



## MEETING MINUTES

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

### Meeting Objective(s):

- Determine whether there are opportunities to work with the GDC Warehouse and Self-Service Stores as a centralized source of green products
- Presentation by Lonnie Winley on Greening the GDC Warehouse and Self-Service Stores

### Attendees:

Danita Broadway (ORF)	Dominique Lorang-Leins (NCI)
Swati Damle (ORF)	Glenn Milano (Booz Allen)
Denise Dmuchowski (nVision)	Walter Mitton (NIDDK)
Sabrina Ferguson (NINDS)	Barbara Moskowitz (NIAID)
Eric Jones (OD)	Melvin Rascoe (OD)
Charles Harris (OD)	Rhonda Sapp (NIDDK)
Carl Henn (OD)	Yogesh Shete (nVision)
Simon Hernandez (Bearing Point)	Ricky Taylor (OD/DLS)
Robin Hirschhorn (Booz Allen)	Dawn Williams (NINDS)
Emily Lawrence (Booz Allen)	Don Wilson (ORF)
Terry Leland (ORF)	Lonnie Winley (OD)
Jocelyn Lewis (Booz Allen)	

### Minutes:

- Carl Henn welcomed everyone to the meeting and introductions were given. Mr. Henn stated that the NEMS Sustainable Office Practices Working Group has been looking into ways to make purchasing green items easier. The working group had discussions with Staples, who has a strategic sourcing contract with the Department and a green Staples catalog will be available soon. Today we will hear from Lonnie Winley from the GDC Warehouse about greening the warehouse and the self-service stores.

### NEMS Update

- Robin Hirschhorn stated that the NEMS awareness training, a mandatory training will be rolled out over the next few weeks on HHS's learning management system. An e-mail will be sent out that will include instructions on how to access the training.

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- Ms. Hirschhorn stated that several IC green teams are gaining momentum including NEI, NIDDK, and NIDCD. More information on the IC green teams and the NEMS is available at <http://www.nems.nih.gov/>.

### **GDC Warehouse Presentation**

- Lonnie Winley stated that discussions about greening the GDC Warehouse and self-services stores began about two years ago. Around that time, the GDC Warehouse faced challenges with the new NBS ordering system and priorities shifted. They have been able to reconfigure NBS and additional training helped to increase efficiency. Mr. Winley stated that he supports the incorporation of green items into the GDC Warehouse and self-service stores and welcomes ideas on how to identify green items that customers will purchase. The system that the GDC has in place is able to track customer orders and report on the number of green items purchased on a larger scale to NIH management.
- Don Wilson stated that he would like to meet with Mr. Winley and other key personnel at the GDC Warehouse outside of the larger meeting to discuss the incorporation of specific green items into the GDC and self-service stores.
- Glenn Milano stated that there are larger green purchasing goals of Executive Order (EO) 13423 with requirements for federal agencies. Ms. Hirschhorn added that certain mandates need to be met, such as the requirement to purchase 30 percent recycled content paper. NIH needs to have a tracking mechanism so that this information can be reported to the Department and OMB.
- Barbara Moskowitz stated she would like to brief upper management to gain their support but found it difficult to locate high level information that states the federal agency EO 13423 requirements. Ms. Hirschhorn stated that she can provide information for a presentation.
- Mr. Wilson stated there is also a requirement to buy electronics that meet the EPEAT standard and is currently working to get a meeting with NITAAC to discuss the standards. Dominique Lorang-Leins stated that the IT office within NCI has been very responsive to being green. Ms. Lorang-Leins stated that she would like to see ways to reuse the cardboard boxes that GDC items are shipped in and requested a reduction in the number of invoices that come with each order. Ms. Lorang-Leins stated that she currently received three invoices for every order. It was also suggested that instead of using cardboard boxes for deliveries that the GDC Warehouse and self-service stores consider using plastic tubs for deliveries that can be reused.
- Mr. Winley stated that the GDC stocks about 1800 items and DLA is one NIH's vendors. The GDC has been looking at customer buying habits and currently is evaluating the spending analysis. Mr. Winley stated he is open to ideas on how to display the green items in the self-service stores, either with a "green zone" or creating a label to identify green items. He welcomed input and ideas from the

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working group. Mr. Winley stated that they will also need to focus on advertising of the green items in the self- service stores. Ms. Hirschhorn suggested launching an outreach campaign on a specific day once the green items are incorporated into the GDC and self-service stores.

- Sabrina Ferguson asked whether the processes are the same when placing orders to the GDC and the self-service stores. Mr. Winley stated that they are different processes. Ms. Ferguson stated this is confusing and encouraged that more information is provided about the ordering process. This information could be included in the outreach campaign.

