



## MEETING MINUTES

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

### Meeting Objective(s):

- Follow-up on GSA Advantage option for green procurement source
- Follow-up on usefulness of EPA's Comprehensive Procurement Guidelines web site
- Collect feedback on the Recycling Reference Poster

### Attendees:

John Best (OD/OLAO)  
Gareth Buckland (ORF)  
Armenda Daye (ORF)  
Ray Dillon (OD)  
Bonnie Douglas (CIT)  
Mehryar Ebrahimi (NLM)  
Gail Grosman (NIGMS)

Robin Hirschhorn (BAH)  
Kevin Laser (CSR)  
Barbara Moskowitz (NIAID)  
Kristen Peters (Booz Allen)  
Candice Scott (NINR)  
Don Wilson (ORF)

### Minutes:

#### NEMS Update

Ms. Kristen Peters 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. At this event, fact sheets targeting employees working in offices, labs and facilities management will be distributed. The fact sheets will include information on the impact of these functional activities on the environment and the actions employees can take to minimize the impact. After the Earth Day celebration, these fact sheets will be available on the NEMS web site ([www.nems.nih.gov](http://www.nems.nih.gov)).

#### Status Overview 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 overview of these action items.

Action Item	Status	Notes
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	Ongoing. A draft will be provided for review once complete.
2. Draft web site language for GSA Advantage tool	Kristen Peters	Ongoing. Once a draft is complete, it will be reviewed by Ray Dillon, Carl Henn and John Best.
3. Research EPA green vendor/product web site	John Best	The CPG web site is a good resource and should be provided in the Best Practices listing.
4. Follow-up with Georgiann Wilson on the status of purchase card holder training to determine if new requirements are included	Carl Henn	No report. Action item will carry over to next meeting.
5. Draft outreach plan	Robin Hirschhorn, Kristen Peters	Ongoing. Action item will carry over to next meeting.
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	A similar email was already distributed. An updated email may be distributed with information on Executive Order 13423 and its Instructions.
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 ( <i>Goal 2, Objective d</i> )	Kristen Peters	Meeting scheduled for April 19.
8. Millicent Manning to provide Robin Hirschhorn (hirschhorn_robin@bah.com) a paragraph describing how the NITAAC contract is being greened	Millicent Manning	Follow-up needed.

### **GSA Advantage Information** (*Green Purchasing Source – Goal 2, Objective a*)

The working group is working on an objective to identify an easy-to-use green products procurement tool that will ensure with purchase card holders follow the green purchasing requirements. The JWOD (Javits-Wagner-O'Day) Program was first identified as a possible tool. However, JWOD's online green products catalog ([www.jwodcatalog.com](http://www.jwodcatalog.com)) is not very user-friendly and does not allow a user to purchase directly from this site. GSA Advantage was identified as the short-term solution in meeting this objective. The GSA Advantage web site (<https://www.gsaadvantage.gov/advgsa/advantage/search/specialCategory.do?cat=ADV.ENV>) is more user-friendly than the JWOD catalog, and a purchaser is able to directly purchase products from the site. As discussed in a previous meeting, Carl Henn has identified a few functionality issues and has been in contact with GSA. In Mr. Henn's absence, Ray Dillon relayed that GSA has been very responsive and Mr. Henn continues to follow-up.

In an effort to make purchasing green products as simple as possible, a step-by-step fact sheet on how to search on GSA Advantage will be developed and made available on the NEMS web site. Ms. Peters will continue to draft text for the fact sheet. Once complete, the fact sheet will be reviewed by Mr. Dillon, Mr. Henn, and John Best. After their review, it will

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be made available to the working group for comment and then will be reviewed by the purchase card holder focus group.

**Alert Message Follow-up** (*Outreach Program – Goal 2, Objective c*)

In the previous meeting, the working 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 Mr. Best took responsibility for coordinating this activity. After the last meeting, Mr. Dillon learned that Mr. Henn had previously sent out a similar message to the IC coordinators. There was no response from this email. Mr. Dillon suggested that this email be reissued with providing an update on the new requirements outlined in Executive Order (EO) 13423 and the associated mandatory Instructions (see [http://www.fedcenter.gov/Documents/index.cfm?id=6872&pge\\_id=1854](http://www.fedcenter.gov/Documents/index.cfm?id=6872&pge_id=1854) for more information on EO 13423 and its Instructions). Next steps need to be determined.

