



MEETING MINUTES

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

Meeting Objective(s):

- Provide information on upcoming NEMS activities
- Review the Go Greener Office Challenge

Attendees:

Maura Barr (Booz Allen)
Bonnie Douglas (CIT)
Carl Henn (OD)
Jacob Hoots (NIA)

Emily Lawrence (Booz Allen)
Mark Marshall (ORF)
Candace Scott (NINR)
Don Wilson (ORF)

Minutes:

NEMS Update

- Maura Barr stated the National Institute of Deafness and Other Communication Disorders (NIDCD) formed a Green Team to examine activities occurring at NIDCD. As part of their efforts, NIDCD will use the Go Greener Office Challenge, an initiative to baseline how “green” their office activities are, which will assist in identifying opportunities for offices to minimize their environmental impacts and become more sustainable.

Go Greener Office Challenge

- Emily Lawrence explained that today’s meeting will focus on reviewing the Go Greener Office Challenge worksheet that will be used by NIDCD to baseline their office activities. The Go Greener Office Challenge worksheet is designed to be completed during working hours and, if possible, after work hours. The evaluation consists of two parts: (1) a walk-through survey that investigates the office suite, and (2) random interviews of office occupants. Mark Marshall stated that this tool will be helpful because it compliments ORF’s efforts to capture information about employee recycling habits.

Part 1. Walk-through Survey

A. General Information

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- Ms. Lawrence explained that Section A collects general information about the evaluated office suite; including the number of workspaces, computers, printers, copiers, fax machines, and scanners.
 - Don Wilson suggested adding multi-function or all-in-one office equipment (printer/scanner/copier all in one) to the list of questions, because this type of equipment is common at NIH. Carl Henn added that there is now the option to receive incoming faxes directly through the computer. Mr. Henn is going to test the system and report back to the Working Group about the ease of use.

B. General Energy Conservation

- Ms. Lawrence stated Section B evaluates energy use and lighting of the office suite.
- Mr. Wilson stated that free standing lamps are not as common at NIH and suggested modifying Question 1.8. It was also suggested that a question be added to capture information about the presence of motion sensor lighting in office suites.

C. Energy Conservation for Office Equipment

- Ms. Lawrence stated Section C evaluates the energy use of office equipment and this section is to be completed after work hours, if possible.
- Mr. Wilson stated in regards to Question 1.11, that in several buildings (e.g., Building 13) computers are automatically shut down each evening. In buildings where this has not been instituted, employees must manually turn off their computers each night.
- Mr. Henn stated that often times the energy saving modes on computers, printers, etc. are locked and only those with administrative privileges are able to modify these settings. More information will need to be collected to determine if this is NIH-wide or specific to individual offices or departments.

D. Recycled Content in Office Products

- Ms. Lawrence stated Section D evaluates the recycled content of office products.
- Mr. Wilson stated it would be helpful to know the post-consumer recycled content percentage that offices are purchasing.

E. Duplex (Double-sided) Capabilities

- Ms. Lawrence stated that Section E evaluates the duplexing features of common office equipment.
- No comments were received for this section.

F. Recycling

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- Ms. Lawrence stated that Section F evaluates the availability of different types of recycling bins in the office suite.
 - Mr. Marshall stated it would be helpful to know if each work space contains a recycling bin. If a recycling bin is not located at each work space, it would be beneficial to know the distance from the work space to the recycling bin. Mr. Marshall stated that ORF is piloting an initiative to place paper recycling bins at each work space to determine if paper recycling increases.
 - Mr. Wilson suggested deleting the “Bethesda Campus Only” notation on Question 1.25 because recycling bins for ink and toner cartridges will begin to become available at leased facilities. Mr. Marshall stated it is important to convey to NIH employees that for every ink or toner cartridge recycled, \$1 goes to NIH Charities.
 - Mr. Wilson suggested deleting Question 1.27, stating this is not an issue at NIH.

