



MEETING MINUTES

**NIDCD Green Team
Strategy Meeting
Monday, October 6, 2008
9:00 AM in Building 31, Room 3C05**

Meeting Objective(s):

- Identify steps to facilitate increased recycling at NIDCD.

Attendees:

Maura Barr (Booz Allen)
Jackie Jones (OD OA IS)
David Kerr (OD OA)
Suzanne Lischynsky (DIR)
Mark Marshall (OD)

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

Minutes:

NEMS Update

- The NEMS awareness training is available through the HHS LMS. Instructions on how to access the training through the HHS LMS can be found under the Training section on the NEMS website. Staff must take the training through the HHS LMS so that the system gives them credit for completing the training. All staff are required to take the NEMS awareness training by the end of October.
- A new monthly newsletter entitled “NEMS News” is being developed by NIH’s Division of Environmental Protection. This vehicle will be used to communicate the initiatives, goals, and news that arise from the many individuals, groups, and teams working on greening the NIH. NEMS News will be sent out to all IC Green Teams and posted on the NEMS website.

NIH Recycling Presentation and Q&A

Mark Marshall, NIH’s recycling coordinator, gave a presentation on the current state of recycling at NIH and identified some steps to improve recycling rates. Presentation highlights include the following:

- NIH has just recently been fined for throwing away materials that are required to be recycled by Montgomery County Executive Regulation 15-04 AM. Violations of this regulation can result in fines of up to \$150 per day per offense.
- If a leased building were to be fined for non-compliance with the Montgomery County recycling regulation, it would be the Building Manager's or the lessor's responsibility to pay the fine.
- Increased recycling has resulted in a savings of about 5 million dollars in waste disposal fees.
- For an average year, NIH generates nearly \$120,000 in revenue from recyclable materials.
- For every usable inkjet or toner cartridge that is recycled, a donation is made to NIH Charities for \$1. In 2007, almost \$3500 was donated from this effort and so far to date over \$2000 has been donated for 2008. NIH Charities include The Children's Inn, Special Love for Children with Cancer Camp Fantastic, and Friends of the Clinical Center.
- A list of what can be recycled at NIH is included in Mark's presentation. The only items that cannot be recycled at NIH are paper towels, napkins, tissues, Block 6 Styrofoam, and food waste. Please look at these lists so you are aware of what can be recycled in what bins.
- The reason Block 6 Styrofoam is not recycled at NIH is because it is not cost effective.
- NIH voluntarily recycles many items that are not required by law, like construction debris.
- Mark is responsible for submitting a yearly report on NIH's recycling rate to Montgomery County. This recycling rate does not take into account the materials NIH recycles voluntarily. In 2007, this recycling rate was at 25%. The current recycling goal for Montgomery County businesses is 50%.
- The largest mandatory recyclable that is being thrown away is mixed paper.
- For battery recycling, contact the Chemical Waste group at NIH at 301-496-4710. They will pick up any batteries that you would like recycled.
- NIH is seeking to become a zero waste entity. An example of some goals that have been set in order for NIH to become zero waste include individual recycling at workstations (i.e. the blue bins), composting of food scraps from the cafeteria, composting of animal bedding, construction debris recycling, and green purchasing.

- Mark is focusing on increasing recycling awareness among the senior management of the Institutes and Centers.
- The bins on campus that are labeled “aluminum recycling” are for commingled items as well.
- If you are located off campus and would like to drop off your recyclables, please bring these items to Building 25.

Mark’s presentation has been attached to the meeting minutes. If you have any additional recycling questions, please contact Mark Marshall at marshallma@mail.nih.gov.