On a related note, Mr. Dillon also suggested that a listserv for the group be created to disseminate information pertinent to the working group (e.g., EO 13423 Instructions). Ms. Peters took responsibility for creating the listserv. Another listserv of interest to working group members is GREENSERVE-L; this listserv is a place where NIH staff who are interested in environmental issues and reducing their impacts can share information. To join GREENSERVE, please visit the following web site: <https://list.nih.gov/archives/greenserve-l.html>.

**EPA Web Site Review** (*Best Practices Listing – Goal 2, Objective b*)

During earlier meetings, it was suggested that a Best Practices listing be made available. It was also suggested that the group provide a reference to EPA's Comprehensive Procurement Guidelines (CPG) products web site (<http://www.epa.gov/cpg/products.htm>) as an alternative to this listing. During the last meeting, Mr. Best took responsibility to review this web site and provide a recommendation on its usefulness. Mr. Best informed the working group that this site is comprehensive, informative, and user-friendly. Many functional areas of NIH may find this site helpful since the CPG products listed on the site are use broadly across the organization. However, lab/scientific products and office furniture are not currently listed. The site provides the capability to suggest a product that meets EPA's criteria, which are based on statutory requirements.

The working group briefly discussed the how to disseminate the useful information on the CPG web site. It was decided that the URL should be included in the GSA Advantage fact sheet as a reference link. The URL should also be made available on the NEMS web site and other related sites. This discussion highlighted the focus of the working group's future actions—to determine a strategic approach to disseminating information and reporting on the green procurement requirements. To assist with the communications focus, Ms. Peters and Robin Hirschhorn took responsibility for drafting an outreach plan that will identify target audiences and how to deploy information for each audience. This plan will be present to the working group at the next meeting.

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## **Recycling Reference Poster**

A visual guide for what items are recyclable was created (see Attachment 1). The working group reviewed this reference poster and provided the following comments:

- Note that this poster applies to the Bethesda campus only.
- Plastic bags cannot be recycled.
- Cardboard and paperboard can also be placed in a loading dock.
- Simplify by reducing the text and providing more images.

Additional comments should be sent to Kristen Peters (peters\_kristen@bah.com).

## **Status Review of Other Objectives**

The status of office-related NEMS objectives not covered by a specific agenda item were reviewed (see Attachment 2).

### *Federal Electronics Challenge (Goal 1, Objective a)*

In previous meetings, Don Wilson informed the working group that a focus group will be established to tackle FEC requirements. The kickoff meeting for this focus group was to occur in late March. However, the meeting was canceled because HHS issued a draft electronics stewardship policy. This policy includes timelines, 5-year goals, and milestones, which are FEC requirements. All HHS agencies are reviewing the policy and will provide comments. NIH will suggest the language in the policy be strengthened. The focus group will be on hold until a final policy is used by HHS.

### *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. However, the self-service stores are looking to Staples to provide green products. A problem with the Staples contract is that Staples uses commercial criteria to identify green products, which may lead to products not meeting the federal green criteria. Mr. Wilson has requested a list of products that are offered by the self-service stores so he could review it and assist in identifying green alternatives. Mr. Wilson has not received that list from Mr. Winley.

### *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. Mr. Wilson has attempted to meet with Pat Rice with little success. Mr. Dillon took responsibility to facilitate a meeting between Mr. Wilson and Mr. Rice.

## **Automation and Minimization**

Mehryar Ebrahimi suggested that the working group look into efforts to stress minimization and encourage automation of processes. The many forms required to complete common activities create waste and could be minimized if automated. The working group will discuss opportunities to automate processes in the next meeting.

