



## MEETING MINUTES

**Sustainable Office Practices Working Group  
NIH Environmental Management System (NEMS)  
Wednesday, January 10, 2007  
10:00 – 11:00 am**

### Meeting Objective(s):

- Follow-up on progress of the identification of a green products tool (JWOD/Staples)
- Follow-up on determining appropriate outreach and training options (development of focus group/acceptance team)
- Follow-up on progress of the greening of the self-service stores
- Discuss the Federal Electronics Challenge

### Attendees:

Kristin Anderson (Booz Allen)	Catherine Langston (NIDCD)
John Best (OD/OLAO)	Kevin Laser (CSR)
Melvin Broadus (NIAMS)	Barbara Moskowitz (NIAID)
Armenda Daye (ORF)	Tony Pirrone (NIA)
Ray Dillon (OD)	Melvin Rascoe (OD)
Mehryer Ebrahimi (NLM)	Daniel Reggia (OD)
Isabel Ellis (NIAAA)	Candice Scott (NINR)
Robert Ennis (NCCAM)	Denise Simmonds-Barnes (NCCAM)
Michele Evans (CC)	Fred Walker (NHGRI)
Gail Grosman (NIGMS)	Debbie Whittington (NIDDK)
Robin Hirschhorn (Booz Allen)	Don Wilson (ORF)
Bill Ketner (ORF)	

### Minutes:

#### NEMS Update

Ms. Robin Hirschhorn noted that the objectives from each of the NEMS working groups as well as those identified by environmental programs had been presented to the NEMS Implementation Team for review and then will go to the Sustainability Management Team for approval later this month.

Also, the new NEMS web site (<http://www.nems.nih.gov>) is publicly available and there is a page for Green Purchasing as well as a spot to put information on sustainable office practices (see “Are you working in....an office?” on the home page). Working group members should review the web site and provide any comments to Robin Hirschhorn

([hirschhorn\\_robin@bah.com](mailto:hirschhorn_robin@bah.com)) or Kristen Peters ([peters\\_kristen@bah.com](mailto:peters_kristen@bah.com)) for improvements and especially for suggestions on information for either the green purchasing or office pages. The site is just in its infancy, and so there will be many additions and improvements as it becomes more robust.

## Review of Action Items

The action items resulting from the December 13, 2006, meeting were reviewed. The table below provides a status update of these action items.

Action Item	Status	Notes
1. Carl Henn will follow-up with Kesa Russell regarding the Staples strategic sourcing contract	COMPLETE	Initial contact made and follow-up needed
2. John Best and Carl Henn will explore the option of a focus group or acceptance team (possibly from NBS, extramural and ICs)	COMPLETE	Team being formed
3. Don Wilson will coordinate a briefing on the Federal Electronics Challenge for the next meeting	COMPLETE	Info distributed and objectives need to be identified for follow-up
4. Don Wilson will brief the group on meeting with JWOD and self-service store representatives	COMPLETE	Melvin Rascoe to provide periodic updates on the greening of the self service stores.
5. Determine if content from the JWOD presentation could be incorporated into the upcoming green purchasing training	COMPLETE	Determined as an unviable option

## JWOD Green Purchasing Training and Staples Strategic Sourcing Contact

Ray Dillon reviewed the need for an easy-to-use tool to procure green products from vendors and that it is imperative for people with purchase card authority to start following the green purchasing requirements. Federal government mandatory sources of supply include the JWOD (Javits-Wagner-O'Day) Program (recently renamed as Ability One), which provides products manufactured by nonprofit agencies throughout the United States that employ people who are blind or have other severe disabilities. Mr. Dillon and Carl Henn have been working with JWOD over the past six months, and they have developed a catalog that includes a section of exclusively green products that meet the government requirements.

