



MEETING MINUTES

NIDCD Green Team Strategy Meeting

Monday, May 19, 2008

10:00 AM in Building 31, Room 3C05

Meeting Objective(s):

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

Attendees:

Judith Cooper (OD)
Jackie Jones (OD OA IS)
David Kerr (OD OA)
Catherine Langston (OD OA FM)
Terry Leland (ORF)

Suzanne Lischynsky (DIR)
Barbara Ploplis (DIR LMG SHG)
Chris Myers (DEA GMB)
Robert Miranda-Acevedo (OHCPL)
Kristen Peters (Booz Allen)
Maura Barr (Booz Allen)

Minutes:

Introductions

Kristen Peters welcomed the new members of the NIDCD Green Team.

NEMS Update

Kristen Peters and Terry Leland provided an update on the current activities of the NIH Environmental Management System (NEMS). Current activities include the following:

- A pilot focused is being created at Executive Plaza North (EPN) to determine the most useful communication options for informing tenants of recycling services. Once the pilot has been implemented at EPN, it will be deployed at Executive Plaza South (EPS) and 6116 Executive Boulevard.
- The NEMS Sustainable Office Practices Group is currently focusing on green procurement. Staples has been selected as a HHS sole source and their website will make it difficult to purchase items that are not green. Staples will also be able to provide reporting for all ICs; these reports can be further broken down by branch and group.

- ORF is conducting a pilot in which employee's computers and monitors are automatically turned off at night. The pilot has been successful as there have been no complaints. Data is being put together in order to work with other CIOs and start rolling this initiative out to other ICs.
- Solar panels are looking to be placed on three buildings on campus. Biomass (leftover wood chips from paper mills) may also be used as an energy source.
- The NEMS Lab Practices Group is looking for more scientists to get involved. The list of target chemicals is going to be reviewed. Once reviewed, the group is looking to provide greener alternatives to these chemicals.

Identification of objectives and leads

The group recommended the following four overarching goals that more specific objectives will be based on:

1. Develop multiple strategies for increasing environmental awareness among specific audiences. Awareness materials will provide suggestions on how individuals can change their habits. Strategies for increasing awareness include:
 - a) Developing a communications plan.
 - b) Conducting awareness training for new employees.
 - c) Briefing top management.
 - d) Conducting a baseline assessment of green office practices.
2. Reduce the use of materials and energy. Specific objectives may include:
 - a) Reducing paper consumption by providing training to ensure all employees know how to use the scanner and can print to PDF.
 - b) Reduce energy usage by turning office lights and computers off at night.
3. Reuse materials. Specific objectives may include:
 - a) Promoting the use of water bottles and mugs rather than using new Styrofoam cups.
4. Recycle materials. Specific objectives may include:
 - a) Identifying source of desk recycling bins so that each employee may have their own recycling container.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Develop management briefing presentation	Kristen Peters Maura Barr Catherine Langston	Tuesday, May 27
2. Review identified objectives	Group	Monday, June 30
3. Identify Green Team representatives from ISMB, Building 10, Building 50, and procurement.	David Kerr Catherine Langston	Monday, June 30
4. Determine existence of surplus material facility	Maura Barr	Monday, June 30
5. Arrange meeting with David Robinson and Bob Wenthold	David Kerr	Monday, June 30

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. The next meeting is scheduled for Monday, June 30 to review and finalize the identified objectives and assign roles and responsibilities.