



## MEETING MINUTES

**Sustainable Office Practices Working Group  
NIH Environmental Management System (NEMS)  
Wednesday, May 14, 2008  
10:00 – 11:00 am**

### Meeting Objective(s):

- Provide information on upcoming NEMS activities
- Identify opportunities to meet green purchasing goals through Staples source

### Attendees:

Aleta Allmond (OD/DLS)	Robin Hirschhorn (Booz Allen)
Teresa Arnold (OD)	Bill Ketner (ORF)
John Best (OD/OLAO)	Emily Lawrence (Booz Allen)
Rhonda Boatright (OD)	Terry Leland (ORF)
Ray Dillon (OD)	Paula Peltier (NIAMS)
Bonnie Douglas (CIT)	Candace Scott (NINR)
Iggy Francis (NIA)	Erin Williams (NIA)
Gail Grosman (proxy)	Don Wilson (ORF)
Carl Henn(OD)	

### Minutes:

#### NEMS Update

Robin Hirschhorn announced that the May Green Hour: Conversations on the Environment event is being held today and Michael Dellarco from NICHD will discuss the National Children's Study. The National Children's Study will examine the effects of environmental influences on the health and development of more than 100,000 children across the United States, following them from before birth until age 21. The goal of the study is to improve the health and well-being of children. The event will be held from noon – 1 p.m. in Building 45 (Natcher), Balcony C. Please help spread the word. More information on the Green Hour series is available at: [www.nems.nih.gov](http://www.nems.nih.gov).

Ms. Hirschhorn also described a new NEMS initiative that evaluates office spaces called the Go Green Office Campaign Challenge. The purpose of this initiative is to conduct an office-wide evaluation of energy and greening practices in offices/work spaces. It would include not only an evaluation but also an opportunity to educate employees about reducing energy and the importance of recycling.

Ray Dillon reported that a meeting was held with Diane Frasier to discuss the NEMS and the working group's activities, to provide an update on the purchase card program,

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and to ensure that NIH's Information Technology Acquisition and Assessment Center (NITAAC) is fully engaged in the Electronic Product Environmental Assessment Tool (EPEAT) program. Mr. Dillon stated that the meeting went well and that they received a positive response.

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

Mr. Dillon stated that Staples representatives were invited to attend and present at today's meeting to discuss how they can assist NIH in meeting the green purchasing goals under an existing contracting mechanism. Essentially, Staples will be briefing the Working Group today on how they can provide green products that conform to federal environmental green standards and the types of reporting mechanisms that the company has available.

Mr. Dillon introduced Joe Nagel – Director for Government Contract Development. Mr. Nagel thanked the group for inviting him to speak and introduced his colleagues: Mark Buckley – VP Environmental Affairs, Tyrone Shoulders – Federal Account Manager, and Don Hamilton – Director of Government who are also available at today's meeting to answer any questions.

Mr. Nagel provided an overview of Staples green catalog and discussed ways that Staples can assist NIH's with their green purchasing goals. Mr. Nagel also explained how Staples can assist NIH to reduce the number of small orders and returns, provide green service training programs, and explained available reporting mechanisms.

Mark Buckley – VP Environmental Affairs introduced Staples EcoEasy Program, which is built on Staples commitment to the environment. This program looks at the source of products, the lifecycle of the products that are sold, and the final disposition of those products to see how the environmental footprint can be reduced. Mr. Buckley described how Staples EcoEasy Program can provide NIH with:

- Products – 3000+ Environmentally preferable skus made available to customers via online catalogues and Stapleslink Ecommerce platform
- Services – Recycling services for customers made available for toner & ink cartridges, cellular phones & peripherals and ewaste including cpus, printers and monitors
- Reporting/Calculators – Environmental impact reporting that show customers the impact to the environment of current purchasing practices
- Partnership – Making available Staples' expertise and experience in areas of renewable energy, recycling, logistics, and environmental program development
- Marketing – Promoting and developing internal environmental programs

Mr. Buckley also discussed how Staples is pursuing early-friendly innovations such as bagasse plain white paper that is made from 80 percent sugar cane waste, file folders made from post consumer denim, and biodegradable packing peanuts made from cornstarch. Staples can also build into a contract, recycling services for products such as ink and toner cartridges and electronics.

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Mr. Dillon stated that the federal requirement is to purchase at least 30 percent post consumer fiber content paper and asked specifically if Staples was able to supply this type of product. It was confirmed that Staples would be able to provide this product and could even provide 100 percent post consumer fiber content paper, if desired. It was explained that Staples also has the capability to automatically substitute all virgin paper orders that are placed with 30 percent, 50 percent, or 100 percent (depending on NIH's needs).

Don Hamilton - Director of Government discussed Staples Protégé Program that assists agencies who are looking to buy products from small disadvantaged and veteran owned businesses.

Mr. Joe Nagel provided the Working Group with a demonstration of how the green online catalog tool functions. Mr. Nagel stated that a site can be customized for NIH to show a catalog of green products with clear product information. Mr. Nagel stated that the site is able to generate reports on the products purchases and includes online training to teach users how to utilize the system. A question was asked whether this effort could be done within the scope of the existing HHS Blanket Purchase Agreement. It was stated that the work could be done with the existing contract but may require a modification. The Staples Contracting Officer is Patrick Joy and within the Department the point of contact is Dhana Moore. A timeline for implementation was discussed and it was stated that it would take 30 days to get the site up and running, which includes defining the catalog content, loading all card holders, and inputting management information and reporting requirements.

At the conclusion of the meeting, Mr. Nagel will send the staples/HHS contract language, information on an implementation plan, and a demo site with the green online catalog to the Working Group.

If there are any follow-up questions for Staples, please e-mail those questions to Emily Lawrence who will forward them on and coordinate the responses.

### **Action Items:**

The following action items were identified:

<b>Objective</b>	<b>Action Item</b>	<b>Responsible Person(s)</b>	<b>Due Date</b>
<i>Energy Consumption 1.a.</i> Improve energy conservation in the work places	1. Brief WG on the development of a Green CIT policy as part of the WG's efforts to implement a green office challenge	Terry Leland	Next meeting (June 11 <sup>th</sup> )

Objective	Action Item	Responsible Person(s)	Due Date
<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 (June 11 <sup>th</sup> )
<i>Green Purchasing 4.f. Green NIH cafeteria contracts</i>	3. Provide write-up on greening practices at the cafeterias for the NEMS Web site	John Crawford	Next meeting (June 11 <sup>th</sup> )
<i>Green Purchasing 4.a. Identify a green purchasing source that could be promoted for use at NIH.</i>	4. Set up a telecon to determine next steps based on Staples presentation	Emily Lawrence	May 19 <sup>th</sup>

**Next Meeting:**

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