Finalizing NIDCD’s Draft Green Policy

Only a few comments have been received regarding NIDCD’s Green Policy. All group members must submit their comments on the draft green policy in writing to Maura Barr and Catherine Langston as soon as possible. A copy of the revised draft policy is attached to these minutes.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Contact HHS LMS to see if there are compatibility issues with internet browsers when taking the NEMS training.	Jackie Jones	Wednesday, October 15
2. Send updated evaluation worksheets to Catherine Langston and Maura Barr.	Group	Friday, October 17
3. Review and submit comments about the draft policy language.	Group	Friday, October 17

Next Meeting:

The next meeting is scheduled for Monday, November 3rd from 9 a.m. to 10 a.m. in Room 3C05 in Building 31. The next meeting will focus on finalizing the draft policy as well as setting metrics based on the results of the Go Greener Office Challenge.



NIH RECYCLING PROGRAM

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*To Protect the Future, Take
Action Into Your Hands*



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 Recycling Program

Recycling Defined

- The process of collecting, sorting, cleaning, treating and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new products.
- The collection and often reprocessing of discarded materials for reuse.

NIH Recycling Program

Why Recycle at NIH?

• LEGAL REQUIREMENTS

Montgomery County Executive Regulation 15-04 AM

- Requires that **ALL** businesses and employees recycle mixed paper, cardboard, commingled materials, and scrap metal. In other words, it is illegal to dispose of these items with the solid waste. Violations of this regulation can result in fines of up to \$150 per day per offense.

Executive Order 13423-Strengthening Federal Environmental, Energy, and Transportation Management

- Under 13423 and the related implementing instructions, *waste prevention and recycling must be* incorporated into agency operations, and disposal is viewed as a last resort. Specifically, Section 2(e) of the E.O. requires agencies to increase diversion of solid waste and maintain cost-effective waste prevention and recycling programs in its facilities.

NIH Recycling Program

Why Recycle at NIH?

• ECONOMIC BENEFITS

- Reduced Waste Disposal Fees
- Generate Revenue from Recyclable Materials
- Proceeds Benefit NIH Charities
- Reduces the use of Natural Resources by Reusing the Recycled Materials
- Creates Jobs



NIH Recycling Program

Why Recycle at NIH?

•Reduced Waste Disposal Fees

- An increase of 10% to the current recycling rate will save an estimated \$51,000 a year in solid waste disposal costs
- An increase of 35% to the current recycling rate will save an estimated \$178,000 a year in solid waste disposal costs
- An increase of 50% to the current recycling rate will save an estimated \$255,000 a year in solid waste disposal costs

NIH Recycling Program

Why Recycle at NIH?

•Generate Revenue from Recyclable Materials

•In an average month NIH receives the following for the value of recyclables:

- Cardboard - \$4500
- Mixed Paper - \$1500
- Scrap Metal - \$2500
- Wood Pallets - \$1300

* For an average year this equates to nearly \$120,000 for the value of these recyclables

NIH Recycling Program

Why Recycle at NIH?

• Proceeds Benefit NIH Charities

• For every usable inkjet or toner cartridge that is recycled, a donation is made to NIH Charities for \$1. In 2007, almost \$3500 was donated from this effort and so far to date over \$2000 has been donated for 2008.

• A charitable donation is also made on behalf of Garment Recovery Systems (GRS) for the recycling of Tyveks garments. A recent donation from GRS in the amount of \$280 was made to the Children's Inn.

• NIH Charities Include:

- The Children's Inn at NIH
- Special Love for Children with Cancer-Camp Fantastic
- Friends of the Clinical Center

NIH Recycling Program

Why Recycle at NIH?

• Reduces the use of Natural Resources by Reusing the Recycled Materials

- 94% of the natural resources America uses are non-renewable (up from 59% in 1900 and 88% in 1945).
- Recycling saves these non-renewable resources. For example, with active paper recycling, 20% more wood will need to be harvested by 2010 to keep up with demand. Without recycling, 80% more wood would need to be harvested.
- It takes 95% less energy to recycle aluminum than it does to make it from raw materials. Making recycled steel saves 60%, recycled newspaper 40%, recycled plastics 70%, and recycled glass 40%.
- Using scrap steel instead of virgin ore to make new steel takes 40% less water and creates 97% less mining waste.