Please visit the site at [www.jwodcatalog.com](http://www.jwodcatalog.com) and review for ease of use. If you know of others that would be willing to try it out, please have them provide comments as well. Please send comments to Mr. Dillon ([dillonr@od.nih.gov](mailto:dillonr@od.nih.gov)) within the week so that he can compile them and provide them to JWOD.

Problems with this tool that were immediately noted by the group are:

- “SKILCRAFT environmental products” as the title of the green products section should be replaced;

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- the section itself is hard to find;
  - once you get the listing, there are no prices; and
  - you can't order from this location-you have to cut and paste to another location when actually ordering.

One member mentioned that some people want the convenience of a paper catalog, but Ray noted that JWOD has already said that they do not have the resources to produce a hardcopy of the catalog.

Carl Henn is working with other vendors, such as Staples, to see if they will make green products catalogs. High-level approval is needed to require all purchase card authorized users to use these catalogs.

Deployment of the green purchasing tools, once finalized, was discussed and it was noted that it needs to be integrated into the purchase card training.

One working group member recommended that a memo go out to the Executive Officers presenting the tools and noting that they should deploy out through the Institute Directors and the Deputy Directors since environmental management is in their performance plans. This memo could come from Colleen Barros. This deployment strategy should be vetted through the NEMS Sustainability Management Team where the recommendation could then go out to Colleen Barros. By tying the green procurement to performance plans, it would add an incentive to IC Directors to mandate its use within their IC.

It was suggested that another incentive would be an awards program that would foster competition between the ICs. Ms. Hirschhorn mentioned that there has been discussion of a NEMS award and so this might be one criteria for winning that award. However, before a competition is possible, there must be a way to track green purchasing. It was noted that at one time the Intra-mall was able to track green purchases. The group agreed that a tracking and reporting method is needed, and a subgroup should meet to investigate options.

### **Focus Group/Acceptance Team**

John Best updated the group on efforts to form a focus group or acceptance team to identify the best means of deploying any green products tool that is developed. Mr. Best spoke about other tools and vendors including the EPA site that gives vendors for green products. Mr. Best and Carl Henn will try to obtain lists of names of cardholders and ask for volunteers for the focus group. They would like to have this group formed by next week to look at the EPA and JWOD websites. The team will not be large, but it may help place us on the right track. The focus group will provide Mr. Dillon comments.

### **Greening of the Self-Service Stores**

Don Wilson reported on the meeting between JWOD and the Self-Service Stores that took place in December. JWOD inventoried the stores and is recommending products for the stores. It was recommended to have signs to promote the green items or to have a separate section of the store set aside for green items. They hope to eventually have all

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green items as there is no reason to have products in the stores which do not meet government requirements.

There will be a follow-up meeting with JWOD in order to discuss findings and bring in signs to promote green items. They will also be giving away bio-based hot drinking cups for free in order to promote them. JWOD is donating a supply of these cups for promotion and then it will be added as a stock item. NIH is "piloting" the cups in order for the cup to become a part of JWOD National General Distribution Center. They will be labeling items as available in the store and/or online.

Mr. Melvin Rascoe has joined the working group to represent the Self-Service Stores and noted that they are willing to work on greening the stores and only need guidance. The working group will continue following up on the progress of this effort.

### **Federal Electronics Challenge**

Don Wilson gave an overview on the Federal Electronics Challenge (FEC), a Federal program in place to better manage the entire life cycle of electronics products. The program's objectives include: eliminating/reducing environmentally sensitive materials, extending the life of the product, better managing the end of the life of the products, and reducing/eliminating packaging (eliminating Styrofoam packaging and taking back the cardboard). Mr. Wilson distributed general information on the Electronic Product Environmental Assessment Tool (EPEAT), the preferred method of product environmental assessment for desktop computers, laptops and monitors for FEC Partners (see Attachment 1). Please visit the FEC's website (<http://www.federalelectronicschallenge.net/>) for more information.

