



MEETING MINUTES

**Sustainable Office Practices Working Group
NIH Environmental Management System (NEMS)
Wednesday, November 14, 2007
10:00 – 11:00 am**

Meeting Objective(s):

- Brief working group on focus group review of GSA Global website
- Provide status update on the green purchasing source
- Provide status update on the Corporate Express option
- Identification of Federal Electronics Challenge Objectives

Attendees:

Ray Dillon (OD)
Bonnie Douglas (CIT)
Mehryar Ebrahimi (NLM)
Gail Grosman (NIGMS) [proxy]
Carl Henn (OD)

Bill Ketner (ORF)
Terry Leland (ORF)
Barbara Moskowitz (NIAID)
Kristen Peters (Booz Allen)
Jocelyn Thomas (NIA)

Minutes:

NEMS Update

Kristen Peters reported that the NEMS Awareness training is now available on the NEMS website (www.nems.nih.gov/training). This training targets all NIH employees and contractors to provide information on the NEMS and provide information on how NIH can minimize its impact on the environment. This training was intended to be mandatory and available through the NIH Training Center and/or the HHS University Portal. However, the HHS Portal currently is not accepting new trainings. Therefore, the NEMS Awareness training is temporary available on the NEMS website without the ability to track participation. A formal launch and training seminars will be scheduled in the upcoming months.

Ms. Peters also announced a Green Hour event scheduled for November 14 discussing composting and the new recycling initiatives at NIH. This event will be available via videocast and podcast.

Status of Green Purchasing Source (*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. A focus group of NIH purchase card holders reviewed the GSA Global website for functionality in October. John Best was not present in the meeting to provide an update on the focus group's findings. This update will be added to the December meeting's agenda.

Ray Dillon provided information on a recent briefing by Corporate Express to DEP on the green products they offer. Corporate Express is attempting to become a preferred vendor for NIH and possibly HHS. Mr. Dillon stated that the Corporate Express online purchasing system was impressive and seemed to have all the elements of a green purchasing tool the working group is looking for: user-friendly, generates required reports, and Corporate Express can provide training. The only potential problem with Corporate Express is that it requires exclusivity. This issue may be resolved if Corporate Express obtains a strategic sourcing contract with HHS.

Mehryar Ebrahimi asked if the Corporate Express system could be integrated into NBS. Mr. Ebrahimi stated that the group should make sure the green purchasing tool can be integrated with NBS and that it provides the necessary reporting functions. Bonnie Douglas repeated that there is a potential issue of NBS integration. Mr. Dillon stated that the reporting function is a concern but it is important to first provide the purchase card holders with a mechanism for purchasing green products to meet the procurement requirements. Also, functionality issues with NBS have been identified, and it is unlikely that another module for green reporting will be added in the near future.

Mr. Dillon and Carl Henn are planning to brief Diane Frasier on the NEMS and the working group's activities to elicit her support. This briefing is necessary to gain Ms. Frasier's buy-in for the working group's activities and for a successful implementation of the green purchasing tool. Ms. Frasier plays a key role due to her oversight of the contracting and purchase card holder program and her participation in the NEMS Sustainability Management Team (SMT). The presentation to Ms. Frasier will explain the current compliance challenges for purchase card holders and convey the benefits of a green purchasing tool for the purchase card holders (e.g., efficient purchasing, increased productivity, regulatory compliance). Ms. Peters will draft a presentation for the meeting with Ms. Frasier. The first draft will be reviewed by: Mr. Dillon, Mr. Henn, Ms. Douglas, Barbara Moskowitz, Bill Ketner, Don Wilson, Mr. Ebrahimi and John Best. The second draft will be distributed to the working group for review and comment.

Ms. Moskowitz enquired concerning briefing the Executive Officers (EO). She recently spoke with her EO who did not understand why an EO would care about the NEMS or green purchasing and did not perceive any urgency or enforcement. The working group decided that a briefing for EOs would be drafted after Mr. Dillon and Mr. Henn brief Ms. Frasier.

Federal Electronics Challenge (FEC) Goals Identification *(FEC Participation – Goal 1, Objective a)*

Mr. Ketner provided the working group with a list of NIH's goals related to our participation in the FEC (Attachment 1). These goals address three areas: acquisition and procurement, operation and maintenance, and end of life management. Mr. Ketner and Don Wilson are working with NITAAC to obtain data on the compliance with ENERGY STAR requirements and EPEAT standards. Ms. Douglas informed the group of an IT system in which computer information is entered and can generate data that may be helpful in monitoring NIH's FEC goals. Mr. Ketner will contact Ms. Douglas for a POC for the system.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Brief working group on findings from focus group review of the GSA Global website	John Best	Next meeting (December 12)
2. Draft presentation for the Diane Frasier meeting and distribute for comment	Kristen Peters	Wednesday, November 21
3. Review and provide comment on first draft of Diane Frasier presentation	Ray Dillon, Carl Henn, Bonnie Douglas, Barbara Moskowitz, Bill Ketner, Don Wilson, Mehryar Ebrahimi and John Best	Friday, November 30
4. Incorporate comments and distributed revised Diane Frasier presentation to the workgroup	Kristen Peters	Friday, December 7
5. Review and provide comment on first draft of Diane Frasier presentation	Working Group	By next meeting (December 12)
6. Bonnie Douglas will provide POC for computer information data system	Bonnie Douglas, Bill Ketner	Friday, December 7
7. Distribute information regarding NIH environmental award and Closing the Circle Award to the working group	Carl Henn	Monday, November 26

Next Meeting:

The next meeting is scheduled for Wednesday, December 12th from 10:00 to 11:00 AM in Building 45 (Natcher), Room D. During this meeting, the group will review the Diane Frasier presentation and provide feedback.

Future Agenda Topics:

Identified in previous meetings:

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

Federal Electronics Challenge (FEC)
Goals 2007

Acquisition and Procurement

To identify and research all purchasers of all new Computers and Peripherals. To provide procurement specialists with training regarding FEC and EPEAT standards. Establish a directive where all purchases must be with in FEC compliance guidelines.

Operation and Maintenance

To establish and maintain operational and maintenance controls of computers in compliance with EPA's Energy Star requirements of 1500 computers. Establish implementing a "sleep mode" and to conduct training on the conservation of energy using workstations.

End of life Management

To track all computers and peripherals turned back into Property Management under excess. Establish tracking and recording of the reutilization and recycling of all these items.