



MEETING MINUTES

**Sustainable Office Practices Working Group
NIH Environmental Management System (NEMS)
Wednesday, June 13, 2007
10:00 – 11:00 am**

Meeting Objective(s):

- Debrief on the NEMS Sustainability Management Team (SMT), Implementation Team, and Communications Advisory Group
- Provide status update on JWOD catalog
- Debrief on the green purchasing tracking tool demonstration
- Identify outreach options for the self-service stores
- Provide comments on the draft Outreach Plan and Office Go Greener Fact Sheet

Attendees:

John Best (OD/OLAO)
Ray Dillon (OD)
Mehryar Ebrahimi (NLM)
Gail Grosman (NIGMS)
Ranae Harris (NIAMS)
Carl Henn (OD)

Emily Lawrence (Booz Allen)
Melvin Murphy (NIAMS)
Kristen Peters (Booz Allen)
Jocelyn Thomas (NIA)
Don Wilson (ORF)

Minutes:

NEMS Update

Kristen Peters began the meeting with an update on the NEMS. Ms. Peters stated that a series of meetings were held to provide a status update on each working group to ensure that the objectives are being met. These meetings included the NEMS Sustainability Management Team (SMT), Implementation Team, and Communications Advisory Group. Mehryar Ebrahimi asked how the SMT is structured and the members of the SMT. A breakdown with the SMT members is provided in Attachment 1.

Status Overview of Action Items

The action items resulting from the May 9, 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. Submit comments on SMT briefing to Kristen Peters (peters_kristen@bah.com) | Complete | Comments were incorporated. The briefing was used for meetings of the SMT, NEMS Implementation Team, and the Communications Advisory Group. |
| 2. Submit comments on the draft outreach plan to Kristen Peters (peters_kristen@bah.com) | Ongoing. | Comments provided during the May 9 meeting were incorporated. Additional comments are welcomed. |
| 3. Millicent Manning to provide Robin Hirschhorn (hirschhorn_robin@bah.com) a paragraph describing how the NITAAC contract is being greened | Awaiting Information | Kristen Peters will follow-up with Robin Hirschhorn and Millicent Manning. |

SMT Meeting Debrief

Ray Dillon stated that he presented a briefing on the working group's progress at the SMT meeting. The briefing included information about the working group, progress against objectives, and how the SMT can help the group achieve its objectives. At the meeting, Mr. Dillon communicated how the greening process at NIH will include a cultural change to convince managers to modify the way business is done and encourage employees to meet green standards. The attendance for this meeting was low and the briefing may need to be re-presented at a later date.

NEMS Implementation Team Meeting Debrief

Carl Henn stated that he presented an overview of the Office Practices Working Group to the NEMS Implementation Team. The presentation was a variation of the SMT briefing and included information about the working group and progress against objectives. No action items for the working group came from this meeting.

NEMS Communication Advisory Group Meeting Debrief

Mr. Dillon stated that the same presentation used at the SMT meeting was given to the NEMS Communication Advisory Group. From this meeting came a larger discussion on the greening of self-service stores.

In response to this discussion, Mr. Dillon and Mr. Henn met with Diane Frasier, who oversees the self-service stores to discuss the greening process. Ms. Frasier is supportive of the effort to green the self-service stores and she requested an inventory list and greener alternatives. Don Wilson has provided Mr. Dillon and Mr. Henn with an inventory of the items in the self-service stores and created a inventory of what is being stocked in the stores, whether or not it has a recycled content and if it does not, what alternative can be used. Mr. Dillon stated that the issue of greening self-service stores is being addressed by this working group and will not require further input at this time from the Communications Advisory Group. The next step after greening the self-service stores would be to green the stock catalog; success at greening the self-service stores could be used as leverage to green the catalog and IC-operated stores.

Mr. Ebrahimi stated that some ICs that have their own stores and it would be good to include them once protocol is established. Mr. Ebrahimi stated that he met with the Regional Manager at Staples to discuss green purchasing options. Further discussion included that the greening of self-service stores is only the first step and it can be used as a model to implement greening strategies in other areas. Mr. Dillon expressed that we there will need to be a change in people's behavior and increase awareness.

Status of JWOD Catalog *(Green Purchasing Source – Goal 2, Objective a)*

Mr. Dillon reminded the working group that he has discussed the possibility of having an online, direct purchase version of the JWOD catalog with Lucie Groeger, JWOD representative, and her superior. As a result, JWOD is again looking in to making their green catalog with direct purchase available online. Mr. Dillon did not have any further information on the status. However, he anticipates hearing back from JWOD in the next 3-4 weeks.