NIH is already enrolled in the FEC but needs baseline data on what they are already doing. There is already a good program in place at NIH for end-of-life management, and NIH may be up for an award in this area next year. Only a very small amount of electronics are actually thrown away. Most are donated to non-profits, such as schools, or recycled. This part of it is easy to track because Mr. Reggia in the personal property branch has very good records. The hard part is tracking the acquisition side of it (e.g., it is very specific to monitors and PCs, the amount of plastic, Energy Star status, etc). Dan Reggia has joined the working group to represent personal property and speak to the disposition of electronics.

Mr. Wilson and Mr. Reggia were asked to write a section for the NEMS website on NIH's procedures in relation to electronics as well as potentially for an article in the *NIH Record*. Ms. Hirschhorn noted that this will be a great opportunity to provide outreach since people often ask what to do with their own equipment, not just NIH's equipment.

The Challenge also addresses energy efficiency. There was a suggestion to have an energy manager come and speak to the group and perhaps to have a subgroup to address energy issues in the office environment.

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## Action Items:

Action Item	Responsible Person(s)	Due Date
1. Provide Robin Hirschhorn ( <a href="mailto:hirschhorn_robin@bah.com">hirschhorn_robin@bah.com</a> ) or Kristen Peters ( <a href="mailto:peters_kristen@bah.com">peters_kristen@bah.com</a> ) will comments on the NEMS website ( <a href="http://www.nems.nih.gov">www.nems.nih.gov</a> ), especially for either the green purchasing or office pages	Working Group	Friday, January 26
2. Carl Henn to follow-up with Kesa Russell to discuss options for greening the Staples strategic sourcing contract	Carl Henn	Tuesday, February 13
3. Provide Ray Dillon ( <a href="mailto:dillonr@od.nih.gov">dillonr@od.nih.gov</a> ) comments on JWOD catalog website ( <a href="http://www.jwodcatalog.com">www.jwodcatalog.com</a> )	Working Group	Friday, January 19
4. Ray Dillon to provide JWOD with NIH comments on its web-based catalog	Ray Dillon	Friday, January 26
5. Provide John Best ( <a href="mailto:bestj@od.nih.gov">bestj@od.nih.gov</a> ) with names of people who have purchase card authority so that they may be asked to join the focus group/acceptance team	Working Group	Friday, January 19
6. Schedule meeting to discuss a tracking mechanism for green procurement. Participants to include: Ray Dillon, John Best, Carl Henn, Don Wilson, Mehryar Ebrahimi, and Catherine Langston	Kristen Peters	Friday, January 19
7. Draft a few paragraphs on what NIH is doing when it comes to electronics for inclusion on NEMS website and in <i>NIH Record</i> article	Don Wilson, Dan Reggia	Friday, January 26
8. Schedule energy manager (Terry Leland or Greg Leifer) to speak to the working group	Kristen Peters	Friday, January 19
9. Identify members for an energy subgroup	Kristen Peters	Next meeting (February, 14)

## Next Meeting:

The working group will meet the second Wednesday of every month from 10:00 to 11:00 AM in Building 45 (Natcher), Room D. The next meeting is scheduled for Wednesday, February 14.

## Future Agenda Topics:

### *Identified in this meeting:*

- Outcome of focus group (Best/Henn/Dillon)
- Status of JWOD tool (Henn/Dillon)
- Status of Staples tool (Henn/Dillon)
- Status of strategic sourcing issues (Henn/Dillon)

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- Approval method for green products tool(s) deployment strategy (Dillon)
  - Tracking mechanism for purchasing green products (Wilson)
  - Status of greening of Self-Service Stores (Rascoe)
  - Status of FEC (Wilson)
  - Status of energy subgroup (Peters)

*Identified in previous meetings:*

- Training
- Deployment strategy for green products tool
- Policy or procedures development for controlling environmental impacts of office operations
- Development of best practices listing of proven green products in use at NIH

### HOW EPEAT WORKS

The EPEAT system evaluates electronic products according to three tiers of environmental performance – Bronze, Silver and Gold. The complete set of criteria includes 23 required criteria and 28 optional criteria in eight performance categories:

