



MEETING MINUTES

**Communications Advisory Group
NIH Environmental Management System (NEMS)
Wednesday, June 18, 2008
3:00 – 4:00 pm**

Meeting Objective(s):

- Provide information on upcoming NEMS activities
- Identify successes of the Earth Day event and any lessons learned
- Determine interest in IC-specific Green Hour events
- Develop strategy for planning and executing Green Hour events
- Determine status of NEMS awareness training
- Determine status of energy initiatives

Attendees:

Susan Johnson (NIDCR)
Catherine Law (NCCAM)
Terry Leland (ORF)
Kristen Peters (Booz Allen)
Betsy Singer (NIDDK)

Minutes:

Office Energy Audit

Terry Leland presented the Go Greener Office Challenge survey (see Attachment 1) that has been developed as part of the Go Green Office campaign for ICs and managers to use for training. Although what to do with the results has not been firmly decided upon yet, an Excel spreadsheet that helps users calculate their score has also been developed to assist with this effort. A toolkit of the survey, spreadsheet, fact sheets, and other awareness tools will be developed to raise awareness of greener office practices and could be used as a competition between ICs, branches, buildings, or floors.

Group members reviewed the survey document and provided the following comments:

- Rephrase Section 1 title to state “walk-through” rather than “investigation” to make it less formal
- Make the survey more graphically appealing
- Under Section 1, move Subsection A to the end

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- Rephrase “duplex” to read “double-sided”
 - Need to define survey scope (e.g., office, office suite, individual area, common area)
 - Make sure offices are not penalized if they do not have control over hallway lighting at night
 - Survey needs to be very literal and specific
 - A questions about teleworking should be added to the employee interview section

The focus would be for the ICs to do the survey as a voluntary outreach challenge to increase awareness and compete with other offices. The survey could be conducted during regular business hours or after hours.

Betsy Singer offered to pilot the Go Greener Office Challenge at NIDDK. She also volunteered to brief the Executive Officers announcing the availability of this tool once it is final.

To complete the pilot draft of the Go Greener Office Challenge Toolkit, the following actions will be taken:

1. DEP will review survey questions and provide comments
2. Comments will be incorporated and pilot survey document will be finalized
3. Survey and additional materials will be organized into a toolkit
4. Evaluators will be training on how to conduct the survey and document results
5. Pilot survey will occur
6. Findings will be analyzed
7. Comments and lessons learned will be collected during follow-up meeting
8. Any identified changes to survey and toolkit will occur
9. Toolkit will be finalized and posted on the NEMS website

Awareness Training

The online NEMS Awareness Training should be mandated some time this year, but who will mandate it is still undecided. The Group suggested that the announcement come from the highest leadership levels, such as OD. The training is currently available through the NIH Training Center.

Earth Day

The Group agreed that the 2008 Earth Day event went really well. All of the kids at the event seemed very engaged. The stream walk went very well, and the group suggested doing a litter walk or “clean up day”. More trees and seeds are needed at

next years event. Additionally, new advances, such as the cafeteria composting, should be featured at the next event.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Incorporate collected comments into the Go Greener Office Challenge survey document	Kristen Peters	Friday, June 27

Next Meeting:

Information on the next meeting will be distributed by a MS Outlook invitation.



MEETING MINUTES

**Communications Advisory Group
NIH Environmental Management System (NEMS)
Tuesday, June 18, 2008**

ATTACHMENT 1

Go Green Office Campaign Challenge Evaluation Worksheet

This evaluation is designed to be completed either during working hours or after work hours. This document contains two sections, a walk-through survey that requires you to investigate the office and random interviews of office occupants.

To conserve paper, please print these assessment forms double-sided or on once-used paper, and use the same copy of the interview questions for each interview. The answer boxes have been designed to accommodate multiple answers, for example:

	Yes	No	Not Applicable
Does the computer have Energy Star® features?	IIII III Totals: 8	II 2	0

When you have completed the worksheet, enter the totals for each question in the Ranking Calculator and then email a copy of your results to Terry Leland (lelandt@ors.od.nih.gov).

SECTION 1. Walkthrough Investigation

A. General Information				
1.1	How many total office workspaces were reviewed?			
1.2	How many total computers were reviewed?			
1.3	How many total printers were reviewed?			
1.4	How many total copiers were reviewed?			
1.5	How many total fax machines were reviewed?			
B. General Energy Conservation		Yes	No	Not Applicable
1.5	Is equipment currently not in use (e.g., phone chargers, radios, coffee makers) unplugged?			
1.6	Are compact fluorescent light bulbs used in free standing lamps (e.g., desk lamps)?			
1.7	Are lights turned off when not in use?			
	Evening Evaluation Only: Are the lights in the workspace left on after hours?			
C. Energy Conservation for Office Equipment		Yes	No	Not Applicable
1.8	Does the computer have Energy Star® features?			
1.9	Are the computer's Energy Star® features enabled?			
1.10	Does the printer have Energy Star® features?			
1.11	Are the printer's Energy Star® features enabled?			
1.12	Does the copier have Energy Star® features?			
1.13	Are the copier's Energy Star® features enabled?			

1.14	Does the fax machine have Energy Star® features?			
1.15	Are the fax machine's Energy Star® features enabled?			
1.16	Evening Evaluation Only: Is the computer left on (including screen savers) after hours?			
1.17	Evening Evaluation Only: Is the printer left on after hours?			
1.18	Evening Evaluation Only: Is the copier left on after hours?			
D. Recycled Content in Office Products		Yes	No	Not Applicable
1.19	Does the paper used in copiers and printers contain least 30% post-consumer recycled content?			
1.20	Does the paper used in copiers and printers contain 100% post-consumer recycled content?			
1.21	Do other office paper products (e.g., folders, notepads, self-stick notes) contain post-consumer recycled content?			
E. Duplex Capabilities		Yes	No	Not Applicable
1.22	Does the printer have duplexing capability?			
1.23	Is there evidence that the printer is configured to print double-sided documents?			
1.24	Does the copier have duplexing capability?			
1.25	Is there evidence that the copier is configured to print double-sided documents?			
F. Recycling		Yes	No	Not Applicable
1.26	Is there a recycling bin or box for recycling paper located at or near each desk?			
1.27	Is there a recycling bin for paper in or near the office?			
1.28	Is there a recycling bin for commingled items in or near the office?			
1.29	Are there recycling bins for other items besides paper and commingled items in or near the office?			
1.30	Are there only recyclable materials in the recycle bin?			
1.31	Are there only general, non-recyclable waste in the waste bin?			
G. Kitchen or Food Area		Yes	No	Not Applicable
1.32	Are small appliances (e.g., toaster, coffee maker) unplugged when not in use?			
1.33	Are reusable plates and cups available in the kitchen or food area?			

SECTION 2. Employee Interviews

A. General Information				
2.1	How many total employees were interviewed?			
B. Office Equipment		Yes	No	Not Applicable
2.2	Are your computer's Energy Star® features enabled?			
2.3	Do you print and copy your documents double-sided?			
2.4	Do you know how to enable the copier to duplex?			
C. Dining Materials		Yes	No	Not Applicable
2.5	Do you use non-disposable cutlery and dishes?			
2.6	Do you use reusable cups and mugs?			
D. Transportation		Yes	No	Not Applicable
2.7	Do you drive your own car to work?			
2.8	Do you take public transportation (e.g., RideOn or Metro) or use alternative means (e.g., carpool or bike to work) to commute to work?			
2.9	Do you participate in the Transshare program?			