



MEETING MINUTES

Implementation Team NIH Environmental Management System (NEMS) Thursday, May 24, 2007 1:00 pm — 2:00 pm

Meeting Objective(s):

- Review progress towards NEMS objectives
- Identify current barriers and strategies for moving forward
- Identify additional members

Attendees:

Claudia Gerwin (NINDS)	Mariena Mattson (NIDDK)
Kenny Floyd (ORF)	Mark Miller (ORF)
Carl Henn (OD)	Ed Pfister (ORF)
Robin Hirschhorn (Booz Allen)	Ed Rau (ORF)
Tim Killian (Booz Allen)	Dawn Walker (NCI)
Emily Lawrence (Booz Allen)	Don Wilson (ORF)
Terry Leland (Chair, ORF)	

Minutes:

Introduction and Opening Remarks

Terry Leland kicked off the meeting and members of the Implementation Team introduced themselves and their position within NEMS.

SMT Update

Terry Leland opened the meeting with a discussion of NIH's environmental successes. The 2007 Earth Day celebration received praise for the hard work surrounding the planning and implementation of the event. It was suggested that the group of people involved in putting this event together be nominated for a Director's Award. Kenny Floyd will take the action of submitting an award nomination for the group.

Kenny Floyd discussed a new system that will be implemented for tracking fuel use. The new system would track gas mileage through RFID technology.

Ed Rau stated that NIH recently joined EPA's National Partnership for Environmental Priorities (NPEP) which targets reductions for high priority pollutants, such as mercury. NIH met the reduction goal last year, recycling one pound of mercury. NIH will receive an award for this achievement at the Annual Federal Environmental Symposium held in June.

Dawn Walker stated that there has been a substantial increase in membership on the Greenserve. Terry Leland stated that she received over 40 e-mails from the global e-mail sent about the forest brown bag.

Terry Leland stated that she and Kenny Floyd will be speaking at the Annual Federal Environmental Symposium. They will discuss lessons learned and the importance of good communications in EMS implementation. During the Symposium there will be field trips to the green roof on the new visitors' center, the National Library of Medicine to discuss the environmental databases, and the NIH hazardous waste facility.

Progress of the Sustainable Office Practices Working Group (see presentation)

Carl Henn stated that "Bike to Work Day" was a huge success and they expect an award from the Washington Area Bike Association (WABA) for being the largest group in the Washington, D.C. area. Carl Henn stated that Angela Atwood Moore was the organizer.

Carl Henn gave an overview of the mission of the Sustainable Office Practices Working Group's mission, diversity in membership, and program goals. Regarding "Goal 1: Implement the NIH Green Procurement Program," Carl Henn stated that JWOD and GSA Advantage were identified as sources. They looked to JWOD because it is a preferred source and already has identified green products. GSA Advantage has a larger offering of products but is not a preferred source. The problem with JWOD is that a user can not proceed directly from the green catalog to purchasing. Also, GSA does not have a way to connect to the green products in JWOD.

Carl Henn also discussed the need for a tracking system to track and report on progress towards green purchasing goals. They are anticipating a new module to be integrated into the tracking system in NBS-version 2 to make this process easier.

It was suggested that more representation is needed from CIT on the Implementation Team as well as possibly on the working groups themselves. Kenny Floyd stated that he gave a presentation to the CIOs about the Federal Electronics Challenge about a year ago that was not received enthusiastically. There was a scheduled pilot program to install computer software to automatically and centrally change implement the energy settings on computers and turn them off at night. This effort has been held up due to a procurement issue but it appears to be getting back on track. Robin Hirschhorn stated it is a good time to get back in communications with the CIOs. Kenny Floyd agreed.

Progress of the Sustainable Lab Practices Working Group (see presentation)

Dawn Walker discussed Goal 6, which includes greening SOPs and identifying new SOPs. It was agreed that lab folks are often tied up with research hours and cannot get away especially since this task is a low priority for them. More direct communication and support from management must be received in order to increase membership and attention to the NEMS.

