



MEETING MINUTES

**Sustainable Office Practices Working Group
NIH Environmental Management System (NEMS)
Wednesday, January 9, 2008
10:00 – 11:00 am**

Meeting Objective(s):

- Review the NEMS Sustainable Office Practices Working Group 5-year goals and objectives.

Attendees:

Aleta Allmond (OD/DLS)
John Best (OD/OLAO)
Gareth Buckland (ORF)
Ray Dillon (OD) (telecon)
Sabrina Ferguson (Proxy)
Iggy Francis (NIA)
Carl Henn (OD) (telecon)

Jacob Hoots (NIA)
Bill Ketner (ORF)
Emily Lawrence (Booz Allen)
Terry Leland (ORF)
Kristen Peters (Booz Allen (telecon))
Erin Williams (NIA)
Don Wilson (ORF)

Minutes:

NEMS Update

Terry Leland explained that the new Rockville Working Group met yesterday to discuss issues that occur at locations outside of the Bethesda campus. At the meeting, participants determined the objectives for the group and discussed the challenges facing offsite facilities.

Status of Diane Frasier Meeting and Presentation

Ray Dillon and Carl Henn will 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 source.

Ray Dillon stated that HHS has not made a decision on a strategic sourcing contract with Corporate Express and it is likely we will not know the outcome until February. It was decided that the presentation for Diane Frasier be put on hold until a decision has been reached. Carl Henn agreed and stated that they will need to wait to see how the implementation is rolled out for Corporate Express. Don Wilson added that Staples has a good reporting mechanism and it maybe worth looking into since they can customize a package upfront for NIH.

Review 5-Year Goals and Office Objectives

The Working Group reviewed the 2007 objectives to determine their status and if new goals should be established. The 2007 objectives included:

1.a. *Join Federal Electronics Challenge (FEC) in 2007, establish goals and obtain stakeholder involvement.*

- Mr. Wilson stated that NIH joined the FEC and has made some modest goals. Ms. Leland stated that at NIH, ORF and ORS are involved in a pilot project that is run by NIH's energy engineer, Greg Leifer. The project is piloting an automatic system to shut down computers at night and check for ENERGYSTAR settings. It was determined that this information would be important to include in the FEC report.

1.b. *Meet FEC End-of-Life Criteria for Electronics Assets, increase/improve NIH electronic waste recycling.*

- Mr. Wilson stated that end-of-life management data has come from OLAO in the past. The Branch Chief that was compiling the information is no longer with NIH and currently he does not have another source to track this information.

1.c. *Implement EPEAT standard for purchase of NIH computers and monitors in NITAAC ECS III.*

- Gareth Buckland stated that the purchasing of EPEAT computers was a goal for 2007. Mr. Buckland stated that that the minimum purchasing standard to meet is bronze. Mr. Wilson stated that in order to perform better than bronze, policies would need to be established. Mr. Wilson stated the need for participation from key stakeholders. At one time there was participation from NITAAC but the Branch Chief left and other participants have moved on. Mr. Dillon stated that this would be a good issue to bring up with Diane Frasier since she is in charge of NITAAC.
- Ms. Leland asked if the CIO should get involved. It was determined that the CIO should be involved to establish purchasing policies and procedures to achieve a gold status.

2.a. *Identify a green purchasing source that could be promoted for use at NIH.*

- Corporate Express is currently being looked at as NIH's green purchasing source.

2.b. *Produce a Best Practices listing providing proven green products being used at NIH.*

- Best Practices will be established once a green purchasing source is confirmed.

2.c. *Develop an outreach program to deploy the Green Purchasing Program throughout NIH.*

- An outreach program to the purchase card holders will be deployed by John Best's group when a green purchasing source is confirmed.

2.d. *Explore the appropriate means for tracking green purchasing and the resulting benefits through development of a database program or modifying current systems.*

- Corporate Express and Staples both offer tracking systems for green purchases. Once a vendor has been selected, a database program can be looked at more closely.

