



MEETING MINUTES

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

Meeting Objective(s):

- Provide information on upcoming NEMS activities
- Share information about the green purchasing source discussions with Staples
- Determine next steps for greening of the cafeterias
- Determine next steps for greening of self-services stores

Attendees:

Aleta Allmond (OD/DLS)
John Crawford (OD)
Ray Dillon (OD)
Mehryar Ebrahimi (NLM)
Carl Henn (OD)

Robin Hirschhorn (Booz Allen)
Emily Lawrence (Booz Allen)
Terry Leland (ORF)
Candace Scott (NINR)

Minutes:

NEMS Update

- Terry Leland stated that several of the Institutes and Centers (ICs) are creating green teams that will align the NEMS with the NIH Organizations to make the greening process more efficient. Currently three ICs (NIDDK, NIDCD, and NEI) have green teams and the Children's Inn is also looking at greening their activities.
- Ms. Leland stated that each year NIH is required to audit the NEMS and this will be conducted by the end of the year. In addition, the NEMS awareness training will be available online through the NIH Training Center and will be mandatory for all NIH employees and contractors.

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

- Ray Dillon stated that before today's meeting, a few of the Office Practices Working Group members met with Staples to provide them with feedback about the Staples Demo site and to discuss the implementation timeline. Mr. Dillon stated that he reviewed the Demo site and looked at those common items that NIH employees would be most likely to procure. Mr. Dillon stated that the first product that he reviewed was paper and found that some of the sources did not meet the 30 percent

post consumer recovered fiber requirement. He expressed concern about products being available on the site that do not meet the federal green standards and conveyed this to the Staples representatives.

- Mr. Dillon stated that there are three types of products that he would like to see available within the Staples site: 1) products that have EPA requirements and that meet the minimum federal green standards; 2) environmentally preferred products – those products that do not have federal standards but are more environmentally friendly than their counterparts; and 3) items that are needed but no federal standards have been established yet.
- Mr. Dillon stated that the implementation timeline was discussed during the meeting with Staples. The implementation timeline will be used in discussions with upper management. He also stated that training was discussed and the possibility of incorporating the Staples site training into the green procurement training. Mr. Dillon stated that they will be setting up a meeting with Ronda Boatright and Teresa Arnold to get input from the purchase card holders regarding the Staples site. In the meantime, Staples will work on cleaning up the Demo site to remove any products that do not meet the post-consumer recovered fiber requirements. Mr. Dillon will also contact Georgiann Wilson to discuss moving forward with Staples.
- Mehryar Ebrahimi asked if we would be using Staples and Corporate Express as green procurement sources. Mr. Dillon stated that because of the Blanket Purchase Agreement NIH has with Staples; we will just be looking at Staples as a green procurement source.
- Robin Hirschhorn expressed concern about products being available on the Staples site that do not meet the federal green standards. Carl Henn stated that Staples conveyed that filters can be built in to meet certain green procurement requirements. Ms. Leland asked about products that could potentially slip into the site after they have been filtered out. Mr. Dillon stated that we will have to perform periodic spot checks over time.
- Mr. Dillon stated that the next step forward is to have Staples adjust the implementation timeline so that it can be used in internal discussions to solicit support. Mr. Dillon asked Emily Lawrence to send on Friday, June 13th, the list of EPA's Recommended Content Level requirements to those who are reviewing the Staples site to do a spot check of the products available. This will help us to determine if products are available that do not meet the federal standards. Comments and findings will be reported back to Mr. Dillon and he will convey this information to Staples.
- Mr. Ebrahimi asked about the type of reports Staples will generate to ensure that the green procurement requirements are being met. Mr. Dillon stated that we need NIH input on what level of detail the reports should include. Mr. Dillon conveyed that Staples mentioned in the meeting that it is critical during the initial development to set in place how green products are going to be tracked and to what level of detail

(by building, department, etc.). Mr. Dillon asked Mr. Ebrahimi to take the lead on these efforts and Mr. Ebrahimi agreed to assemble a team to discuss the reporting elements.

- Ms. Leland stated that the level of detail in the reports should meet the NEMS objectives and that we may want to look at setting goals for specific products. Mr. Hirschhorn stated that she has spoken with other agencies and NIH needs to look at setting a goal of 100 percent compliance with the federal green purchasing requirements.

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

- John Crawford informed the working group that ORS is looking into composting cafeteria food waste but a line item (i.e., funding) does not currently exist for this services. Mr. Crawford is looking at other options to secure funds and will speak with Don Wilson to see if ORF has resources available since it is a similar service to trash and recycling. Mr. Crawford explained that composting is 25 percent less expensive than taking the waste to the landfill in the long term. The biggest cost associated with composting is the rental fee for the containers. Mr. Henn asked whether composting could be performed on the Bethesda campus. Mr. Crawford stated that infrastructure is not in place to support such an operation. He stated that they looked at the Greenbelt composting facility last year but it is a relatively small program and would not be able to support in a long-term capacity, the large amount of waste generated from NIH.
- Mr. Crawford also stated that they will be removing Styrofoam cups from the cafeteria by the end of the summer and will replace them with a post consumer content recycled cup that will also be compostable.
- Mr. Crawford stated that cutlery from the cafeterias is a significant part of the waste stream and he attended in May the National Restaurant Association's Conference and met with biobased cutlery vendors. Mr. Crawford explained that they are looking at biobased cutlery options but the contract is not up for renewal until July 1, 2009, so changes could not be made until then. Mr. Crawford stated that biobased cutlery remains expensive and NIH could look at doing something similar to the Navy - who is charging five cents a pieces for use of biobased cutlery.

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

- Aleta Allmond stated that they are moving forward with the greening of the self-service stores. They are in the process of working with a contract that will show the monthly quantity estimates for products and verifying that the products meet the federal green requirements.

Other Updates

- Mr. Dillon stated that Mr. Wilson will be meeting with NITAAC to get them on board for the procurement of ENERGY STAR products. There was a delay because the head of NITAAC was on extended medical leave but a meeting is scheduled for this month.
- Ms. Leland stated that in the spring edition of the CIT interface (<http://datacenter.cit.nih.gov/interface/>), there are several articles on how to green IT, including how to set your computers and printers to be more energy efficient.

Action Items:

The following action items were identified:

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	Terry Leland	Next meeting (July 9 th)
<i>General Waste</i>	2. Provide a write-up about the expanded recycling efforts of saline bottles for the NEMS Web site	Don Wilson	Next meeting (July 9 th)
<i>Green Purchasing 4.a.</i> Identify a green purchasing source that could be promoted for use at NIH	3. Contact Ronda Boatright and Teresa Arnold for input from purchase card holders	Carl Henn/Ray Dillon	June 23 rd
	4. Send EPA Recommended Content Levels to those individuals reviewing the Staples Demo site	Emily Lawrence	COMPLETED
	5. Collect input to determine the level of detail that should be included within the Staples green purchasing reports	Mehryar Ebrahimi	June 27 th
	6. Arrange meeting with Georgiann Wilson to gain support in moving ahead with Staples	Carl Henn/Ray Dillon	June 23 th

Next Meeting:

The next meeting is scheduled for Wednesday, July 9, 2008, from 10:00 to 11:00 AM in **Building 45 (Natcher), Room A. Please note the room change.**