



MEETING MINUTES

**Sustainable Office Practices Working Group
NIH Environmental Management System (NEMS)
Wednesday, February 28, 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)
- Discuss NIH Energy Management Initiatives and how the working group can assist in these efforts

Attendees:

John Best (OD/OLAO)
Gareth Buckland (ORF)
Ray Dillon (OD)
Isabel Ellis (NIAAA)
Gail Grosman (NIGMS)
Carl Henn (OD)
Terry Leland (ORF)
Barbara Moskowitz (NIAID)

Ellen Perella (CC)
Kristen Peters (Booz Allen)
Daniel Reggia (OD)
Candice Scott (NINR)
Earl Simmons (NLM)
Jocelyn Thomas (NIA)
Don Wilson (ORF)
David Wittenberg, David (NIDDK)

Minutes:

NEMS Update

Ms. Terry Leland provided an update on the NEMS.

Earth Day Event

Planning for the Earth Day event is currently underway. The event is scheduled for April 26. If you would like to participate in the planning, please contact Terry Leland (lelandt@ors.od.nih.gov) or Kristen Peters (peters_kristen@bah.com).

Sustainability Management Team Meeting

The Sustainability Management Team (SMT) met on January 30 to review the NEMS 2007 objectives. All objectives were approved with no comments.

Status Review of Objectives

The status of office-related NEMS objectives were reviewed (see Attachment 1).

Don Wilson provided an update on the objectives for increasing electronics recycling:

- The objective to join the Federal Electronics Challenge (FEC) is complete. NIH became a FEC partner in December 2006. A subgroup will be established to tackle FEC requirements, including setting goals. Potential members of this subgroup include Don Wilson, Terry Leland, and Dan Reggia. Millicent Manning of CIT will also be a critical member due to the efforts to green the NITAAC ECSIII contract.
- NIH is likely meeting the FEC's End-of-Life criteria, and so this objective is partially met. Dan Reggia and the Property Utilization Branch will assess how to increase NIH's recycling of electronic waste.
- The objective to incorporate EPEAT standard and other FEC criteria into the NITAAC ECSIII contract is ongoing. Since most computers and monitors are purchased using this contract, it will be important to green it. Don Wilson and others are working with Millicent Manning to determine how to green the contract.

Mr. Wilson also addressed the objectives of greening the cafeteria and self-service stores. Mr. Wilson is working with the JWOD NIH Account Manager to provide green JWOD products in the self-service stores. In addition, Mr. Wilson has requested a cost estimate for providing JWOD's biobased drinking cups to the cafeterias and self-service stores.

The activities to meet the remaining goals and objectives are ongoing and were covered in subsequent agenda topics.

Review of Action Items

The action items resulting from the January 10, 2007, meeting were reviewed. The table below provides a status update of these action items.

Action Item	Status	Notes
1. Provide Robin Hirschhorn or Kristen Peters will comments on the NEMS website (www.nems.nih.gov), especially for either the green purchasing or office pages	COMPLETE	No additional comments were received.
2. Carl Henn to follow-up with Kesa Russell to discuss options for greening the Staples strategic sourcing contract	Ongoing	Concerns have been raised about possible false claims on products meeting federal requirements.
3. Provide Ray Dillon comments on JWOD catalog website (www.jwodcatalog.com)	COMPLETE	None.
4. Ray Dillon to provide JWOD with NIH comments on its web-based catalog	COMPLETE	Ray Dillon provided the collected comments to JWOD's NIH account manager and further action is pending.
5. Provide John Best with names of people who have purchase card authority so that they may be asked to join the focus group/acceptance team	Ongoing	If interested, please contact John Best (bestj@od.nih.gov)

Action Item	Status	Notes
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	INCOMPLETE	Availability inquiry email sent. Date still to be determined but will try to occur between March 1 – 14.
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	Under Review	Currently under review by ORS Communications staff. Will attempt to publish in the next addition of the <i>NIH Record</i> .
8. Schedule energy manager (Terry Leland or Greg Leifer) to speak to the working group	COMPLETE	Terry Leland provided briefing on NIH energy management initiatives during this meeting.
9. Identify members for an energy subgroup	Ongoing	Need to determine if this could be combined with the FEC subgroup

JWOD Catalog

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, 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.

JWOD has an online catalog (www.jwodcatalog.com) that will allow a purchaser to identify the green products available. However, this catalog does not meet the objective of making procurement of green products easier for NIH purchase card holders; specifically, the navigation for this web site was not very user friendly and you cannot purchase directly from this site (it is a catalog only). Mr. Dillon contacted JWOD's NIH Account Manager to voice these concerns and is arranging a meeting with JWOD's web designer to determine if improvements can be made.

