



## MEETING MINUTES

### Self-Service Stores Meeting NIH Environmental Management System (NEMS) July 19, 2007

#### Meeting Objective(s):

- Identify approaches to greening self-service stores.

#### Attendees:

Aleta Allmond (OD/DLS)

Bill Ketner (ORF)

Emily Lawrence (Booz Allen)

Don Wilson (ORF)

Lonnie Winley (OD)

#### Meeting Minutes:

- Don Wilson provided copies of the Self-Service Store Items List (Attachment 1). Discussions included the types of items on the list and which items would be simple to replace with JWOD and green alternatives.
  - Lonnie Winley stated that they are on board with the greening of self-service stores. Mr. Winley stated that Aleta Allmond and Ricky Taylor will be going through the Self-Service Store Items List to determine which items can be replaced with greener alternatives. They will begin with items such as post-its and other paper products. Ms. Allmond and Mr. Taylor will give biweekly status updates on their progress.
  - Mr. Winley stated that renovations will be occurring at the Building 10 self-service store and it maybe advantageous to incorporate the greener items as the renovations are completed.
  - A summary sheet of the post consumer guidelines were distributed along with the draft copy of the NIH goes Greener GSA Advantage Fact Sheet (Attachment 2 & 3). The Fact Sheet shows what NIH is doing to encourage purchase card holders to buy green products.
  - Emily Lawrence stated that Booz Allen and the Sustainable Office Practices Working Group could assist with outreach materials such as posters and e-mails to announce that the self-service stores are going greener. Mr. Winley and Ms. Allmond were receptive to these suggestions. Mr. Wilson mentioned that JWOD would be interested in setting up a display in the self-service stores to coincide with the launching of greener items.
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- Mr. Wilson stated that the stock catalog should also include greener alternatives for those employees who order directly through the catalog. Identification of greener items could include using labels to identify green items.

**Action Items:**

- Ms. Allmond and Mr. Taylor will give biweekly status updates on their progress as they go through the Self-Service Store Items List and identify greener alternatives for the items.
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# SELF SERVICE STORE ITEMS

<u>NSN</u>	<u>ITEM DESCRIPTION</u>	<u>ANNUAL SALES</u>	<u>% PCC</u>	<u>EPA % PPC</u>	<u>JWOD AVAIL ABLE</u>	<u>ACTION</u>	<u>JWOD STOCK NUMBER IF KNOWN</u>
<b>BOOK, JOURNAL, MEMOREANDUM &amp; RECORD</b>							
7530-00-286-6952	Blank Composition Book, Ruled, Flexible Wire-Coil Bound Cover, 11 X 8 1/2", Not Indexed or Paged, 100pages 72 per Case.	1522	0	30	Yes	REPLACE	7530-00-2866952
7530-00-222-0078	Blan, Ruled, Side Opening, 144 pages, 6 X3 1/3", Not Indeced or page, Round Corners, Semiflexible, Balack or Geen Pyroxylin Coated Cover, 192/Cs.	631	0	30	?	REPLACE	
7530-00-222-3521	192 Pages, 8 X 5 1/2", record Ruled, 72/Cs.	718	0	30	?	REPLACE	
7530-00-286-6207	192 Pages, 8 X 5 1/2", Journal Ruled, 72/Cs.	263	0	30	?	REPLACE	
7530-00-222-3525	192 Pages, 10 1/2 X 8", record Ruled, 36/Cs.	2753	0	30	?	REPLACE	
7530-00-L05-0323	200 Oagesm 10 1/2X 7 7/8", 32 lb. White Sulfite writing paper, black pyroxylin coated kraft covers.	609	0	30	?	REPLACE	
7530-00-286-8363	288 Pages, 14 X 8 1/2", record ruled, 24/Cs.	177	0	30	?	REPLACE	
7530-01-092-3565	152 Pages, 9 3/4X", Blue Canvas cover, record ruled, 12 per Cs esselte #37-3/8-150R.	218	0	30	?	REPLACE	
<b>CALENDARS</b>							
<b>7530-01-450-5438</b>	2004 weekly appointment book, two pages display an entire week with each day divided into 15 minute intervals, spiral binder, 8 1/2 X 11", federal holiday printed in red, 40 per pg.	88	0	30	Yes	REPLACE	7510-01-517-5945
<b>7510-00-L05-0621</b>	8 1/2 X 11", superintendent of documents.	8350	0	30	?	REPLACE	
<b>7510-00-L05-0622</b>	17 X 11", 250 per case, superintendent of doucments.	3014	0	30	?	REPLACE	
7510-00-687-8184	12 Month, Engagement, with spiral Hinge, 9 1/2 X 11 1/2", 120 per CS Scull Craft.	11,387	30	30	?	KEEP IN STOCK	
7510-01-450-5449	2006 Wall Calendar 12 Month perforated for separation and punched so that three Months can be displayed, red & black printing, U>S. Government, 8f 11e", 10 per package.	108	0	30	?	REPLACE	

