



MEETING MINUTES

**Rockville Sites Working Group
NIH Environmental Management System (NEMS)
Tuesday, January 8, 2008
10:30 – 11:30 am**

Meeting Objective(s):

- Identify strategy for addressing environmental issues at the Rockville sites
- Propose charter, logistics, and membership for the working group
- Identify the activities that need to be managed separately than those already addressed in the NEMS
- Identify priority objectives for addressing the issues

Attendees:

Joan Becker (NCI)	Lorna Patrick (NCI)
Joe Bladen (ORF)	Kristen Peters (Booz Allen)
Gareth Buckland (ORF)	Karen Queen (ORF)
Ray Dillon (OD)	Pat Rice (ORF)
Kenny Floyd (ORF)	Pamela Selman (CIDR)
Carl Henn (OD)	Glen Stonebraker (ORF)
Robin Hirschhorn (Booz Allen)	Jennifer Strasburger (NCI)
Charlyn Lee (ORF)	Roger Weidner (ORF)
Terry Leland (ORF)	Don Wilson (ORF)
Mariena Mattson (NIDDK)	

Minutes:

Introductions and NEMS Background

Terry Leland, the NIH Environmental Management System (NEMS) Coordinator, facilitated introductions and provided an overview of the NEMS and its implementation at the Bethesda Campus. The NEMS is the process that NIH used to review activities and find greener ways to conduct them. NIH has a large presence in Rockville and this working group was established to facilitate the integration of Rockville sites into the NEMS. The NEMS website (www.nems.nih.gov) provides information on the NEMS, its goals and objectives, and other useful information on how NIH employees can green their activities. Sections of this website were reviewed.

- *Environmental Policy.* The NEMS planning and implementation begins with the environmental policy. The NEMS policy sets the tone for the NEMS and outlines the NIH's commitments of protecting the environment. The NIH

environmental policy was signed in 2005. This policy is available at http://nems.nih.gov/policy_desc.cfm.

- *Goals and Objectives.* Goals and objectives are set to increase positive impacts and reduce negative impacts. NIH's goals are set to address environmental and public health issues over a five-year period. Each program then establishes objectives to assist in accomplishing the 5-year goals. The goals and objectives are available at <http://nems.nih.gov/goals.cfm>.
- *Training.* All NIH employees will soon be required to take the web-based NEMS awareness training. This training is designed to briefly inform employees of their roles and responsibilities within the NEMS and to discuss ways to reduce your impact on the environment. Ms. Leland is currently determining how to deploy the training across NIH. The training is available at <http://nems.nih.gov/training/index.cfm>.
- *NEMS Teams.* This section (<http://nems.nih.gov/teams/index.cfm>) provides an overview of the NEMS structure and links to pages dedicated to individual teams and groups involved in the NEMS implementation. The working groups are the foundation of the NEMS and address environmental issues by reviewing NIH's activities and identifying ways to control the impacts of our activities. The working groups report up to the NEMS Implementation Team. The implementation team is made up of program leads, working group leads, and others as needed to represent a cross section of NIH. The implementation team ensures successful implementation and maintenance of the NEMS. The Sustainability Management Team (SMT) oversees the NEMS Implementation Team. The SMT is comprised of managers representing the different functional areas at NIH. This team performs the annual management review and reviews work from the NEMS Implementation Team. The SMT provides oversight for the entire NEMS implementation and ensures the NEMS will be successfully deployed throughout NIH. The NEMS structure will be updated to include the Rockville Sites Working Group, which will link to a webpage containing membership, minutes and tools related to this working group.
- *Outreach.* Articles, posters, and events related to the NEMS are available in the Outreach section (<http://nems.nih.gov/outreach/index.cfm>).
- *NEMS Homepage Elements.* On the NEMS homepage, there is section dedicated to employees working at other sites besides Bethesda. A webpage for Rockville will be developed in the near future.

Strategy for Integrating Rockville Sites

The group met to determine the best way to incorporate Rockville sites into the NEMS. Two purposes for the working group were identified: (1) transfer information between Rockville sites and Bethesda, and (2) address objectives that are unique to Rockville. The group identified several activities and aspects unique to Rockville that should be addressed by the working group, including greening leases, recycling, energy consumption, and awareness.