Mr. Henn reviewed the GSA Advantage site and noted more favorable search functionalities on this site. However, a user is only allowed to search by either JWOD or green products. Mr. Henn has contacted GSA to inquire about the possibility of adding the functionality that allows a user to search for JWOD products within green products.

Staples Strategic Sourcing

Mr. Henn is continuing efforts to explore greening the Staples strategic sourcing contract. Through the effort, Mr. Henn discovered that products are not meeting NIH goals. In addition, Staples is providing products that claim to meet government standards, but in actuality they do not. Mr. Henn informed the government contracting officer of these errors, and they trying to determine how to correct the problem.

Don Wilson inquired whether the reporting mechanisms for the Staples contract would allow for tracking of green purchasing. Mr. Henn thought that might be a possibility.

Focus Group/Acceptance Team

John Best has created a focus group of volunteer purchase cardholders. The focus group met in February to discuss JWOD's online catalog and the EPA's web site of green tools and vendors. The comments collected during the meeting were provided to Mr. Dillon. Another meeting of the focus group will be scheduled so that additional comments on the JWOD catalog can be provided to Mr. Dillon prior to his meeting with JWOD representatives.

NIH Energy Management Initiatives

Terry Leland briefed the group on the many current and planned energy management initiatives at NIH is undertaking. The presentation viewed during the meeting is provided in Attachment 2. Ms. Leland also provide the group with an overview sheet on the new energy-related requirements set out in Executive Order 13423 and the Energy Policy Act of 2005 (see Attachment 3).

The working group discussed ways it could support NIH's energy management initiatives. The objective is to make people aware and then encourage them to change their behavior. Distribution of informative outreach materials to all staff was discussed. Ms. Leland provided an example of a desk-sized poster developed by the Department of Energy as a possible outreach tool (see Attachment 4). Group members mentioned the energy posters and affirmed the effectiveness of making NIH staff aware of energy demands. Conducting personal energy audits in the evenings was another discussed option. Group members also suggested that NIH explore software that enables the ENERGY STAR features automatically.

For more energy management information, please visit the NEMS web site (www.nems.nih.gov) and the Department of Energy's Easy Ways to Save Energy web site (http://www.eere.energy.gov/consumer/save_energy/).

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Provide John Best (bestj@od.nih.gov) with names of people who have purchase card authority so that they may be asked to join the focus group/acceptance team	Working Group	Tuesday, March 13
2. John Best will provide Ray Dillon comments on the JWOD catalog submitted by the focus group	John Best	Tuesday, March 13
3. Ray Dillon will follow-up with JWOD representative on NIH's concerns regarding the online catalog	Ray Dillon	Tuesday, March 13
4. Carl Henn will follow-up with GSA on the functionality of GSA Advantage	Carl Henn	Tuesday, March 13

Action Item	Responsible Person(s)	Due Date
5. Carl Henn will distribute the energy-related requirements document (Attachment 3) to the contracting officers	Carl Henn	Tuesday, March 13
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, March 9

Next Meeting:

The next meeting is scheduled for Wednesday, March 14 from 10:00 to 11:00 AM in Building 45 (Natcher), Room D. This meeting will include a follow-up discussion on greening the IT contract and other action items.

Future Agenda Topics:

Identified in previous meetings:

- 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)
- 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)
- 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

Selected NEMS Objectives: Office Activities

As of March 14, 2007

Environmental Aspect	5-Year Goal	Objective	Lead	Status
General Waste	1. Increase Electronics Recycling at NIH Campus and Purchase of Green Computers by Participating in the Federal Electronics Challenge	a. Join Federal Electronics Challenge (FEC) in 2007, establish goals and obtain stakeholder involvement.	Sustainable Office Practices WG	NIH has joined FEC. Need to establish goals, which will be done through a subgroup.
		b. Meet FEC End-of-Life Criteria for Electronic Assets, increase/improve NIH electronic waste recycling	Sustainable Office Practices WG	In progress.
		c. Implement EPEAT standard for purchase of NIH computers and monitors in NITAAC ECS III	Sustainable Office Practices WG	Working with Millicent Manning.
	2. Implement NIH Green Procurement	a. Identify a green purchasing source that could be promoted for use at NIH.	Sustainable Office Practices WG	In progress.
		b. Produce a Best Practices listing providing proven green products being used at NIH.	Sustainable Office Practices WG	
		c. Develop an outreach program to deploy the Green Purchasing Program throughout NIH.	Sustainable Office Practices WG	
		d. Explore the appropriate means for tracking green purchasing and the resulting benefits through development of a database program or modifying current systems.	Sustainable Office Practices WG	
		e. Increase sale of 13101 compliant products in NIH self-service stores and through NIH Stock Catalog	Sustainable Office Practices WG	In progress. Working with JWOD.
		f. Green NIH Commercial leases to require full recycling services and to be 13101 compliant	Sustainable Office Practices WG	
		g. Green NIH construction contracts and achieve maximum construction debris recycling	ORF	
		h. Green NIH cafeteria contracts to include maximum recycling, composting, 13101 compliance and biobased products use	ORF	In progress. Working with JWOD.
		i. Green NIH custodial contracts to support maximum NIH recycling and use of environmentally preferable products	ORF	
		j. Create and Launch NIH Green Purchasing Portal	Sustainable Office Practices WG	
NEMS Improvements		Document Office Activities with SOPs	Sustainable Office Practices WG	In progress.