NIH Recycling Program

Why Recycle at NIH?

•Creates Jobs

- Incinerating 10,000 tons of waste creates 1 job, while landfilling the same amount creates 6 jobs and recycling the same 10,000 tons creates 36 jobs.
- The National Recycling Coalition reports that recycling has created 1.1 million jobs, \$236 billion in gross annual sales, and \$37 billion in annual payroll.
- In California, meeting the state's 50% recycling goal is expected to create about 45,000 recycling jobs, over 20,000 of which are slated to be in the manufacturing sector.
- Massachusetts employs more than 9,000 people in more than 200 recycling enterprises. About half of these jobs are in the recycling-based manufacturing sector. These businesses represent more than half a billion dollars in value added to the state's economy.

NIH Recycling Program

What Can Be Recycled at NIH?

• MIXED PAPER (MANDATORY IN MONTGOMERY COUNTY)

- White or Colored Office Paper
- Shredded Paper
- Newspaper
- Telephone Directories
- Paper and Hardback Books
- Magazines
- Document Binders/Three Ring Binders
- Scientific Journals
- Catalogs
- Post It Notes
- Envelopes
- Manila Folders
- Tissue and Paper Towel Boxes
- All Other Paperboard Type Boxes (For example, frozen meal packaging)



NIH Recycling Program

What Can Be Recycled at NIH?

•COMMINGLED (MANDATORY IN MONTGOMERY COUNTY)

- Aluminum Cans and Tin Foil
- Steel and Tin Cans
- All Plastic Bottles, Cups, and Containers (#1,2,3,4,5, 6 (Non-Styrofoam), and 7 plastic resin codes)
- Yogurt Containers (Rinsed)
- Prescription Bottles
- Glass Bottles and Jars/No Pyrex
- Food Storage Containers
- Grocery, Retail, Sandwich, and Other Miscellaneous Plastic Bags
- Plastic Utensils (Clean)
- Buffer and Saline Bottles

NIH Recycling Program

What Can Be Recycled at NIH?

- **CARDBOARD (MANDATORY IN MONTGOMERY COUNTY)**
 - Corrugated cardboard (packaging materials removed)
- **YARD WASTE (MANDATORY IN MONTGOMERY COUNTY)**
 - Grass, leaves, branches, brush, etc..
- **SCRAP METAL (MANDATORY IN MONTGOMERY COUNTY)**
 - Both ferrous and non-ferrous metals collected

NIH Recycling Program

What Can Be Recycled at NIH?

•THESE ITEMS ARE VOLUNTARILY RECYCLED AT NIH

- Pipette Tip Racks
- Wooden Pallets
- Construction Debris
- Toner/Printer Cartridges-Benefits NIH Charities
- Tyveks-Benefits NIH Charities
- Batteries
- Fluorescent Tubes
- Electronics Waste (E-Waste)



NIH Recycling Program

HOW ARE WE DOING?

- Current monthly average is about 40% which includes both the mandatory and voluntary recyclables
- Recycling rates as reported to Montgomery County for the mandatory (mixed paper, commingled, cardboard, and scrap metal) recyclables was about 25% for 2007.
- The current recycling goal for businesses in Montgomery County is 50%.
- **A routine waste audit that was done in June of 2007 for building 13 revealed that over 42% of what was found in a representative sample from a solid waste compactor were mandatory recyclables.**
- A follow up audit done in July of 2008 for building 13 found that 38% of the contents were mandatory recyclables weighing over 2540 pounds with the majority of it being mixed paper (2340 lbs).

NIH Recycling Program

What is the Future of Recycling at NIH?