2.e. *Increase sale of 13423 compliant products in NIH self-service stores and through the NIH stock catalog.*

- Aleta Allmond stated that they are currently reviewing the self-service store inventory. Mr. Wilson added that some of the self-service stores are being remodeled and when the remodels are complete, a display showing green products could be set up. Ms. Allmond stated that there have been some invoicing problems which caused delays, but they are back on track. Mr. Wilson also stated that the NIH stock catalog will also need to be reviewed since similar products are being sold there.

2.f. *Green NIH Commercial leases to require full recycling services and to be 13423 compliant.*

- It is an ongoing objective of the Working Group to incorporate green language into new leases. Pat Rice who is working with the Rockville Working Group may help bring attention to this issue.

2.g. *Green NIH construction contracts and achieve maximum construction debris recycling.*

- Mr. Wilson stated that there is a new solid waste/medical waste contract as of November 2007. Bill Ketner is completing a contract modification with a local recycling facility that will receive mixed construction debris for recycling. This will help minimize and divert the amount of construction waste that is sent to landfills during upcoming NIH renovations.

2.h. *Green NIH cafeteria contracts to include maximum recycling, composting, 13423 compliance and biobased products use.*

- Mr. Buckland stated that he has a meeting next Thursday with a vendor to discuss the collection of compost materials from the cafeteria. In addition, he is speaking with a vendor from Crofton, Maryland, who may be able to collect animal bedding for composting.

2.i. *Green NIH custodial contracts to support maximum NIH recycling and use of environmentally preferable products.*

- Mr. Wilson stated that he provided contract language that includes green procurement and the use of green cleaning products.

2.j. *Create and launch NIH Green Purchasing Portal.*

- This will be determined once a green purchasing source has been confirmed.

Objectives for the upcoming year were discussed among the group. The ideas included:

- Mr. Henn stated that the Working Group may want to look at ways to decrease the use of light bulbs in work spaces. Mr. Henn stated that there is too much lighting being used in offices and efforts should focus on voluntary ways people can conserve energy. Ms. Leland added that we may want to highlight the findings from Mr. Leifer's energy assessment. Mr. Henn also suggested working on a campaign to encourage elevator pooling and the use of stairs.
- Sabrina Ferguson stated that as a purchase card holder, there should be more outreach to educate employees about buying green products. Ms. Ferguson suggested that green purchasing links could be added to the NIH Coral page, under acquisition. Ms. Ferguson stressed the importance of hanging posters in copier rooms, work spaces, and supply cabinets to educate employees to speak to making green decisions.
- Mr. Wilson also stated that more upper management support is needed to meet the FEC goals.

Other Announcements:

- Ms. Leland stated that during the 4th week of April, NIH will celebrate Earth Day. If anyone is interested in planning the celebrations, please contact Ms. Leland at lelandt@ors.od.nih.gov.
- Jacob Hoots asked if anyone was looking into the styrofoam being used in the cafeteria. Mr. Buckland stated that at the time the decision was driven by price and the cost of biobased products may have been too expensive. Mr. Buckland added that biobased products are coming down in price and they hope to begin working with a contractor that can provide biobased cutlery and plates in the future.

Action Items:

- There were no action items from this meeting.

Next Meeting:

The next meeting is scheduled for Wednesday, February 6, 2008, from 10:00 to 11:00 AM in Building 45 (Natcher), Room D. **Please note the room change.**

Future Agenda Topics:

Identified in previous meetings:

- Outreach to self-service stores customers
- Energy conservation outreach tools
- Executive Officers briefing
- Debrief of meeting to identify green purchasing tracking mechanism (Dillon/Ebrahimi)
- Identify opportunities for automation (Ebrahimi)
- Approval method for green products tool(s) deployment strategy (Dillon)
- Status of greening of Self-Service Stores (Rascoe/Wilson)
- Training
- Deployment strategy for green products tool
- Development of best practices listing of proven green products in use at NIH