NIH Bethesda Campus Energy Initiatives

February 28, 2007

Terry Leland
lelandt@mail.nih.gov



*To Protect the Future, Take
Action Into Your Hands*



NIH Main Campus Bethesda, MD

- ▶ 300 acres in suburban MD
- ▶ Approximately 18,000 employees
- ▶ 75 energy-intensive buildings
- ▶ Approximately 10 million square feet of laboratories, vivarium, patient care/clinical center space, offices, shops
- ▶ Upward trend in energy consuming IT and technical equipment in labs and offices
- ▶ Total utilities \$77 million FY2006

NIH Energy Initiatives

- ▶ Energy Audits Program
- ▶ The NIH Co-generation Unit
- ▶ Efficient Utilities
- ▶ NIH Renewable Energy Use Program
- ▶ Design, Construction, and Renovation of Sustainable Buildings
- ▶ Automated Energy Star Computer Program (Innovative EMS Program)
- ▶ Building Temperature Changes Program (Innovative EMS Program)

Energy Audits

- ▶ Steam sterilizers (autoclaves): condensate tempering system
- ▶ Steam Still: Replacement of outdated system to achieve water and energy conservation
- ▶ Lasers: Installation of new cooling equipment provides an excellent opportunity for water conservation
- ▶ Toilets, urinals, and bathroom sinks: Installation of new low flush and low flow
- ▶ Steam Traps and steam valves: Rebuild or retrofit all leaking traps and valves to conserve water
- ▶ Electric motors: Replace older motors with new, premium efficiency motors
- ▶ HVAC System Modifications: Review air flows and modify equipment
- ▶ Lighting: Install T8 lamps and electronic ballasts, and upgrade to LED exit signs

NIH Co-Generation Unit

- ▶ Generates 22 Megawatts (million watts) of electricity and 105,000 pounds per hour of steam
- ▶ Approximately 35% of the current average of NIH's campus electricity and steam load
- ▶ Will save an estimated \$60 million over fifteen years in steam and electricity costs
- ▶ Cogeneration energy savings are 640 billion BTUs per year (the equivalent of the energy used in about 5,000 homes in a year)
- ▶ Reduces major emissions by 600 ton/yr and CO₂ (a greenhouse gas) emissions by approximately 100,000 ton/yr

Efficient Utilities

- ▶ Gradual replacement of inefficient chillers with ultra efficient large capacity chillers
- ▶ Oil burning boilers have been retrofitted to use natural gas as the primary fuel and have been upgraded with state-of-the-art low NOx burners
- ▶ Utility distribution system is being replaced with larger capacity lines to reduce head-loss and reduce overall chilled water operating pressures
- ▶ A steam driven electrical generating turbine has been included in the Mark O. Hatfield Clinical Research Center (CRC) facility to convert steam pressure reduction energy to electricity that would otherwise be wasted
- ▶ Heat recovery and heat wheels in laboratory buildings

Renewable Sources of Energy

- ▶ The NIH has three shuttle stops on campus whose lighting and electrical needs are supplied by solar power
- ▶ In FY2006 the NIH procured renewable energy credit (REC's) for 3% of its load. This energy is produced from wind, solar, and landfill gases

Design, Construction, and Renovation of Sustainable Buildings

- ▶ The NIH is designing a new laboratory facility (Phase II of Building 35) that will meet LEED Gold standard with an expected overall cost increase of only 1-2%
- ▶ The Building 35 project will compare the LEED and Green Globes rating systems by following both
- ▶ Conducting Project Officer training to explain what we mean by sustainable buildings
- ▶ Developing plans for implementing sustainable features in existing buildings by expanding the current Facility Condition Index process

