



MEETING MINUTES

**Sustainable Lab Practices Working Group
NIH Environmental Management System (NEMS)
Tuesday, October 31, 2006
10:00 am – 11:00 am**

Meeting Objective(s):

- Discuss purpose, role and responsibility of the working group
- Review NEMS structure
- Review NIH activities and identify missing activities
- Begin to identify operational controls

Attendees:

Ina Broadmax (NHLBI)	Polly McCarty (ORS)
Swati Damle (ORF)	Kristen Peters (Booz Allen)
Robin Hirschhorn (Booz Allen)	Andree Reuss (NINDS)
Tim Killian (Booz Allen)	Wendy Rubin (ORS)
Charlyn Lee (ORF)	Roger Weidner (ORF)
Terry Leland (ORF)	Herman Yeh (NIDDK)

Minutes:

NEMS Update (*T. Leland and R. Hirschhorn*)

Terry Leland and Robin Hirschhorn provided an update on the NEMS implementation at NIH's Bethesda campus and provided background information on the NEMS for those members who are new to the management system.

Background and Path Forward

The NEMS is entering into its second year of implementation. During the first year, the NEMS was only implemented in the Office of Research Facilities (ORF). For the second year, the NEMS will be implemented throughout NIH. In order to facilitate the NIH-wide implementation, NIH is phasing out the focus groups that were used to implement that NEMS in ORF and will continue to manage its environmental footprint through several NEMS Working Groups. Each working group focuses on a particular functional area rather than environmental media. The Sustainable Lab Practices Working Group will address activities occurring in NIH laboratories. This group will identify objectives for lab activities under NEMS for management's review and approval and then work towards meeting those objectives. In other words, members of the working group will address the environmental impacts by looking at daily activities and how they are carried out. In order to effectively represent the NIH laboratories

and implement the NEMS, staff such as lab managers and researchers need to be involved in this working group.

NEMS Structure

Ms. Leland explained the organizational structure of the NEMS implementation (see email attachment 1). The working groups are the foundation of the NEMS and address environmental issues by reviewing NIH's activities and identifying ways to control the impacts of our activities. Currently, there are four active working groups: Lab Practices, Office Practices, Facilities, and Design and Construction. Three additional working groups are planned: Communications, Animal Care, and Clinical Center; however, NEMS implementation activities may be addressed by existing working groups for these functional areas.

The working groups report up to the NEMS Implementation Team. The implementation team is made up of program leads, working group leads, and others as needed to represent a cross section of NIH. The implementation team ensures successful implementation and maintenance of the NEMS.

The Sustainability Management Team (SMT) oversees the NEMS Implementation Team. The SMT is comprised of managers representing the different functional areas at NIH. This team performs the annual management review and reviews work from the NEMS Implementation Team. The SMT provides oversight for the entire NEMS implementation and ensures the NEMS will be successfully deployed throughout NIH.

NIH Environmental Policy

The NEMS planning and implementation begins with the environmental policy (see email attachment 2). The policy sets the tone for the NEMS and outlines the NIH's commitments of protecting the environment. It includes 3 commitments that serves as the guidance for the NEMS; these commitments include:

- compliance with legal and other requirements;
- pollution prevention; and
- continual improvement of the NEMS.

At a recent meeting, the SMT reviewed the policy and decided it should be a manual issuance. The SMT and NEMS Implementation Team will both review the policy annually and oversee its conversion to a manual issuance.

Review and Identification of Activities (*R. Hirschhorn*)

Robin Hirschhorn facilitated the group's review and revision of the list of activities identified during the first year of the NEMS implementation. The original list of activities were identified by the focus groups (mainly composed of ORF staff). The group determined the activity list was incomplete and added/amended the following lab activities:

- Lab equipment purchase and use (*formerly "lab equipment use"*)
- Computer use (*formerly "high definition computer use"*)

- Waste handling
- Tissue culture
- Vacuum pumps
- Maintenance of lab equipment
- Refrigeration

An updated activities list is provided in Attachment 3.

During the review and identification of activities, a potential objective was identified: conduct a waste stream analysis of plastic lab equipment/supplies to determine if they could be recycled.

Identification of Operational Controls (*R. Hirschhorn*)

A host of environmental issues are caused by NIH's daily activities, including wastewater, air emissions, and energy consumption. Through the NEMS, NIH will control these activities to lessen the environmental impact. This working group will identify the existing controls (e.g., procedures, equipment procurement, administrative controls) and those that are needed. Once these controls have been identified, the group may chose to set objectives to lessen the environmental impact.

The working group began to identify the operational controls for lab activities. Members of the working group stated that protocols are not standardized and vary from IC to IC. The working group will need to identify operational controls even if they are IC specific.