1. Reduction/Elimination of Environmentally Sensitive Materials
2. Materials Selection
3. Design for End of Life
4. Life Cycle Extension
5. Energy Conservation
6. End of Life Management
7. Corporate Performance
8. Packaging

To be registered under EPEAT, a product must conform to all the required criteria. A manufacturer can pick and choose among the optional criteria to boost their EPEAT total “score” to achieve a higher-ranking level as follows:



**Bronze:** Product meets all required criteria



**Silver:** Product meets all required criteria plus at least fourteen optional criteria



**Gold:** Product meets all required criteria plus at least twenty-one optional criteria

The three-tier system provides purchasers with the flexibility to select equipment that meets the minimum performance criteria or to give preference to models with more environmental attributes by specifying a higher EPEAT level.

The assessment tool is structured to allow manufacturers to self-declare that their specific products meet EPEAT requirements. The Green Electronics Council (GEC) operates a web-based product declaration system for manufacturers; implements a verification system to ensure accuracy and credibility; and provides a listing of all registered products for purchasers. Manufacturers are required to sign a formal Memorandum of Understanding (MOU) before they can register products with GEC. The MOU commits manufacturers to provide accurate product and company information and provides for remedies should inaccuracies be discovered. Manufacturers must provide a specified set of verification data to demonstrate EPEAT conformance, at the request of the GEC. To ensure that the self-declaration system functions in a transparent and verifiable manner, GEC randomly selects a subset of registered products each year to verify their conformance.

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### PURCHASING EPEAT-REGISTERED PRODUCTS

EPEAT simplifies the process of purchasing environmentally preferable computer products for federal agencies and other institutional purchasers.

- EPEAT **defines specific environmental attributes** of computer desktops, laptops and monitors. For purchasers, this eliminates the complex and time-consuming process of deciding what constitutes a “green” computer and how to evaluate bids against environmental criteria.
- A **searchable database of EPEAT-registered products** allows federal agencies to quickly survey the market to determine product availability and if there are a sufficient number of EPEAT product offerings that meet agency performance requirements before issuing a Request for Proposals (RFP).
- EPEAT establishes an **evaluation and verification system** to assure purchasers that a registered product meets the EPEAT standard. Purchasers only need to verify that a product is in the EPEAT database of registered products, and leave the evaluation and verification process to EPEAT third-party certification organizations, such as the GEC.
- EPEAT’s **three-tier rating system** allows federal agencies to select equipment that meets minimum performance criteria or to give preference to models with additional environmental attributes by specifying a higher EPEAT level.

FEC Partners have several options for purchasing EPEAT-registered products, depending on agency procurement methods. Options for FEC partners include:

- Purchase computer equipment off of your agency **Blanket Purchase Agreements (BPA)**. A list of Federal contracts citing EPEAT is maintained at the EPEAT web site: <http://www.epeat.net/RFP.aspx>.
- Utilize a **Government-Wide Acquisition Contract (GWAC)** that identifies EPEAT-registered products. A list of Federal contracts citing EPEAT is maintained at the EPEAT web site: <http://www.epeat.net/RFP.aspx>.
- Specify EPEAT in facility or agency Request for Proposals (RFPs) and purchasing contracts using **Model Contract Language**, which is available at the FEC web site: [http://www.federalelectronicschallenge.net/resources/docs/epeat\\_contract.pdf](http://www.federalelectronicschallenge.net/resources/docs/epeat_contract.pdf)
- Purchase EPEAT-registered products through **Computer Resellers who identify EPEAT-registered products** in their catalogues. A list of Resellers will be available in Fall 2006.

