



MEETING MINUTES

**Teleconference on Green Purchasing Tracking Tool
Sustainable Office Practices Working Group
NIH Environmental Management System (NEMS)
Thursday, April 19, 2007
11:00 am – Noon**

Meeting Objective(s):

- Identify options for a tracking green purchasing tool
- Identify next steps

Attendees:

John Best (OD/OLAO)
Ray Dillon (OD)
Mehryar Ebrahimi (NLM)
Fred Evans (HHS-OAMP)

Carl Henn (OD)
Kristen Peters (Booz Allen)
Paulette Smith (OD)
Don Wilson (ORF)

Minutes:

A teleconference was held to identify available options for the tracking green purchasing as required by Executive Order (EO) 13423.

The group reviewed screen captures provided by Mehryar Ebrahimi. He is piloting an Access-based system at NLM's Office of Administrative and Management Analysis Services to facilitate the recycling reporting. It will later be determined if this system will be deployed throughout NLM.

The environment is a criterion of the IC director performance evaluation. Therefore, data on the environmental activities such as recycling is needed. However, NIH does an agency-wide data call to collect recycling and green procurement data. All participants agreed that a web-based system is needed and a stand alone system would not be efficient. The web-based system should be incorporated into existing reporting system. DELPRO cannot provided the recycling data and neither can NBS. The participants discussed whether they should try to get the fields added to the next version of NBS. It was determined that this would not be a viable option until after NBS is launched. It was recommended that fields should be proposed to account for purchase card holders, self-service stores, and stock catalogs. Fred Evans recommended NBS (NIH level) is the most appropriate level for the collection of the reporting data as opposed to the DESIS (HHS level system).

The group recommended making the NLM tool an option for those who are interested in using it for recycling reporting. Participants suggested the group work with CIT to make the

NLM tool available through a NIH website. Another option is making it available through the NBS site as a optional tool link.

need to work with Georgianne to get blessing – possibly funded through NEMS

This effort will require upper management support. Management support will be of particular importance because the reporting requirement is new and coming from the new Executive Order 14323.

In moving forward, the group decided to have a small group review a live demonstration of the NLM tool. If the small group decides the NLM tool has wider application, it will then be reviewed by the Working Group. If the Working Group approves this tool, it will be then proposed to the NEMS Sustainability Management Team for review and approval. The group will also work with NBS staff to integrate the proposed fields.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Arrange live demonstration	Kristen Peters	Wednesday, May 2
2. Announce demo on listserv and through meeting invite to WG	Kristen Peters	Wednesday, May 2

Next Meeting:

The next meeting will be a live demonstration of the NLM system. A meeting invitation will distributed once a date has been confirmed.