Dawn Walker informed the group that the Lab Managers Group is drafting a manual for lab standard operating procedures, which could be a starting point for the identification of specific operational controls. This is an attempt to help manage lab activities. Environmental procedures have been included when applicable. Currently, 25 procedures have been included in the manual. It was suggested that the working group have an opportunity to review the lab managers manual and provide comments. The working group decided it should review any manuals or training to further the identification of operational controls.

Action Items:

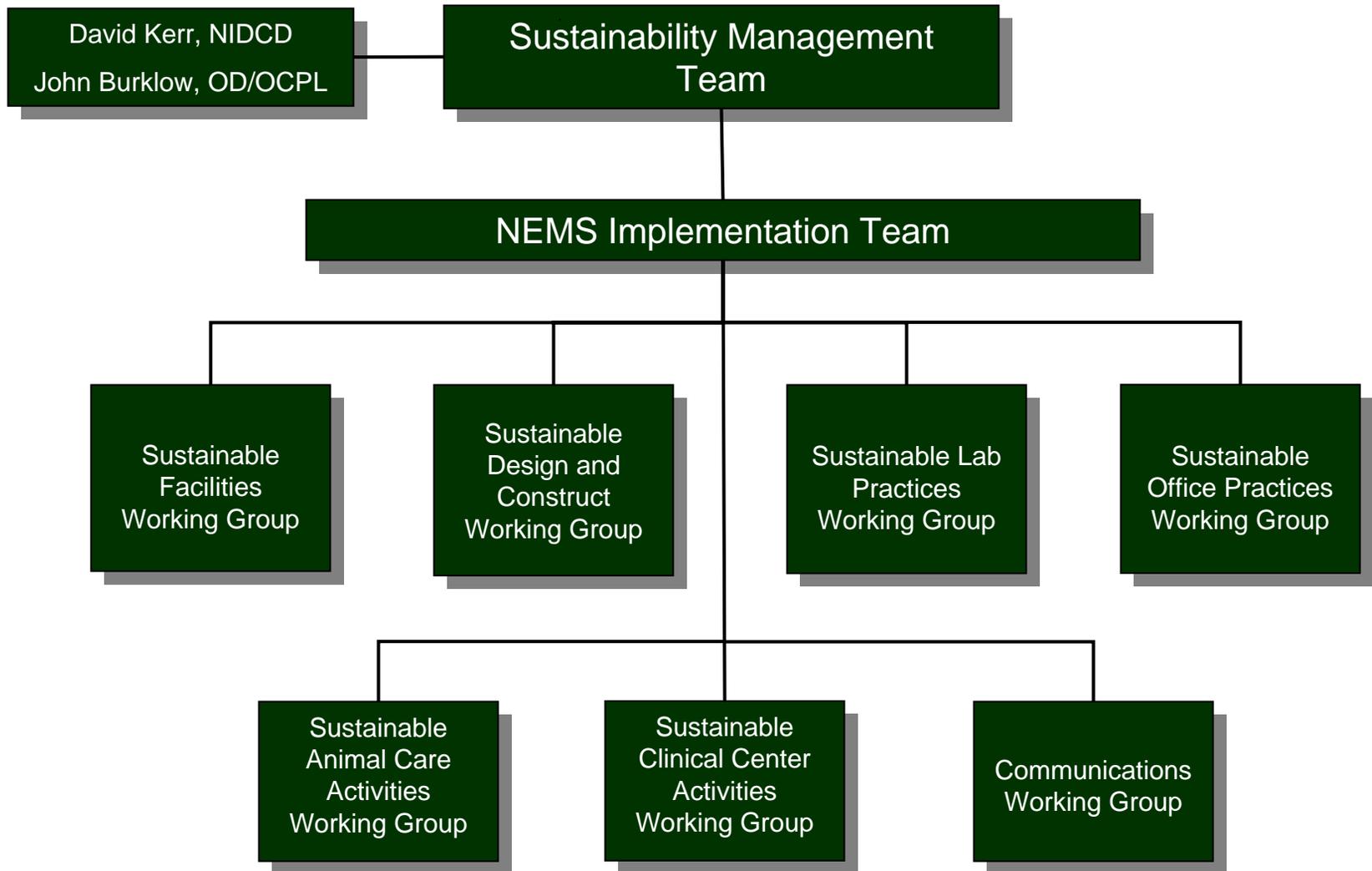
Action Item	Responsible Person(s)	Due Date
1. Working Group members should send any procedures that address environmental issues to Kristen Peters (peters_kristen@bah.com) so they can be posted on the NEMS community portal site	Working Group	Monday, Nov. 27

Action Item	Responsible Person(s)	Due Date
2. Dawn Walker will send procedures identified in the lab managers manual to the working group for review	Dawn Walker	Monday, Nov. 27
3. Provide Kristen Peters will contact information of lab staff who should be or would like to be involved in the working group	Working Group	Wednesday, Nov. 23

Next Meeting:

The working group will meet every third Wednesday of the month from 1:30 to 2:30 PM. However, the next meeting is scheduled for Wednesday, November 29, 2006 from 1:30 to 2:30 PM. The room location will be identified in the meeting request.

