



## MEETING MINUTES

### Sustainable Office Practices Working Group NIH Environmental Management System (NEMS) Wednesday, July 19, 2006 10:00 am —11:00 am

#### Meeting Objective(s):

- Identify the green purchasing tools to be developed at NIH
- Develop a strategy for deployment and training
- Agree on NEMS objectives for green procurement

#### Attendees:

Gareth Buckland (ORF)  
Ray Dillon (OD)  
Sandy Marks (for Yvonne Du Buy-  
NIDCR)  
Mehryar Ebrahimi (NLM)  
Isabel Ellis (NIAAA)  
Valerie Green (NIAMS)  
Gail Grosman (NIGMS)  
Kathleen Hargett (NCI)

Robin Hirschhorn (Booz Allen)  
Bill Ketner (ORF)  
Barbara Moskowitz (NIAID)  
Candice Scott (NINR)  
Denise Simmonds-Barnes (NCCAM)  
Rich Southers  
Debbie Whittington (NIDDK)  
Don Wilson (ORF)

#### Minutes:

##### NEMS Update (Robin Hirschhorn)

Robin reported that the Sustainability Management Team met yesterday to discuss their role in guiding the implementation and providing leadership and support to the NEMS. They were asked to identify appropriate representatives to the various workgroups, including this one, where they felt additional staff were appropriate. The work that this group is doing in the area of green purchasing was presented to them. They requested that someone volunteer to lead each of the working groups so Robin requested a volunteer and Ray said that he would speak to Carl Henn to determine if he would be the appropriate lead.

##### Self-Service Store: Green Products

Aleta Allmond was not in attendance so the topic was tabled until the next meeting.

##### JWOD and Other Green Purchasing Tools

It was suggested that it would be more helpful to have a catalog of green products rather than just an icon indicating which products are green when searching for a particular product. Ray Dillon suggested that we request a catalog be developed by JWOD.

It was agreed that JWOD appeared to be the appropriate tool, but the group would like to see a demonstration by JWOD and the opportunity to ask questions and make suggestions for improvements. Ray Dillon agreed to schedule a demonstration.

Since the workgroup identified several weaknesses in the JWOD (such as lack of information on the percentage of recycled content) it was agreed that the workgroup members would email Ray Dillon any suggestions for making the process of procurement of green products through JWOD easier. Ray will compile the comments and provide them to JWOD.

It was agreed that the “best practices” or “lessons learned” fact sheet of what has already been identified as green and working successfully at NIH would be a worthwhile exercise. This would make it easy for individuals to order something green that has a success rate. It could also include alternatives such as copiers that have been purchased by NIH which also provided scanning capabilities to eliminate some paper copies.

Don Wilson of the Division of Environmental Protection (DEP) noted that an Affirmative Procurement Plan has been written by HHS and he and other NIH staff have reviewed it. It is very lengthy and detailed and appears to be quite comprehensive. As soon as the document is final Don will provide a briefing on it and the workgroup will discuss any impacts on the workgroups efforts.

Don also discussed the requirement to report acquisitions of Environmentally Preferable Purchasing (green purchasing) annually (under RCRA 6002) and the current lack of good information. The need for a good data management system was discussed both for tracking procurement and the reporting of green purchasing.

Mehryar Ebrahimi briefly discussed the data management system that he is implementing at the National Library of Medicine. Don agreed to send him a copy of the RCRA 2006 report and Mehryar agreed to determine the possibility of integrating those data needs into his system.

There was some discussion of whether a new data management system might be duplicative with the MBS and it was determined that further discussion and investigation was needed. This will be added as an objective for the workgroup.

## **Deployment and Training**

It was agreed that purchase card holders are the most important audience due to their combined impact on procurement. Executive Officers should have lists of those authorized to do procurement within their IC. It was noted that a representative of the workgroup that oversees the purchase card holders should be added to our workgroup. In addition to purchase card holders are the 10 offices of acquisition in the ICs and the self-service stores. The stores fall in the Office of the Director under Diane Frasier.

It was suggested that briefings for the Administrative Officers would be useful and briefings in general would be more effective than simply providing hand-outs.

Robin Hirschhorn noted that green purchasing could be included in the NEMS online training which is being developed and will be required training for all NIH employees and contractors.

### **Identification of NEMS Objectives**

During the discussion, the following objectives were agreed upon:

- Identify a green purchasing source that could be promoted for use at NIH.
- Produce a Best Practices listing providing proven green products being used at NIH.
- Develop an outreach program to deploy the Green Purchasing Program throughout NIH.
- Explore the appropriate means for tracking green purchasing and the resulting benefits through development of a database program or modifying current systems.

### **Action Items:**

1. Identify a lead for the workgroup (Ray Dillon/Robin Hirschhorn)
2. Schedule a demonstration by JWOD (Ray Dillon)
3. Provide Ray Dillon with a list of comments and suggestions for improving on JWOD and/or making the purchasing of green products easier. (Workgroup members)
4. Compile comments and suggestions for JWOD (Ray Dillon)
5. Identify a representative of the workgroup that oversees the purchase card holders to add to our workgroup.
6. Send a copy of the RCRA 2006 report to Mehryar (Don Wilson)
7. Mehryar Ebrahimi agreed to determine the possibility of integrating the data needs of the RCRA 2006 report into his system.

### **Next meeting:**

The next meeting will be announced when Ray Dillon has secured a date for the JWOD representative to come provide a demonstration.

