



MEETING MINUTES

**Sustainable Office Practices Working Group
NIH Environmental Management System (NEMS)
Wednesday, September 12, 2007
10:00 – 11:00 am**

Meeting Objective(s):

- Provide status update on green purchasing source
- Provide status update on the green purchasing tracking tool
- Provide status update on the greening of self-service stores
- Presentation on the NIH Computer Pilot Project

Attendees:

Aleta Allmond (OD/DLS) (telecon)	Robin Hirschhorn (Booz Allen)
Aaron Bell (OD)	(telecon)
John Best (OD/OLAO) (telecon)	Kevin Laser (CSR)
Gareth Buckland (ORF)	Emily Lawrence (Booz Allen)
Armenda Daye (ORF) (telecon)	Greg Leifer (OD/ORF)
Ray Dillon (OD)	Ricky Taylor (OD/DLS) (telecon)
Mehryar Ebrahimi (NLM)	Jocelyn Thomas (NIA) (telecon)
Michele Evans (CC)	Don Wilson (ORF)

Minutes:

NEMS Update

Robin Hirschhorn reported that the Online Awareness Training will be delayed because HHS's learning management system (which would be used to launch the training) will be migrating to a new system. Ms. Hirschhorn stated that other options for the Awareness Training are being discussed.

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

Ray Dillon explained that a new GSA purchasing Web site has been identified. GSA Global (www.gsaglobalsupply.gsa.gov/) includes items that have already procured and meet all the legal requirements. Mr. Dillon explained that John Best will be working with the purchase card holder focus group to test the Web site in early to mid-October.

Mr. Dillon asked the Working Group to review the GSA Global Web site and to send any suggestions to the entire Working Group for review.

Emily Lawrence stated that an e-mail was sent to the Working Group in August with an instructional fact sheet on how to use the GSA Global Web site. Working Group members are encouraged to review this fact sheet to determine its usability.

Don Wilson stated that his office used the GSA Global Web site to place a small order. He reported that the order came in 3-5 business days and the purchase card holder who placed the order found the system easy to use.

Mehryar Ebrahimi commented that two purchase card holders in his office used the GSA Global Web site. They also found the system easy to use. Mr. Ebrahimi also stated that he would like the two purchase card holders from his office to attend Mr. Best's focus group meeting. Mr. Best stated that he would be happy to have them join the focus group.

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

Mr. Dillon stated that all agencies must track and report purchases made by purchase card holders. Currently, NIH does not have an agency-wide tool that can track green purchases. Mr. Dillon commented that in previous meetings, the group discussed reviewing NBS to determine if it could be updated to track green purchases.

Mr. Ebrahimi stated that he has developed a tracking tool for all of NLM and is using it on a monthly basis. The challenge is how to use this for NBS. Mr. Dillon stated that November would be a good time to look more in depth at the system. Mr. Dillon asked Mr. Ebrahimi to put together a focus group to present to the Working Group on NBS. Mr. Ebrahimi stated that he would be able to put this together for November.

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

Mr. Wilson stated that he will be meeting with Lonnie Winley, Aleta Allmond, and Ricky Taylor on Friday to discuss the status of the greening of the self-service stores. Mr. Wilson stated that Mr. Wiley is on board to move ahead with greening the self-service stores in Building 10 and 31 and the stock catalog.

Ms. Allmond confirmed with GPO that they use at least 30% post consumer product paper. Currently, she is working on finding alternatives for post-it notes. Ms. Allmond has contacted 3M directly for more information on the availability of recycled content post-it notes. Ms. Allmond stated that they are working towards a roll-out date of January 1st to stock greener items in the self-service stores.

Mr. Dillon asked what will happen with the items that are currently on the shelf when they are changed out with greener alternatives. Ms. Allmond stated that those items will be sold.

Mr. Dillon suggested that when the items are replaced on the shelves, a series of flyers, e-mails, and other outreach tools be utilized to inform the NIH community of the availability of green items. Mr. Dillon suggested that the Working Group look into

whether an icon could be added to desktop computers that links directly to the stock catalog's greener items.

Mr. Wilson stated that they are also looking into whether items in the stock catalog can be flagged as green items for easy identification.

Mr. Dillon stated that with the push of greener items in the self services, it is important to have senior management on board, an outreach plan to reach customers, and training on purchasing greener items.

NIH Computer Pilot Project

Greg Leifer stated that he currently manages a project where NIH is piloting an automatic system to shut down computers at night and check for ENERGY STAR settings. This is a system that is able to go into NIH's local area network and check power management settings for any computer in the network. Currently, this is a pilot project being implemented on a small number of computers within ORF and ORS. Mr. Leifer stated they will be working on a larger scope of computers next. Mr. Leifer stated that the Executive Officers are on board with this project.

Mr. Dillon asked if it was possible to have a GSA Global icon installed on all desktops that would link directly to the GSA Global Web site. Mr. Dillon explained that this icon would encourage the purchasing of items that contain green standards. Mr. Leifer stated that it is possible and suggested contacting the ORS IT Branch for more information.

Ms. Hirschhorn asked if the system was also able to enable the power management tools within the computer. Mr. Leifer stated that the system is also able to enable the power management features that save energy when a computer is not in use.

Ms. Hirschhorn asked if there was a schedule for how soon this software will be implemented throughout the larger NIH community. Mr. Leifer stated that the next office targeted for the pilot project is the Office of the Director and it could be a year or two before it reaches the entire NIH community.

In the interim, Ms. Hirshhorn asked if a fact sheet could be circulated explaining how to enable the power management features on computers. Mr. Leifer stated that it would be best to hold off on this for the time being.

Mr. Ebrahimi asked if there was a baseline for the data to compare for the future, to measure NIH's improvements. Mr. Leifer stated that he measures energy use from all buildings and engineering calculations are used.

Next Steps

Mr. Dillon stated that at the last meeting it was discussed that a new Rockville NEMS Working Group would be convening this fall to discuss issues outside of the Bethesda

campus. Ms. Hirschhorn stated that this group will convene at the beginning of October and will begin by focusing on leasing and recycling issues.

Ms. Hirschhorn stated that the Communications Advisory Group will be meeting later this month to focus on an energy management initiative, called "Power Down."

Ms. Hirschhorn also stated that Kenny Floyd met with Colleen Barros and Dr. Gottesman about getting management support for the NEMS. Dr. Gottesman is on board and will be writing articles in the *NIH Catalyst*, but there were some road blocks from the meeting with Ms. Barros that are being worked through.

Mr. Wilson stated that he would like to form a sub working group to focus on the Federal Electronics Challenge and asked Mr. Leifer if he would be able to assist because there is an energy savings component. Mr. Wilson asked Gareth Buckland to coordinate this effort.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Schedule a focus group meeting to review the GSA Global Web site.	John Best	October 1 st
2. Review the GSA Global Web site (www.gsaglobalsupply.gsa.gov/) and provide input to the Working Group on its usability.	Working Group	October 5 th

Next Meeting:

The next meeting is scheduled for Wednesday, October 10, 2007 from 10:00 to 11:00 AM in Building 45 (Natcher), Room A. This meeting will include a follow-up discussion on action items.