### Action Items:

The following action items were identified:

Objective	Action Item	Responsible Person(s)	Due Date
<i>Green Purchasing</i> 4.a. Identify a green purchasing source that could be promoted for use at NIH	1. Follow-up with Barbara Moskowitz regarding the EO 13423 presentation slides	Robin Hirschhorn	COMPLETED
	2. Schedule a sub-working group meeting to discuss moving forward with greening the GDC and self-service stores	Emily Lawrence	September 18 <sup>th</sup>

### Next Meeting:

The next meeting is scheduled for Wednesday, October 8, 2008, from 10:00 to 11:00 AM in **Building 45 (Natcher), Room A. Please note the room change.**



# **– Greening the GDC – The Fastest Way to Green NIH Procurement**

**September 2008**

**Mr. Lonnie Winley  
Division of Logistics Services**



***Take Action to Protect the Future***



# Agenda

The purpose of today's presentation is to review steps the GDC is taking to win back customers and to introduce an opportunity for NIH to incorporate green concepts into the GDC warehouse and Self Service Stores. The following information is an overview of the green movement, supply management and some suggestions for increasing the availability of environmentally friendly products to NIH customers from the GDC warehouse and Self Service Stores. There are 4 key discussion points:

- ▶ Improvements made by the GDC
- ▶ The need for green products
- ▶ Recommendation and path forward
- ▶ Working group feedback

# The warehouse has focused on reducing the number of backordered items in an effort to improve customer service

Improvements at the GDC

### GDC Responsiveness to Customer Orders

Customer Satisfaction  
(% of value of orders  
filled within 48 hours)  
has averaged 96% over  
previous five months



# Recent GDC initiatives have helped streamline warehouse processes, reduce order to delivery time, and take steps to win back customers

*Improvements at the GDC*

- January**
  - ▶ Began using Defense Logistics Agency and Prime Vendor as sources of supply
    - Large orders arrive within 3 – 5 days of being ordered
    - Prices are the same or lower than those previously paid to other suppliers
- February**
  - ▶ Implemented Purchase Order Tracking process to reduce order to delivery time
    - Orders are confirmed with vendors to ensure that deliveries occur as scheduled
    - Incorrect prices are fixed immediately
- June**
  - ▶ Started identifying key customers and product lines
    - Analyzed changes in buying trends
    - Began contacting lost customers to gain greater understanding of their buying practices
- August**
  - ▶ Currently performing a spend analysis to look for opportunities to consolidate purchasing across the NIH in an effort to:
    - Leverage size of NIH and # of orders as a way to negotiate lower prices
    - Save money when extra items are stored at the GDC rather than in offices across the NIH community
    - Determine what new items the GDC should add to inventory to better meet customer needs



# Working together, the GDC and the Working Group can speed up the greening of NIH

*Improvements at the GDC*

- ▶ Create “Green Section” of the Self Service Store in Building 10 to showcase green products
- ▶ Develop best practices for identifying green products and adding them to the GDC inventory
  - Determine how to evaluate criteria for green products (item price, item characteristics, supplier characteristics, etc.)
  - Share best practices and procedures with other working groups focused on laboratory products or chemicals
- ▶ Track customer orders of green products to report greening progress to NIH management

# Improving and greening the self-service stores and the GDC has many advantages

*The need for green products*

- ▶ Enables the customer to get the right (green) products, at the right price with convenience
- ▶ Reduces cost because of volume purchasing
- ▶ Increases green purchases NIH wide
- ▶ Reduces consumption of energy and natural resources
- ▶ Expands markets for green products and services
- ▶ It is the right thing to do!