## HOW EPEAT MEETS FEC AND OTHER FEDERAL REQUIREMENTS

The Federal Electronics Challenge encourages Partners to improve the life cycle management of electronic products, including equipment procurement. EPEAT is the preferred method for environmental assessment of computer desktops, laptops and monitors under the FEC. In the future, the EPEAT system is expected to cover additional electronic products. By purchasing EPEAT-registered products, Partners can meet several FEC award requirements, including:

FEC Award Level	FEC Award Level Requirement	How EPEAT Meets Requirement
Bronze	Ensure that at least 50 percent of all monitors purchased are ENERGY STAR® compliant.	All EPEAT-registered products meet the current ENERGY STAR specifications.
Bronze	Require vendors to complete the Product Environmental Information Sheet.	For EPEAT-registered product purchases, vendor-provided information in the EPEAT product database fulfills the requirement to require vendors to complete a Product Environmental Information Sheet.
Silver	Bronze requirements above.	
Silver	During the procurement phase, plan for environmentally sound operations and management and end-of-life management phases.	EPEAT requires vendors to offer a take back service for equipment and batteries, which agencies can opt in or out of.
Silver	Consider and include EPEAT or products meeting ecolabelling program criteria in purchasing specifications, or at least three environmental attributes.	EPEAT includes environmental attributes in eight categories.
Gold	Bronze and Silver requirements above.	

Using EPEAT also fulfills other federal requirements for environmentally preferable purchasing, including:

- Executive Order 13101 and the Federal Acquisition Regulation that requires federal agencies to assess and give preference to environmentally preferable products and services.
- Procurement goals for Electronics Stewardship in the Office of Management and Budget (OMB) Executive Management Scorecards for Environment, Energy and Transportation.
- The National Technology Transfer Advancement Act (NTTAA) and the OMB Circular A-119 that directs federal agencies to use voluntary, consensus standards for regulatory and procurement activities. The EPEAT system is based on an American National Standard, known as IEEE 1680, Standard for Environmental Assessment of Personal Computer Products, including Notebook Personal Computers, Desktop Personal Computers and Personal Computer Monitors. IEEE is an American National

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Standards Institute (ANSI) accredited organization, and any standard developed by this organization is verified as meeting the ANSI essential requirements in following an open and consensus based standards development process, thus in compliance with NTTAA requirements.

### QUANTIFYING ENVIRONMENTAL BENEFITS

A calculator will soon be available to FEC Partners to assist in estimating the environmental benefits of purchasing EPEAT-registered products. This information can be used in the planning phase to justify EPEAT purchases or periodically to document the results of Partner efforts to improve the life cycle of electronic products.

To run the calculator, at a minimum, Partners need the number of EPEAT-registered products purchased, and if possible, the number of products meeting each of the three EPEAT rating tiers (bronze, silver, gold). EPEAT and FEC program staff recommend that Partners include a requirement in contracts that vendors periodically report on the quantity of EPEAT-registered products purchased to document program results.

### REFERENCES

For more information about EPEAT, please see the EPEAT web site at <http://www.epeat.net/>. The EPEAT web site includes information about the EPEAT standard, a Product Registry of EPEAT-registered products, and guidance for purchasers and manufacturers.

Information regarding the Federal Electronics Challenge award levels is available online, at the FEC web site: <http://www.federalelectronicschallenge.net/alevels.htm>

The text of Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition, is available online from the National Archives, at: <http://www.archives.gov/federal-register/executive-orders/disposition.html>.

The Federal Acquisition Regulations are available online from the Office of Federal Procurement Policy, at: <http://www.acqnet.gov/far/>.

Information regarding the National Technology Transfer Advancement Act is available online from the National Institute of Standards and Technology, at: <http://ts.nist.gov/ts/htdocs/210/nttaa/nttaa.htm>.

The text of OMB Circular A-119 is available online from the National Institute of Standards and Technology, at: <http://standards.gov/>.

Information about the American National Standards Institute is available online at their web site: <http://www.ansi.org/>.



## Overview of the Electronic Product Environmental Assessment Tool

Updated: 05/26/2006

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Information about the Institute of Electrical and Electronics Engineers is available online at their web site: <http://www.ieee.org/>.

