



MEETING MINUTES

**NIDCD Green Team
Strategy Meeting
Monday, July 28, 2008
9:00 AM in Building 31, Room 3C05**

Meeting Objective(s):

- Formulate a draft green policy for NIDCD.

Attendees:

Maura Barr (Booz Allen)
Judith Cooper (OD)
Robin Hirschhorn (Booz Allen)
David Kerr (OD OA)
Catherine Langston (OD OA FM)

Suzanne Lischynsky (DIR)
Chris Meyers (DEA GMB)
Robert Miranda-Avecedo (OCHPL)
Barbara Ploplis (DIR LMG SHG)
Chad Wysong (OD OA)

Minutes:

Review last meeting's action items

No items to discuss.

NEMS Update

The Sustainable Office Practices Working Group is currently developing a green purchasing vehicle by working with Staples to develop a green catalog. The Gaithersburg Distribution Center (GDC) is also looking to increase the use of centralized procurement by improving their processes and costs. Centralized procurement is generally "greener" as it decreases packaging and transportation and can also be more cost-effective through bulk purchasing. Efforts are also being made to ensure that they are providing green products to their direct customers and through the self-service stores. NIH would then have two green procurement options and both have tracking capabilities for reporting purposes. Chad Wysong mentioned that NIDCD is buying a procurement tracking system and it is important to ensure that the tracking system can be linked to both procurement vehicles.

Go Greener Office Challenge Update

Most evaluators have not started conducting their green office assessments. An update on how these evaluations went will be provided at next month's Green Team meeting on September 3rd.

A Go Greener Lab Challenge needs to be developed. Barbara Ploplis, Eduardo Sainz and Harold Neely have volunteered to help develop this evaluation. Maura Barr will set up a conference call to talk about what this evaluation should look like.

Drafting NIDCD's Green Policy

The group has decided to formulate a green policy for NIDCD. This policy will contain an opening paragraph that states NIDCD's vision and mission as well as their commitment to improving environmental stewardship within the Institute. Following this paragraph will be a short list of specific greening actions that employees must conduct on a daily basis. Booz Allen and Catherine Langston will develop a draft green policy and send it out for comments to the NIDCD Green Team. The policy will be in the same format as a manual issuance chapter. Once this policy has been finalized, Dr. Battey will distribute it to all NIDCD employees through an email.

In the interim, Jackie Jones and Catherine Langston will draft an email that will inform all NIDCD employees of the new requirement that all employees should turn off their computers each night. Jackie Jones will send this email out to all NIDCD employees at the completion of the office challenge evaluations so as not to influence the baseline assessment.

In addition to the green policy, Robin Hirschhorn suggested making a fact sheet that outlines specific green actions that employees can take in a "good, better, best" format. This fact sheet would refer to NIDCD's green policy.

Determine Strategy for Deployment of Awareness Training

The NEMS awareness training is now located on the NIH Learning Management System (LMS) with the other mandatory trainings. Members of the NIDCD Green Team are encouraged to take the awareness training. Maura Barr will provide instructions on how to access this training on LMS.

The group decided that the use of incentives to entice employees to take the awareness training or to follow any of the greening requirements is not necessary at the present time. However, the use of incentives may be useful as NIDCD's greening efforts progress. This issue will be revisited at a later date.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Develop draft NIDCD green policy.	Maura Barr Catherine Langston	Friday, August 8th
2. Draft an email that informs all employees that they should turn off their computers each night.	Jackie Jones Catherine Langston	Wednesday, September 3

Action Item	Responsible Person(s)	Due Date
3. Review draft NIDCD green policy.	Group	Wednesday, September 3
4. Set up conference call to develop the Go Greener Lab Challenge	Maura Barr	Wednesday, September 3
5. Contact Terry Leland to see if NIH is adding an environmental award to the Director's awards.	Maura Barr	Wednesday, September 3
6. Review draft policy language.	Group	Wednesday, September 3

Next Meeting:

The green team meets the last Monday of the month from 9 a.m. to 10 a.m. The location is Room 3C05 in Building 31. However, due to summer vacation schedules, the next meeting is scheduled for Wednesday, September 3rd from 9 a.m. to 11 a.m. in Room 3C05 in Building 31.