



MEETING MINUTES

**NIDCD Green Team
Wednesday, December 3, 2008
9:00 AM in Building 31, Room 3C05**

Meeting Objective(s):

- Review and finalize the Green Policy supporting documents.
- Identify metrics based on baseline data from the Go Greener Office Challenge.

Attendees:

Maura Barr (Booz Allen)
Jim Battey (OD)
Judith Cooper (OD)
Robin Hirschhorn (Booz Allen)
Jackie Jones (OD OA IS)
Suzanne Lischynsky (DIR)

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

Minutes:

NEMS Update

- It is expected that starting in January, an environmental performance element will be included in the performance plans of all senior executive service (SES) at NIH. This should help to gain the support of many in senior management, particularly the executive officers. The environmental performance element does not include detail that will affect the content of NIDCD's Green Policy. Terry Leland is checking on whether this element will be included in the performance plans of other senior management who are not SES.
- There is a working group currently developing 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
- The NEMS Sustainable Lab Practices Working Group has narrowed the list of priority NIH laboratory chemicals down to six. NIH researchers will be encouraged to reduce the purchase and use of the targeted chemicals and

replace these chemicals with greener alternatives when possible.
Information on greener chemical alternatives will be coming soon.

NIDCD Green Policy Update

The policy has been reviewed by NIDCD upper management. Catherine Langston is currently incorporating the comments of upper management into the policy. The final draft of the policy is expected to be sent to Dr. Battey for final review by December 19th.

Update on NIDCD's Greening Efforts

- *5 Research Court*: Currently, 5RC recycles white/color paper, corrugated cardboard boxes, soda bottles and cans. The contractor, Georgetown Paper, picks up these recyclables at no cost. Eduardo Sainz is looking to coordinate the pickup of additional recyclable materials (such as lab plastic and glass bottles, etc.) at 5 Research Court. Eduardo is looking to have the contractor who picks up the burn boxes to take these additional recyclable materials. Also, Barbara Ploplis informed the group that each lab at 5 Research Court now has its own recycling bin.
- *Executive Plaza South*: Judith Cooper has added numerous recycling bins for use at EPS.
- *Clinical Center*: Suzanne Lischynsky is working on distributing recycling bins for use in the Clinical Center.

Identifying Metrics Based on Results of Go Greener Office Challenge

Robin Hirschhorn asked the group to look at NIDCD's environmental objectives to determine what metrics should be set. Metrics essentially ensure a quantitative data set that will allow the group to track progress in achieving NIDCD's environmental objectives. Once the group has determined the metrics they would like to set, NIDCD's environmental objectives will be modified to fit these metrics.

The group focused their efforts on determining metrics for the two environmental areas that received the lowest scores on the Go Greener Office Challenge, green purchasing and transportation/fossil fuel use. For green purchasing, the group first elaborated on how office supplies are purchased at NIDCD. Anne Sumner is responsible for large purchases (over \$3,000), the purchase card program, and purchasing office supplies for OD and a few labs. Tresca Smith purchases office supplies for EPS and reports directly to Anne Sumner. 5 Research Court purchases office supplies through Lynn Penn. In addition to these three individuals, there are a few purchase card holders that are mostly located in the labs. Once the objectives and metrics for green purchasing have been decided, procurement personnel and purchase card holders will have to be briefed on the new green purchasing requirements.

In terms of measuring progress, it is important to determine whether or not the procurement personnel have a system for tracking purchases. If there is a tracking system in place, suggested metrics include the following: (1) the quantity of green products purchased and (2) the percentage of compliance with green purchasing requirements.

Increasing NIDCD's Go Greener Office Challenge score in the transportation/fossil fuel use area will definitely be the most challenging of all the environmental areas. Terry Leland informed the group that there has been some discussion about developing a transportation team that will focus on examining transportation issues (for both the Bethesda campus and off-site facilities) and developing solutions. If this team is developed, it is encouraged that some representatives from NIDCD take part in it.

The group suggested that a possible metric for transportation/fossil fuel use is to measure the amount of teleworking. Chad Wysong is going to determine whether there is a database with all the necessary teleworking information.

In terms of metrics for energy use, 5 Research Court's energy bill may be useful for measuring progress. Terry Leland believes that ORF has 5 Research Court's utility bills. An update on whether 5 Research Court's energy usage can be tracked will be provided at the next meeting.

With the exception of 5 Research Court, the metric for energy use will be based on the Go Greener Office Challenge. The Office Challenge is an indicator of changes in behavior rather than outcomes, but without actual data (specific to NIDCD) on outcomes such as energy use, it does provide a good indication of whether or not behavior is changing and thus outcomes would be expected to be improving.

Judith Cooper suggested that power strips be provided to staff to help encourage employees to reduce their energy use. Robin Hirschhorn encouraged the group to make this purchase if funds are available.

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	Friday, December 12
2. Send finalized Green Policy to Dr. Battey for his final approval and signature.	Catherine Langston/ David Kerr	Friday, December 19
3. Coordinate a meeting with NIDCD's procurement personnel.	Catherine Langston/ Maura Barr	Wednesday, January 7

Action Item	Responsible Person(s)	Due Date
4. Request additional recycling bins from Montgomery County.	Catherine Langston	Monday, December 29
5. Coordinate a meeting with Gail to determine if teleworking information is available.	Chad Wysong	Wednesday, January 7
6. Determine whether ORF has 5RC's energy bill.	Terry Leland	Wednesday, January 7
7. Develop instructions for how to power down properly; determine recommended power strips.	Jackie Jones	Wednesday, January 7
8. Provide comments on the draft energy conservation fact sheet.	Group	Wednesday, December 31

Next Meeting:

The next meeting is scheduled for Wednesday, January 7th from 9 a.m. to 10 a.m. in Room 3C05 in Building 31.