Progress of the Sustainable Facilities Practices Working Group (see presentation)

Ed Rau stated that the group has been meeting for the past 4 years even prior to the NEMS. The major task ahead is the assessment of the entire NIH facility inventory. NIH will need to upgrade the current building stock, which presents lots of challenges. Recently, there has been a lack of participation in the facilities working groups. More emphasis must be made to senior management about the important of meeting goals and the NIH being a leader in health-based criteria for sustainable buildings.

Kenny Floyd mentioned that the MEO is now scheduled to be stood up in December.

Progress of the Sustainable Animal Care and Clinical Care Working Groups

This group will soon be started and integrated with the AAALAC group.

The group discussed the importance of staying on track with the NEMS goals.

Action Items:

1. Kenny Floyd will submit an award nomination for the group that supported the 2007 Earth Day Celebration.
2. Kenny Floyd stated he will be meeting with Colleen Barros to discuss barriers and obtain continued support. Increase in management support is vital to increasing participation and meeting program goals. Kenny Floyd will also discuss the OMB scorecard with Colleen Barros.
3. Kenny Floyd will schedule another briefing for the CIOs.
4. All members of the Implementation Team will continue to reach out to individuals to increase membership. The Environmental Awareness Training and brown bags would be excellent opportunities to increase participation.

Next meeting:

Kenny Floyd suggested meeting every two months. The next meeting will be scheduled for July.



NEMS Working Group Updates

NEMS Implementation Team Meeting
May 24, 2007



NEMS

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Successes and Challenges

► Successes

- 2007 NIH Earth Day Celebration
- 2006-2007 Federal Electronics Recycling and Reuse Campaign Award
- Joined the Federal Electronics Challenge
- On target to meet all NEMS objectives
- Developed 6 fact sheets and 3 posters
- Published 3 NIH Record articles

► Challenges

- Membership
- Integration of Rockville sites
- Management Support





NEMS Sustainable Office Practices Working Group *Activities, Objectives and Progress*

Carl Henn



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NEMS Sustainable Office Practices Working Group

- ▶ *Mission:* To review office-related activities and identify ways to conduct these activities in a more environmentally sound manner
- ▶ Meeting since June 2006
- ▶ Diverse membership
 - Majority of Institutes, Centers and Offices represented
 - Administrative Officers, Project Officers, Budget Officers, Procurement Analysts, Budget Analysts, Contracting Officers, Property/Facility Managers, Environmental Specialists

NEMS Office-Related 5-Year Goals

- ▶ *Goal 1:* Implement the NIH Green Purchasing Program
- ▶ *Goal 2:* Increase green purchasing and recycling of computers
- ▶ *Goal 3:* Minimize the environmental impacts of office activities through policies, procedures, tools, and guidance

Goal 1: Implement the NIH Green Procurement Program

Objective	Progress Update
A. Identify green procurement source	Identified JWOD and GSA Advantage as sources
B. Develop outreach program	Developing: <ul style="list-style-type: none">▶ Fact sheets▶ Targeted e-mails▶ Training
C. Identify mechanism to track green procurement	Exploring usefulness and applicability of NLM tool for deployment NIH-wide
D. Green the NIH self-service stores	Working with JWOD to offer green products in stores and stock catalog
E. Green contracts and leases	Adding green language to: <ul style="list-style-type: none">▶ Cafeteria contracts▶ Custodial contracts▶ Commercial Leases

Goal 2: Increase green purchasing and recycling of computers

Objective	Progress Update
A. Join the Federal Electronics Challenge and establish goals	<ul style="list-style-type: none">▶ Joined in December 2006▶ Establishment of goals on hold until issuance of HHS electronics stewardship policy
B. Incorporate EPEAT standards in NITAAC ECSIII contract	Vendors notified of the new requirements
C. Increase electronics recycling	Ongoing

