



MEETING MINUTES

**Sustainable Office Practices Working Group
NIH Environmental Management System (NEMS)
Wednesday, March 14, 2007
10:00 – 11:00 am**

Meeting Objective(s):

- Discuss greening of the NITAAC contract
- Follow-up on progress of the identification of a green products tool (JWOD/Staples)
- Follow-up on action items and status of objectives

Attendees:

John Best (OD/OLAO)
Gareth Buckland (ORF)
Armenda Daye (ORF)
Ray Dillon (OD)
Isabel Ellis (NIAAA)
Sabrina Ferguson (NINDS)
Gail Grosman (NIGMS)
Carl Henn (OD)

Robin Hirschhorn (BAH)
Kevin Laser (CSR)
Millicent Manning (OD)
Kristen Peters (Booz Allen)
Candice Scott (NINR)
Jocelyn Thomas (NIA)
Don Wilson (ORF)

Minutes:

NEMS Update

Ms. Robin Hirschhorn provided an update on the NEMS. The NIH Earth Day celebration is scheduled for April 26 from 10 AM to 2 PM. This event occurs on Bring Your Child to Work Day. There will be many activities, including tours, giveaways, and an awards presentation by Dr. Zerhouni. Working group members were encouraged to take and post copies of the Earth Day informative flyers (see Attachments 1 and 2).

Mr. Ray Dillon inquired about meeting with the Sustainability Management Team (SMT) to present the progress on working group's NEMS objectives. The next SMT meeting will occur in the next couple of months. Ms. Hirschhorn or Kristen Peters will work with Mr. Dillon to determine the content of the presentation.

Status Review of Objectives

The status of office-related NEMS objectives were reviewed (see Attachment 3).

Federal Electronics Challenge (Goal 1, Objective a)

Don Wilson informed the working group that a focus group will be established to tackle FEC requirements, including setting goals. Members of this focus group will include Mr. Wilson, Terry Leland, Dan Reggia, and Millicent Manning. The kickoff meeting for this focus group will occur in the next few weeks. They will meeting to identify objectives. If you are interested in participating in this focus group, please contact Don Wilson (wilsondo@ors.od.nih.gov). Mehryar Ebrahimi suggested the focus group consider exceptions to enabling the ENERGY STAR features on all computers and monitors. Terry Leland has met with IC IT leads to discuss such concerns and to gain buy-in.

EPEAT Standard & NITAAC Contract (Goal 1, Objective c)

The objective to incorporate EPEAT standard and other FEC criteria into the NITAAC ECSIII contract is ongoing. Currently, 95% of computer and monitor purchases meeting the EPEAT standard. This topic was discussed in more detail (see page 4 of these minutes)

Green Purchasing Source (Goal 2, Objective a)

Ray Dillon provided an update on the objective addressing the need for an easy-to-use green products procurement tool that will ensure with purchase card holders follow the green purchasing requirements. Federal government mandatory sources of supply include the JWOD (Javits-Wagner-O'Day) Program. Mr. Dillon and Carl Henn have been working with JWOD over the past several months, and JWOD has developed an online catalog (www.jwodcatalog.com) that includes a section of exclusively green products that meet the government requirements. 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 has been in contact with JWOD about the navigation issues.

The identification of a green purchasing tool has been ongoing for several months and could take several more before a tool can be identified and deployed. The workgroup discussed what could be done in the short-term. GSA Advantage was identified as the short-term solution. The GSA Advantage web site is more user friendly than the JWOD catalog, and a purchaser is able to directly purchase products from the site. A purchaser is able to restrict search results by green products and those produced by JWOD. A link to GSA Advantage with instructions on how to search for specific items will be provided through either the NEMS web site or OLAO web site. Kristen Peters will draft text for the web site that will then be reviewed by the purchase card holder focus group.

Best Practices Listing (Goal 2, Objective b)

During earlier meetings, it was suggested that a Best Practices listing be made available. This list would be in conformance with purchasing rules and provide information on the products that are successfully being used at NIH. This listing would not relieve a purchaser of the obligation to meet acquisition requirements. Furniture and office equipment were of particular interest to this listing. The group decided that the types of products will need to be determined first. Mr. Henn suggested that the group provide a reference to EPA web site as

an alternative to this listing. Mr. Henn took responsibility to review the EPA site to determine its appropriateness and usefulness in meeting this objective.

Outreach Program (Goal 2, Objective c)

An outreach program is needed to distribute information on the Green Purchasing Program. The workgroup brainstormed different outreach ideas; training and fact sheets were identified as possible outreach tools.