Automated Energy Star Computer Program

- ▶ The NIH is piloting a system that manages computer energy star settings and tracks the amount of energy saved by placing computers into sleep mode as opposed to screen saver mode
- ▶ Upon completion of the pilot program (1000 computers) the program will be roled out across the NIH
- ▶ Working with Procurement to ensure energy star purchase requirements are in place and followed
- ▶ The NIH maintains an active recycling and reuse program and is looking at expanding the materials within the program

Implementing Change: The Building Temperature Program

- ▶ Standardize building temperatures to 70 degrees in winter and 74 degrees in summer
- ▶ Implementation
 - Developed business case showing reasons for program
 - Persuaded management through numerous meetings
 - Changing culture
 - Outreach and communications

Five-Year Goals and Annual Objectives

- ▶ 1. Reduce energy intensity every year by 3% up to a cumulative 30% reduction by the end of FY 2015.

Implementation

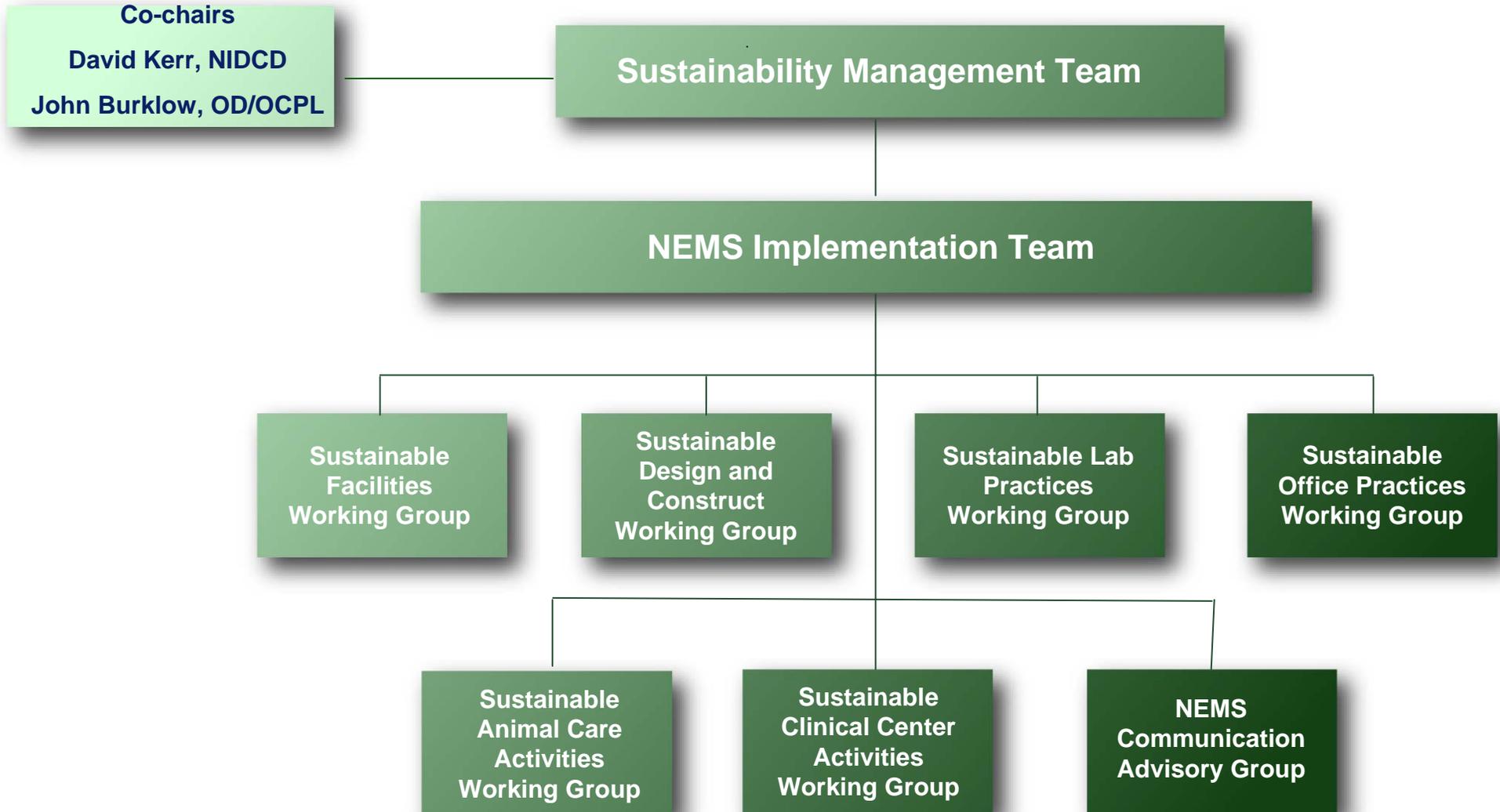
- ▶ a. Cascade energy goals to the Executive Officers of each IC.
- ▶ b. Audit 10% of auditable square footage on campus.
- ▶ c. Purchase electronic products such as computers, copiers, equipment, etc. that are Energy Star®
- ▶ d. Implement Night Setback Administration Buildings (heating)
- ▶ e. Implement Night Setback Laboratory and Animal Buildings (heating) f. Standardize daytime temperatures.
- ▶ g. Review potential for the back-up power project for Building 12 to use fuel cells
- ▶ h. Continue to participate in PEPCO's Voluntary Load Reduction Program.