### CONTACT INFORMATION

If you have questions related to this resource or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion. The list of FEC Regional Champions is available at <http://www.federalelectronicschallenge.net/champions.htm>.

Partners may also request technical assistance via email to [partner@electronicschallenge.net](mailto:partner@electronicschallenge.net).

### FEDERAL ELECTRONICS CHALLENGE

Web site: <http://www.federalelectronicschallenge.net/>

E-mail: [info@electronicschallenge.net](mailto:info@electronicschallenge.net)

## NEMS Office Practices Working Group Action Items from the December 13<sup>th</sup> Meeting

ACTION ITEM	RESPONSIBLE PERSON(S)	STATUS UPDATE
1. Carl Henn will follow-up with Kesa Russell regarding the Staples strategic sourcing contract.	Carl Henn	<ul style="list-style-type: none"> <li>• Completed.</li> <li>• Staples strategic sourcing contract doesn't do the green product substitution.</li> <li>• Staples does substitute for JWOD sources</li> <li>• The contract carry the full Staples catalog on the BPA, so that some of the products that are available don't meet various green purchasing regulations (e.g., virgin paper).</li> <li>• <u>Follow-up Action Item</u>: still need to ask more about possibilities for greening this mechanism</li> </ul>
2. John Best and Carl Henn will explore the option of a focus group or acceptance team (possibly from NBS, extramural and ICs).	John Best, Carl Henn	Agenda Item
3. Don Wilson will coordinate a briefing on the Federal Electronics Challenge for the next meeting.	Don Wilson	Agenda Item – Completed.
4. Don Wilson will brief the group on meeting with JWOD and self-service store representatives.	Don Wilson	Agenda Item – Completed.
<b>Action Items Identified in Previous Meetings</b>		
5. Determine if content from the JWOD presentation could be incorporated into the upcoming green purchasing training	Carl Henn	<ul style="list-style-type: none"> <li>• Completed.</li> <li>• Not a viable option for various reasons:               <ul style="list-style-type: none"> <li>○ The JWOD green catalog (now web page) hasn't happened yet.</li> <li>○ The draft presentation was too much JWOD, not enough green.</li> <li>○ The strategic sourcing requirement interferes with using the JWOD approach (need for waivers).</li> <li>○ The need to coordinate either additional training sessions or joint appearances with the purchase card training is an extra layer of difficulty.</li> <li>○ We have green purchasing training available through two different electronic means at this point, and are able to access a trainer for free if we intend to do more in person training. (I do intend to do more in person sessions in order to help meet the new requirement to provide green purchasing training for project officers.)</li> </ul> </li> </ul>



# NEMS OFFICE WORKING GROUP

## SIGN-IN SHEET

Wednesday, January 10, 2007  
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
	Best, John	OD/OLAO	bestj@od.nih.gov	496-4595	Procurement Analyst
	Broadnax, Ina	NHLBI	ib21v@nih.gov	496-2157	
MB	Broadus, Melvin	NIAMS	broadusm@od.niams.nih.gov	496-6053	NIAMS Representative
	Buckland, Gareth	ORF	bucklandg@mail.nih.gov	496-7990	Recycling Coordinator
	Carroll, Chuck	ORF	carrollth@ors.od.nih.gov	402-0680	
	Coleman, Juanita	CC	jcoleman@mail.cc.nih.gov	496-2417	
AW	Daye, Armenda	ORF	dayea@od.nih.gov	435-1602	Senior Procurement Analyst
RD	Dillon, Ray	OD	dillonr@mail.nih.gov	496-6014	Working Group Lead
	Douglas, Bonnie	CIT	douglasb@mail.nih.gov	496-2847	
	<del>RESERVED</del> Du Buy, Yvonne	NIDCR	Yvonne.duBuy@nih.gov	496-6621	
309	Ebrahimi, Mehryar	NLM	ebrahimm@mail.nih.gov	496-5441	Chief, Office of Administration
IS	Ellis, Isabel	NIAAA	iellis@mail.nih.gov	443-8771	Program Analyst, Office Res Mgt
RKE	Ennis, Robert	NCCAM	rennis@mail.nih.gov	402-7683	Procurement Spec
EMP	Evans, Michele	CC	mevans@mail.cc.nih.gov	496-5281	Asst to M. Evans
	Ferguson, Sabrina	NINDS	SFerguson@mail.nih.gov	435-7714	Chief, AO