Mr. Henn provided an update on the status of green purchasing training. Project officer green purchasing training will be required by next year; Dana Arnold may be the instructor for this training. It was suggested that Dana Arnold's general training be modified to include NIH specific information. In addition to training of project officers, purchase card holders will be trained starting in late March. Mr. Henn will follow-up with Georgiann Wilson on the status of this training and inquire if information on the new requirements is included or if fact sheets could be distributed as supporting material.

The outreach products will have to be tailored to different audiences. Ms. Hirschhorn and Ms. Peters took responsibility to draft an communications/outreach strategy that will identify different audiences, prioritize these audiences, and recommends methods to communicate to these audiences.

The group discussed a strategy on how best to inform purchase card holders of the new greening initiatives that will be deployed in the upcoming months. Members decided that alert email messages to the IC coordinators and the purchase card listserv are needed. Mr. Dillon and John Best will draft these messages. They will be reviewed by Sabrina Ferguson and Armenda Daye. The first alert message will be distributed to IC coordinators and then will be followed by a second email message to all purchase card holders.

Green Purchasing Tracking Tool (Goal 2, Objective d)

A meeting to discuss options for the green purchasing tracking tool will occur in the next few weeks, and a debrief will occur during the next working group meeting.

Greening Self-Service Stores (Goal 2, Objective e)

Mr. Wilson and Lonnie Winley are working with JWOD to supply green products to the self-service stores.

Greening Commercial Leases (Goal 2, Objective f)

This objective is ongoing. Mr. Wilson is working to include stronger language in new lease agreements. As leases are being renewed, this language will be added.

Greening Construction Contracts (Goal 2, Objective g)

Mr. Wilson is working with Barbara Taylor and Armenda Daye to ensure green clauses are included in new construction contracts.

Greening Cafeterias (Goal 2, Objective h)

This objective is ongoing. Mr. Wilson is working with JWOD to provide biobased drinking cups to the cafeterias and self-service stores.

Review of Action Items

The action items resulting from the February 28, 2007, meeting were reviewed during the discussion on objectives status. The table below provides a status update of these action items.

Action Item	Status	Notes
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	Ongoing	None.
2. John Best will provide Ray Dillon comments on the JWOD catalog submitted by the focus group	COMPLETE	No additional comments were received.
3. Ray Dillon will follow-up with JWOD representative on NIH's concerns regarding the online catalog	Ongoing	None.
4. Carl Henn will follow-up with GSA on the functionality of GSA Advantage	COMPLETE	None.
5. Carl Henn will distribute the energy-related requirements document (Attachment 3) to the contracting officers	COMPLETE	None.
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. This meeting will occur before the next working group meeting.

Greening the IT Contract

Millicent Manning provided an update on efforts to green the NIH IT contract (NITAAC ECSIII). NIH is committed to including the EPEAT requirements in the contract and is not waiting for new FAR information to be distributed to begin greening the NITAAC contract. The CLINs are being reviewed to determine how they could be greened. The prime contractors have identified green products by labeling those CLINs with a logo. Ms. Manning is also providing vendors with information on the NIH's effort to green this contract and to purchase computers and monitors that meet the EPEAT standard. Ms. Manning will work with Ms. Hirschhorn on developing a write-up on the greening of the NITAAC contract.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Begin drafting briefing to be presented by Ray Dillon and/or Carl Henn to the Sustainability Management Team	Robin Hirschhorn, Kristen Peters, Ray Dillon, Carl Henn	Prior to next SMT meeting

Action Item	Responsible Person(s)	Due Date
2. Draft web site language for GSA Advantage tool	Kristen Peters	Friday, April 6
3. Research EPA green vendor/product web site	Carl Henn	Tuesday, April 10
4. Follow-up with Georgiann Wilson on the status of purchase card holder training to determine if new requirements are included	Carl Henn	Tuesday, April 10
5. Draft outreach plan	Robin Hirschhorn, Kristen Peters	Friday, April 6
6. Draft alert email message to IC coordinators and purchase card holders and distribute	Ray Dillon and John Best to draft; Sabrina Ferguson and Armenda Daye to review	Friday, April 6
7. 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 23
8. Millicent Manning to provide Robin Hirschhorn (hirschhorn_robin@bah.com) a paragraph describing how the NITAAC contract is being greened	Millicent Manning	Friday, April 6

Next Meeting:

The next meeting is scheduled for Wednesday, April 11 from 10:00 to 11:00 AM in Building 45 (Natcher), Room D. This meeting will include a follow-up discussion on 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

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- 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



To Protect the Future,
Take Action Into Your Hands

Earth Day 2007

Date: April 26, 2007

10am – 2pm

**1:30: Dr. Zerhouni Awards “Name IT”
and Children’s Contest Winners**

Building 1 Lawn



**Food, Giveaways
& Entertainment**

**Children’s Interactive
Activities**

Nature Walks and Composting Demo

Check Out Alternative-Fueled Vehicles

Come Meet Montgomery County’s Rocco the Recycling Dog

Donate Clothes, Bikes, Cell Phones, and Eye Glasses

Learn About NIH’s Green Roof, Forest, and Stream Restoration Project

www.nems.nih.gov



For more information about the NEMS, contact:
Terry Leland, NEMS Coordinator, 301.496.7775, lelandt@mail.nih.gov





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**For more information about the NEMS, contact:
Terry Leland, NEMS Coordinator, 301.496.7775, lelandt@mail.nih.gov**



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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.