Implementing Change: The Building Temperature Program

- ▶ 2. Increase purchase of renewable energy to 7.5% by 2013.
 - Purchase at least 3% of all electricity consumption derived from renewable sources.

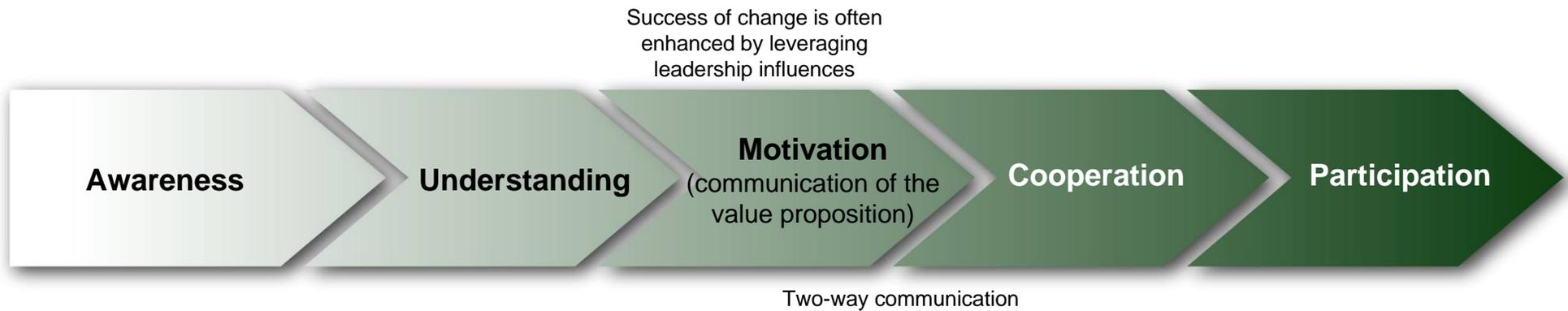
- ▶ 3. Reduce source energy.
 - Commission a steam driven electrical generating turbine in the Mark O. Hatfield Clinical Research Center facility to convert steam pressure reduction energy to electricity that would otherwise be wasted.

NEMS Implementation Structure



Energy Outreach

Moving from Awareness to Participation... How do we get there?



What Can We Do?

- ▶ Procurement
- ▶ Behavior
 - Lighting
 - Computers and other equipment
 - Appliances
- ▶ Personal Energy Audits

NEMS Outreach at a Glance

NEMS - Posters



NEMS - Program Poster



NEMS - Waste Information Poster



NEMS - Energy Bill Poster



NEMS - Medical Research Poster

NEMS Outreach at a Glance

NEMS - Building Temperature Program

NIH Kicks Off an Energy Conservation Program with 2° of Separation...

Help Conserve Energy at NIH Today

Management has approved a program to adjust building temperatures on campus 2° to offset the rising costs of utilities and reduce impact on the environment.

Your Scheduled Reset:

How can you help?

- Turn off lights and equipment when not in use.
- Leave your computers in sleep mode when away.

We Are Counting On You!

Questions or Concerns? For more information contact:
Kenny Floyd at 301-496-3537 or kenfloyd@mail.nih.gov

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NEMS - Schedule Notice

National Institutes of Health's Environmental Management System Energy Conservation Program

National Institutes of Health's Environmental Management System Energy Conservation Program

Frequently Asked Questions

Building Temperature Change

Affected Buildings - 02, 116, 15A0FF & 01C, 23, 35, 37, 40, 50, 51, 64 & 65
The following answers were designed to address some common questions concerning building temperature at NIH.