Goal 3: Minimize the environmental impacts of office activities

Objective	Progress Update
A. Document office activities with standard operating procedures (SOPs)	Developing SOPs for: <ul style="list-style-type: none">▶ Use of computers▶ Use of printers, copiers, and fax machines▶ Procurement of office supplies (including furniture and electronics)

Tools Under Development

- ▶ Green Procurement Source – JWOD or GSA Advantage
- ▶ Green Procurement Tracking Tool
- ▶ Outreach
 - Fact sheets
 - Web site
 - NIH Record articles
 - Training
- ▶ SOPs

The screenshot displays the NIH Environmental Management System (NEMS) website. The main header reads "National Institutes of Health Environmental Management System" and "U. S. Department of Health and Human Services". Below this is the slogan "To Protect the Future, Take Action Into Your Hands". The navigation menu includes "Home", "About NEMS", "News", "Contact Us", and "FAQ". The left sidebar contains a vertical menu with items: "Environmental Policy", "Manual", "Activities & Aspects", "Programs", "Goals", "Training", "Outreach", "Records", and "Glossary". The main content area is titled "Natural Environment" and "Green Purchasing". It describes the NIH Green Purchasing Program, which aims to minimize negative environmental impacts by selecting products that are recycled, energy-efficient, and non-ozone depleting. It lists seven goals: (1) Improve safety and health of patients; (2) Reduce pollution and conserve resources; (3) Develop new products; (4) Stimulate new markets for recycled materials; (5) Protect the research mission; (6) Provide potential cost savings; (7) Reduce environmental impacts. A contact link for Ray Dillon is provided. A "nih record" logo is overlaid at the bottom of the screenshot.

NIH Environmental Management System (NEMS)
To Protect the Future, Take Action Into Your Hands

NIH Offices Go Greener

What is the NIH Goes Greener Campaign?

The *NIH Goes Greener* campaign is a challenge to all NIH employees and contractors to conduct their activities in a "greener" or more environmentally sound manner. The NIH is a leader in environmental stewardship, but we can do even better. Each of us must carefully consider the environmental impacts of our day-to-day activities and take actions to conduct these activities in a manner that minimizes our impacts.

What is the NEMS?

As part of our *NIH Goes Greener* campaign, we are implementing the NIH Environmental Management System (NEMS). The NEMS is a management tool that helps us identify our most pressing environmental issues, set goals to address those issues, and improve our environmental performance.

How can we improve our environmental performance? Only with your help. Do you know how your daily activities impact the environment? Do you take actions to reduce those impacts? Not sure how? The NEMS Sustainable Office Practices Working Group is developing procedures and tools on how to "green" office practices at the NIH. These will be posted at <http://www.nems.nih.gov/home/offices.cfm> as they are developed.

Do my actions REALLY make a difference?

Yes! Our cumulative actions make NIH a leader in environmental stewardship. Thanks to your efforts, NIH has achieved:

- The participation of 5,300 employees in the Transhare Program.
- A recycling rate of approximately 50%. That means that 25,000 pounds of waste per day is not burned in the Montgomery County waste incinerator or buried in local landfills.
- A \$3,000 annual donation to NIH Charities from recycling our toner and inkjet cartridges.

For more information about the NEMS, contact:
Terry Leland, NEMS Coordinator, 301-496-7775, lelandt@mail.nih.gov
www.nems.nih.gov

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NEMS Sustainable Lab Practices Working Group *Activities, Objectives and Progress*

**Dawn Walker
Working Group Lead**



To Protect the Future, Take Action Into Your Hands



NEMS Sustainable Lab Practices Working Group

- ▶ *Mission:* To review lab activities and identify ways to conduct these activities in a more environmentally sound manner
- ▶ Meeting since October 2006
- ▶ Members represent:
 - Clinical Center
 - NCI
 - NHGRI
 - NIDDK
 - NILBI
 - NINDS
 - OD (ORS & ORF)