NEMS Office Practices Working Group Action Items from the February 28th Meeting

ACTION ITEM	RESPONSIBLE PERSON(S)	STATUS UPDATE
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	AGENDA ITEM
2. John Best will provide Ray Dillon comments on the JWOD catalog submitted by the focus group	John Best	
3. Ray Dillon will follow-up with JWOD representative on NIH's concerns regarding the online catalog	Ray Dillon	AGENDA ITEM
4. Carl Henn will follow-up with GSA on the functionality of GSA Advantage	Carl Henn	AGENDA ITEM
5. Carl Henn will distribute the energy-related requirements document (Attachment 3) to the contracting officers	Carl Henn	
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	AGENDA ITEM



NEMS SUSTAINABLE OFFICE PRACTICES WORKING GROUP

SIGN-IN SHEET

Wednesday, March 14, 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	
	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	carrolth@ors.od.nih.gov	402-0680	
	Coleman, Juanita	CC	jcoleman@mail.cc.nih.gov	496-2417	
	Daye, Armenda	ORF	dayea@od.nih.gov	435-1602	Senior Procurement Analyst
	Dillon, Ray	OD	dillonr@mail.nih.gov	496-6014	Working Group Lead
	Douglas, Bonnie	CIT	douglasb@mail.nih.gov	496-2847	
	Ebrahimi, Mehryar	NLM	ebrahimm@mail.nih.gov	496-5441	Chief, Office of Administration
	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
	Evans, Michele	CC	mevans@mail.cc.nih.gov	496-5281	
	Ferguson, Sabrina	NINDS	SFerguson@mail.nih.gov	435-7714	Chief, AO
	Fioravante, Denise	NIA	fioravad@mail.nih.gov	496-9121	

Jacelyn Thomas NIA " "



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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
	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>Jayuma</i>	Grosman, Gail	NIGMS	grosman_g@mail.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	
<i>CA</i>	Henn, Carl	OD	hennc@od.nih.gov	496-7110	
<i>POH</i>	Hirschhorn, Robin	--	hirschhorn_robin@bah.com	523-2117	NEMS Support
	Hooven, Thomas	NCI	hovent@mail.nih.gov	496-0044	
	Ketner, Bill	ORF	ketnerw@mail.nih.gov	496-7990	Project Officer
	Langston, Catherine	NIDCD	langstonca@mail.nih.gov	435-1625	Budget Analyst
<i>KmL</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.nidk.nih.gov	496-8151	
<i>MM</i>	Manning, Millicent	OD	manningm@od.nih.gov	402-3072	<i>Sr. Contracting Officer EO 13693 Contract</i>
	Moran, Patrick	NINDS	moranp@ninds.nih.gov	496-2575	
	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	
<i>KP</i>	Peters, Kristen	--	peters_kristen@bah.com	703-412-7977	NEMS Support
	Quasney, Judy	NIAID	JQuasney@niaid.nih.gov	496-6775	
	Rascoe, Melvin	OD	rascoem@mail.nih.gov	594-0646	Chief, Inventory Section
	Rasmussen, Caren	NCI	rasmussc@mail.nih.gov	402-4511	
	Reggia, Daniel	OD	reggiad@od.nih.gov	496-6606	Property Management
<i>CS</i>	Scott, Candice	NINR	scottc@mail.nih.gov	402-6605	
	Sikes, Lauren	FIC	sikesl@mail.nih.gov	496-4625	AO
	Simmonds-Barnes, Denise	NCCAM	simmond@d@mail.nih.gov	594-1452	



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10:00 - 11:00 am

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	Stevens, Cheryl	NCI	cs189f@nih.gov	496-5801	
<i>Dmw</i>	Wilson, Don	ORF	wilsondo@ors.od.nih.gov	496-7990	
	Winley, Lonnie	OD	winleyl@od.nih.gov	496-5744	
	Windsor, Susan	NIA	windsors@nia.nih.gov	402-7721	
	Wittenberg, David	NIDDK	davidw@amb.niddk.nih.gov	496-1202	AO

NEW MEMBERS				
Name	Affiliation	E-mail	Phone Number	Job Function