



## MEETING MINUTES

**Sustainable Office Practices Working Group  
NIH Environmental Management System (NEMS)  
Wednesday, March 12, 2008  
10:00 – 11:00 am**

### Meeting Objective(s):

- Identify strategy for working with HHS on single green BPA for Green Purchasing Source
- Develop implementation strategies for new objectives
- Determine logistics of Green Purchasing Symposium
- Identify priority energy conservation efforts to meet energy conservation objective
- Identify opportunities to publicize green initiatives in the cafeterias

### Attendees:

John Crawford (OD)  
Gail Grosman (NIGMS)  
Ranae Harris (NIAMS)  
Robin Hirschhorn (Booz Allen)

Bill Ketner (ORF)  
Emily Lawrence (Booz Allen)  
Candice Scott (NINR)  
Don Wilson (ORF)

### Minutes:

#### NEMS Update

Emily Lawrence announced that the March and April Green Hour: Conversations on the Environment events have been planned and passed out flyers promoting each event. The March event will be held on March 19, 2008, and Shabnam Fardanesh, Outreach and Infrastructure Manager, Office of the Biomass Program of the Department of Energy will discuss the future of renewable energy sources. The April event will be held on April 16, 2008, and Dr. David Newman, Chief of NCI's Natural Products Branch will discuss how the 60,000 plant samples and 15,000 marine samples that his team has collected worldwide have led to drug discoveries, including medications to treat HIV and tumors. Both events will be held from noon – 1 p.m. in Building 45 (Natcher), Balcony C. Please help spread the word by posting the flyers in your office. More information on the Green Hour series is available at: [www.nems.nih.gov](http://www.nems.nih.gov).

Robin Hirschhorn stated that the Rockville Working Group is meeting regularly and looking at issues that must be addressed differently than at the Bethesda campus. The Working Group is currently focusing on recycling issues to ensure consistency

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across the Rockville buildings. If anyone is interested or knows anyone who is interested in participating in the Rockville Working Group, please forward their contact information to Kristen Peters at [peters\\_kristen@bah.com](mailto:peters_kristen@bah.com).

Don Wilson asked about the status of the Baltimore Working Group. Ms. Hirschhorn explained that the Baltimore Working Group has been meeting over the past several months and is looking at many of the same issues that the NEMS Office Working Group is addressing such as green purchasing, electronics, and recycling.

### **Implementation Strategies for New Objectives**

The Working Group discussed implementation strategies for the objectives that were discussed in the January 2008 meeting.

#### *Improve energy conservation in work spaces*

Mr. Wilson suggested that we have more CIT representation at the meetings to inform the Working Group about the energy initiatives that are occurring at NIH. Ms. Hirschhorn stated that Terry Leland is meeting with CIT and working to initiate a "Green CIT" group that will then work with the CIOs. Ms. Hirschhorn added that this Working Group may be able to assist CIT's efforts with outreach and promotional materials. An action item was identified for Ms. Hirschhorn to contact Ms. Leland to have either Ms. Leland or someone from CIT brief the Working Group at the next meeting. Ms. Hirschhorn also suggested that an energy conservation awareness plan be created to improve information dissemination about energy conservation in work spaces.

John Crawford explained that TV monitors have been installed in several cafeterias and that they are doing away with table tents. The TV monitors will be used to disseminate information during the day (7 a.m. – 3 p.m.). Mr. Crawford stated that the Working Group is free to submit environmental information to him on recycling, energy conservation, or another environmental topic in a PowerPoint form and he will work on getting this information displayed on the TV monitors.

#### *Develop and deploy office-specific awareness programs*

Ms. Hirschhorn suggested that information be distributed through Administrative Officers (AOs). An action item was identified to put together a list of AOs and then work on arranging a meeting to discuss the Working Groups objectives. Gail Grosman stated that there are AO intramural and extramural contacts. The extramural contacts are Kelli Langley and Joseph Kurt Michael and the intramural contact is Ellen Rolfes.