- 1. What is happening?**
As part of a broad program to better manage energy, NIH will be standardizing diverse building temperatures to 70° in the winter and 74° in the summer. This temperature range falls within accepted industry guidelines (ASHRAE guidelines and The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards). At night, thermostat will be set lower in the winter and higher in the summer. Chilled water temperatures will also be raised from 42°F to 43°F during the winter.
- 2. How will this affect me?**
People are typically most comfortable between 68°F and 74°F, so you may not even notice the 2°F change. These measures will not impact facilities where specific temperatures are required (e.g., patient or animal care facilities).
- 3. Will NIH check the temperatures in the offices?**
As the temperature changes are phased in, building engineers will monitor affected areas to make sure the changes run smoothly.
- 4. How will I know when my building temperature is scheduled to change?**
The Office of Research Facilities (ORF) will post signs in each building one week prior to the date of the temperature change that specify the exact date the change will be made.
- 5. My area is sometimes too hot or too cold. Will this change fix the problem?**
Problems in your area need to be addressed by maintenance and should be reported to your facility manager: <http://edc.nih.gov/Programs/energymanagement/>
Note: Personal heating and cooling equipment such as electric space heaters are not permitted because they pose a safety hazard and obstruct the energy conservation efforts being made across the campus.
- 6. How will this temperature change help conserve energy?**
Although 2°F is a very small change, the cumulative impact will be significant. The Department of Energy estimates that for every degree a thermostat is set back, energy consumption is reduced by an average of 2%. Back at work and at home, this action is expected to save NIH up to \$1.75 million per year.
- 7. Will the impact of the temperature change be tracked?**
Yes, NIH was one of the first federal organizations to fully implement a sophisticated utility metering system that collects data on the amount of energy delivered to the Bethesda campus buildings. This data will support a variety of energy conservation activities.

continued

For more information on the Energy Conservation Program, contact Kenny Floyd at 301-496-3537 or kenfloyd@mail.nih.gov

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NEMS - FAQ Sheet

National Institutes of Health Environmental Management System Energy Conservation Program

National Institutes of Health Environmental Management System Energy Conservation Program

To Protect the Future, Take Action Into Your Hands

Energy Saving Tips

- Walk up and down the stairs instead of taking the elevator.
- Report leaking faucets and fixtures for maintenance.
- Always use Compact Fluorescent Lights (CFLs) in desk lamps as opposed to incandescent lights.
- Switch off all unnecessary lights.
- Turn off fluorescent lights when leaving an area for more than one minute. (During non-emergencies, five minutes is recommended, to keep from reducing lamp life.)
- Turn off incandescent lights when leaving areas for any period of time.
- Use natural lighting when possible.
- Use task lighting and turn off general lighting (especially when working late), where it is feasible to maintain sufficient lighting levels for safety and productivity.
- Turn off display and decorative lighting.
- Unplug equipment that drains energy even when not in use (i.e. cell phone chargers, fans, coffee makers, desktop printers, radios, etc.)
- Turn off equipment, especially printers, copiers, and monitors at the end of the workday.
- Use efficient ENERGY STAR® products and ensure that the power down features are activated.
- Close or tilt window blinds to block direct sunlight to reduce cooling needs during warm months.
- Photocopy only what you need and double-side your jobs when possible.
- Always use the second side of paper, either by printing on both sides or using the blank side as scrap paper.
- Carpool, bike, or use mass transit when commuting to work.
- To save gas, drive the speed limit, accelerate and decelerate slower, and make sure tires are properly inflated.
- Use durable reusable beverage containers instead of disposable cups.
- Sensors turn off unnecessary lights and can result in a 40% reduction in lighting costs. If an existing sensor in your office is not working properly, contact your building's facility management to have it fixed.

For more information on the Energy Conservation Program, contact Kenny Floyd at 301-496-3537 or kenfloyd@mail.nih.gov

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NEMS - Energy Saving Tips



NEMS Website



NEMS

National Institutes of Health
Environmental Management System



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WELCOME!

Welcome to the NIH's website on our stewardship of the environment. This website provides information and resources related to the NIH's Environmental Management System (NEMS), as well as to each of our specific environmental programs. The [NEMS](#) is a set of practices that help us to reduce our environmental impacts and improve the efficiency of what we do. It delegates the responsibility for identifying and executing environmentally-sound practices to each NIH employee.

If you're interested in a particular environmental program, you can find information by clicking on one of the links at the right. Or if you are interested in the NEMS outreach efforts, be sure to visit the [outreach section](#).



