



MEETING MINUTES

Sustainable Office Practices Working Group NIH Environmental Management System (NEMS)

Wednesday, June 21, 2006

10:00 am – 11:00 am

Meeting Objective(s): To discuss possible strategies and tools for green purchasing. Dana Arnold from the Office of the Federal Environmental Executive (OFFEE) will share lessons learned from the Federal Green Purchasing Program.

Attendees: Aleta Allmond, Diane Thorpe, Alvin Harris, Gail Grosman, Laurel Carey, Ray Dillon, Carl Henn, Barabara Moskowitz, Tony Pirrone, Candice Scott, Fred Walker, Roger Weidner, Chuck Carroll, Lauren Sikes, Terry Leland, Dana Arnold (Office of the Federal Environmental Executive), Robin Hirschhorn (Booz Allen Hamilton), Kristen Peters (Booz Allen Hamilton)

Minutes:

Introduction and Update on NEMS (T. Leland)

Terry Leland provided an update of the NEMS implementation. The Sustainability Management Team (organizational structure is provided in attached document) is meeting on Friday, June 23rd, and will be briefed on the status of this working group and others (e.g., Facilities and Sustainable Design & Construction).

Terry also provided an overview of the last meeting. The working group discussed the tools needed to implement green procurement and the barriers that exists. The group identified several green procurement tools that are needed (e.g., best practices and database to share information) and discussed vendor and policy barriers. As a result of this discussion, Dana Arnold of OFFEE was asked to share her knowledge of tools and barriers experienced by other government agencies during this meeting.

Green Procurement Tools (R. Dillon)

JWOD

Ray Dillon presented information on the Jarvis-Wagner-O'Day (JWOD) Program. JWOD creates jobs and training opportunities for people who are blind or who have other severe disabilities by requiring government agencies to purchase selected products and services from nonprofit organizations employing such individuals. The benefits of procuring through JWOD include:

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- It is a required under the Federal Acquisition Regulation (FAR). Therefore, best price and competitive sourcing are not required. Using JWOD may streamline the procurement process;
 - Green products (e.g., binders, notebooks, chemicals) are designated and provided through JWOD; and
 - JWOD will consider supplying specific products on request.

The JWOD supply catalog is available on CD or through the program's web site (<http://www.jwod.com/>). Ray has a copy of the CD catalog and information on the NIH point of contact for JWOD. The group discussed the possibility of creating a reference list of commonly-used green products available through JWOD; this list would facilitate the procurement green products through JWOD by NIH purchase card holders.

The group also discussed the availability of green products through JWOD, including:

- Exploring the possibility of the NIH self-service stores purchasing green products through JWOD;
- Everyone should be made aware that JWOD approved/supplied products are available through Office Depot, Staples, Corporate Express, etc.; and
- JWOD is very responsive to the needs of an agency and saw a niche for offering green products.
 - The Department of the Interior worked with JWOD to provide green products and services (e.g., green cleaning services) at its headquarters.
 - Green lab products that would be requested by NIH could be a new market for JWOD. It was suggested that NIH could partner with FDA and CDC to request JWOD to supply green lab products.

Green Product Performance

The group also discussed the performance and quality of green products. Concerns that green products are not high quality (e.g., ink bleeds) or have negative impacts on equipment (e.g., cause paper jams). Dana Arnold discounted many of these concerns. She stressed the importance of purchasing green products from reputable companies; you will receive a quality, high performing recycled copier paper if it is purchased from a reputable company. The group discussed producing a list of quality green products (e.g., office and cleaning supplies, copiers and furniture) with proven performance.

Influencing Purchase Card Holders

Purchase card holders, purchase agents and the self-service stores procure office products at NIH, and they will be likely use any tools developed by this workgroup. Dana provided examples of how other agencies have influenced their purchasers. Agencies have used blank purchase agreements with preferred sources that have green catalogs; some of these agencies may require the purchasing of green products.

For example, EPA requires all its products be green and supplied by Corporate Express; any invoice with products not procured through Corporate Express is not paid.

