



MEETING MINUTES

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

Meeting Objective(s):

- Provide status update on JWOD catalog
- Provide status update on the green purchasing tracking tool
- Provide status update on the greening of self-service stores
- Provide comments on the Office How-To Fact Sheets

Attendees:

Aleta Allmond (OD/DLS)	Barbara Moskowitz (NIAID)
John Best (OD/OLAO)	Kristen Peters (Booz Allen)
Armenda Daye (ORF)	Candice Scott (NINR)
Sabrina Ferguson (NINDS)	Ricky Taylor (OD/DLS)
Gail Grosman (NIGMS) [proxy]	Jocelyn Thomas (NIA)
Carl Henn (OD)	Don Wilson (ORF)
Emily Lawrence (Booz Allen)	

Minutes:

NEMS Update

Kristen Peters reported that the NEMS Implementation Team Meeting will be held at the end of the month to prepare for the NEMS audit that will take place in October. In addition, a NEMS Awareness Training required for all NIH employees and staff should be launched in September. Global e-mails will be sent out when the training is available.

Carl Henn announced that the Environmentally Preferable Purchasing is also subject to audit by HHS. This audit was just completed. Mr. Henn will send an e-mail to the working group announcing the completion of the audit.

Don Wilson asked if contractors were audited during this process. Recently, a custodial contract was audited to ensure that the proper recycled content of paper products was being used. Mr. Wilson stated it would be helpful if certain environmental contract clauses, such as addressing recycled content, is more widely discussed and available. It was suggested that the contracting officer have a master list of these clauses to reference when needed. Mr. Wilson and Mr. Henn took

responsibility for identifying sample contract clauses that would assist contracting officers in greening contracts.

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

The group is working on an objective to identify an easy-to-use green products purchasing tool that will ensure with purchase card holders follow the green purchasing requirements. An online catalog of green JWOD products is being considered. Mr. Henn stated that Ray Dillon was still waiting to hear from the JWOD representatives about the possibility of having an online, direct purchase version of the JWOD catalog. GSA Advantage was also considered as a possibility for a user-friendly purchasing tool. This site is being considered a short-term solution to meeting this objective while the JWOD catalog is in development.

Status of the Green Purchasing Tracking Tool *(Tracking & Reporting – Goal 2, Objective d)*

Ms. Peters gave some background information regarding the Green Purchasing Tracking Tool. NBS is currently updating their purchasing system and would be interested in adding fields to capture environmental information. This information would be helpful for meeting the new requirements of Executive Order 13423.

Mr. Wilson will follow up with Mehryar Ebrahimi who is currently using the system to track purchases from p-card holders. Mr. Wilson expressed that it would be helpful to utilize Mr. Ebrahimi's Access-based tracking system to implement at DEP. Mr. Wilson is going to request a copy of the system to review and will make it available to others.

Status of Self-Service Stores *(Greening Self-Service Stores – Goal 2, Objective e)*

Mr. Wilson stated that he has spoken with Lonnie Winley and is in the process of setting up a meeting to review the list of products at the self-service stores and the NIH stock catalog. When they meet, they will look at items such as cleaning products, cardboard, etc., to check for compliance and identify green substitutes when possible. Ricky Taylor and Aleta Allmond were in attendance and may be participating in the upcoming meeting.

Office How-To Fact Sheets *(Outreach Program – Goal 2, Objective c)*

Ms. Peters began the review of the Office How-To Fact Sheets by providing background information on their importance. Ms. Peters stated that the NEMS requires controls on environmental impacts that usually come in the form of a procedure or SOP. Through research and experience, it has been found that fact sheets are a better form of communication compared to a formal procedure or policy at NIH. These fact sheets will serve as a way to control the potential environmental impact of office practices. It is important to distribute these fact sheets so that they are in place before the NEMS audit. The fact sheets will be reviewed at least annually and can be modified as needed.

Ms. Peters explained the purpose of each of the fact sheets – NIH Purchasing Goes Green, Power Down Your Office – Computers and Monitors, and Power Down Your Office – Printers, Copiers, and Fax Machines. Working group members provided the following comments on each of the fact sheets.

NIH Purchasing Goes Green Fact Sheet (Attachment 1)

Ms. Moskowitz stated there may be some confusion on what to check when using GSA Advantage. Ms. Moskowitz suggested adding language to make it clearer on what should be checked when searching for green products on GSA Advantage.

