. (Should result in decrease in furniture surplus) | Scott Koehler | Objective was determined to be unfeasible. |
| | 4. Investigate options to institute a disposable labwear recycling program | Jane Clarke/ Deborah Gomke | Objective met. Disposable labwear is recycled when feasible at NIDA. NIA does not recycle labwear. |
| Radioactive Waste | 1. Investigate the potential to purchase a liquid scintillation vial crusher to reduce both radioactive and general wastes (NIA only). | Jane Clarke/ Deborah Gomke Larry Koenig | Objective met. The vial crusher option was investigated. Since NIA's volume is low and the budget is tight this was not submitted for FY 2008. Objective will be applied to both NIA and NIA and investigated in 2008. |



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**Cross-Functional Team (CFT)
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ATTACHMENT 3

NIH BALTIMORE ENVIRONMENTAL MANAGEMENT SYSTEM 2008 DRAFT OBJECTIVES

* Comments collected during the March 6th meeting are provided in red.

| ENVIRONMENTAL ASPECT | OBJECTIVE | RESPONSIBILITY | STATUS |
|--|---|--|---|
| Multiple Aspects | 1. Identify BIS representative for participation in the CFT | James Pitt | NEW OBJECTIVE |
| Air Emissions | 1. Replace existing boilers with low-NOx burning boilers when current boilers reach end of life cycle | Scott Koehler | Objective partially met. Boilers in need to be upgraded (5+yrs turn around). |
| | 2. Pursue the development of a telecommuting option policy justified, in part, on ozone alert days (NIA only). | Jane Clarke | Objective partially met. Under consideration by NIA Administration |
| Cultural Resource Disturbance | 1. Maintain compliance with requirements | TBD | Objective met and will remain an objective for 2008. |
| Chemical Spills and Leaks to the ground | 1. Investigate development of a more secure protocol for chemical transfers between NIH Baltimore facilities (NIA only) | Jane Clarke/ Deborah Gomke | Objective partially met. One transport cart purchased and another to be ordered (NIA). Need to determine protocol on shipments from Bethesda and Gaithersburg Warehouse. |
| | 2. Work with Hopkins and building owners to establish clear determination of UST ownership and liabilities | Scott Koehler James Pitt | In progress. Need to acquire permits. |
| | 3. Establish SPCC plan, if needed | James Pitt | In progress. Should be completed in 3-4 months. |
| Chemical Waste | 1. Develop a Chemical Inventory System (NIDA only) | Trena Francis | Objective is in progress. Vertere has been installed; barcoding needs to be completed. |

NIH BALTIMORE ENVIRONMENTAL MANAGEMENT SYSTEM 2008 DRAFT OBJECTIVES

| ENVIRONMENTAL ASPECT | OBJECTIVE | RESPONSIBILITY | STATUS |
|-------------------------------|--|---|--|
| Ecological Disturbance | 1. Maintain compliance with requirements | TBD James Pitt | Objective met and will remain an objective for 2008. |
| Energy Consumption | 1. Determine opportunity to upgrade to more energy efficient chillers and towers during the GRC renovation | Scott Koehler | Objective has not been met and is still under consideration and will remain an objective. Objective has been met for BRC, and other facilities will meet requirement in 5 years. |
| | 2. Conduct baseline assessment for energy use | TBD | NEW OBJECTIVE |
| | 3. Develop an energy awareness campaign | TBD | NEW OBJECTIVE |
| | 4. Develop policy on electronics use and shutdown | BIS Representative | NEW OBJECTIVE |
| Fuel Consumption | 1. Maintain compliance with requirements | Scott Koehler | Objective met and will remain an objective for 2008. |
| | 2. Conduct baseline assessment on fossil fuel consumption | TBD Phyllis Exum (NIA) | NEW OBJECTIVE |
| General Waste | 1. Raise awareness among staff of existing recycling program | Scott Koehler Jane Clarke/ Deborah Gomke | Objective met but will remain an objective for 2008. Program information included in 2007 Safety Refresher. |
| | 2. Evaluate current green purchasing procedures and determine need for green purchasing program | Ignacina Francis, Sheila Zichos (NIDA) | NEW OBJECTIVE |
| | 3. Develop a recycling program for the BRC | James Pitt | NEW OBJECTIVE. A Compactor will be installed at the BRC. |
| | 4. Install compactor at BRC to allow cardboard to be recycled | James Pitt | NEW OBJECTIVE |
| | 5. Investigate options for recycling pallets | James Pitt | NEW OBJECTIVE |

NIH BALTIMORE ENVIRONMENTAL MANAGEMENT SYSTEM 2008 DRAFT OBJECTIVES

| ENVIRONMENTAL ASPECT | OBJECTIVE | RESPONSIBILITY | STATUS |
|--|---|--|---|
| | 6. Determine process for the procurement, use and disposal of electronics | TBD BIS Representative | NEW OBJECTIVE |
| Generation of noise, heat or nuisances (vibration, visual impairment) | 1. Maintain compliance with requirements | TBD | Objective met and will remain an objective for 2008. |
| Medical Pathological Waste | 1. Investigate options for medpath waste container recycling for using SteriCycle system | Jane Clarke | Objective met but was determined to be unfeasible. Stericycle requires a 3 year commitment. Information given to Procurement. |
| Multi-hazardous Waste | 1. Maintain compliance with requirements | James Pitt | Objective met and will remain an objective for 2008. |
| | 2. Determine multi-hazardous training needs | James Pitt | NEW OBJECTIVE |
| Natural resource and raw material consumption - Water | 1. Investigate feasibility of using wastewater for tempering cage water discharge | Scott Koehler | Status unknown |
| | 2. Conduct a baseline assessment of water use | TBD | NEW OBJECTIVE |
| Natural resource and raw material consumption - Paper | 1. Conduct awareness-raising for increase duplex printing Determine policy for duplex printing capability | Scott Koehler BIS Representative/ Sheila Zichos | Objective met but will remain an objective for 2008. Program information included in 2007 Safety Refresher. |
| | 2. Develop procedure for duplex printing | BIS Representative/ Sheila Zichos | NEW OBJECTIVE |
| | 3. Develop a paper use awareness campaign | TBD | NEW OBJECTIVE |

NIH BALTIMORE ENVIRONMENTAL MANAGEMENT SYSTEM 2008 DRAFT OBJECTIVES

| ENVIRONMENTAL ASPECT | OBJECTIVE | RESPONSIBILITY | STATUS |
|--|---|--|---|
| Radioactive Waste | 1. Investigate the potential to purchase a liquid scintillation vial crusher to reduce both radioactive and general wastes (use by NIA and NIDA). | Larry Koenig | Objective restructured to apply to both NIA and NIDA. |
| Toxic Releases | 1. Maintain compliance with requirements | Jane Clarke (NIA) /Deborah Gomke (NIDA) | Objective met and will remain an objective for 2008. |
| Wastewater Discharge | 1. Maintain compliance with permits | Jane Clarke (NIA) /Deborah Gomke (NIDA) James Pitt | Objective met and will remain an objective for 2008. |
| | 2. Develop a wastewater discharge awareness campaign | TBD Trena Francis | NEW OBJECTIVE |
| Water Consumption | 1. Maintain compliance with requirements | TBD | Objective met and will remain an objective for 2008. |
| | 2. Conduct an assessment of water use | TBD | NEW OBJECTIVE |
| Wellbeing of building occupants | 1. Maintain compliance with requirements | TBD | Objective met and will remain an objective for 2008. |