•ZERO WASTE

- To be considered a "zero waste" entity, you must be able to divert 90% or more of wastes generated from going to the landfill.
 - Zero waste is a fresh approach to waste management and the use of resources. It goes beyond the "end-of-the-line" treatment of waste and promotes not only the three "R's" (reduce, reuse, recycle), but also focuses on a "whole system" approach to the use of resources.
 - Zero Waste is a philosophy and a design principle for the 21st Century. It includes 'recycling' but goes beyond recycling by taking a 'whole system' approach to the vast flow of resources and wastes through human society.
 - Zero Waste maximizes recycling, minimizes waste, reduces consumption and ensures that products are made to be reused, repaired or recycled back into nature or the marketplace.

NIH Recycling Program

What is the Future of Recycling at NIH?

• Examples of Zero Waste Success in the Business World

- Hewlett-Packard (9,000 employees) is diverting 92-95% of its solid waste; saving almost a million dollars a year in avoided waste disposal costs.
- Toyota says it has a 97 percent zero-landfill status average over its 14 assembly plants.
- Copy-machine maker Ricoh has been zero-landfill at its U.S. plants since 2002.
- Anheuser-Busch has been able to recycle 99 percent of the solid waste generated at its 12 breweries.
- Subaru says that 99.8 percent of the refuse from its Indiana plant - on track to produce 180,000 cars this year - is recycled or reused so it doesn't go to a landfill.

NIH Recycling Program

Future of Recycling/Zero Waste at NIH

•SOME ZERO WASTE GOALS FOR NIH

- Individual recycling at workstations by all employees
- Composting of food scraps from cafeterias
- Composting of animal bedding
- Promote zero waste for special events held on campus
- Construction debris recycling
- Reduced waste through “Green Purchasing”

NIH Recycling Program

Recycling Behavior Changes

- Recycling at the individual workstations has to become a priority. To help with this effort, the use of desk side recycling containers is being highly encouraged.
- Office Paper Practices
 - Make double sided copies when possible
 - Make scratch pads from used paper
 - Do not print emails unless necessary
 - Buy recycled paper
 - Proof documents on the computer before printing
 - Adjust fonts, margins and spacing to fit more text on a standard sheet

NIH Recycling Program

With our current system of production, consumption and disposal, landfills are filling up and natural resources are being depleted. That's why it is important for everyone - from individuals to corporations - to rethink our ideas about trash disposal. By reducing the amount of trash that is being produced and reusing materials that we already have, we can all help to not only protect the environment and conserve natural resources, but we can also sustain the environment for future generations.

“Please stop and consider if it can be **recycled** before throwing it in the **trash**; **If in doubt – recycle it.**”

NIDCD Green Policy

A. Purpose

This document describes NIDCD's policies and procedures for conducting their operations and activities in an environmentally responsible and sustainable manner.

B. Background

In 2005, the NIH Director created the Environmental Policy of the National Institutes of Health to officially declare a commitment to the protection of the environment and responsible use of natural resources. As the steward of medical and behavioral research for the Nation, the NIH leads the way in the pursuit of knowledge about living systems and the application of the knowledge to extend healthy life and reduce illness and disability. As proactive keepers of the public health and the environment, the NIH community embraces pollution prevention and sustainable development while continually seeking to reduce resource consumption.

The NIH environmental policy establishes the following important commitments:

- Compliance with all Federal, State, and local environmental laws and regulations, as well as Executive Orders.
- Prevention of pollution by minimizing the generation of wastes where possible, reducing consumption, recycling materials, and disposing of wastes in an environmentally responsible manner.
- Integration of environmental and health considerations into decision-making processes.

All NIH employees 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.

C. Policy

NIDCD is committed to protecting the public health by conducting our operations and activities in an environmentally responsible and sustainable manner. We are committed to complying with all applicable laws and regulations. We recognize that reducing and, where possible, eliminating the environmental impacts of our activities is an important part of our mission as stewards of the public health. We strive to be a leader among the NIH Institutes and Centers in achieving environmental excellence and will work with our employees and other internal and external entities to establish and follow principles, in conjunction with the Environmental Policy of the NIH, that will guide NIDCD environmental practices.