Green Purchasing Training and Outreach Options

Options for training on green procurement were discussed. Dana Arnold shared her knowledge of a green procurement brochure provided to purchase card holders of the Department of Veterans Affairs (VA) (available at through the OFEE web site at http://www.ofee.gov/gp/VAGP_brochure_0106.pdf). The group discussed the possibility of using the VA brochure as a template for one to be distributed at NIH. Dana also stated that the GSA SmartPay training provides some information on green purchasing but the information is not adequate as the only training on green procurement.

Green Purchasing Best Practices (D. Arnold)

Dana Arnold presented several best practices for green procurement and reviewed a handout of these practices and the legal basis for Federal green purchasing programs (See attached). The following best practices were discussed:

- Use listserv and/or periodic conference calls to share experiences and lessons learned;
- Conduct pilots of green products to determine quality and performance;
- Use contract writing systems and templates of standard contract language requiring use of green products;
- Include green procurement in solicitations on FedBizOps (a good outreach tool);
- Evaluate current and future forecasts for opportunities to incorporate green procurement;
- Require contractors to report their use of green products to complete contracted tasks;
- Have supply stores procure green products;
- Learn about innovative green purchasing ideas by reviewing OFEE newsletters the “Closing the Circle News;” and
- Incorporate green procurement in acquisition planning.

Additional tools and resources are available on the OFEE web site at <http://www.ofee.gov/gp/gp.htm>.

Identification of Objectives

The following potential objectives were identified during the discussion :

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- Produce tools (e.g., JWOD-supplied green products and green purchasing brochure/fact sheet) to make green procurement easy.
 - Improve training to include the dissemination of tools so purchase card holders know not only what to do but how to do it.
 - Identify opportunities for greening the Self-Service Store.

Next Meeting:

The next meeting is scheduled for **Wednesday, July 19th** at 10:00 am. We will discuss:

- Green product availability through the self-service stores,
- JWOD and other green procurement tools, and
- Deployment and training issues.

Action Items:

1. Ray Dillon will provide JWOD web information to Kristen Peters for dissemination to working group.
2. Aleta Allmond will prepare to discuss the availability of green products through the NIH self-service stores.

The Federal Green Purchasing Program

Component	Legal Basis	Examples
Recycled content products	Resource Conservation and Recovery Act of 1976, section 6002	Paper and paper products Office products
	E.O. 13101	Building construction, renovation, and maintenance products Fleet maintenance products Park/recreation Awards and plaques
Energy Star/energy efficient/low stand-by power devices	Energy Policy Act of 2005, section 104	Office electronic equipment
	E.O. 13221	Building construction and renovation products
Alternative fuel vehicles/alternative fuels	Energy Policy Act of 1992	Vehicles
	Energy Policy Act of 2005	Fuel (ethanol, biodiesel, CNG, LNG, electric)
Biobased products	Farm Security and Rural Investment Act of 2002, section 9002	Mobile equipment hydraulic fluid
		Diesel fuel additives
		Penetrating lubricants
		Roof coatings
		Water tank coatings
		Bedding/bed linens/towels
Environmentally preferable products and services	E.O. 13101	Cleaning products
		Office electronic equipment Building construction, renovation, and maintenance
Non-ozone depleting substances	Clean Air Act	Fire extinguishers
	E.O. 13148	Appliances

Priority chemicals	E.O. 13148	Lead Mercury Cadmium PCBs Naphthalene
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Issues:

1. The Federal Acquisition Regulation
2. Agency acquisition regulations, policies, and procedures
3. Coordination among program components
4. Green purchasing plans
5. Integration with other acquisition requirements (e.g., JWOD programs)
6. Purchase cards
7. Services contracts, including construction contracts
8. Training
9. Audits
10. Enforcement (scorecards)