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<b>CARD, INDEX</b>							
7530-00-247-0310	Buff Colre, 3 X 5" one side, 30% PCM. <i>Universal , 3X5" found on shelf</i>		30	20	YES	<b>KEEP IN STOCK</b>	7530-00-344-7451
			0	30	YES	<b>REPLACE</b>	7530-00-344-7451
<b>DESK TRAY</b>							
	<i>Sparco , 3X5" found on shelf</i>		0	30	YES	<b>REPLACE</b>	7530-00-344-7451
<b>7520-00-105-2480</b>	New dimension, stackable, smoke colore holds 8 1/2 X 11" paper, made from 25% post-consumer plastic, newell home products #16003 4 per case.	499	25	25	NO	<b>KEEP IN STOCK</b>	
<b>FOLDER, FILE, HANGING TYPE</b>							
<b>7530-01-275-6416</b>	Orange, color match tabs, esselte pendaflex #4152-1/5ORA. <i>Universal</i>	224	0	30	YES	<b>REPLACE</b>	do not have orange
<b>7530-01-219-1730</b>	Red, color match tabs, esselte pendaflex #4152-1/5RED. <i>Universal</i>	315	0	30	YES	<b>REPLACE</b>	7530-01-364-9500
<b>7530-01-274-9924</b>	VIOLET, color match tabs esselte pendaflex #4152-1/5VIOLET. <i>Universal</i>	627	0	30	YES	<b>REPLACE</b>	do no have violet
<b>7530-01-364-9501</b>	Yellow, color match tabs esselte pendaflex #4152-1/5YELLOW. <i>Universal</i>	279	0	30	YES	<b>REPLACE</b>	7530-01-364-9501
<b>7520-00-246-2664</b>	Frame, metal, letter size, for use with hanging type file folders esselte pendaflex #442-1 or vertaflex #101. <i>Universal</i>	29	0	30	YES	<b>REPLACE</b>	
<b>7510-01-095-1839</b>	Index tabs, to be used with hanging type file folders, ;plastic, clear, 5/8" projection, 2" length, with blank inserts, 25 per PG. <i>Universal</i>	337	0	30	No	<b>REPLACE</b>	
<b>7510-00-903-6967</b>	Blank inserts for pendaflex plastic tabs, 9/16 X 2", 100 per PG. pendaflex #242. <i>Universal</i>	139	0	30	No	<b>REPLACE</b>	



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	<i>JWOD Manilla Folders on shelf with 30% PCc</i>		30	30		KEEP IN STOCK	
	<i>Pendaflex Folder with 30% PCC</i>		30	30		KEEP IN STOCK	
<b><u>FOLDER, POCKET TYPE FILE</u></b>							
7530-00-285-2917	Letter size, 9 1/2 X 11 3/4".	330	0	30	YES	REPLACE	?
<b><u>7530-00-285-2916</u></b>	Legal size	193	0	30	YES	REPLACE	?
<b><u>FOLDER, SET, FILE</u></b>							
<b><u>7530-00-282-2507</u></b>	1/3 CUT, sselte #752-1/3.	1122	0	30	YES	REPLACE	?
<b><u>7530-00-2815941</u></b>	1/5 cut	154	0	30	YES	REPLACE	?
<b><u>NOTEBOOK, STENOGRAPHER</u></b>							
7530-00-223-7939	6 X 9", Spirela bound, 3/8" ruling with enter line, 12/pg, 72 per case. Has Recy Symbol but lists no %	2773	?	30	YES	REPLACE	7530-01-454-5702
<b><u>PAPER, BOND</u></b>							
<b><u>7530-01-335-5383</u></b>	<i>White, Georgia Pacific, GDC Stock Cat Only</i>		0	30	YES	REPLACE	?
<b><u>7530-01-335-2623</u></b>	Post consumer material, white, georgia pacific geocycle #2260000.	16225	30	30	YES	KEEP IN STOCK	
<b><u>7530-00-L05-2793</u></b>	White, 2-hole drill, hp paper, has 2-holes drilled at the top of paper custom paper.	487	0	30	YES	REPLACE	

