



MEETING MINUTES

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

Meeting Objective(s):

- Provide information on upcoming NEMS activities
- Determine status of action items from previous meetings
- Determine next steps for Diane Frasier meeting and presentation
- Share information about the green purchasing source telecons
- Determine next steps for greening of the cafeterias
- Determine next steps for greening of self-services stores

Attendees:

John Crawford (OD)	Bill Ketner (ORF)
Bonnie Douglas (CIT)	Emily Lawrence (Booz Allen)
Mehryar Ebrahimi (NLM)	Paula Peltier (NIAMS)
Iggy Francis (NIA)	Ricky Taylor (OD/DLS)
Carl Henn(OD)	Don Wilson (ORF)
Robin Hirschhorn (Booz Allen)	

Minutes:

NEMS Update

Emily Lawrence announced that the April Green Hour: Conversations on the Environment 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. The event will be held from noon – 1 p.m. in Building 45 (Natcher), Balcony C. Please help spread the word. More information on the Green Hour series is available at: www.nems.nih.gov.

Ms. Lawrence also announced that NIH's Earth Day will be held on Thursday, April 24, 2008, from 10 a.m. – 2 p.m. on the lawn of Building 1. NIH Earth Day will include a celebration with activities and information for NIH employees, contractors, visitors, and children here for Take Your Child to Work Day. More information on the NIH's Earth Day festivities is available at: www.nems.nih.gov.

Diane Frasier Meeting and Presentation *(Green Purchasing Source – Goal 2, Objective a)*

Carl Henn briefed the working group on the status of the presentation for Diane Frasier. Mr. Henn, Ray Dillon, and Don Wilson 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 a green purchasing source. Mr. Henn announced that the meeting with Diane Frasier is scheduled to be held on Wednesday, April 23, 2008.

Green Purchasing Source *(Green Purchasing Source – Goal 2, Objective e)*

Mr. Henn stated that they are working to identify a single or limited number of green sources for procurement of general office supplies. Currently, NIH is instructed to use a strategic sourcing contract with Staples. Based on conversations with Kesa Russell, we understand that HHS will be making the 12 GSA federal wide strategic sourcing contracts available to NIH. It is hoped that NIH can narrow this down to 1-2 different vendors but there is push back from HHS. Mr. Henn explained that Staples, Corporate Express, and JWOD have been reviewed as potential sources but each has its benefits and limitations. Out of the all the possible vendors, Staples is the only pre-competed and acceptable HHS source. The downfall is that Staples does not always properly label products to meet Executive Order (E.O.) 13423 standards. Currently, Mr. Henn and Ray Dillon are in the process of contacting Kesa Russell to discuss a modification on the Staples contract so that it meets NIH's green purchasing goals. Mr. Wilson stated that he could contact the Staples National Sales Manager to see if he could come brief the working group. Mr. Wilson also added that the Centers for Disease Control is sponsoring a E.O. 13423 green purchasing training scheduled for April 11, 2008, and Staples will be presenting. If the training is found to be helpful, NIH may want to look at a similar training in the future.

Greening of the Cafeterias *(Green Purchasing Source – Goal 4, Objective f)*

John Crawford stated that over 1,000 reusable coffee mugs with NIH's Earth Day logo have been ordered and will be held for sale at the cafeterias. Mr. Crawford also explained that a table will be set up at NIH's Earth Day festivities to share information on the greening of the cafeterias and the event will be publicized on the TV monitors in the cafeterias. Mr. Crawford will provide a write up about the cafeteria's green initiatives including the reusable mugs to share with the NIH community on the NEMS Web site.

Mr. Crawford also informed the working group that 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.

Greening of Self-Service Stores *(Green Purchasing Source – Goal 4, Objective e)*

Ricky Taylor stated that incorporating green items into the self-service stores is a top priority. When the new self-service store opens in Building 10, a section will be dedicated to green items and signs will be posted to direct the NIH community to the green items. The existing self-service stores do not have green sections in the stores yet but this is something that they are looking into.

Other Updates

Robin Hirschhorn stated that they are working on a Rockville and Bethesda matrix that maps the AOs to the ICs to elicit support and promote the NEMS. Ms. Hirschhorn explained that they are beginning to look at implementing go greener groups within the ICs to make progress.

Ms. Hirschhorn stated that NIH is looking at developing a personal energy audit to monitor energy use in offices. If anyone is interested in getting involved, please e-mail Emily Lawrence at lawrence_emily@bah.com.

Bonnie Douglas stated that Adrienne Burton is the Director of ECSS at CIT's data center and it would be advantageous to contact her regarding the Federal Electronics Challenge. Ms. Douglas also explained that it is a good time to implement any policies regarding energy savings on laptops since they all go through a centralized receiving process and energy setting configurations could be done simultaneously with the security settings.

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 (May 14 th)
	2. Arrange sub meeting with Terry Leland and Dennis Rodrigues to discuss the development of a personal energy audit	Emily Lawrence	April 25 th
<i>General Waste</i>	3. Provide a write-up about the expanded recycling efforts of saline bottles for the NEMS Web site	Don Wilson	Next meeting (May 14 th)
<i>Green Purchasing 4.c.</i> Develop an outreach program	4. Review Green Purchasing Outreach Plan	Emily Lawrence	Next meeting (May 14 th)

Objective	Action Item	Responsible Person(s)	Due Date
to deploy the Green Purchasing Program throughout NIH	5. Provide write-up on greening practices at the cafeterias	John Crawford	Next meeting (May 14 th)
	6. Create a PowerPoint slide to use on the cafeteria TV monitors to promote the upcoming Earth Day events	Emily Lawrence	April 18 th

Next Meeting:

The next meeting is scheduled for Wednesday, May 14, 2008, from 10:00 to 11:00 AM in **Building 50, Room 1328/1334.**