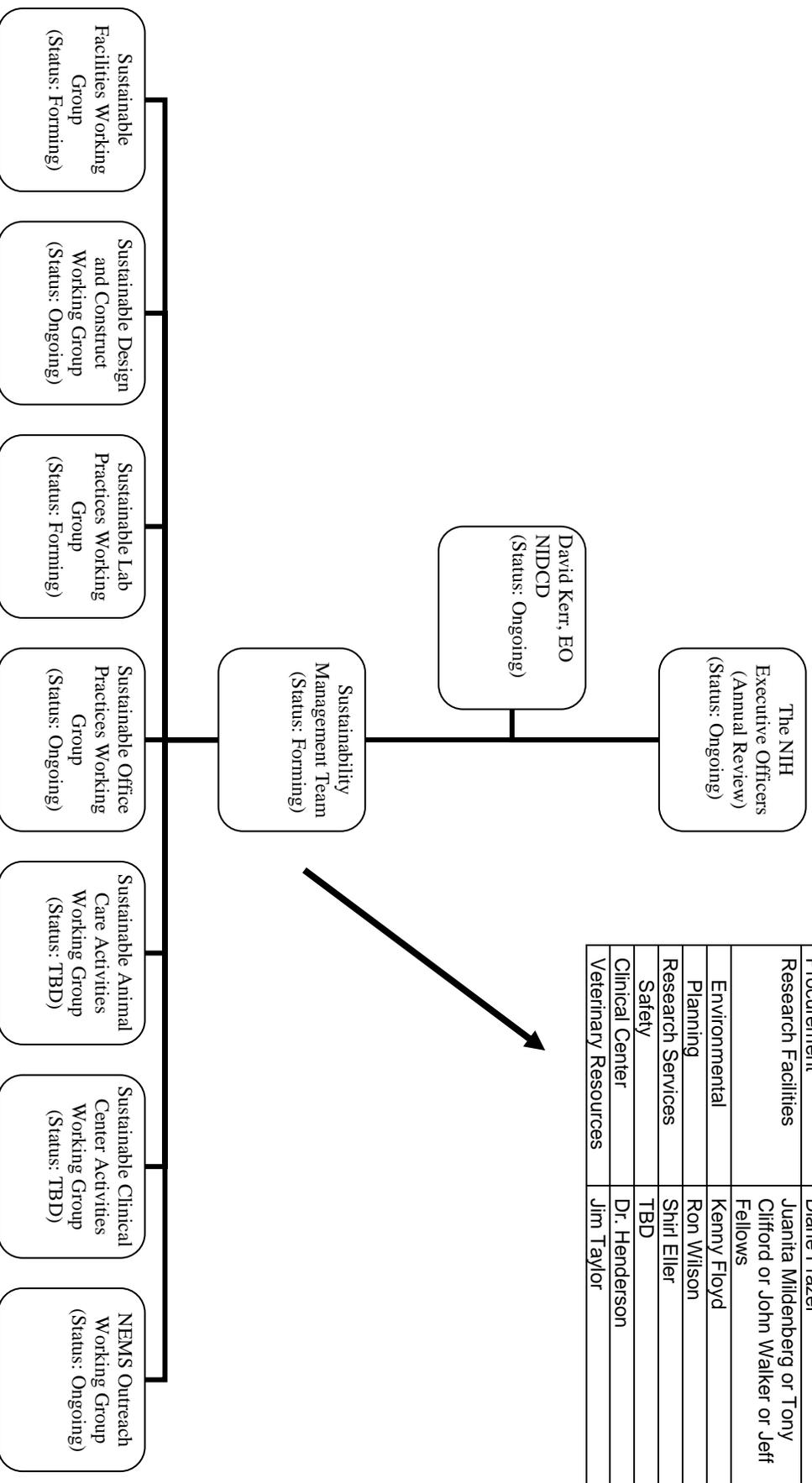
Best Practices:

1. Listserv and/or periodic conference calls (USAF, DOE)
2. Pilots
3. Contract writing systems and templates (USDA)
4. FedBizOps (USDA)
5. Forecasts
6. Contractor reporting (BPAs, Sandia National Lab)
7. Supply stores (Homestead Air Force Base)
8. "Closing the Circle News's"
9. Acquisition planning



NEMS IMPLEMENTATION STRUCTURE

June 14, 2006





NEMS OFFICE WORKING GROUP

SIGN-IN SHEET

Wednesday, June 21, 2006
Building 45 (Natcher), Room D
10:00 - 11:00 am

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