



MEETING MINUTES

Cross-Functional Team (CFT)
NIH Baltimore Environmental Management System (EMS)
Thursday, April 3, 2008
10:00 am – noon

Meeting Objective(s):

- Determine status of action items from previous meetings
- Inform CFT of procurement and BIS meetings
- Initiate planning for NIH Baltimore Earth Day event
- Identify strategy for implementing objectives that are applicable to large groups at NIH Baltimore

Attendees:

Jane Clarke (NIA)	Phyllis Melvin (NIDA/IT)
Ignacina Francis (NIA)	James Pitt (ORF/DEP)
Gregg Gnipp (ORF/DEP)	Kristen Peters (Booz Allen)
Terry Leland (ORF/DEP)	Linda Thompson (Booz Allen)
Carol Lindsay (NIDA/Procurement)	

Minutes:

Review of Action Items

The action items resulting from the March 6th meeting were reviewed. The table below provides a status update of these action items.

Action Item	Status	Notes
1. Review and update the list of legal and other requirements	Ongoing	James Pitt is continuing to update as needed
2. Determine procedure/protocol for chemical shipments (not waste) between NIH Baltimore and Bethesda and Gaithersburg Warehouse	Ongoing	Terry Leland was unable to locate this procedure. Kristen Peters will contact Charlyn Lee, Roger Weidner and Don Wilson to determine if procedures exists.
3. Contact Greg Leifer (ORF) to determine if energy meters are installed, are tracking data, and have a baseline	COMPLETE	Ray Phelps contacted Greg Leifer and found out there are no meters on the Bayview facilities. All energy use information is provided by Johns Hopkins of off-street readings by the electric company.

Action Item	Status	Notes
4. Determine if a policy on fleet management exists by contacting Tom Haines or Phyllis Exum	Ongoing	James Pitt contacted Tom Haines and was referred to Vernon Williams in Bethesda. Mr. Pitt will contact Richard Williams to determine if NIA has a policy on fleet management.
5. Provide list of senior management and key participants to Terry Leland so that she can request participation and support for the EMS	Ongoing	James Pitt is working with Terry Leland to identify senior management and request participation in the EMS.
6. Determine responsibility for water consumption objectives	Ongoing	This action item was not addressed but will be resolved by the next meeting.
7. Identify Johns Hopkins contact for CFT participation	Ongoing	James Pitt is meeting with John Schaefer of Johns Hopkins to obtain information and interest in participation. Mr. Pitt will report back to the group on the outcome of this meeting.

During the review of action items, the CFT discussed whether solvent bulking should remain on the activities list. At the March meeting, it was suggested that solvent bulking was being done at NIDA. Mr. Pitt looked into the status of solvent bulking at Bayview and learned it is no longer being done. Therefore, the CFT agreed to remove solvent bulking from the activities. Kristen Peters took responsibility to update the activities list with this change.

Procurement and IT Meetings

Mr. Pitt informed the group of two functional area meetings with representatives from NIDA procurement and IT offices. The intent of these meetings were to inform the representatives of the EMS, explain the objectives that the CFT is working towards, and encourage their participation in the CFT. Mr. Pitt, Ms. Peters and Robin Hirschhorn met with Sheila Zichos of NIDA procurement and Phyllis Melvin of NIDA IT/BIS. These meetings revealed two common needs. First, outreach to Bayview employees is needed to raise awareness of the greening activities that occur in procurement and IT. Second, representatives from NIA for both procurement and IT are need to encourage consistency and coordination across the institutes. Jane Clarke suggested that Chuck Weber (IT) and Phyllis Exum (Procurement) could be contacted for NIA representation.

Earth Day Planning

During the March meeting, the CFT agreed to plan for an Earth Day event to re-launch the EMS and raise awareness for environmental efforts. Mr. Pitt informed the group that this event will be held on April 22nd in the BRC's 3rd floor atrium area. Ms. Clarke expressed concern about the date because NIA is plan to move into the BRC starting April 22nd.