# Doing so also helps the NIH to meet the requirements of Executive Order 13423

*The need for green products*

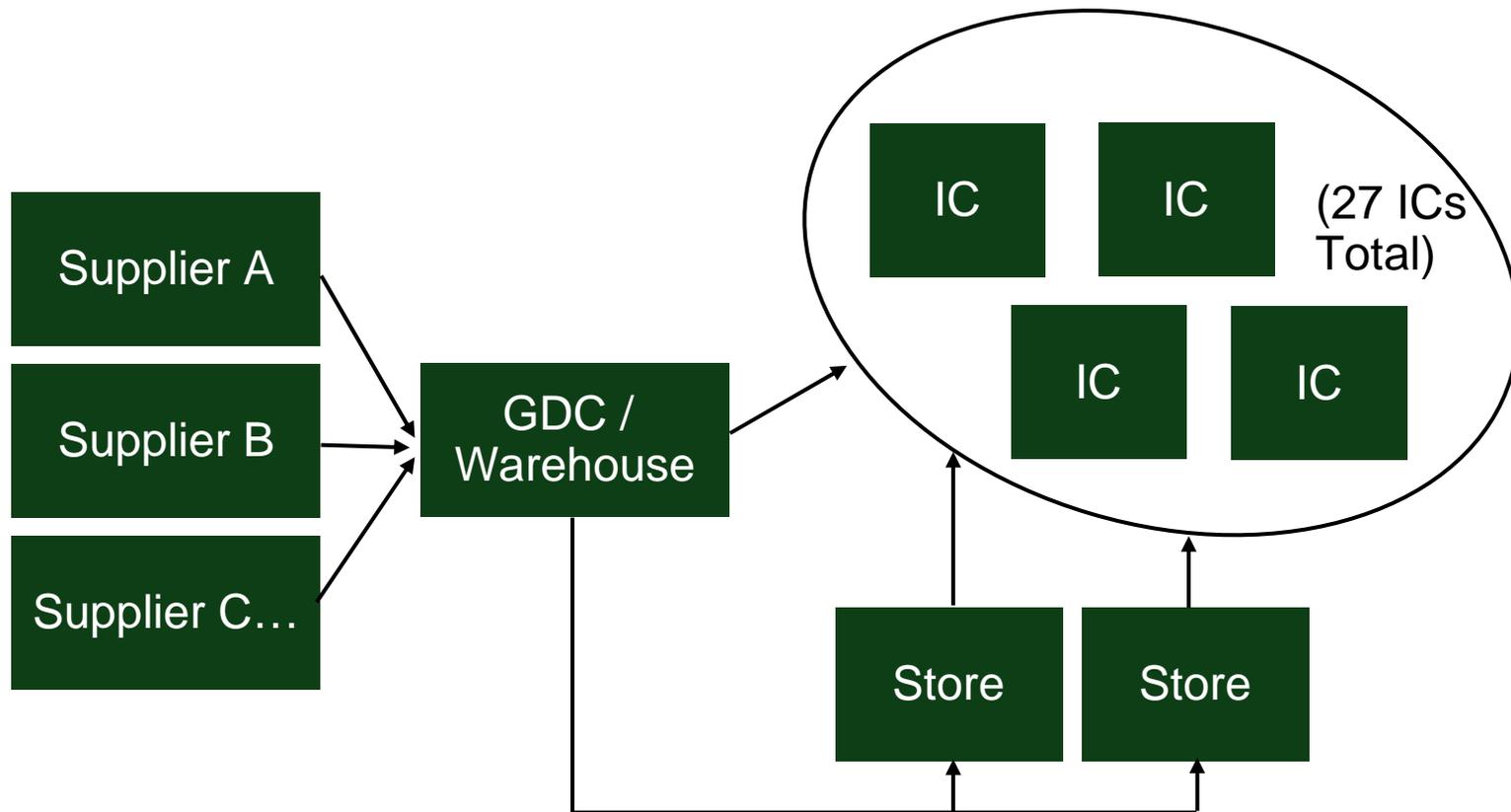
## Executive Order 13423:

### ▶ Strengthening Federal Environmental, Energy, and Transportation Management

- **PROCUREMENT:** Expand purchases of environmentally-sound goods and
- The new E.O. and instructions require agencies to integrate four existing disparate purchasing requirements into an integrated Federal purchasing effort that applies to all types of acquisitions of goods and services. Federal purchasing of energy efficient, recycled content, biobased, and environmentally preferable products will increase as a result. The E.O. also continues the requirement that agencies purchase office paper containing 30 percent postconsumer fiber.

# Relationship of how the GDC and self-serve stores move product to the ICs

*The need for green products*



# Our preliminary recommendations for Greening the Self-service stores

*Preliminary recommendations*

- ▶ Self-service stores:
  - Make as many green products available to customers
  - Make it easy to identify them and compare cost
  - Evaluate purchasing history of self-service stores and online green catalog to ensure availability of the most frequently purchased products
  - Set up a “green zone” in each store to showcase green products and educate customers

# Our preliminary recommendations for Greening the GDC

*Preliminary recommendations*

## ▶ GDC:

- Leverage ongoing spend analysis to evaluate green alternatives across all product categories (office supplies, lab supplies, AFB, chemicals & medical and surgical equipment)
- Develop a green procurement strategic plan for the warehouse which would include:
  - Setting mission and goals
  - Establish and document a process for setting, maintaining, and annually reviewing and updating objectives and targets of green procurement
  - Develop supplier relationships and use leverage to improve environmental compliance of key suppliers
  - Develop tools and guidelines to support green product selection at the IC level

## Additional benefits of greening the GDC

- ▶ Visibility across all of NIH with regard to green purchasing – other methods (p-cards) are fragmented and don't capture information
- ▶ Ease of environmental reporting
  - By product category
  - By IC
  - By supplier

# But we need your feedback to make this successful

*Working group feedback*

- ▶ Would you buy green office products if they were available from the GDC or the Self Service Stores?
- ▶ Which factors are most likely to influence your decisions on where to buy green office products?
  - Availability of desired items
  - Location (convenience of campus store)
  - Price
  - Ease of purchase
  - Customer service
- ▶ Other suggestions to help the GDC or Self Service Stores become more green?