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

Mr. Dillon stated that an excellent demonstration was given at NLM on the green purchasing tracking tool. Mr. Ebrahimi stated that the pilot system presented showed how an employee can input information and track green product purchasing. Also, different alternatives, including updates to NBS, were discussed as possible alternatives during this demonstration. Mr. Ebrahimi stated that if changes are going to be made to NBS, they must be done at this time. The NBS Help Desk is currently accepting comments and considering changes to the system.

An in-depth discussion continued regarding the possible changes that could be made to NBS to capture more than recycled content product information. Gail Grosman stated that it could be confusing for purchasing agents and needs to be simple and easy to use. It was recommended that the fields should be consistent with JWOD and Staples and show the same "recycled content" icon so not to confuse customers. From the discussion it was decided that Mr. Wilson would draft a field for the system to capture electronic purchases and Mr. Ebrahimi would draft a field for the system to capture recycled content products. They will send their draft fields to Ms. Peters to distribute via the listserv for the group's review.

Mehryar Ebrahimi informed the group of another reporting alternative to the NLM system and NBS. Staples can provide information on items purchased through its BPA. The Staples report also can identify items not purchased through the BPA and if the items contains recycled content. Mr. Ebrahimi provided the working group with NLM's May report from Staples as an examples (Attachment 2). Ms. Peters will distribute this example through the listserv to solicit feedback. It was also suggested that the reporting information could be obtained when a purchase request is made.

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

Ms. Peters stated she updated the Green Purchasing Outreach Plan based on the comments received during the May meeting (see Attachment 3). These changes include noting that the EOs as the first group that should be notified and adding IT staff as a target audience. Self-service store customers were also add as a target audience.

Self-Service Store Outreach *(Outreach Program – Goal 2, Objective c)*

Ms. Peters discussed how educational outreach needs to be a part of the product changes at the self-service stores. Mr. Dillon stated that the self-service stores should be engaged in this process as part of a focus group with Lonnie Winley as its lead. Mr. Wilson stated that he felt the self-service stores would be receptive to the idea of outreach since they do not want to alienate their current customers and want to educate shoppers to maintain their customer base. The working group identified the OLAO newsletter and the Newsflash as possible outreach tools for informing self-service store customers of the changes in inventory.

Office Go Greener Fact Sheet Review *(Outreach Program – Goal 2, Objective c)*

Functional fact sheets have been created to provide tips for greening offices, labs, and facilities. Ms. Peters distributed a draft of the Office Go Greener Fact Sheet for review and comment (see Attachment 4). The following comments were provided:

- Provide more information on green procurement; and
- Provide more information on post consumer content requirements.

In addition to the fact sheet's content, Ms. Peters asked for comments on the presentation of the information. Specifically, she asked working group members to comment on the whether the tip information (in the section titled "What can I do to make my office greener?") should be on the front or back. The working group agreed that the current format—with tip information on the back—was preferred.

Ms. Peters also informed the working group that the NEMS tagline, "To Protect the Future, Take Action Into Your Hands," was being reconsidered. The Communications Advisory Group suggested revising the tagline to read "To Protect the Future, Take Action." Ms. Peters asked group members to comment on this as well. Mr. Henn recommended that the tagline read, "Take Action to Protect the Future."

Mr. Dillon asked that the fact sheet be distributed to the entire working group for comment.

Working Group Administrative Issues

In order to conduct these working group meetings in a more environmentally friendly manner, Ms. Peters suggested that the meeting materials (e.g., agenda, action items

list, etc.) should no longer be passed out in hardcopy since they will be provided electronically prior to each meeting. The working group members agreed to this recommendation. Mr. Dillon also encouraged the use of the group's listserv as a means of exchanging information. Ms. Peters will send out a link for the list serve to remind the working group.

Action Items:

| Action Item | Responsible Person(s) | Due Date |
|--|---------------------------------|--------------------|
| 1. Send Green Purchasing Tracking Tool to Kristen Peters (peters_kristen@bah.com) to distribute to the working group through the list serve | Mehryar Ebrahimi | Wednesday, June 20 |
| 2. Send draft fields for inclusion in the Green Purchasing Tracking Tool to Kristen Peters (peters_kristen@bah.com) to distribute to the working group | Don Wilson/ Mehryar Ebrahimi | Friday, June 22 |
| 3. Working Group to provide comments to Kristen Peters (peters_kristen@bah.com) on the fields of the Green Purchasing Tracking Tool | Working Group | Friday, June 29 |
| 4. Office Go Greener Fact Sheet – comments to Kristen Peters (peters_kristen@bah.com) regarding the content and tagline | Working Group | Wednesday, June 20 |

Next Meeting:

The next meeting is scheduled for Wednesday, July 11 from 10:00 to 11:00 AM in Building 45 (Natcher), Room D. This meeting will include collecting comments on office-related SOPs and a follow-up discussion on action items.

Future Agenda Topics:

Identified in previous meetings:

- 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)

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- 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