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<u>7530-01-256-9181</u>	white, 2-hole drill, sheets are 2-hole punched on 1/2" side, dual-purpose paper is for use in high-speed dry toner copiers and offset duplicating equipment, contains 30% postconsumer material.	0	0	30	YES	REPLACE	?
<u>7530-01-033-8891</u>	8 1/2 X 11" sheet size, white, 3 hole drilled, hewlett packard.	200	0	30	YES	REPLACE	?
<u>PAPER, GRAPH</u>							
<u>7530-00-815-5227</u>	8 X 10" plate, 10 X 10 per inch, blue lined, 50 sheeets per pad, dietzgen #375, 12 pads per CS.	98	0	30	YES	REPLACE	?
<u>7530-00-979-425</u>	Ruled, 8 X 11", blue line, horizontal lines 11/32" apart, vertical lines 15/32" apart, punched for 3-ring binder, superintendent of documents.	281	0	30	YES	REPLACE	?
<u>7530-00-797-4694</u>	Ruled, 8 1/2 X 11", Ruled one side, blue lined, 6 lines per inch horizontal & vertical ines 3/4 apart, punched for 3-ring binder, 100 sheets per sheet, 10 columns, 20 pd per cs.	2105	0	30	YES	REPLACE	?
<u>PAPER, LOOSE-LEAF FILLER</u>							
<u>7530-00-286-4339</u>	11 X 8 1/2", 60 per case.	491	0	30	YES	REPLACE	?
<u>PAPER, TABULATING MACHINE "COMP.</u>							
<u>7530-01-056-9964</u>	14 7/8" wide X 11" Long, lined, superintendent of documents#0620.	0	0	30	NO	REPLACE	
<u>7530-01-030-7277</u>	No. 900 paper, blank, superintendent of documents #0350.	42	0	30	NO	REPLACE	

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<u>7530-01-136-3644</u>	IBM 3800 paper, blank overall= 12" wide X 8 1/2" long, tear-out= 11 1/2" wide X 8 1/2" long, approx 3300 sheets per case, superintendent of documents. GDC only	12	0	30	NO	REPLACE	
<b>PAPER, WRITING PADS</b>							
	<b>SKILL CRAFT HAS A VARIETY OF PACKAGES AND SIZES FOR THE POST ITS.</b>						
<u>7530-00-I05-0103</u>	5 assorted colors include 2 pads each ocean 2 pads each orchid, and one pad each daffodil, 48 per case, 3M #6545-SSA.	420	0	30	YES	REPLACE	?
<u>7530-00-L05-0108</u>	Cube assorted, 12 per case, 3M #3321-SSC-12.	632	0	30	YES	REPLACE	?
<u>7530-00-L05-0109</u>	5 Pack daffodil, 12 per case, 3M #653-5SSY.	504	0	30	YES	REPLACE	?
<u>7530-00-L05-0104</u>	8 Pack daffodil, 12 per case, 3M #654-8SSY.	156	0	30	YES	REPLACE	7530-01-207-4356 nc
<u>7530-00-L05-0106</u>	3 Pack daffodil, lined 180 sheets per pad, 32 per case, 3M #675-3SSY.	352	0	30	YES	REPLACE	?
<u>7530-00-L05-0107</u>	3 Packs assorted colors, lined 180 sheets per pad, one each, daffodil, ocean, and orchid, 3M #675-3SSA.	410	0	30	YES	REPLACE	7530-01-456-0684 nc
<u>7530-01-116-7866</u>	Note papere, 1 1/2 X 2", yellow, self-adhesive, scotch 3M "post-it" unruled, 36 per case.	505	0	30	YES	REPLACE	7530-01-116-7866
<u>7530-00-L05-0105</u>	3 Assorted coloros, lined one pad each of daffodil and orchid, ocean, each pad has 90 sheets, 48 per case, 3M#660-3SSA.	794	0	30	YES	REPLACE	?
<u>7530-00-L05-0110</u>	3 Packs daffodil, lined 90 sheets per pad,, 48 per case, 3M#660-3SSY.	581	0	30	YES	REPLACE	?
<u>7530-01-390-5753</u>	8 1/2 X 11" gray paper, 6 per case. Ampad#M-9-20-620.	358	0	30	YES	REPLACE	?
	<b>Additional Items not Listed Above</b>						
	<b>Ampad Legal Pads on Shelf</b>		0	30	YES	REPLACE	7530-01-516-9626
	<b>(Available JWOD 8.5 x 11 Pads)</b>			30	YES		7530-01-516-9627