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## 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
2. Follow-up on the functionality issues with the GSA Advantage web site	Carl Henn	Tuesday, May 8
3. Draft GSA Advantage fact sheet	Kristen Peters	Friday, April 27
4. Follow-up with Georgiann Wilson on the status of purchase card holder training to determine if new requirements are included	Carl Henn	Tuesday, May 8
5. Determine if alert message previously sent out by Carl Henn should be sent out with new EO 14323 requirements and identify next steps	Ray Dillon, Carl Henn, John Best	Tuesday, May 8
6. Create listserv for the working group	Kristen Peters	Friday, April 13
7. Draft outreach plan	Kristen Peters, Robin Hirschhorn	Tuesday, May 8
8. Provide Don Wilson (wilsondo@ors.od.nih.gov) with a list of products available at the self-service stores	Lonnie Winley	Friday, April 27
9. Schedule/facilitate meeting between Don Wilson and Pat Rice regarding greening leases	Ray Dillon	Tuesday, May 8
10. 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, April 13
11. Millicent Manning to provide Robin Hirschhorn (hirschhorn_robin@bah.com) a paragraph describing how the NITAAC contract is being greened	Millicent Manning	Friday, April 27

## Next Meeting:

The next meeting is scheduled for Wednesday, May 9 from 10:00 to 11:00 AM in Building 40, Room 1201/1203. **PLEASE NOTE THE CHANGE IN LOCATION.** This meeting will include a follow-up discussion on action items and discuss opportunities for automation.

## Future Agenda Topics:

### *Identified in this meeting:*

- Status of SMT briefing (Dillon/Peters)
- Status of GSA Advantage fact sheet (Peters)
- Status of outreach plan (Peters/Hirschhorn)

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- Debrief of meeting to identify green purchasing tracking mechanism (Dillon/Ebrahimi)
  - Identify opportunities for automation (Ebrahimi)

*Identified in previous meetings:*

- Outcome of focus group (Best)
- Status of GSA Advantage tool (Henn)
- Status of JWOD tool (Henn/Dillon)
- Status of Best Practices Listing
- Approval method for green products tool(s) deployment strategy (Dillon)
- Status of greening of Self-Service Stores (Rascoe/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

# WHAT CAN I RECYCLE?

RECYCLING INFO - CALL 301-402-6349

## MIXED PAPER

- White or colored paper (any color ink)
- Newspaper, magazines, scientific journals
- Hard and soft-back books, telephone books
- 3-ring binders
- Post-It Notes, envelopes, manila folders
- *Recycle in Mixed Paper red bins*



## TONER CARTRIDGES

- Laser jet, ink jet, and copier cartridges
- *Recycle in Toner/Ink Jet Cartridges red bins*



## BATTERIES

- Lead-acid batteries
- All rechargeable batteries
- *Collected by chemical waste contractor*
- *Call 301-496-4710*



## ELECTRONIC WASTES

- Computers, monitors, laptops, keyboards
- Hard drives, memory cards
- *Must be transferred to the Division of Personal Property Services*
- *Call 301-402-6279*



## GLASS, PLASTIC, AND METAL

- Steel or tin cans
- Glass (not Pyrex) bottles and jars
- Plastic narrow-neck bottles (1 and 2)
- Plastic bags
- *Recycle in Glass/Plastic #1 and #2/ Steel Cans/Tin Cans red bins*



## ALUMINUM PRODUCTS

- Aluminum cans and foil
- *Recycle in Aluminum Cans red bins*

## POLYPROPYLENE

- Polypropylene pipette tip racks
- Plastics #5
- *Recycle in Polypropylene/ Plastic #5 red bins*



## CARDBOARD AND PAPERBOARD

- Corrugated cardboard
- Paperboard boxes
- Tissue and paper towel boxes
- Free of trash and packing materials
- *Flatten and place in corridor*