The NIDCD guiding principles and practices to achieve resource conservation, waste reduction, and sustainability overall are summarized below:

- Comply with mandatory requirements and conduct our activities and operate our facilities within applicable environmental laws and regulations
- Conserve energy and other natural resources
- Reduce, reuse, and recycle to reduce waste
- Minimize the production of hazardous waste
- Adopt green procurement practices
- Ensure all employees complete the environmental awareness training
- Continue to review and minimize the impacts of our activities.

D. Responsibilities

a) Energy conservation

Employees should:

1. Turn off lights when not in use and use natural light when possible.
2. Turn off, **not just log off**, all computers, **terminals, speakers and other** office equipment at the end of every work day.
3. Turn off your power strip at the end of every work day.
4. Activate the power down features on your computer and monitor to enter into a low-power or sleep mode when not in use.
5. Unplug equipment that drains energy even when not in use (e.g., cell phone chargers, fans, coffee makers, desktop printers, radios, etc.).
6. Use Compact Fluorescent Lights (CFLs) in desk lamps as opposed to incandescent lights whenever possible.
7. Use the stairs when possible.
8. Utilize videoconferencing and conference calls as an alternative to travel when possible.
9. **Limit use of space heaters and fans.**

b) Reduction of Materials Consumption

Employees should:

1. Avoid paper use by distributing and storing documents electronically.
2. Print and photocopy only what you need and double side your jobs when possible.
3. Tell staff and colleagues that you prefer double-sided documents.
4. Use the back side of old documents for faxes, scrap paper, or drafts.

c) Reduce Fossil Fuel Consumption and Air Pollution

Employees should:

1. Ride mass transit or other alternative forms of transportation, whenever possible.
2. Use carpools or vanpools, when possible, over single use cars.
3. Telework one day a week, if possible.

d) Minimize Waste and Increase Recycling

1. Use durable reusable beverage containers, plates, and utensils.
2. Employees should reduce the amount of toner in documents that will be printed when possible.
3. Documents should be printed in black and white or grayscale whenever possible.
4. Employees located at the Bethesda Campus are required to recycle paper, paper products, plastic, binders, folders, catalogs, boxes, bottles, cans, batteries, electronics, toner and ink cartridges.
5. Employees located at Montgomery County facilities other than the Bethesda Campus are required to recycle plastic and paper products in accordance with county regulations.
6. Used furniture and electronics should be donated through the Property Utilization Branch.

e) Minimize Toxics and Hazardous Waste

1. Do not pour toxic or hazardous substances down the drain.
2. Reduce use of toxic chemicals and use less toxic alternatives wherever possible.
3. Do not use or purchase mercury or mercury-containing equipment, unless approval has been obtained.
4. Design experiments, when possible, to use less toxic or hazardous substances.
5. Purchase chemicals in the smallest quantities needed to avoid over-ordering.
6. Dispose of hazardous chemicals appropriate and in accordance with the NIH Disposal Guide and other legal requirements.

f) Commitment to Green Purchasing

Employees should:

1. Purchase copier and printer paper that contains at least 30% post-consumer recycled content

2. Purchase office supplies and furniture that contain the highest percentage of recycled and non-toxic content whenever possible.
3. Purchase products that contain biobased content whenever possible.
4. Purchase Energy Star office equipment.
5. Use the Electronic Product Environmental Assessment Tool (EPEAT) to identify computers and monitors with environmental attributes and purchase computers and monitors with at least a Bronze rating.
6. Purchase quality furniture and electronics that are no longer needed through the Property Utilization Branch.

g) Increasing Awareness of NIDCD's Impact on the Environment and Public Health

All employees are required to complete the NIH Environmental Management System (NEMS) Awareness training course. The course may be found at: <http://lms.learning.hhs.gov>.