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	<i>Ampad Jr. Legal Pads on Shelf</i>		0	30	YES	REPLACE	7530-01-516-9629
	<i>Office Depot 3-Hole Lined Paper on Shelf</i>		30	30	YES	KEEP IN STOCK	7530-00-286-4337
	<i>All Mailing Envelopes (almost all)</i>		0	30	NO	REPLACE	
	<i>All Forms</i>		0	30	NO	Replace if Possible	
	<i>All Tags, Tickets</i>		0	20	NO	REPLACE	
	<i>4 X 6 Writing Pad</i>		0	30	YES	REPLACE	5x8 7530-01-516-962
	<i>Keenex Facial Tissue</i>		0	10 to 15	YES	REPLACE	8540-40-01-483-899
	<i>Paper Towels - Rolls</i>		0	40 to 60	YES	REPLACE	8450-00-793-6425 10
	<i>Paper Towels - Boxes</i>		0	40 to 60	YES	REPLACE	?
	<i>Drinking Cups - No PCC - No biobased/compostable</i>				YES	REPLACE	7350-01-359-9524
	<i>Corrugated Containers</i>		?	25 to 50	No	RESEARCH	
	<i>Padded Mailers</i>		?	5 to 15	No	RESEARCH	
	<i>Industrial Paperboard Containers</i>		?	45 to 100	No	RESEARCH	

On P.L. for the Navy				
26 Chlorine Free				
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00 count also available in 2000ct				
Various sized available				

### ***PAPER AND PLASTIC PRODUCTS***

Purchase recycled supplies with the minimum postconsumer content outlined in the table below:

<b>Paper and Plastic Product</b>	<b>Minimum Postconsumer Recycled Content</b>
Binders and Report Covers	50%
Envelopes	30%
Note Pads and Notebooks	30%
Packing or Shipping Containers (corrugated)	25%
Padded Mailers	5%
Paper File Folders (Manila or Colored)	20%
Plastic File Folders	90%
Printer and Copier Paper	30%

### ***MISCELLANEOUS PRODUCTS***

Purchase recycled supplies with the minimum postconsumer content outlined in the table below:

<b>Miscellaneous Product</b>	<b>Minimum Postconsumer Recycled Content</b>
Bathroom Tissue	20%
Facial Tissue	10%
Paper Napkins	30%
Paper Towels	40%
Plastic Trash Bags	10%

### ***FURNITURE PRODUCTS***

Purchase furniture with the minimum postconsumer recycled content as outline in the table below:

<b>Furniture Product</b>	<b>Minimum Postconsumer Recycled Content</b>
Fabric	100%
Plastic	70%
Steel	16%
Wood or Wood Composite	Greater than 0%

## **Helpful Green Purchasing Definitions**

**Biobased products** – commercial or industrial products (other than food or feed) that utilize biological products or renewable, domestic, agricultural (e.g., plant, animal and marine), or forestry materials (EO 13101, Section 201).

**Environmentally preferable** – products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, product, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service (EO 13423)

**National Emissions Standards for Hazardous Air Pollutants (NESHAPs)** – emissions standards set by the U.S. Environmental Protection Agency for air pollutants.



