



MEETING MINUTES

**Sustainable Office Practices Working Group
NIH Environmental Management System (NEMS)
Wednesday, February 13, 2008
10:00 – 11:00 am**

Meeting Objective(s):

- Review status of Diane Frasier meeting and determine next steps
- Identify new outreach concepts

Attendees:

John Best (OLAO)
Ray Dillon (OD)
Mehryar Ebrahimi (NLM)
Gail Grosman (NIGMS)

Carl Henn (OD)
Kristen Peters (Booz Allen)
Don Wilson (DEP)

Minutes:

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

Carl Henn briefed the working group on the status of the presentation for Diane Frasier. Mr. Henn and Ray Dillon plan to meet with Diane Frasier to discuss the NEMS and the working group's activities. 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. However, the briefing has been postponed in order to include information on the GSA blanket purchase agreement (BPA), which HHS intends to join soon and make available as a new purchasing vehicle.

The working group has been exploring several alternative options for a green purchasing source and has identified Corporate Express as a preferred option based on its usability and reporting features. Corporate Express is one of the vendors included in the GSA BPA and would be available to NIH through the new contract vehicle. Therefore, the working group has postponed identifying Corporate Express as a green purchasing source until the HHS participation in the GSA BPA is finalized. As a short-term solution, the working group has identified GSA Advantage and GSA Global as green purchasing sources and developed How-To fact sheets to help purchase card holders use these sites to procure green products. During the meeting, the group decided not to draft a How-To fact sheet on purchasing through Corporate Express since NIH guidance would preempt guidance from HHS and could differ from the HHS instruction. Therefore, any rollout of Corporate Express as a green purchasing option will be delayed until HHS finalizes its participation in the GSA BPA.

The working group decided to move forward with the briefing to Ms. Frasier. Mr. Henn and Mr. Dillon took responsibility for identifying a date for this briefing. The presentation will need to be updated with information on Corporate Express and may include preliminary details on how this vendor will be rolled out to purchase card holders.

Identification of Outreach Concepts *(Green Purchasing Outreach – Goal 2, Objective c)*

The working group brainstormed different ideas to improve general awareness of green purchasing among the purchase card holders. One option, suggested by John Best, is a demonstration by Corporate Express on this product offering and reporting tool. As the group discuss this option in detail, the members decided to explore the option of sponsoring a half or full-day green purchasing symposium. The intent of the symposium would be to educate NIH staff, purchasing card holders in particular, on green purchasing requirements, benefits to green purchasing, commercial products with mandatory post-consumer content requirements, and vendors from which green products can be procured. The concept involves inviting representatives from current and potential HHS Strategic Sourcing vendors, including Staples and Corporate Express, to demonstrate their green purchasing and reporting offerings. The group also suggested having a panel discussion on green purchasing issues and session on the NEMS (possible involving the awareness training).

Mehryar Ebrahimi suggested that the symposium be part of purchase card training to encourage participation. Other members suggested that participation in the symposium could count as credit for the green purchasing training. Mr. Henn noted that the green purchasing training would continue but could propose that purchase card holders who participate in the symposium receive Refresher training credit.

The working group identified the next steps for planning the green purchasing symposium:

1. Don Wilson will request support from Terry Leland and Kenny Floyd
2. John Best will determine purchase card program interest and approval
3. Booz Allen will assist in planning and logistics
4. Carl Henn and Ray Dillon will brief Diane Frasier
5. Carl Henn will explore feasibility of participants receiving training credit for attending symposium

In addition to the symposium, the working group identified the following fact sheet and poster topics that could raise awareness among purchase card holders:

- Quick reference guides for green purchasing. This could included a cover sheet that identifies green purchasing vendors that is followed by quick references for purchasing products from the identified vendors;
- Handouts specific to symposium;
- Fact sheet on tracking requirements and how-to reference;

- Fact sheet on composting of food waste in NIH cafeteria (once finalized); and
- New recycling improvements (update existing fact sheet and reference poster with new information).

Mr. Wilson also suggested strengthening the green purchasing information and presence on the NEMS web site. Presenting information on how to purchase green products from sources like GSA Global or Corporate Express through the NEMS web page or another portal option would be helpful to purchase card holders.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Request support from Terry Leland and Kenny Floyd	Don Wilson	COMPLETE
2. Determine purchase card program interest and approval	John Best	Next meeting (March 12)
3. Draft planning document and determine logistical needs	Booz Allen	Next meeting (March 12)
4. Identify date for Diane Frasier briefing	Ray Dillon, Carl Henn	Next meeting (March 12)
5. Determine feasibility of participants receiving training credit for attending symposium	Carl Henn	Next meeting (March 12)

Next Meeting:

The next meeting is scheduled for Wednesday, March 12th from 10:00 to 11:00 AM in Building 45 (Natcher), **Room A. PLEASE NOTE THE CHANGE IN ROOMS.**

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