NEMS Implementation Structure



SMT

Role:

- Perform annual management review and review and approve work products from the NEMS Implementation Team.
- Ensure successful deployment and implementation of the NEMS throughout NIH.

Members:

- John Burklow, *OD/OCPL*
- Shirl Eller, *OD/ORS*
- Kenny Floyd, *OD/ORF/DEP*
- Diane Frasier, *OD/OM/OA*
- Dr. David Henderson, *CC*
- David Kerr, *NIDCD*
- Terry Leland, *OD/ORF/DEP*
- Juanita Mildenberg, *OD/ORF/DPM*
- Gene Major, *NINDS*
- Suzanne Servis, *OD/OM/OMA*
- Jim Taylor, *OD/OIR/OACU*
- Daniel Wheeland, *OD/ORF*
- Deborah Wilson, *OD/ORS/DOHS*
- Ron Wilson, *OD/ORF/DFP*
- Richard Wyatt, *OD/OIR*

Implementation Team

Role:

- Ensure successful implementation and maintenance of the NEMS.

Members:

- Terry Leland, *ORF NEMS Coordinator*
- Kenny Floyd, *ORF DEP Director*
- Glen Stonebraker, *ORF*
- Ray Dillon, *OD Working Group Lead*
- Ed Rau, *ORF Working Group Lead*
- Ed Pfister, *ORF EMP Lead*
- Mark Miller, *ORF EMP Lead*
- Charlyn Lee, *ORF EMP Lead*
- Don Wilson, *ORF EMP Lead*
- Wendy Rubin, *ORS EMP Lead*
- Greg Leifer, *ORF EMP Lead*
- Tom Hayden, *ORS EMP Lead*
- Mark Minnick, *OD EMP Lead*
- Valerie Nottingham, *ORF EMP Lead*
- Jim Carscadden, *ORF EMP Lead*
- Walter Armstrong, *ORF EMP Lead*

**ENVIRONMENTAL POLICY
NATIONAL INSTITUTES OF HEALTH**

As the steward of medical and behavioral research for the Nation, the National Institutes of Health (NIH) leads the way in the pursuit of knowledge about living systems and the application of that knowledge to extend healthy life and to reduce illness and disability. In support of this goal, the NIH is committed to the protection of the environment and to the responsible use of natural resources. As proactive stewards of the environment and public health, the NIH community embraces pollution prevention and sustainable development while continually seeking to reduce resource consumption.

Specifically, the NIH is committed to:

- Complying with all Federal, State, and local environmental laws and regulations, as well as Executive Orders.
- Preventing pollution by minimizing the generation of wastes where possible, reducing and recycling materials, and, where necessary, disposing of wastes in an environmentally responsible manner.
- Integrating environmental and health considerations into decision-making processes through the implementation of the NIH Environmental Management System (EMS).
- Continual improvement of the EMS to better our environmental performance by setting environmental goals, measuring progress, taking corrective action when necessary, and communicating the results to NIH management and staff.

All employees of NIH are responsible for being aware of the environmental and health impacts of their jobs and for continually striving to minimize these impacts as set forth in this policy. We will review this policy annually and update it as necessary.



Elias A. Zerhouni, M.D.
Director
National Institutes of Health

11/13/05
Date

NIH ACTIVITIES LIST**CONSTRUCTION/RENOVATION**

Campus Master Planning
Decommissioning
Demolition
Laboratory moves
New Building Construction
New Building Design
Pre-Project Planning
Renovation
Site Work (digging, grading, paving, etc.)
Toxic Material Removal (asbestos, lead-based paint, etc.)
Use of Port-a-potties and trailers
Utilities Work

NIH FIRE ACTIVITIES

Detonation Chamber Use
Emergency Response Activities
Evacuation
Explosion
Fire Fighting
Fire Training
Haz Mat Response and Clean-Up
Maintenance of fire equipment and systems
Vehicles (washing, etc.)

