



## MEETING MINUTES

**Sustainable Office Practices Working Group  
NIH Environmental Management System (NEMS)  
Wednesday, October 8, 2008  
10:00 – 11:00 am**

### Meeting Objective(s):

- Report on Greening Efforts of GDC Warehouse and Self-Service Stores
- Present Go Greener Office Challenge Results

### Attendees:

Teresa Arnold (OD)	Carl Henn (OD)
Maura Barr (Booz Allen)	Mark Marshall (ORF)
Danita Broadnax (ORF)	Candace Scott (NINR)
Marale Damirjian (NIDDK)	Dawn Williams (NINDS)
Ray Dillon (OD)	Don Wilson (ORF)
Mehryar Ebrahimi (NLM)	Lashonda Wooten (NIGMS)
Iggy Francis (NIA)	

### Minutes:

#### NEMS Update

- Emily Lawrence stated that the NEMS awareness training is now available through the HHS learning portal (<https://lms.learning.hhs.gov/Saba/Web/Main>). This training is mandatory and all employees must complete it by October 31<sup>st</sup>.
- Ms. Lawrence also stated that there will be a new monthly NEMS newsletter with information about NEMS initiatives, goals, and news from the many individuals, groups, and teams working on greening NIH.
- Danita Broadnax stated that an internal NEMS audit will be conducted this month. A global e-mail will be sent out announcing the audit closer to when it will take place. If anyone is interested in becoming an internal auditor, please contact Terry Leland.

#### Greening of the GDC Warehouse and Self-Service Stores

- Don Wilson stated that a meeting was held a few weeks ago with Lonnie Winley and a few key people from the GDC Warehouse. Mr. Wilson explained that at the meeting Mr. Winley agreed to take action to green the supplies at the GDC Warehouse and the self-service stores.

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- Mr. Wilson stated about a year ago he conducted a walk through of the self-service stores and reviewed items that were on the shelves. He explained that he provided an excel spreadsheet of the analysis that included the NSN number, item description, the percent post-consumer content of the product, the EPA percent post-consumer content standard, and any action that needed to take place (e.g., replace the item with a EPA compliant product, keep in stock) of the items evaluated to Mr. Winley and his team. Mr. Winley and his team agreed to conduct an evaluation of the self-service store and GDC warehouse products to determine how the existing products (approximately 1800 items) align with the EPA post-consumer content standards and to identify products that need to be replaced with greener items. Mr. Winley or an alternate will provide an update in their progress at the November meeting and will also begin sending a representative to the monthly NEMS Sustainable Office Practices Working Group meetings. Ms. Lawrence added she spoke with Jocelyn Lewis and they are making progress on reviewing the Excel spreadsheet that Mr. Wilson provided.
  - Ray Dillon asked Mr. Wilson whether the custodial contracts at NIH have green cleaning standards built into them. Mr. Wilson stated that he provided the contracting office with green cleaning and purchasing clauses earlier this year that will be added to the custodial contracts. Mr. Wilson also stated that they are looking for ways to merge the custodial contracts with NIH's recycling efforts. Mark Marshall added that at DEP they have recycling bins at every work station which has increased their recycling rates. Mr. Marshall will be looking at ways to add additional recycling bins at work stations at other areas of NIH. Iggy Francis stated at the Gateway offices there are blue recycling bins at each work station. Mr. Wilson asked Ms. Francis to send him an e-mail about the recycling efforts in her building.
  - Mr. Dillon stated at the GDC Warehouse meeting that Mr. Winley expressed interest in submitting an article to promote the greening of the GDC warehouse and the self-service stores to the OLAO monthly newsletter. Mr. Dillon stated that the deadline for submitting articles to the newsletter is October 17<sup>th</sup>. Mr. Wilson stated that he sent green purchasing information to Mr. Winley for the article but has not heard back. Ms. Lawrence will follow up with Mr. Winley's team to find out the status of the article.
  - Mr. Dillon stated that he is drafting a memo to Georgiann Wilson to solicit support from the purchase card program in order to launch the Staples green catalog as a green purchasing source at NIH. Mehryar Ebrahimi stated that he received feedback from his contracting office that he should be considering other small business vendors when making purchases. Mr. Dillon stated NIH has a strategic sourcing contract with Staples which NIH should be utilizing. Mr. Dillon stated that once the memo is drafted to Ms. Wilson next steps include conducting green purchasing training and a public awareness outreach program. A fact sheet could be included in this outreach to explain the strategic sourcing contract and the competition rules.

### **Results of the Go Greener Office Challenge**

- Maura Barr stated that the Go Greener Office Challenge was designed to baseline activities to assist NIDCD in setting goals and objectives. The evaluation consists of

two parts: (1) a walk-through survey that investigates the office suite, and (2) random interviews of office occupants.

- Ms. Barr stated that the results were positive overall except in the area of transportation and green purchasing. The transportation section asked the employee questions about how they traveled to and from work. Previously the question did capture the percentage of days that each mode of transit was used and did not take into account if an employee used more than one mode of transit. The questions have since been modified to capture all modes of transit. The results of the challenge also showed that the offices surveyed do not use post consumer recycled content paper. This is an area for improvement. In addition, it was determined that there are several older printers that do not have the duplex function.
- The results of the Go Greener Office Challenge determined areas for improvement and will be used to set objectives and performance metrics. The challenge will be used again at a later date to determine progress being made.
- Ms. Lawrence asked anyone interested in piloting a Go Greener Challenge in their IC, department, or even the floor to contact Ms. Barr ([barr\\_maura@bah.com](mailto:barr_maura@bah.com)).

### Other Updates

- Mr. Wilson stated that NIH has officially enrolled in the Federal Electronics Challenge (FEC). Any computer purchased by the federal government has to be EPEAT compliant. Mr. Wilson has been working to get a meeting with NITAAC to ensure all new computers purchased through the GWAC contract are EPEAT compliant.

### 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. Contact Lonnie Winley/team to determine status of OLAO article	Emily Lawrence	COMPLETED
	2. Follow up with Lonnie Winley/team about progress made in reviewing the existing products at the GDC	Emily Lawrence	October 31 <sup>st</sup>

Objective	Action Item	Responsible Person(s)	Due Date
<i>General Waste</i> 1.h. Improve recycling compliance at Rockville sites	3. Provide information on the recycling efforts at the Gateway office to Don Wilson	Iggy Francis	October 31 <sup>st</sup>

**Next Meeting:**

The next meeting is scheduled for Wednesday, November 12, 2008, from 10:00 to 11:00 AM in **Building 45 (Natcher), Room F1/F2. Please note the room change.**