News and Events

- 11/15: America Recycles Day!
- 10/18: NEMS Environmental Brown-Bag
- 10/06  "Watt's Up: Some Energy Month Suggestions for Employees" (as it appeared in the NIH Record)



NEMS

**ENERGY RELATED REQUIREMENTS from
Executive Order 13423 and the Energy Policy Act (2005)**

REDUCE ENERGY CONSUMPTION/REDUCE GREENHOUSE GAS EMISSIONS

- Reduce greenhouse gas emissions of the agency, relative to 2003 levels, by 3 percent annually or 30 percent by the end of fiscal year 2015 (EO 13423 and EAct 2005).

RENEWABLE SOURCES of ENERGY

- Purchase renewable sources of energy: FY 2007-2009: 3 %; FY 2010-2012: 5 %; FY 2013+: at least 7.5 %
- Half of this must come from NEW renewable resources (EO 13423).
- To the extent feasible, the agency implements renewable energy generation projects on agency property for agency use (EO 13423).

WATER CONSERVATION

- Beginning in FY 2008, reduce water consumption intensity, by 2 percent annually through the end of fiscal year 2015, as compared to a 2007 baseline (EO 13423).

PROCUREMENT

- Agency must use sustainable environmental practices, including acquisition when practicable of biobased energy, environmentally preferable, and energy-efficient, water-efficient and recycled-content products, and use of paper of at least 30 percent post-consumer fiber content (EAct 2005).
- Federal agencies are required to purchase ENERGY STAR® or FEMP-designated products and equipment (EO 13423).

TOXIC WASTE REDUCTION AND RECYCLING

- Agency must reduce the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed of by the agency, increase diversion of solid waste as appropriate, and maintain cost-effective waste prevention and recycling programs in its facilities (EO 13423).

DESIGN, CONSTRUCTION, and RENOVATION of BUILDINGS

- Ensure that new construction and major renovation of agency buildings comply with the *Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings* set forth in the *Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding (2006)*, and 15 percent of the existing Federal capital asset building inventory of the agency as of the end of fiscal year 2015 incorporates the sustainable practices in the *Guiding Principles* (EO 13423).
- As part of new building performance standards, federal buildings must be designed to achieve energy consumption levels that are at least 30% below the current ASHRAE standard, and sustainable design principles must be applied to the siting, design, and construction of all new and replacement buildings (EAct 2005).
- Include ENERGY STAR® references in construction procurements (EAct 2005).

FLEET MANAGEMENT AND ALTERNATIVE FUELS

- Relative to agency baselines for fiscal year 2005, agency must reduce consumption of petroleum

products by 2 percent annually through FY 2015, increase the proportion of the fleet's total fuel consumption that is non-petroleum-based fuel by 10% annually until 100% of the fleet is fueled by such fuel, and use plug-in hybrid (PIH) vehicles to meet vehicle requirements when PIH vehicles are commercially available at a cost reasonably comparable, on the basis of life-cycle cost, to non-PIH vehicles (EO 13423).

ELECTRONICS and COMPUTER PROCUREMENT

- When acquiring an electronic product to meet its requirements, agency meets at least 95 percent of those requirements with an Electronic Product Environmental Assessment Tool (EPEAT)-registered electronic product, unless there is no EPEAT standard for such product, (ii) enables the Energy Star feature on agency computers and monitors, (iii) establishes and implements policies to extend the useful life of agency electronic equipment, and (iv) uses environmentally sound practices with respect to disposition of agency electronic equipment that has reached the end of its useful life(EO 13423).

ENVIRONMENTALLY SUSTAINABLE PRACTICES FOR NIH

- Implement sustainable practices for (i) energy efficiency, greenhouse gas emissions avoidance or reduction, and petroleum products use reduction, (ii) renewable energy, including bioenergy, (iii) water conservation, (iv) acquisition, (v) pollution and waste prevention and recycling, (vi) reduction or elimination of acquisition and use of toxic or hazardous chemicals, (vii) high performance construction, lease, operation, and maintenance of buildings, (viii) vehicle fleet management, and (ix) electronic equipment management (EO 13423).
- Implement an EMS and use it as the primary management approach for addressing environmental aspects of internal agency operations and activities, including environmental aspects of energy and transportation functions, establishment of agency objectives and targets to ensure implementation of this order, and collection, analysis, and reporting of information to measure performance in the implementation of this order (EO 13423).
- Establish environmental management training, (ii) environmental compliance review and audit, and (iii) environmental leadership awards to recognize outstanding environmental management performance in the agency;
- Ensure that contracts entered into after the date of this order for contractor operation of government-owned facilities or vehicles require the contractor to comply with the provisions of this order with respect to such facilities or vehicles to the same extent as the agency would be required to comply if the agency operated the facilities or vehicles (EO 13423).
- Ensure that agreements, permits, leases, licenses, or other legally-binding obligations between the agency and a tenant or concessionaire entered into after the date of this order require, to the extent the head of the agency determines appropriate, that the tenant or concessionaire take actions relating to matters within the scope of the contract that facilitate the agency's compliance with this order (EO 13423).
- Premium motors are required (EPAAct 2005).
- EPAAct 2005 encourages federal solar energy projects, particularly through GSA (EPAAct 2005).
- Agencies must have advanced metering capability (hourly measurements of electricity consumption and daily data reports, at a minimum) by October 1, 2012 (EPAAct 2005).