G. Kitchen or Vending Area

- Ms. Lawrence stated that Section G evaluates the kitchen and vending areas of an office suite, if applicable.
- Jacob Hoots suggested adding a question to capture information about the use of biobased utensils and dishware.

Part 2 Employee Interview

- Ms. Lawrence stated Part 2 of the worksheet asks questions directly of the employee, to gain an understanding of employee habits in the office suite.
- Comments received on the employee interview portion of the worksheet were positive. It was suggested that the results of the worksheet be used to create internal competition among employees and offices.
- Mr. Wilson suggested adding additional parts to Questions 2.8 and 2.9 that ask the employee if they know about the Transhare and telework programs.

Other Updates

- Mr. Wilson stated that NIDDK is conducting outreach on green purchasing and is working with Staples to inform employees about the availability and benefits of purchasing green products.
- Mr. Henn stated that he and Ray Dillon will be meeting with Georgiann Wilson in the near future to discuss moving forward with Staples as the green purchasing source.

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 (August 13 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 (August 13 th)
<i>Green Purchasing 4.a.</i> Identify a green purchasing source that could be promoted for use at NIH	3. Collect input to determine the level of detail that should be included within the Staples green purchasing reports	Mehryar Ebrahimi	Next meeting (August 13 th)
	4. Set meeting date with Georgiann Wilson to gain support in moving ahead with Staples as the green purchasing source	Carl Henn/Ray Dillon	August 1 st

Next Meeting:

The next meeting is scheduled for Wednesday, August 13, 2008, from 10:00 to 11:00 AM in **Building 50, Room 1328/1334**. **Please note the room change.**

Go Greener Office Challenge Evaluation Worksheet

Evaluation Worksheet Overview

You should use this worksheet when conducting the evaluation. This worksheet provides a space to track your evaluation of office spaces and occupant behavior. This document contains two sections: (1) a walk-through survey that requires you to investigate the office suite and (2) random interviews of office occupants.

Definitions

Work space includes a desk and chair.

Office suite includes multiple work spaces with common areas such as a kitchen or copy room.

How to Use this Worksheet

You should use this worksheet to record your findings when conducting the evaluation. To conserve paper, please print one copy of this worksheet as a double-sided document or on once-used paper and use it to record findings for all office spaces within the defined evaluation scope.

Defining the Evaluation Scope: Prior to conducting the evaluation, you must fill out the table on page 2 of this document to define the scope. The Go Greener Office Challenge is designed to be completed during working hours and after work hours. If you are unable to conduct the evening/after work hours evaluation, check the "Not Applicable" box. In the Scope of the Evaluation table, please indicate when the evaluation was conducted.

Walk-Through Survey and Employee Interviews: As you conduct the walk-through survey and employee interviews, please track your findings in the answer boxes provided to the right of each question. The answer boxes have been designed to accommodate multiple answers, for example:

	Yes	No	Not Applicable
Are your computer's Energy Star [®] power management features enabled?	 Totals: 8	 2	0

You should evaluate each work space or employee on every question in the order in which it appears on the worksheet.

Submission of Evaluation Findings

Upon completion of the worksheet, you will transfer your findings to the Excel document entitled Ratings Calculator. You should enter the totals for each question in the Rating Calculator. The Excel document will automatically calculate your office suite's "green" rating. When all findings are entered into the Rating Calculator, please email a copy of the Excel document to Terry Leland (lelandt@ors.od.nih.gov) and Maura Barr (barr_maura@bah.com).

Scope of the Evaluation

Prior to conducting the evaluation, you should define the scope by completing the following table:

Office Building Number or Address:	
What floor(s) of the building are included in the evaluation?	
If you are not evaluating the entire floor of the building: <ul style="list-style-type: none"> List the office suite or work spaces included in the evaluation 	
<ul style="list-style-type: none"> Indicate whether a copy room is included in the evaluation 	
<ul style="list-style-type: none"> Indicate whether a kitchen area is included in the evaluation 	
How many employees work in the office suite?	
When will you conduct the evaluation? Working hours? And/or evening/after work hours?	