#### *Improve bicycle commuting facilities at Rockville facilities*

This objective will be sent to the Rockville Working Group to address.

### **Update on the Green Purchasing Symposium**

Mr. Wilson stated yesterday that he participated in a telecon to discuss the green purchasing symposium as a mechanism to educate the NIH community about how to purchase green products and which vendors are available. Mr. Wilson explained that as it stands now, NIH is forced to use 6-12 strategic sourcing vendors and some of the vendors do not have user friendly green purchasing options. It is the hope that NIH can narrow this down to 1-2 different vendors. Mr. Wilson and Mr. Henn are going to work with HHS to look at the option of allowing NIH to select 1-2 vendors. The green purchasing symposium will be on hold until the number of vendors is sorted out with HHS.

**Other Updates**

Greening of the Cafeterias

Mr. Crawford stated that they are in the process for getting a contract in place to compost cafeteria food waste. Food prep waste from the kitchen and food that goes out to the service line but does not get used at the end of the day will be sent to a composting facility. Mr. Crawford informed the group that they are already recycling the high volume of cardboard that comes through the kitchen. In addition, he explained to the cafeteria is looking at alternatives to plastic flatware and Styrofoam but the biggest issue is cost. Mr. Crawford also explained that they are also looking into using china at cafeterias as an alternative instead of plastic flatware. Mr. Crawford agreed to write up a paragraph about the cafeteria’s green initiatives to share with the NIH community. Mr. Crawford also stated that they are looking at having an informational table at Earth Day to promote the cafeteria’s green initiatives.

Mr. Crawford also explained that NIH has a program to promote the use of reusable mugs instead of Styrofoam cups. Employees that use their own mugs in cafeterias receive a discount on the price of the beverage. Ms. Hirschhorn stated that this would be an excellent initiative to promote on Earth Day.

**Action Items:**

Objective	Action Item	Responsible Person(s)	Due Date
<i>Energy Consumption 1.a.</i> Improve energy conservation in the work places	1. Brief WG on the development of a Green CIT policy as part of the WG’s efforts to assess and create an energy conservation outreach plan	Terry Leland	Next meeting (April 9 <sup>th</sup> )
	2. Arrange sub meeting with Don Wilson, Bill Ketner, Greg Leifer, and Terry Leland to discuss the development of a personal energy audit	Emily Lawrence	Next meeting (April 9 <sup>th</sup> )

Objective	Action Item	Responsible Person(s)	Due Date
<i>Green Purchasing</i> 4.c. Develop an outreach program to deploy the Green Purchasing Program throughout NIH	3. Review Green Purchasing Outreach Plan	Emily Lawrence	April 15 <sup>th</sup>
	4. Communicate with HHS regarding a sole green purchasing source	Don Wilson/Carl Henn	Next meeting (April 9 <sup>th</sup> )
	5. Provide write-up on greening practices at the cafeterias	John Crawford	Next meeting (April 9 <sup>th</sup> )
	6. Contact the self-service store representatives to determine status of greening the stores and if the WG can assist with outreach	Don Wilson	Next meeting (April 9 <sup>th</sup> )
	7. Discuss with John Crawford possibilities for promoting reusable cups in the cafeterias	Terry Leland	Next meeting (April 9 <sup>th</sup> )
	8. Identify date for Diane Frasier briefing	Carl Henn/Ray Dillon	Next meeting (April 9 <sup>th</sup> )
<i>Multiple Aspects</i> 1.a. Develop and deploy office specific awareness programs	9. Contact lead AO of intramural research and lead AO of extramural research to discuss briefing the AOs and setting a process in place for dissemination of information	Robin Hirschhorn	Next meeting (April 9 <sup>th</sup> )

### Next Meeting:

The next meeting is scheduled for Wednesday, April 9, 2008, from 10:00 to 11:00 AM in **Building 50, Room 1328/1334. PLEASE NOTE THE CHANGE IN ROOMS.**