Lead by Example with SMART ENERGY CHOICES

Here is a simple checklist of energy conservation and efficiency measures to use at work:

- Always use Compact Fluorescent Lights (CFLs) in desk lamps as opposed to incandescent lights
- Switch off all unnecessary lights
- Use natural lighting when possible
- When working late, use task lighting to directly illuminate work areas
- Unplug equipment that drains energy even when not in use (i.e. cell phone chargers, fans, coffeemakers, desktop printers, radios, etc.)
- If possible, turn off your office equipment and or computer monitors at the end of the work day
- Use efficient ENERGY STAR® products
- Close or tilt window blinds to block direct sunlight to reduce cooling needs during warm months
- Photocopy only what you need
- Always use the second side of paper, either by printing on both sides or using the blank side as scrap paper
- Carpool, bike, or use mass transit when commuting to work
- To save gas: drive the speed limit, accelerate and decelerate slower, and make sure tires are pumped up
- Use durable coffee mugs instead of disposable cups



U.S. Department of Energy

Energy Efficiency and Renewable Energy

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For more information contact:

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NEMS Office Practices Working Group Action Items from the January 10th Meeting

ACTION ITEM	RESPONSIBLE PERSON(S)	STATUS UPDATE
1. Provide Robin Hirschhorn (hirschhorn_robin@bah.com) or Kristen Peters (peters_kristen@bah.com) will comments on the NEMS website (www.nems.nih.gov), especially for either the green purchasing or office pages	Working Group	Complete.
2. Carl Henn to follow-up with Kesa Russell to discuss options for greening the Staples strategic sourcing contract	Carl Henn	AGENDA ITEM
3. Provide Ray Dillon (dillonr@od.nih.gov) comments on JWOD catalog website (www.jwodcatalog.com)	Working Group	Complete.
4. Ray Dillon to provide JWOD with NIH comments on its web-based catalog	Ray Dillon	AGENDA ITEM
5. Provide John Best (bestj@od.nih.gov) with names of people who have purchase card authority so that they may be asked to join the focus group/acceptance team	Working Group	AGENDA ITEM
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	Availability inquiry email sent. Date still to be determined.
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	Currently under review by ORS Communications staff. Will attempt to publish in the next addition of the <i>NIH Record</i> .
8. Schedule energy manager (Terry Leland or Greg Leifer) to speak to the working group	Kristen Peters	AGENDA ITEM
9. Identify members for an energy subgroup	Kristen Peters	Ongoing.



NEMS SUSTAINABLE OFFICE PRACTICES WORKING GROUP

SIGN-IN SHEET

Wednesday, February 28, 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
<i>JAB</i>	Best, John	OD/OLAO	bestj@od.nih.gov	496-4595	Procurement Analyst
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	Daye, Armenda	ORF	dayea@od.nih.gov	435-1602	Senior Procurement Analyst
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<i>ES</i>	Simmons, Earl for Ebrahimi, Mehryar	NLM	ebrahimm@mail.nih.gov	496-5441	Chief, Office of Administration
<i>ES</i>	Ellis, Isabel	NIAAA	iellis@mail.nih.gov	443-8771	Program Analyst, Office Res Mgt
	Ennis, Robert	NCCAM	rennis@mail.nih.gov	402-7683	Procurement Specialist
<i>α</i>	Ellen Perella (Proxy) Evans, Michele	CC	mevans@mail.cc.nih.gov	496-5281	
<i>SF</i>	Ferguson, Sabrina	NINDS	SFerguson@mail.nih.gov	435-7714	Chief, AO
	Fioravante, Denise (Jacelyn Thomas)	NIA NIA	fioravad@mail.nih.gov	496-9121	



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<i>X</i>	Leland, Terry	ORF	lelandt@ors.od.nih.gov	451-6474	NEMS Coordinator
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	Windsor, Susan	NIA	windsors@nia.nih.gov	402-7721	
<i>DW</i>	Wittenberg, David	NIDDK	davidw@amb.niddk.nih.gov	496-1202	<i>AO</i>

NEW MEMBERS

Name	Affiliation	E-mail	Phone Number	Job Function