PART 1. Walk-through Survey

A. General Information				
1.1	How many total office workspaces (e.g., desk and chair) were reviewed?			
1.2	How many total computers were reviewed?			
1.3	How many total printers were reviewed?			
1.4	How many total copiers were reviewed?			
1.5	How many total fax machines were reviewed?			
1.6	How many total scanners were reviewed?			
B. General Energy Conservation		Yes	No	Not Applicable
1.7	If small equipment such as phone chargers, radios, and coffee makers are located within the work space, is it unplugged when not in use?			
1.8	Are compact fluorescent light bulbs used in free standing lamps (e.g., desk lamps) are located within the work space			
1.9	Are lights turned off when not in use?			
1.10	Evening Evaluation Only: Are the lights in the workspace left on after hours?			
C. Energy Conservation for Office Equipment		Yes	No	Not Applicable
1.11	Evening Evaluation Only: Is the computer and monitor turned off (no screen savers) after hours?			
1.12	Evening Evaluation Only: Is the printer in Sleep/Power Save mode (no full power/Ready mode) after hours?			
1.13	Evening Evaluation Only: Is the copier in Sleep/Power Save mode (no full power/Ready mode) after hours?			
1.14	Evening Evaluation Only: Is the fax machine in Sleep/Power Save mode (no full power/Ready mode) after hours?			
1.15	Evening Evaluation Only: Is the scanner in Sleep/Power Save mode (no full power/Ready mode) after hours?			
1.16	Evening Evaluation Only: Is miscellaneous office equipment (e.g., CD/DVD burner, plotter) turned off or in Sleep/Power Save mode (no full power/Ready mode) after hours?			
D. Recycled Content in Office Products		Yes	No	Not Applicable
1.17	Does the paper used in copiers and printers contain at least 30% post-consumer recycled content?			

1.18	Does the paper used in copiers and printers contain 100% post-consumer recycled content?			
1.19	Do other office paper products (e.g., folders, notepads, self-stick notes) contain post-consumer recycled content?			
E. Duplex (Double-sided) Capabilities		Yes	No	Not Applicable
1.20	Does the printer have duplexing capability?			
1.21	Does the copier have duplexing capability?			
F. Recycling		Yes	No	Not Applicable
1.22	Is there a bin or box for recycling paper located at or near each desk?			
1.23	Is there a recycling bin for paper in or near the office suite?			
1.24	Is there a recycling bin for commingled items in or near the office suite?			
1.25	Bethesda Campus Only: Is there a recycling bin for ink and toner cartridges in or near the office suite?			
1.26	Are there recycling bins for other items besides paper and commingled items in or near the office suite?			
1.27	Are there only recyclable materials in the recycle bin?			
1.28	Is there only general, non-recyclable waste in the waste bin?			
G. Kitchen or Vending Area		Yes	No	Not Applicable
1.29	Are small appliances (e.g., toaster, coffee maker) unplugged when not in use?			
1.30	Are reusable plates and cups available in the kitchen or food area?			

