



MEETING MINUTES

NIDCD Green Team Strategy Meeting Wednesday, September 3, 2008 9:00 AM in Building 31, Room 3C05

Meeting Objective(s):

- Review Go Greener Office Challenge results and capture lessons learned.
Review NIDCD's draft green policy.

Attendees:

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

Terry Leland (ORF)
Chris Meyers (DEA GMB)
Barbara Ploplis (DIR LMG SHG)
R. Victor Rebois (NINDS)
Eduardo Sainz (NINDS)
Chad Wysong (OD OA)

Minutes:

NEMS Update

In August, all group members received instructions on how to register for the NEMS awareness training through the HHS LMS. Several individuals experienced difficulties with registering for this course. The problems identified during the meeting included the following:

- There was no "Register" button to click on
- The course title is incorrect in the instructions
- Flash Player must be installed on your computer in order to take the training
- The course is very slow.

Please contact Terry Leland or Maura Barr if you experience any additional registration problems that are not listed above. In the meantime, you are encouraged to provide us with improvements to the instructions on how to register for the awareness training. An update of this situation will be provided at the next meeting. Unfortunately, the NEMS Awareness Training is the first mandatory training that is being deployed through the new HHS LMS system and so all of the bugs in the system and the learning curve will be experienced with our training which is

unfortunate. We are trying to minimize the difficulties but staff must take the training through the LMS so that the system gives them credit for completing the training. A suggestion was made to delay the roll out of the training but Terry Leland stated that the email announcing the training should go out next week and staff are required to complete the training by the end of October. This will ensure that training is complete prior to the NEMS audit.

The next Green Team meeting will focus on identifying steps to facilitate increased recycling at NIDCD. Mark Marshall, NIH's recycling coordinator, will be present at this meeting and will give a presentation followed by a question and answer session. Please come prepared with your questions and comments.

Go Greener Office Challenge Update Results

Before the results of the Go Greener Office Challenge were presented, Robin Hirschhorn asked the group for their comments on how the evaluation process went. The general response was that the evaluations went very well. The group's comments are listed below:

- It was difficult to apply this office challenge to laboratories; therefore a separate challenge is absolutely necessary to determine the baseline for labs.
- Most evaluators did not provide much instruction to their employees, rather they focused on gathering the data.
- A policy is needed to provide employees instruction on how they must change some of their everyday behaviors.
- Overall, NIDCD employees had a very positive attitude towards their evaluators, although initially there was some concern that they were being criticized rather than that the information was being used to baseline and identify opportunities for improvement.

In addition to the comments listed above, the group also provided some suggestions on how the Go Greener Office Challenge can be improved. The suggestions for improvement are outlined below:

- Some of the questions seemed redundant; the same question is asked numerous times throughout the survey.
- There was some confusion on whether they should evaluate the same workspaces in which employee interviews were conducted.
- More specific response choices should be included in the worksheet. Yes, no, and not applicable do not tell the evaluator the whole story. Group members suggested adding an "I don't know" and a "Sometimes" option to the worksheet. It was also mentioned that there should be a comments section for information or suggestions that the evaluator receives from employees.
- Additional questions should determine whether an employee knows how to perform a certain action, such as printing double-sided.
- Chad Wysong suggested that it might be useful to know the number of color printers there are at NIDCD. Therefore, an additional question would be necessary.

- The Transportation/Fossil Fuel Use section of the Go Greener Office Challenge needs to be simpler and more representative. Terry Leland suggested using the number of days that each employee uses an alternative or greener mode of transportation from the universe of the number of working days. This section will be revise.
- To get a better sense of employee behavior, Catherine Langston suggested that a separate survey that questions individuals about their green behavior appears once an employee has finished taking the NEMS awareness training. This survey could also appear on the NEMS website.

The results of NIDCD's Go Greener Office Challenge have been determined and the IC did very well as a whole. The IC's overall Go Greener Score was 59%. A breakdown of NIDCD's scores by environmental category and scope is included in the power point presentation attached to these minutes.

Most evaluators were not surprised by the results of the Go Greener Office Challenge. There were many common observations among the various NIDCD buildings. However, there were two issues that the group found surprising. The first issue was that some NIDCD buildings are using 30% recycled, not post-consumer content, paper. Also, not all employees had an individual recycling bin in the work space. As a result, recyclable materials are being thrown in the trash.

Nonetheless, many simple opportunities for improvement were identified as a result of this evaluation. These opportunities for improvement are listed below:

- Procurement of printers with duplex capability.
- Double-sided printing should be a default setting.
- Individual recycling bins should be located at each work space.
- Increasing awareness of various transportation options.
- Gradual phasing out of trash cans at each work space. Since almost everything can now be recycled at NIH, with the exception of food waste which could be discarded in the kitchens, making staff walk to the trash cans but have the recycling bins in their workspace makes more sense than the other way round.

Several group members mentioned that they would like to go back and change some of their evaluations to make them more accurate. It is very important that NIDCD's baseline evaluation is as accurate as possible so everyone is encouraged to go back and make sure their evaluation is correct. Please send your updated evaluations to Catherine Langston and Maura Barr.

Reviewing NIDCD's Draft Green Policy

The group started to review NIDCD's draft green policy. However, due to time constraints, the group was not able to comment on all aspects of the policy. The group's comments include the following:

- Judith Cooper was concerned about including “Do not use space heaters” in the energy conservation section of the policy. Judith Cooper suggested changing the statement to “Limit use of space heaters and fans.” Maura Barr is going to contact the fire marshal to determine what NIH’s policy is concerning space heaters. A final decision on what this statement will look like will be determined at the next meeting.
- Jackie Jones was concerned about including the first statement in the reduction of materials consumption section. Therefore, Jackie Jones is going to confirm whether there is enough room on the servers for everyone to save all their documents electronically.

All group members are asked to submit their comments on the draft green policy in writing to Maura Barr and Catherine Langston by October 6th. A copy of the draft policy is attached to these minutes.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Determine whether the speed of the NEMS Awareness Training can be increased.	Maura Barr	Monday, October 6
2. Contact HHS LMS to see if there are compatibility issues with internet browsers when taking the NEMS training.	Jackie Jones	Monday, October 6
3. Call Montgomery County to request recycling bins.	Catherine Langston	Monday, October 6
4. Send updated evaluation worksheets to Catherine Langston and Maura Barr	Group	Monday, October 6
5. Provide suggestions on how the Transportation/Fossil Fuel Use section of the Go Greener Office Challenge can be improved.	Group	Monday, October 6
6. Review draft policy language.	Group	Monday, October 6
7. Contact the fire marshal to determine NIH’s policy on space heaters.	Maura Barr	Monday, October 6

Next Meeting:

The next meeting is scheduled for Monday, October 6th from 9 a.m. to 10 a.m. in Room 3C05 in Building 31. Mark Marshall, NIH’s recycling coordinator, will be present at this meeting so please have your recycling related questions and concerns ready.