NIH LABORATORIES

Bio-containment (Levels 2, 3 & 4)
Biological Materials Use, Storage and Transportation
Chemical Use, Storage and Transportation
Computer Use
Decontamination and sterilization
DI System (Deionized Water)
Equipment Cooling
Fume Hood Use
Heavy Metals Use (dental lab)
Human Tissue Pathology/Histology
Imaging (x-ray, CAT scans, etc.)
Lab Equipment Purchase and Use
Maintenance of equipment
Photodevelopment
Radioactive Isotope Use, Storage, and Transportation
Refrigeration
Tissue Culture
Use of electromagnetic radiation equipment
Vacuum pumps
Waste Handling

NIH CLINICAL CENTER/HOSPITAL

Biological Materials Use, Storage and Transportation

Chemical Use, Storage and Transportation
Imaging (x-ray, CAT scans, etc.)
Morgue and Autopsy
Occupational Medicine Services
Patient Care
Patient Transportation
Radioactive Isotope Use, Storage, and Transportation
Surgery
Testing
Vaccine Programs

PHARMACY

Drug Dispensing Operations

NIH OFFICES

Use of Bathrooms
Use of Office Equipment

NIH MAIL SERVICES/SHIPPING

Animal Shipping and Receiving
Biological Screening
Magnatometer/X-ray
Package Shipping and Receiving
Use of Vehicles

LANDSCAPING/GROUNDS/PEST/STREAM RESTORATION

Forest Conservation
Ice and Snow Control
Irrigation
Landscape Construction and Plantings
Parking Lot Maintenance
Pest Management
Storm Water Management (structures)
Stream Bank Stabilization
Tree and Stump and Removal
Turf Maintenance

ANIMAL CARE

Animal Husbandry
Animal Surgery
Bedding Storage, and Disposal
Cage Washing
Feeding
Food Storage

UTILITIES

Operation of Central Utility Plant (Chillers, Boiler, Cooling Towers)
Operation of Co-generation Unit
Substations

BUILDING MAINTENANCE

Building Maintenance
Operation and Maintenance of HVAC Systems

USE OF EMERGENCY GENERATORS**FUEL STORAGE AND TRANSFER**

Bulk Fuel Storage (USTs and ASTs)
Bulk Fuel Transfer During Fill/Dispensing Operations
Re-Fueling of Vehicles

MOTORPOOL/USE OF VEHICLES

Commercial Vehicle Inspection
Parking of Vehicles
Transportation to NIH
Transportation within NIH
Use of Construction Vehicles and Equipment

PERSONAL PROPERTY MANAGEMENT

Moving Furniture and Equipment
Receiving and Surplusing of Furniture and Equipment
Store and Process Furniture and Equipment

FOOD SERVICE AND SALES

Cleaning
Cooking
Dish Washing
Grease Storage and Traps
Heating
Receiving to Loading Docks
Refrigeration
Styrofoam Use

RENTAL BUILDINGS

Real Estate Acquisition and Leasing

WASTE MANAGEMENT

Management of Hazardous Waste (chemical)
Management of Medical Pathological Waste (MPW)
Management of Multihazardous Waste
Management of Nonhazardous Waste (general)
Management of Radiological Waste

JANITORIAL SERVICES**SECURITY**

Dog Care
Vehicle Inspection

Weapons Cleaning

PROCUREMENT

Procurement of Chemicals
Procurement of Equipment
Procurement of Office Supplies

CONFERENCE SERVICES

SHOP ACTIVITIES

Electrical Work
Fabrication
Metal Working
Painting
Plumbing
Woodworking

BIOMEDICAL ENGINEERING

Instrument Fabrication
Instrument Loaner and Maintenance Operation

BULK CHEMICAL STORAGE/ GAITHERSBURG WAREHOUSE

Receiving and Distribution of Chemicals



NEMS LABS WORKING GROUP

SIGN-IN SHEET

Tuesday, October 31, 2006
Building 45, Room D
10:00 - 11:00 am

Initial HERE if Present	Name	Affiliation	E-mail	Phone Number	Please provide your JOB FUNCTION (as it relates to this working group)
IB	Broadnax, Ina	NHLBI	ib21v@nih.gov	301-496-2157	Deputy Dir, Intramural
SD	Damle, Swati	ORF	damles@ors.od.nih.gov	301-496-7990	
ROA	Hirschhorn, Robin	--	hirschhorn_robin@bah.com	301-523-2117	NEMS Support
	Johnson, Thomas	NCI	johnstho@mail.nih.gov	301-496-7558	
TK	Killian, Tim	--	killian_timothy@bah.com	703-902-5072	NEMS Support
CL	Lee, Charlyn	ORF	leecha@ors.od.nih.gov	301-496-7990	
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KP	Peters, Kristen	--	peters_kristen@bah.com	703-412-7977	NEMS Support
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