### **Future topics to discuss:**

- What the Federal Electronics Challenge is and whether NIH should participate.
- Policy or procedures development for controlling environmental impacts of office operations.
- Don Wilson to provide briefing on the HHS's Affirmative Procurement Plan once it has been formally issued.



## NEMS OFFICE WORKING GROUP

### SIGN-IN SHEET

Wednesday, July 19, 2006  
Building 45 (Natcher), Room D  
10:00 - 11:00 am

Initial HERE if Present	Name	Affiliation	E-mail	Phone Number (301)	Please ENTER Job Function as it relates to this working group
	Allmond, Aleta	OD	allmonda@od.nih.gov	435-3667	
	Broadnax, Ina	NHLBI	ib21v@nih.gov	496-2157	
	Broadus, Melvin	NIAMS	broadusm@od.niams.nih.gov	496-6053	
	Carroll, Chuck	ORF	carrolth@ors.od.nih.gov	402-0680	
	Coleman, Juanita	CC	jcoleman@mail.cc.nih.gov	496-2417	
<i>now</i>	Dillon, Ray	OD	dillonr@mail.nih.gov	496-6014	
	Douglas, Bonnie	CIT	douglasb@mail.nih.gov	496-2847	
<i>SM</i>	Du Buy, Yvonne	NIDCR	Yvonne.duBuy@nih.gov	496-6621	<i>Sandy Marks sitting in for Yvonne duBuy</i>
<i>MD</i>	Ebrahimi, Mehryar	NLM	ebrahimm@mail.nih.gov	496-5441	<i>CHIEF OFFICE OF ADMINIS</i>
<i>Er</i>	Ellis, Isabel	NIAAA	iellis@mail.nih.gov	443-8771	<i>Pharm. Analyst Office Res. Mgt.</i>
	Ennis, Robert	NCCAM	rennis@mail.nih.gov	402-7683	
	Evans, Michele	CC	mevans@mail.cc.nih.gov	496-5281	
	Ferguson, Sabrina	NINDS	SFerguson@mail.nih.gov	435-7714	
	Fioravante, Denise	NIA	fioravad@nia.nih.gov	496-9121	
	Fitzwater, Linda	NINR	lf35e@nih.gov	594-5979	



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	Floyd, Kenny	ORF	floydw@ors.od.nih.gov	496-3537	
	Gibson, Monica	NCI	gibsonmo@mail.nih.gov	435-3820	
<i>GS</i>	Grosman, Gail	NIGMS	grosman@nigms.nih.gov	594-1747	<i>As</i>
	Hanopole, Anna	NCI	hanopola@mail.nih.gov	496-8627	
<i>Kah</i>	Hargett, Kathleen	NCI	hargetka@mail.nih.gov	228-4225	<i>Kathleen Hargett</i>
	Harper, Joellen	NINDS	harperj@ninds.nih.gov	496-4697	
	Henn, Carl	OD	hennc@od.nih.gov	496-7110	
	Hooven, Thomas	NCI	hovent@mail.nih.gov	496-0044	
	Laser, Kevin	CSR	laserk@mail.nih.gov	435-4436	
	Leland, Terry	ORF	lelandt@ors.od.nih.gov	451-6474	
	Levy, Maimon	NEI	levym@nei.nih.gov	402-1645	
	Lyman, Myra	NIDDK	myral@extra.niddk.nih.gov	496-8151	
	Miller, Richard	FIC	rm101k@nih.gov	496-4625	
	Moran, Patrick	NINDS	moranp@ninds.nih.gov	496-2575	
<i>Sam</i>	Moskowitz, Barbara	NIAID	moskowib@mail.nih.gov	594-5455	<i>Facilities Team</i>



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Initial HERE if Present	Name	Affiliation	E-mail	Phone Number (301)	Please ENTER Job Function as it relates to this working group
	Nottingham, Valerie	ORF	nottingv@ors.od.nih.gov	496-7775	
	Orchard, David	NIAAA	dorchard@mail.nih.gov	443-1282	
	Paunil, Daryl	NCI	dpaunil@mail.nih.gov	496-1858	
	Pirrone, Tony	NIA	pirronet@nia.nih.gov	451-8385	
	Quasney, Judy	NIAID	JQuasney@niaid.nih.gov	496-6775	
<i>CS</i>	Scott, Candice	NINR	scottc@mail.nih.gov	402-6605	
<i>RS</i>	Simmonds-Barnes, Denise	NCCAM	simmondD@mail.nih.gov	594-1452	<i>Ronald Shaw sitting in for D.S.B.</i>
<i>BRS</i>	Southers, Rich	ORS	rs74j@nih.gov	402-1661	<i>EO/OCS + ORF</i>
	Stevens, Cheryl	NCI	cs189f@nih.gov	496-5801	
	Walker, Fred	NHGRI	fredw@mail.nih.gov	594-3972	
	Weidner, Roger	ORF	weidnerr@mail.nih.gov	402-3490	
<i>DW</i>	Whittington, Debbie	NIDDK	WhittingD@extra.niddk.nih.gov	496-1202	
<i>Don</i>	Wilson, Don	ORF	wilsondo@ors.od.nih.gov	496-7990	



# NEMS OFFICE WORKING GROUP

## SIGN-IN SHEET

NEW MEMBERS				
Name	Affiliation	E-mail	Phone Number	Job Function
Buckland Gareth	ORF	BucklandG@MAIL.NIH.GOV	496-7990	RECYCLING COORDINATOR
Ketner Bill	ORF	KetnerW@mail.nih.gov	496-7990	Project Officer
Valerie Green	NISAMS	greenv@mail.nih.gov	496-6053	DB