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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
	Fitzwater, Linda	NINR	lf35e@nih.gov	594-5979	
	Floyd, Kenny	ORF	floydw@ors.od.nih.gov	496-3537	
	Gibson, Monica	NCI	gibsonmo@mail.nih.gov	435-3820	
	Green, Valerie	NIAMS	greenv@mail.nih.gov	496-6053	AO
<i>GH</i>	Grosman, Gail	NIGMS	grosman@nigms.nih.gov	594-1747	AO
	Hanopole, Anna	NCI	hanopola@mail.nih.gov	496-8627	Procurement Analyst
	Harper, Joellen	NINDS	harperj@ninds.nih.gov	496-4697	
	Henn, Carl	OD	hennc@od.nih.gov	496-7110	
	Hirschhorn, Robin	--	hirschhorn_robin@bah.com	523-2117	NEMS Support
	Hooven, Thomas	NCI	hovent@mail.nih.gov	496-0044	
<i>WB</i>	Ketner, Bill	ORF	ketnerw@mail.nih.gov	496-7990	Project Officer
<i>CS</i>	Langston, Catherine	NIDCD	langstonca@mail.nih.gov	435-1625	<i>budget analyst</i>
<i>KL</i>	Laser, Kevin	CSR	laserk@mail.nih.gov	435-4436	Budget Officer
	Leland, Terry	ORF	lelandt@ors.od.nih.gov	451-6474	NEMS Coordinator
	Levy, Maimon	NEI	levym@nei.nih.gov	402-1645	



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	Lyman, Myra	NIDDK	myral@extra.niddk.nih.gov	496-8151	
	Moran, Patrick	NINDS	moranp@ninds.nih.gov	496-2575	
<i>BM</i>	Moskowitz, Barbara	NIAID	moskowib@mail.nih.gov	594-5455	Facilities Team
	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	
	Peters, Kristen	--	peters_kristen@bah.com	703-412-7977	NEMS Support
<i>APLH</i>	Pirrone, Tony	NIA	pirronet@nia.nih.gov	451-8385	
	Quasney, Judy	NIAID	JQuasney@niaid.nih.gov	496-6775	
<i>MR</i>	Rascoe, Melvin	OD	rascoem@mail.nih.gov	594-0646	Chief, Inventory Section
<i>CS</i>	Scott, Candice	NINR	scottc@mail.nih.gov	402-6605	
	Sikes, Lauren	FIC	sikesl@mail.nih.gov	496-4625	AO
<i>SPS</i>	Simmonds-Barnes, Denise	NCCAM	simmond@nccam.nih.gov	594-1452	
	Stevens, Cheryl	NCI	cs189f@nih.gov	496-5801	
<i>DD</i>	Whittington, Debbie	NIDDK	WhittingD@extra.niddk.nih.gov	496-1202	<i>AD</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
DMW	Wilson, Don	ORF	wilsondo@ors.od.nih.gov	496-7990	
	Winley, Lonnie	OD	winleyl@od.nih.gov	496-5744	

NEW MEMBERS				
Name	Affiliation	E-mail	Phone Number	Job Function
DANIEL REGGIA	OD	REGGIA@OD.NIH.GOV	496-6606	PROPERTY MANAGER
Kristin Anderson	BAH	anderson-meyers-kristin@bah.com	202.626.1066	NEMS Support