# NIH Environmental Management System

To Protect the Future, Take Action Into Your Hands



## NIH Green Purchasing Program

Our Green Purchasing Program encourages NIH employees to select and procure products and services that most effectively minimize negative environmental impacts over their entire life cycle—from manufacturing to use to disposal. Here are some guidelines in helping you purchase green products.

### Using GSA Advantage

GSA Advantage provides NIH purchasers direct access to environment-friendly products. GSA Advantage’s one-stop environmental shopping provides products that comply with all federal environmental regulations. To access GSA Advantage’s Environmental category, visit: <https://www.gsaadvantage.gov/advgsa/advantage/search/specialCategory.do?cat=ADV.ENV>

Use the search tool to find and order your product. **It is easy as 1 – 2 – 3!**

## NIH Purchasing Goes Green

For more information, please contact:  
Terry Leland,  
NEMS Coordinator  
lelandt@mail.nih.gov

[www.nems.nih.gov](http://www.nems.nih.gov)



**Shop For Environmental Items**

Enter a search term and select one or more environmental indicators to limit your search to specific environmental products. If you do not select any environmental indicators, the search will return all items matching at least one of the environmental indicators.

Look for:  in Environmental

Matching the following criteria:

<input type="checkbox"/> Environmentally Friendly	<input checked="" type="checkbox"/> ETV ETV
<input checked="" type="checkbox"/> Recycled Content	<input type="checkbox"/> Non-Toxic Items
<input checked="" type="checkbox"/> CPG CPG Item	<input type="checkbox"/> S.N.A.P. Approved
<input type="checkbox"/> Energy Star Compliant	<input type="checkbox"/> Green Seal of Approval
<input type="checkbox"/> FEMP FEMP Energy Efficient items	<input type="checkbox"/> CA CA Air Quality Compliant
<input type="checkbox"/> PRIME PRIME Item	<input type="checkbox"/> Bio-Based
<input type="checkbox"/> NESHAP NESHAP Compliant	

**Find It!**



## What can I purchase?

While there are several options, make sure to check  **Recycled Content** and  **CPG Item** to purchase green office supplies and furniture:

### *Paper Products*

- ✓ Copier paper
- ✓ Printer paper
- ✓ Writing pads
- ✓ Telephone message pads
- ✓ Self-stick notes
- ✓ Easel pads
- ✓ Forms
- ✓ Tissue

### *Non-Paper Products*

- ✓ Pens
- ✓ Binders
- ✓ Paper clips
- ✓ Manila and colored folders
- ✓ Hanging folders
- ✓ Mailing and padded envelopes
- ✓ Interoffice messenger mailers

### *Office Furniture*

- ✓ Conference tables
- ✓ Desks
- ✓ Filing cabinets
- ✓ Hutches
- ✓ Rugs and mats
- ✓ Lamps and light bulbs
- ✓ Window treatments

Check  **Energy Star Compliant** to purchase office equipment with energy saving features.

Products that meet green purchasing standards can also be purchased through other sources such as Staples and Office Depot. JWOD products when available almost always meet these standards. The NIH Stock Catalog and self-service stores inventory is currently under review, but in the future green purchasing compliant products will be available and clearly labeled for easy identification.

## How do I purchase green computers and monitors?

Computers and monitors can be purchased through the NIH Information Technology Acquisition & Assessment Center (NITAAC) Electronic Commodities Store III (ESCIII). You should request computers and monitors that meet the **EPEAT silver standard**. EPEAT silver standard guarantees a product with very highly rated environmental attributes. To order through NITAAC ECS III, please visit : <http://nitaac.nih.gov/ecs3home.asp>.

## What other purchases will help my office to go greener?

- ✓ Purchase compact fluorescent lights for use in desk lamps.
- ✓ Avoid purchasing personal space heaters except in specific circumstances and with approval from the NIH Fire Marshal.
- ✓ Purchase green carpet for offices through the Office of Research Facilities. Contact Mary Catherine Lee ([leema@mail.nih.gov](mailto:leema@mail.nih.gov)) for more information.
- ✓ Obtain surplus furniture and other equipment through the Property Utilization Branch. (<http://olao.od.nih.gov/GovernmentProperty/AcquiringProperty/ReutilizationSurplusScreening/>)