Greening NIH Leases

Pat Rice informed the group that new facility leases were being greened as they come up for renewal. Contract language provided by HHS is being incorporated into the new leases. In response to an inquiry about the greening of janitorial services, Mr. Rice informed the group that none of the current contracts for Rockville facilities include clauses for green chemical use by the janitorial services. However, greening of janitorial services contract has occurred at Bayview, and this has resulted in an increased cost to the ICs. A subgroup on leasing will be created to review leases and contract language; participants for this subgroup will include Pat Rice and Don Wilson.

Recycling

Many in the group identified recycling compliance as a key issue to be addressed by this working group. In some instances, facility lessors are not recycling as required by Montgomery County. The county requires residents and businesses to recycle paper, aluminum cans and certain plastics. Mr. Rice informed the group that Montgomery County is the enforcing agency, NIH has been told that lessors are recycling as required, and NIH has no evidence to the contrary. Don Wilson stated that his branch has conducted recycling surveys and can provide evidence that recycling is not being provided or is partially provided. From the discussion on how complaints should be handled, the group determined that a formal mechanism for collecting and addressing complaints regarding recycling is needed. Mr. Rice suggested the following protocol for handling recycling complaints: (1) an employee contacts their Administrative Officer (AO) to voice a complaint, (2) AO provides the complaint to the facility manager, (3) the facility manager will inform the lessor of complaint at their regular meetings, (4) if issue is not addressed by the lessor, NIH will provide formal notice of complaint via official letter, and (5) if issue is not addressed after letter is delivered, a formal complaint to Montgomery County will be provided. In addition, group members inquired whether lessors had to provide recycling containers or to separate the materials. Mr. Wilson answered by stating the lessor must meet Montgomery County code that requires the separation of recyclable materials and provide a container for meeting those requirements. NIH currently does not have funding to provide recycling bins for Rockville sites.

Awareness

Another issue identified by the group is the lack of general awareness and information on how to green activities. The group briefly discussed establishing an informal or voluntary position of environmental coordinator for each facility that could act as a liaison between Rockville and Bethesda on greening issues. A facility manager, program point of contact, and AO were identified as individuals who could potentially act as an environmental coordinator. In addition to discussing who will communicate environmental issues, the group identified potential communication options and stressed the need for a process for sharing information. Mariena Mattson stressed the importance of communicating in many different ways. The group identified the following communications options: NIH Record articles, posters, desk-to-desk distribution, global emails, Greenserve, a Rockville specific listserv, and bi-monthly meetings between facility managers and ICs representatives. Ms. Mattson also asked if awareness could be addressed through the NEMS training. Ms. Leland answered

that the awareness training does cover this information but that the rollout of the training has been delayed since the ICs have resisted another required training. In summary, the group decided an objective was needed to identify the process and responsibilities for communicating environmental issues and information.

Other Issues Identified

The group discussed other Rockville-related issues that should be addressed:

- Energy consumption and usage during the weekends;
- Need of bike facilities; and
- Possible training (e.g., recycling or NEMS training) for facility managers.

Identification of Priority Objectives

The following potential objectives were identified during the discussion:

- Integrate green language into new leases;
- Improve recycling compliance (*targets: (1) develop process for collecting and addressing complaints and (2) communicate complaint reporting process to AOs*);
- Develop Rockville-specific awareness program; and
- Identify the process and responsibilities for communicating environmental issues and information.

Next Steps

The group identified the following key participants for the working group:

- Facility managers,
- AOs, and
- Waste coordinators

Joan Becker volunteered to be the working group lead. The group decided to rotate the location among Rockville facilities. The next meeting will be held at Twinbrook.

A subgroup on leasing will be created. Also, a follow-up with meeting with the facility managers will be scheduled.

The NEMS website will also be updated to include a Rockville webpage that includes:

- List of NIH facility managers;
- Link to Montgomery County website on recycling requirements; and
- Any information on recycling for the City of Rockville.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Draft protocol for addressing recycling complaints	Kristen Peters	Wednesday, January 23
2. Send contact information for any additional participants for this working group to Kristen Peters (peters_kristen@bah.com)	Group	Friday, January 25
3. Establish membership and schedule for sub-group on leasing	Pat Rice, Don Wilson, Kristen Peters	Friday, January 25

Next Meeting:

The next meeting will occur in February at the Twinbrook site. A specific date and time will be provided via meeting request.