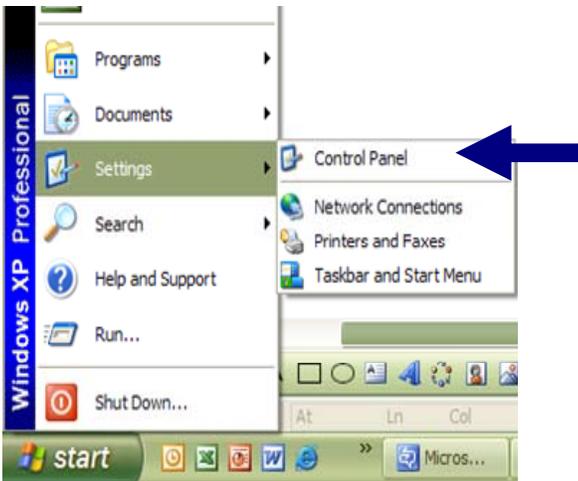
PART 2. Employee Interviews

A. General Information				
2.1	How many total employees were interviewed?			
B. Office Equipment		Yes	No	Not Applicable
2.2	Are your computer's Energy Star® power management features enabled?			
2.3	When printing, do you print double-sided documents?			
2.4	Do you make double-sided copies when using the copier?			
C. Dining Materials		Yes	No	Not Applicable
2.5	Do you use non-disposable cutlery and dishes?			
2.6	Do you use reusable cups and mugs?			
D. Transportation		Yes	No	Not Applicable
2.7	How do you commute to/from work? By (select one) :			
2.7a	Personal car?			
2.7b	RideOn or Metro or other public transportation?			
2.7c	Carpool or Vanpool?			
2.7d	Bike?			
2.7e	Walk?			
2.8	Do you participate in the Transshare program?			
2.9	Do you telework at least one day per week?			

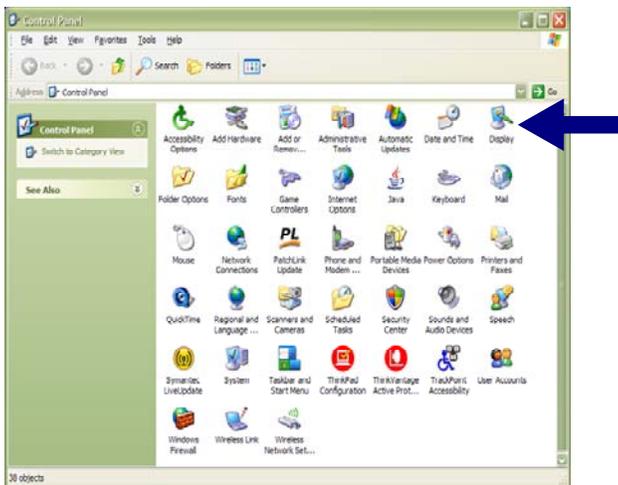
Question 2.2: Are your computer's Energy Star® power management features enabled?

As an evaluator, you should verify that the computer's power management settings are enabled to save energy. The steps provided below will determine if the Energy Star® power management features are enabled. These steps are specific to Windows XP; however, Windows 95, 98, 2000, and 2003 have similar instructions. You should ask the employee to complete the following steps.

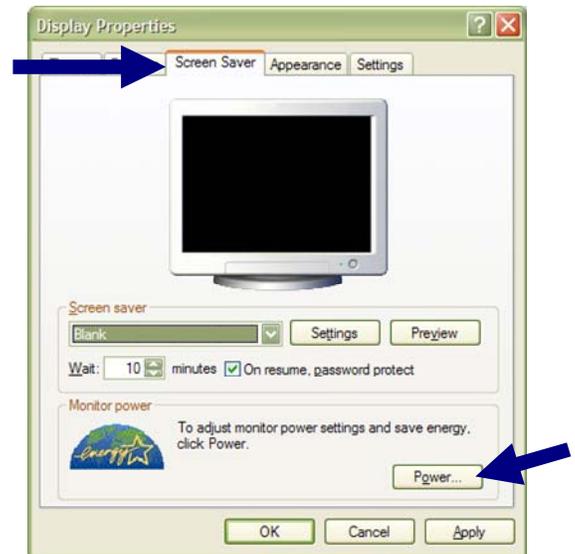
1. Click  at the bottom of the screen.
2. Go to "Settings" and click on "Control Panel"



3. Double-click on "Display"



4. Click on "Screen Saver" and Click on "Power"



5. Check to see that the following times have been selected:

- ✓ Turn off monitor: After 15 minutes
- ✓ Turn off hard disks: After 15 minutes
- ✓ System standby: Never



The above times are recommended and should be considered the minimum for a "YES" finding in this evaluation. The employee may enable the computer and monitor to turn off after less time.