



## MEETING MINUTES

**Sustainable Office Practices Working Group  
NIH Environmental Management System (NEMS)  
Wednesday, May 9, 2007  
10:00 – 11:00 am**

### Meeting Objective(s):

- Review and provide comments on the SMT briefing
- Follow-up on action items, including the GSA Advantage and JWOD options, draft outreach plan, green purchasing tracking tool meeting
- Identify opportunities for automation

### Attendees:

Ray Dillon (OD)	Bill Ketner (ORF)
Mehryar Ebrahimi (NLM)	Melvin Murphy (NIAMS)
Robert Ennis (NCCAM)	Padma Natarajan (BAH)
Michele Evans (CC)	Kristen Peters (Booz Allen)
Gail Grosman (NIGMS)	Candice Scott (NINR)
Carl Henn (OD)	Lonnie Winley [proxy] (OD)

### Minutes:

#### NEMS Update

Ms. Kristen Peters provided an update on the NEMS. The NIH Earth Day celebration was held on April 26. There were many activities, including tours, giveaways, and an awards presentation by Dr. Zerhouni. The turnout was quite large.

#### Status Overview of Action Items

The action items resulting from the May 11, 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	Draft complete. Comments will be incorporated.

Action Item	Status	Notes
2. Follow-up on the functionality issues with the GSA Advantage web site	Carl Henn	GSA Advantage will not add JWOD to its search criteria in its environmental catalog.  However, JWOD is again looking into make its green catalog available online with a direct purchase option.
3. Draft GSA Advantage fact sheet	Kristen Peters	Draft complete. Comments will be incorporated.
4. Follow-up with Georgiann Wilson on the status of purchase card holder training to determine if new requirements are included	Carl Henn	Done. Awaiting decision from HHS.
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	Need to determine next steps for communicating new requirements.
6. Create listserv for the working group	Kristen Peters	Complete.
7. Draft outreach plan	Kristen Peters, Robin Hirschhorn	Draft complete. Comments will be incorporated.
8. Provide Don Wilson (wilsondo@ors.od.nih.gov) with a list of products available at the self-service stores	Lonnie Winley	Complete.
9. Schedule/facilitate meeting between Don Wilson and Pat Rice regarding greening leases	Ray Dillon	Over taken by events. HHS is working on greening leases.
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	Initial meeting occurred on April 19. A live demonstration of the NLM is scheduled for May 10.
11. 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.

## SMT Briefing

Ray Dillon will be presenting a progress update to the NEMS Sustainability Management Team (SMT) on May 15. The briefing includes information about the working group, progress against objectives, and how the SMT can help the group achieve its objectives. The working group reviewed the briefing (see Attachment 1). Since he is representing the working group, Mr. Dillon wanted to ensure that members were comfortable with the presentation and agree that the information he will present is accurate. Comments collected during the meeting will be incorporated into the final version of the presentation. Additional comments will be accepted until Friday, May 11. Please send them to Kristen Peters.

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

The 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. The 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. However, Mr. Dillon recently discussed this issue with Lucie Groeger, JWOD representative, and her superior. They agreed that a direct online purchase option is possible. Therefore, JWOD is again looking in to making their green catalog with direct purchase available online. Mr. Dillon will provide the working group with updates on the status of the JWOD catalog as information becomes available.

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 previous meetings, Carl Henn has identified a few functionality issues and has been in contact with GSA. GSA Advantage will not easily allow a user to search for products that are both JWOD and green. Mr. Henn requested GSA Advantage add JWOD to its search criteria in its environmental catalog. GSA declined this request.

### **GSA Fact Sheet** *(Green Purchasing Source – Goal 2, Objective a)*

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 was developed. Ms. Peters presented the draft fact sheet (see Attachment 2). The working group reviewed the fact sheet and agreed that the fact sheet was a good first draft. Further development of the fact sheet will be on hold until the next meeting and a path forward using either JWOD or GSA Advantage is decided. Once complete, the fact sheet will be reviewed by Mr. Dillon, Mr. Henn, and John Best. After their review, it will be made available to the working group for comment and then will be reviewed by the purchase card holder focus group. The fact sheet also will be made available on the NEMS web site.

### **Purchase Card Holder Green Purchasing Training Status** *(Outreach Program – Goal 2, Objective c)*

Mr. Henn provided an update on the status of NIH green purchasing training for purchase card holders. The training is awaiting a decision on whether to include purchase card holder information in the green purchasing training or to include green purchasing information in the purchase card holder training. The decision will be made once receive further direction from HHS, which is requiring annual training but not providing it at the departmental level.

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

The next steps for informing IC coordinators and purchase card holders of the new requirements under Executive Order (EO) 13423 and the associated mandatory Instructions were not discussed. Next steps still to be determined and may be appropriate to address in through the outreach plan.

**Draft Outreach Plan** *(Outreach Program – Goal 2, Objective c)*

Ms. Peters presented a draft outreach plan for the working group to review and comment on (see Attachment 3). Due to time limitations, the discussion was limited. The first step in reviewing the outreach plan was to ensure all target audiences were identified. The working group members agreed that any communications should start with the Executive Officers and then work down. Also, CIT and IC IT staff need to be added as target audiences. Please send any comments on the draft outreach plan to Kristen Peters ([peters\\_kristen@bah.com](mailto:peters_kristen@bah.com)).

**Status of Green Leases Meeting** *(Greening Commercial Leases – Goal 2, Objective f)*

Don Wilson has been 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. In the April meeting, Mr. Dillon took responsibility to facilitate a meeting between Mr. Wilson and Mr. Rice. This meeting was over taken by events since the issue is being addressed at the Department level.

**Green Purchasing Tracking Tool Meeting** *(Tracking & Reporting – Goal 2, Objective d)*

The Office of Management and Budget requires all agencies to track and report on purchases made by purchase card holders. Currently, NIH has not agency-wide tool that can do tracking green purchasing; the upcoming version of NBS does not track this. A small sub-group of the working group met on April 19 to identify different options for tracking green purchasing. Mr. Dillon provided the working group with a debrief of this meeting. He stated that they will look to include the reporting in the next version of NBS. In the meantime, the Access-based system currently being piloted by Mehryar Ebrahimi's office in NLM will be reviewed as a possible tool for tracking green purchases. A live demonstration is scheduled for May 10. During this demonstration, the sub-group will be review the pilot system's functionality and ease of use.

**Opportunities for Automation**

This topic was not discussed in full by the working group due to time limitations. The working group agreed to discuss opportunities to automate processes in a future meeting.

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## Action Items:

Action Item	Responsible Person(s)	Due Date
1. Submit comments on SMT briefing to Kristen Peters (peters_kristen@bah.com)	Working Group	Friday, May 11
2. Submit comments on the draft outreach plan to Kristen Peters (peters_kristen@bah.com)	Working Group	Tuesday, June 12
3. Millicent Manning to provide Robin Hirschhorn (hirschhorn_robin@bah.com) a paragraph describing how the NITAAC contract is being greened	Millicent Manning	Friday, June 8

## Next Meeting:

The next meeting is scheduled for Wednesday, June 13 from 10:00 to 11:00 AM in Building 45 (Natcher), Room D. This meeting will include a follow-up discussion on action items and discuss opportunities for automation.

## Future Agenda Topics:

*Identified in previous meetings:*

- Status of SMT briefing (Dillon/Peters)
- Status of GSA Advantage fact sheet (Peters)
- Status of outreach plan (Peters/Hirschhorn)
- Debrief of meeting to identify green purchasing tracking mechanism (Dillon/Ebrahimi)
- Identify opportunities for automation (Ebrahimi)
- 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