



MEETING MINUTES

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

Meeting Objective(s):

- Finalize NIDCD Green Policy
- Identify metrics based on baseline data from the Go Greener Office Challenge

Attendees:

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

Robert Miranda-Avecedo (OCHPL)
Barbara Ploplis (DIR LMG SHG)
Vic Rebois (NINDS)
Eduardo Sainz (NIDCD)
Chad Wysong (OD OA)

Minutes:

NEMS Update

- All staff are required to take the NEMS awareness training. The NEMS awareness training is available through the HHS LMS and the NEMS website. Staff should first try to take the training through the HHS LMS so that the system gives them credit for completing the training. However, if you experience technical difficulties with the HHS LMS please take the training through the NEMS website. If you take the training through the NEMS website, please let Debbie Washington know so she can ensure that you get credit for taking it.
- It is time to develop the Go Greener Lab Challenge. If you would like to participate in the development of this challenge please send your contact information to Linda Thompson at Thompson.linda@bah.com

Finalizing the NIDCD Green Policy

The green policy has now been finalized and is ready to be sent up to management for review. The only change that the group made to the policy was that the line item "Limit the use of space heaters" was eliminated. Before the policy is sent to Dr. Battey for his final review and signature, the policy will be reviewed by David Robinson, Craig Jordan and Carter Van Waes.

The group decided that an email sent out by Dr. Battey is the best way to announce the new policy. In this email, Dr. Battey will include a list of Green Team contacts that employees can reach out to if they have any questions. In addition to the email, the group suggested that the policy be discussed at the Division Director meeting so that each Director can talk to their staff about the policy. Barbara Ploplis suggested that communication materials such as a poster could also be useful to spread awareness of the policy.

The policy will be issued with a set of supporting documents so all employees are aware of how they can execute the policy's requirements. The supporting documents will include a combination of fact sheets and data meant to entice people to change their behavior. Robin Hirschhorn suggested that the policy be posted on the internet with the supporting documents included as hyperlinks. Therefore, all the necessary information on how to implement the policy can be found in one location.

In order to not overwhelm employees with information, the Green Team will promote one of the environmental categories included in the policy each month. The group suggested that promotional activities could include one or all of the following: an email accompanied by a detailed fact sheet that focuses on how employees can implement the responsibilities under that environmental category, a green hour (i.e. a guest speaker or a movie), a briefing at a staff meeting, and communication/awareness materials (i.e. a poster). The group has decided to focus their efforts on the low hanging fruit in each environmental category.

The group has chosen the following environmental categories to focus on in the coming months: energy conservation (January), recycling (February), electronics (March), and green purchasing (April). For the energy conservation fact sheet, the group has decided to focus their efforts on getting employees to turn off the lights and their personal computer, unplug equipment, use CFL light bulbs, and take the stairs instead of the elevator. Judith Cooper suggested that the fact sheet include data on how much energy you can save by doing these actions (i.e. make the case for why these actions should be done). It was also suggested that stickers were placed next to the light switches so people would remember to turn off the lights.

The above implementation plan for the roll out of the green policy was chosen because it works both for labs and office settings. The policy and the necessary supporting documents for all environmental categories will be on the website so any office or lab can choose to implement every aspect of the policy all at once or they can implement the policy gradually based on what is being promoted each month.

Identifying Metrics Based on Results of Go Greener Office Challenge

During the next Green Team meeting, the group will identify metrics based on the results of the Go Greener Office Challenge. In terms of metrics for energy use, 5 Research Court's energy bill may be useful for measuring progress. Catherine Langston has volunteered to look at 5 Research Court's energy bill to determine whether energy savings can be seen.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Send Green Policy to David Robinson, Craig Jordan, and Carter Van Waes for review.	Catherine Langston	Wednesday, December 3
2. Send finalized Green Policy to Dr. Battey for his final approval and signature.	Catherine Langston/ David Kerr	Wednesday, December 3
3. Coordinate a meeting with NIDCD's procurement personnel.	Catherine Langston/ Maura Barr	Wednesday, December 3
4. Develop a roll out schedule and supporting documents for the Green Policy.	Maura Barr	Wednesday, December 3

Next Meeting:

The next meeting is scheduled for Wednesday, December 3rd from 9 a.m. to 10 a.m. in Room 3C05 in Building 31. The next meeting will focus on reviewing the draft supporting documents for the Green Policy and identifying performance metrics.