Mr. Pitt also explained that has begun planning for Earth Day and will provide the CFT with a framework document on which members can provide ideas for activities and

handouts by April 11th. Mr. Pitt also stated that he would work with IT representatives to distribute a global email announcing the event. He intends the event to be small and highlight the greening activities occurring at Bayview.

To stimulate the brainstorming on ideas for the event, Terry Leland described the activities and giveaways of the Bethesda Earth Day event that is scheduled for April 24th. Ms. Leland said that any leftover giveaways and materials of the Bethesda event could be made available to Bayview if its event occurred after April 24th. Ms. Peters informed the CFT that a number of posters and fact sheets on greening activities developed for Bethesda could be tailored to Bayview. Ms. Peters said she would work with Mr. Pitt to identify the outreach materials that could be distributed during the Bayview Earth Day event. Mr. Pitt requested that if any of the CFT members had ideas for the Earth Day event to email them to his attention. The CFT discussed donating computers to local schools and providing information on this activity during Earth Day.

Awareness Objectives

The CFT discussed objectives that are applicable to larger groups at NIH Baltimore to identify outreach needs and options, audiences to brief about the EMS, and means for deploying outreach and awareness tools. The objectives with wider applicability are provided in the table below.

Aspect	Objective
General Waste	Raise awareness among staff of existing recycling program
Natural resource and raw material consumption - Paper	Develop a paper use awareness campaign
Wastewater Discharge	Develop a wastewater discharge awareness campaign

The CFT identified several tools that could be used to reach employees, including fact sheets, posters, lobby signage, and briefings. CFT members noted that the facility manager of each building should be contacted to see if materials could be posted on the walls and in the lobbies. The CFT decided to postpone any outreach deployment until the BRC move is complete.

Outreach on the recycling program should be postponed until the compactor is installed, which is tentatively set for August 2008. However, an announcement of the planned recycling improvements could be distributed during the Earth Day event. The outreach would target all NIH Baltimore employees.

Awareness for a paper use reduction campaign could include the fact sheets developed for Bethesda but tailored to Bayview. Also, Mr. Pitt suggest a slicker or signage on/near copiers and printers to remind employees to print less and duplex. The outreach would target all NIH Baltimore employees.

The wastewater awareness campaign would target lab employees. The message would be to no pour anything but water down the drain. In addition to using the tools identified above, Ms. Clarke suggested including this information in the annual safety training. The NIA safety training currently include EMS and other environmental

information and could be updated to include information about protecting wastewater. Ms. Peters stated that the Bethesda web-based awareness training provides similar information that could be incorporated into the safety training. She took responsibility to review the NEMS awareness training and provide information to the safety representatives.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Contact DEP Waste Recovery Branch contacts to determine procedure/protocol for chemical shipments between NIH Baltimore and Bethesda and Gaithersburg Warehouse	Kristen Peters	Wednesday, April 22
2. Contact Richard Williams to determine if NIA has a policy on fleet management	James Pitt	Wednesday, April 30
3. Contact Scott Koehler to determine responsibility for water consumption objectives	James Pitt/Ray Phelps	Wednesday, April 30
4. Prepare update for CFT on meeting with Johns Hopkins representative	James Pitt	Wednesday, April 30
5. Update activity list	Kristen Peters	Wednesday, April 22
6. Identify outreach materials to be distributed during the Bayview Earth Day event	James Pitt, Kristen Peters	Wednesday, April 16
7. Email ideas for the Earth Day event activities or handouts to James Pitt	CFT	Friday, April 18
8. review the NEMS awareness training and provide information to the safety representatives	Kristen Peters	Friday, April 26

Next Meeting:

The next meeting is scheduled for Thursday, May 1st at 10:00 AM in the BRC's 4th Floor Conference Room. Mr. Pitt is considering having the CFT meet every other month. During the months that the CFT does not meet, subgroup or specialized meeting of functional representatives will meet to address objectives.