



MEETING MINUTES

**NIDCD Green Team
Strategy Meeting
Monday, June 30, 2008
9:00 AM in Building 31, Room 3C05**

Meeting Objective(s):

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

Attendees:

Maura Barr (Booz Allen)
Judith Cooper (OD)
Jackie Jones (OD OA IS)
Catherine Langston (OD OA FM)
Suzanne Lischynsky (DIR)
Robert Miranda-Acevedo (OHCPL)

Robert Miranda-Avecedo (OCHPL)
Kristen Peters (Booz Allen)
Barbara Ploplis (DIR LMG SHG)
Eduardo Sainz (NINDS)
Chad Wysong (OD OA)

Minutes:

Review last meeting’s action items

No action items to review.

NEMS Update

Kristen Peters informed the group that the NEMS awareness training is now available through the NIH Training Center. This training is mandatory for all employees and contractors. Executive Officers are responsible for ensuring that employees complete this training.

Robin Hirschhorn provided an update on the EMS briefing that was conducted last month for the PIs. The PIs are very interested in becoming involved in NIDCD’s greening efforts. The handout that was provided to the PIs is attached to the meeting minutes.

Review and Finalize Objectives

Booz Allen incorporated the objectives that were identified during the last meeting and placed them into a framework that is based around three functional areas of NIDCD, office practices, lab practices and animal care practices. The group provided the following suggestions on how the framework should be modified:

- Robert Miranda-Avecedo suggested that the heading “green lab practices” be changed to “green lab/clinical practices.”
- The group agreed that animal care should not be one of the functional areas of NIDCD. Animal care practices will be included under the green lab practices heading.
- The group agreed that it is important to have someone from animal care engaged in greening. Catherine Langston suggested getting Dr. McGehee involved with the larger NIH animal care practices group. Chad Wysong is going to ask Dr. McGehee if he is interested in being a part of this group.
- Judith Cooper suggested adding IT green practices as a functional area of NIDCD.

Kristen Peters informed the group that the Green Office Challenge tool is in its final stage of development and could be used to determine NIDCD’s green office practices baseline. Catherine Langston provided the group with copies of the Green Office Challenge for their review. The group agreed that they wanted to use this tool to determine their baseline. On July 16th at 10 am in Building 31 conference room 3C05, Robin Hirschhorn will train green team volunteers on how to conduct this baseline assessment. Once the volunteers have been trained, Jim Batty will send an email to NIDCD employees informing them of what will be happening.

NIDCD has six sites for the baseline assessment to be deployed. Green Team members represent four of the six sites. The following Green Team members have volunteered to deploy the assessment at the following sites:

- Judith Cooper- EPS
- Suzanne Lischynsky- Clinical (Building 10)
- Eduardo Sainz and Barbara Ploplis- 5 Research Court
- Catherine Langston, Chad Wysong, and Robert Miranda-Avecedo- Building 31
- Volunteers are still needed for Building 35 and 50.

Determine Strategy for Deployment of Awareness Training

Robin Hirschhorn has offered to conduct on-site awareness training for those who would rather not take it online. Participating in the on-site training would be the equivalent of taking it online. The benefit to providing on-site training is that it is

informal and allows participants to ask questions. The group was asked to think about whether or not they would like to provide on-site training to NIDCD employees.

Next meeting, the group will start formulating a draft policy. Booz Allen will send out draft policy language for the group to consider.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Contact Dr. McGehee about participating in NIH's animal care practices group.	Chad Wysong	Monday, July 28
2. Determine whether a computer's Energy Star features can be enabled by IT.	Jackie Jones	Monday, July 28
3. Identify an individual in Building 50 that is interested in deploying the green office assessment.	Barbara Ploplis	Monday, July 28
4. Identify an individual in Building 35 that is interested in deploying the green office assessment.	Catherine Langston	Monday, July 28
5. Develop a fact sheet about greening portable devices.	Maura Barr Kristen Peters	Monday, July 28
6. Review draft policy language.	Group	Monday, July 28

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, July 28 to formulate a draft policy.