**REDUCE ~ REUSE ~ RECYCLE ~ REBUY**



PRINTED ON RECYCLED CONTENT PAPER – PLEASE RECYCLE

## Selected NEMS Objectives: Office Activities

As of April 11, 2007

Environmental Aspect	5-Year Goal	Objective	Lead	Status
<b>General Waste</b>	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.	Office Practices WG	NIH has joined FEC. Need to establish goals, which will be done through a focus group.
		b. Meet FEC End-of-Life Criteria for Electronic Assets, increase/improve NIH electronic waste recycling	Office Practices WG	In progress.
		c. Implement EPEAT standard for purchase of NIH computers and monitors in NITAAC ECS III	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.	Office Practices WG	Ongoing. GSA Advantage will be a short-term solution. Instructions on how to find green products through GSA Advantage will be provide on the NEMS web site.
		b. Produce a Best Practices listing providing proven green products being used at NIH.	Office Practices WG	Initiated with researching EPA vendor site for appropriateness.
		c. Develop an outreach program to deploy the Green Purchasing Program throughout NIH.	Office Practices WG	Planning underway.
		d. Explore the appropriate means for tracking green purchasing and the resulting benefits through development of a database program or modifying current systems.	Office Practices WG	Meeting to discuss options occurred on April 10.
		e. Increase sale of 13423 compliant products in NIH self-service stores and through NIH Stock Catalog	Office Practices WG	In progress. Working with JWOD.
		f. Green NIH Commercial leases to require full recycling services and to be 13423 compliant	Office Practices WG	In progress.
		g. Green NIH construction contracts and achieve maximum construction debris recycling	ORF	In progress.
		h. Green NIH cafeteria contracts to include maximum recycling, composting, 13423 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	In progress.
		j. Create and Launch NIH Green Purchasing Portal	Office Practices WG	Not initiated.

### Selected NEMS Objectives: Office Activities

As of April 11, 2007

Environmental Aspect	5-Year Goal	Objective	Lead	Status
NEMS Improvements		Document Office Activities with SOPs	Office Practices WG	In progress.

**NEMS Office Practices Working Group  
Action Items from the March 14<sup>th</sup> Meeting**

ACTION ITEM	RESPONSIBLE PERSON(S)	STATUS UPDATE
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	Ongoing. Awaiting information on next meeting.
2. Draft web site language for GSA Advantage tool	Kristen Peters	<b>AGENDA ITEM</b>
3. Research EPA green vendor/product web site	John Best/ Carl Henn	<b>AGENDA ITEM</b>
4. Follow-up with Georgiann Wilson on the status of purchase card holder training to determine if new requirements are included	Carl Henn	<b>AGENDA ITEM</b>
5. Draft outreach plan	Robin Hirschhorn, Kristen Peters	Ongoing.
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	<b>AGENDA ITEM</b>
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	Meeting postponed until week of April 16 <sup>th</sup> .
8. Millicent Manning to provide Robin Hirschhorn ( <a href="mailto:hirschhorn_robin@bah.com">hirschhorn_robin@bah.com</a> ) a paragraph describing how the NITAAC contract is being greened	Millicent Manning	Awaiting information.



## NEMS SUSTAINABLE OFFICE PRACTICES WORKING GROUP

### SIGN-IN SHEET

Wednesday, April 11, 2007  
Building 45 (Natcher), Room ~~DF1~~/F2  
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
JBS	Best, John	OD/OIAO	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
GR	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	
ALSO	Daye, Armenda	ORF	dayea@od.nih.gov	435-1602	Senior Procurement Analyst
RWD	Dillon, Ray	OD	dillonr@mail.nih.gov	496-6014	Working Group Lead
MTD	Douglas, Bonnie	CIT	douglasb@mail.nih.gov	496-2847	
X	Ebrahimi, Mehryar	NLM	ebrahimm@mail.nih.gov	496-5441	Chief, Office of Administration Program Analyst, Office Res Mgt
	Ellis, Isabel	NIAAA	iellis@mail.nih.gov	443-8771	
	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	



## NEMS SUSTAINABLE OFFICE PRACTICES WORKING GROUP

### SIGN-IN SHEET

Wednesday, April 11, 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
	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>ggs</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	
<i>RSH</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>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	



## NEMS SUSTAINABLE OFFICE PRACTICES WORKING GROUP

### SIGN-IN SHEET

Wednesday, April 11, 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
	Lyman, Myra	NIDDK	myral@extra.nidk.nih.gov	496-8151	
	Manning, Millicent	OD	manningm@od.nih.gov	402-3072	Senior Contracting Officer, ECSIII Contract
	Moran, Patrick	NINDS	moranp@ninds.nih.gov	496-2575	
BM	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	
KP	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
CA	Scott, Candice	NINR	scottc@mail.nih.gov	402-6605	
	Sikes, Lauren	FIC	sikesl@mail.nih.gov	496-4625	AO
	Simmonds-Barnes, Denise	NCCAM	simmond@dd@mail.nih.gov	594-1452	



## NEMS SUSTAINABLE OFFICE PRACTICES WORKING GROUP

### SIGN-IN SHEET

Wednesday, April 11, 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
	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