Ms. Peters explained that the “recycled content” and “CPG item” icons should be checked. After researching the various options, “recycled content” and “CPG item” were found to be the most effective mechanisms to identify green products.

Mr. Henn asked for clarification on the back page of the fact sheet regarding the purchasing of green or environmentally friendly carpets. A point of contact or email address is needed.

Mr. Wilson stated that language should be added to the green computers section about buying at least EPEAT Silver rated computers.

Ms. Peters took responsibility to provide this fact sheet to Millicent Manning to review the NITAAC section for accuracy.

Comments were documented and modifications will be made to the fact sheet.

Power Down Your Office – Computers and Monitors (Attachment 2)

Mr. Henn commented that “kilowatt hour” in the energy facts on the first page should be revised to be plural. There was also a suggestion to rephrase the environmental benefits of kilowatt hours to pounds of coal that are not burned when using a sleep or low power mode on your computer.

Mr. Wilson stated that more facts should be added to this fact sheet showing how much power is used for monitors versus computers. Also, the fact sheet should address the Federal Electronics Challenge goals.

Ms. Moskowitz also suggested that instructions for enabling energy saving features on Mac computers were needed these types of systems are often found in NIH labs.

Comments were documented and modifications will be made to the fact sheet.

Power Down Your Office – Printers, Copiers, and Fax Machines (Attachment 3)

Mr. Wilson stated that it would be helpful to include information about scanning documents instead of printing out paper copies. By scanning documents and saving them on a hard drive, paper copies are eliminated.

Mr. Henn suggested a tip that states to load used one-sided paper into personal printers.

Comments were documented and modifications will be made to the fact sheet.

In addition to these fact sheets, Ms. Moskowitz stated it would be helpful to develop a fact sheet that addressed reducing waste at meetings, events, etc. This fact sheet could touch on tips to reduce paper and printing (e.g., providing electronic copies, no hardcopies brought to meetings, print only what is needed, etc.). Mr. Wilson also suggested a fact sheet to address contracts and specifically the clauses that require the use of recycled content paper.

Next Steps

Ms. Peters stated that once the fact sheets comments are incorporated, they will be posted on the NEMS web site. Ms. Moskowitz suggested getting upper management involved in the distribution of these fact sheets to reach a wider distribution. She suggested that a representative of the working group present the tools in development to the Executive Officers.

Mr. Henn asked for other issues or topics for future working group meetings. Suggestions included:

- Identifying options for automation to reduce forms and requirements that are completed on paper.
- Creating an Environmental Award to be issued as a Director's award for each institute.
- Outreach to inform customer of product changes at the self-service stores.
- Outreach to encourage "elevator pooling." This would include waiting for another person before using the elevator to reduce energy use. Possible posters could be made including history trivia or energy facts for someone to read while they wait.
- Mr. Wilson asked if we could look into whether JWOD could be directly linked to NBS. Ms. Moskowitz stated this could be a good topic for an Executive Officers briefing.
- Sabrina Ferguson stated that a 100% purchase card review audit was recently completed and would like to get information out to people reminding them about the responsibilities to think green on the NIH campus. This could involve possible global e-mails. The Green Purchasing How-To fact sheet could be helpful in reiterating the responsibilities.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. 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	Wednesday, August 1
2. Identify sample green contract clauses	Don Wilson/Carl Henn	Friday, August 3
3. Request Green Tracking Tool Database from Mehryar Ebrahimi and possibly distribute to the group for review	Don Wilson	Friday, July 20
4. Send NITAAC section to Millicent Manning for review	Kristen Peters	Wednesday, July 18
5. Send draft Office How-To Fact Sheets to Working Group for comments	Emily Lawrence	Wednesday, July 11
6. Send comments on Office How-To Fact Sheets to Emily Lawrence (lawrence_emily@bah.com) for incorporation.	Working Group	Friday, July 13th

Next Meeting:

The next meeting is scheduled for Wednesday, August 8th from 10:00 to 11:00 AM in Building 45 (Natcher), Room D. This meeting will include a follow-up discussion on action items, best practices, and the creation of an environmental award.

Future Agenda Topics:

Identified in previous meetings:

- Outreach to self-service stores customers
- Energy conservation outreach tools, including elevator pooling
- Executive Officers briefing

Identified in previous meetings:

- 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