



MEETING MINUTES

**NIDCD Green Team
Strategy Meeting
Monday, April 28, 2008
9:00 AM in Building 31, Room 3C05**

Meeting Objective(s):

- Identify strategy for “greening” NIDCD through NIH’s environmental management system (NEMS)

Attendees:

Judith Cooper (OD)
Craig Jordan (DEA)
David Kerr (OD OA)
Catherine Langston (OD OA FM)

Eduardo Sainz (NINDS)
Chad Wysong (OD OA)
Robin Hirschhorn (Booz Allen)
Maura Barr (Booz Allen)

Minutes:

Introductions and Background

Robin Hirschhorn provided background information on the NIH Environmental Management System (NEMS). The NEMS is currently being implemented NIH-wide through a series of functional and management teams. The pilot at NIDCD will facilitate the deployment of the NEMS and the implementation of the *NIH Goes Greener!* campaign at the Institute/Center (IC) level. For more information on the NEMS, visit <http://www.nems.nih.gov>.

Discussion of NEMS Structure and the EMS as a tool for greening

Robin Hirschhorn provided a brief PowerPoint presentation that gave an overview of the NEMS and general EMS principles. An organizational chart of the NEMS implementation structure was also provided. These materials are attached to the meeting minutes.

Charter, Logistics and Green Team Membership

The Green Team decided that future meetings will be held the last Monday of the month from 9 a.m. to 10 a.m. The location will be in conference room 3C05 in Building 31. Send an email to Robin Hirschhorn (hirschhorn_robin@bah.com) or Maura Barr (barr_maura@bah.com) with the contact information of those individuals who are interested in being a member of the Green Team.

Robin Hirschhorn asked whether any additional groups at NIDCD should be represented on the Green Team. It was suggested that more representatives from Intramural are necessary. Eduardo Sainz suggested that there should be a representative from each of the following locations: Building 10, Building 50, 5 Research Court, and EPS. In addition, Catherine Langston suggested that there should be a representative from ISMB (Information Systems Management Branch) as well. David Kerr volunteered to help find representatives in ISMB, Building 10, and Building 50. Lastly, it was suggested that a representative may be necessary from the NIDCD lab in Building 35 and from the procurement group.

Catherine Langston has volunteered to be the Green Team lead. She suggested that the team start a listserv for those interested in the NIDCD greening initiative.

The Team decided that attendees will bring their own copies of materials if they wish to have them at the meeting to avoid unnecessary copies of materials.

Identify Potential Objectives

Judith Cooper provided the following suggestions on particular areas that EPS could improve its environmental performance: electricity use (i.e. computers, lighting), recycling (plastic bottles/aluminum cans, CDs) and surplus materials. Eduardo Sainz informed the group that there was a facility in Gaithersburg for surplus materials. Additional information will be provided about this facility at next month's meeting.

Eduardo Sainz is concerned that NIH contractors, like the janitorial staff, do not have the appropriate requirements in their contracts such as the folding of cardboard boxes so that the recycling contractor can pick them up. Contracts may have to be modified to ensure appropriate requirements are included.

Catherine Langston stated that additional recycling bins for paper are needed.

Robin Hirschhorn asked the group how NIDCD communicates information to the entire IC. Communication is conducted mostly through email. Most groups within Extramural Research have monthly meetings. However, the groups within Intramural Research do not meet on a regular basis. Therefore, it was suggested that each of the PIs from Intramural Research nominate individuals who would be responsible for communicating NIDCD's greening initiatives. In addition, it was also suggested that the management of Intramural Research (either David Robinson or Bob Wenthold) send out an email in order to communicate this information. David Kerr is going to try to reach out to David Robinson and Bob Wenthold and bring them on board.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Identify Green Team representatives from ISMB, Building 10, Building 50, and procurement.	David Kerr Catherine Langston	Monday, May 19

Action Item	Responsible Person(s)	Due Date
2. Develop a listserv for the Green Team	Maura Barr Kristen Peters	Monday, May 19
3. Determine existence of surplus material facility	Maura Barr	Monday, May 19
4. Arrange meeting with David Robinson and Bob Wenthold	David Kerr	Monday, May 19

Next Meeting:

The green team will meet the last Monday of the month from 9 a.m. to 10 a.m. The location will be Room 3C05 in Building 31. Due to the Memorial Day holiday, the next meeting is scheduled for Monday, May 19 to identify objectives for the Green Team's first year.