NEMS Lab Goals

- ▶ *Goal 1:* Improve chemical management tools
- ▶ *Goal 2:* Reduce Disposal of Unused Chemicals by 30% by 2009
- ▶ *Goal 3:* Reduce Disposal Rates of NIH Target Chemicals
- ▶ *Goal 4:* Reduce Medical Waste Shipped for Off-Site Incineration by 75% by 2009
- ▶ *Goal 5:* Reduce off-site disposal of liquid scintillation vials
- ▶ *Goal 6:* Minimize the environmental impacts of lab activities through policies, procedures, tools, and guidance

Goal 1: Improve chemical waste management tools

Objective	Progress Update
A. Identify a chemical inventory system for a pilot study	<ul style="list-style-type: none">▶ Completed Business Prospectus and Project Charter w/CIT▶ Development of Vision Document in progress▶ Next step - evaluate solutions▶ The system will be piloted in approximately 10 volunteer labs

Goal 2: Reduce Disposal of Unused Chemicals by 30% by 2009

Objective	Progress Update
A. Generate baseline and develop strategy for reducing unused chemicals	<ul style="list-style-type: none">▶ Currently tracking unused chemicals in the NIH Waste Tracking and Management Information System (WTMIS)▶ Baseline report to be completed in June 2007

Goal 3: Reduce Disposal Rates of NIH Target Chemicals

Objective	Progress Update
A. Generate baseline and develop strategy to reduce disposal rates of target chemicals	<ul style="list-style-type: none">▶ Identified target chemicals▶ Currently tracking target chemicals in the NIH WTMIS▶ Baseline report to be completed in June 2007
B. Conduct feasibility study to identify opportunities to reduce lab equipment with mercury components	<ul style="list-style-type: none">▶ In progress

Goal 4: Reduce Medical Waste Shipped for Off-Site Incineration by 75% by 2009

Objective	Progress Update
A. Acquire on-site treatment equipment	▶ In negotiations with manufacturer of tissue digester

Goal 5: Reduce off-site disposal of liquid scintillation vials

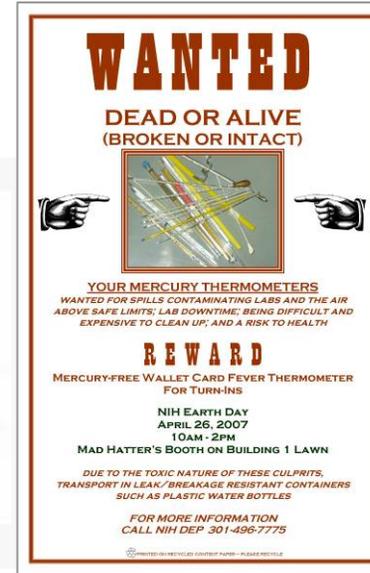
Objective	Progress Update
A. Install system to treat vials when required building renovation is complete	<ul style="list-style-type: none">▶ System purchased▶ Identified location for system▶ Design for facility modifications in progress▶ Target date for construction completion – October 2007
B. Investigate potential for procuring treatment system for treating liquid waste at NIH	<ul style="list-style-type: none">▶ Proposal to be written

Goal 6: Minimize the environmental impacts of laboratory activities

Objective	Progress Update
A. Document lab activities with standard operating procedures (SOPs)	▶ Developed with the Lab Managers Interest Group
B. Revise and implemented Lab Safety Refresher Training	▶ Identified improvements ▶ Working with DOHS to incorporate revisions
C. Revise Waste Disposal Guide	▶ In progress

Tools Under Development

- ▶ Waste Disposal Guide
- ▶ Outreach
 - Fact sheets
 - Reference Posters
 - Website
 - NIH Record articles
 - Training



▶ SOPs

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Do my actions REALLY make a difference?

Yes! Our cumulative actions make NIH a leader in environmental stewardship. Thanks to your efforts, NIH has achieved:

- A 50% reduction in the generation of mixed (radioactive chemical) wastes compared to the mid 1990s.
- The elimination of unnecessary uses of mercury at NIH facilities through our "Mad as a Hatter Campaign."
- The participation of 5,300 employees in the Transition Program.
- A recycling rate of approximately 85%. That means that 25,300 pounds of waste per day is not burned in the Montgomery County waste incinerator or buried in local landfills.

For more information about the NEMS, contact:
Terry Leland, NEMS Coordinator, 301-496-7778, lelandt@nims.nih.gov
www.nims.nih.gov

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NEMS Sustainable Facilities Working Groups

Activities, Challenges, Opportunities

CAPT Edward Rau
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To Protect the Future, Take Action Into Your Hands



What is sustainable or **green** facility design?

“To significantly reduce or eliminate the negative impact of buildings on the environment and on the building occupants, green building design and construction practices address:

- sustainable site planning,***
- safeguarding water and water efficiency,***
- energy efficiency,***
- conservation of materials and resources, and***
- indoor environmental quality.”***

---U.S. Green Building Council

NEMS Sustainable Facilities Working Groups

- ▶ **Mission:** Lead the development and implementation of plans to assess and improve the environmental performance of NIH facilities throughout their entire life cycle: siting, design, construction, leasing operation, alteration and decommissioning.
- ▶ **Meeting** for about four years.
- ▶ **Current Membership:**
 - Representatives of Office of Research Facilities
 - Includes NIH members of the HHS Sustainability Working Group

Implementation at NIH: Challenges

- ▶ **Requirements and guidance for specific sustainable design features and performance are not in the current or proposed NIH design and construction manuals**
 - Reluctance to require specific approaches
 - Misperception of significantly increased first costs
 - Lack of life cycle view
- ▶ **A Massive Task Ahead: Implementing the Existing Buildings Strategy**
 - Requires assessment of entire NIH facility inventory for compliance with MOU
 - How do we prioritize and fund improvements identified in the assessments?
 - How can required renovations be made in facilities that are in active use?
- ▶ **Lack of participation in NEMS Sustainable Facilities Working Groups**
 - Attendance and participation by ORF Divisions is declining
 - No involvement by facility users and scientific community
 - Potential consequences: goals and requirements may not be met or tracked; health and productivity losses; higher long term operating costs

Tools Under Development

- ▶ Guidance Documents to Supplement NIH Design Requirements Manual
- ▶ Draft Environmental Management Plans for Each Phase of the Facility Life Cycle:
 - Design and Construction
 - Leasing
 - Operation and Maintenance
 - Decommissioning
- ▶ Training Resources
 - Classes for Project Officers
 - Website
- ▶ SOPs for O&M



The screenshot displays the National Institutes of Health Environmental Management System (NEMS) website. The address bar shows http://www.nems.nih.gov/aspects/sus_facilities/. The page features a green header with the NEMS logo and the text "National Institutes of Health Environmental Management System" and "U. S. Department of Health and Human Services". Below the header is a navigation menu with links for "Home", "About NEMS", "News", "Contact Us", and "FAQ", along with a search box. The main content area is titled "Sustainable Facilities" and includes a sub-header "To Protect the Future, Take Action Into Your Hands". The text describes the mission of NEMS to conduct biomedical research that advances human health and well-being, emphasizing the importance of sustainable facility design and operation. A sidebar on the left contains a list of menu items: "Environmental Policy", "Manual", "Activities & Aspects", "Programs", "Goals", "Training", "Outreach", "Records", "Glossary", and "Links".

SMT's Role

- ▶ Identify additional working group representatives from institutes and centers
- ▶ Be aware of specific requirements
 - Green Purchasing
 - Use of energy efficient electronics and recycling
 - HHS Sustainable Facilities Implementation Plan and other mandates
- ▶ Require compliance with requirements through use of SOPs and tools – Are policies needed?
- ▶ Lead by example