



**Meeting Minutes
Sustainability Management Team
NIH Environmental Management System (NEMS)**

**May 15, 2007
4:00 – 5:00 pm**

Attendees: John Burklow, Kenny Floyd, Robin Hirschhorn (Booz Allen), Al Johnson, David Kerr, Terry Leland, Kristen Peters, Suzanne Servis, Jim Taylor, Ron Wilson, and Dan Wheeland.

Guests: Ray Dillon, Carl Henn, Don Wilson, Charlyn Lee, Ed Rau

Meeting Objectives:

- 1) Review progress towards NEMS Objectives
- 2) Identify current barriers and strategies for moving forward

Opening Remarks: John Burklow, Office of Communications, opened the meeting and commented on the success of the Earth Day celebration on April 26. Others agreed that Earth Day was a terrific success and specifically it was noted that many more people who attended were already aware of the NEMS.

NEMS Update (see presentation)

Terry Leland stated that the roll out of the NEMS Awareness Training would be a priority this quarter and the challenge of how to get the general NIH community to take the training needs to be addressed. It was suggested that perhaps making it a game or a competition among ICs might help increase participation.

Terry then discussed the successes and challenges of the NEMS over the past quarter.

A major success is that NIH participated in the 2006-2007 “Federal Electronics Recycling and Reuse Campaign” by submitting data on all computers and monitors that were donated, reused, or recycled for a 5-month period. The NIH was one of the four winners in the Large Civilian Agency category and accepted the award at a White House ceremony on April 17.

The major challenges remain the difficulty in getting management support. This results in staff not getting support from their own management to participate in working groups or other activities aimed at meeting the NEMS objectives.

Progress of the Sustainable Office Practices Working Group (see presentation)

Ray Dillon, the lead of this working group, presented the objectives of the working group and the progress being made towards the objectives.

The discussion centered on the challenges of obtaining compliance with the procurement requirements including the green purchasing requirements across all those procuring goods. The greatest challenge being the purchase card holders. Ray commented that the working groups approach is to provide a tool or process that would be attractive to purchase card holders because of its ease of use. This might encourage those card holders to use it who not use it for other reasons alone. Good outreach efforts will be required to inform staff of the new process once it is in place and there was discussion on the importance of management support in this effort.

Ray stated that although progress is being made, there are still significant barriers to overcome. They will continue working with JWOD, Staples, and others to identify the process that provides the easiest access to materials while still meeting green procurement and other procurement requirements.

Progress of the Sustainable Lab Practices Working Group (see presentation)

Charlyn Lee provided this presentation for Dawn Walker who is the lead of this working group but could not attend the meeting.

There was some discussion on the need for additional members to this group.

Progress of the Sustainable Facilities Working Group (see presentation)

Ed Rau provided the presentation on the status of this working group. Ed related the difficulty in obtaining continued participation in the facilities groups. Suggested reasons for the poor participation were related to organizational issues such as the MEO process, the need to make participation more attractive, and the lack of management support.

Ed stated that the facilities working groups would merge into one working group moving forward. He also stated that the goals coming down from HHS due to the new Executive Order were challenging and that the working group would have to make significant progress in order to meet the new goals.

Progress of the Sustainable Animal Care and Clinical Care Working Groups

Terry Leland mentioned that these two groups have not yet been formed but that the animal care working group would most likely be integrated with an already existing group.

Wrap Up and Next Steps

It was agreed that the group needed a standing quarterly meeting. David Kerr agreed to work with John Burklow to identify a recurring date and

time for the meetings. The group also agreed that the next meeting would be August 21 at 3 p.m.



NEMS Working Group Updates

NEMS Sustainability Management Team Meeting
May 15, 2007



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Successes and Challenges

► Successes

- 2007 NIH Earth Day Celebration
- 2006-2007 Federal Electronics Recycling and Reuse Campaign Award
- Joined the Federal Electronics Challenge
- On target to meet all NEMS objectives
- Developed 6 fact sheets and 3 posters
- Published 3 NIH Record articles

► Challenges

- Membership
- Integration of Rockville sites
- Management Support





NEMS Sustainable Office Practices Working Group *Activities, Objectives and Progress*

**Raymond Dillon
dillonr@od.nih.gov**



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NEMS Sustainable Office Practices Working Group

- ▶ *Mission:* To review office-related activities and identify ways to conduct these activities in a more environmentally sound manner
- ▶ Meeting since June 2006
- ▶ Diverse membership
 - Majority of Institutes, Centers and Offices represented
 - Administrative Officers, Project Officers, Budget Officers, Procurement Analysts, Budget Analysts, Contracting Officers, Property/Facility Managers, Environmental Specialists

NEMS Office-Related 5-Year Goals

- ▶ *Goal 1:* Implement the NIH Green Purchasing Program
- ▶ *Goal 2:* Increase green purchasing and recycling of computers
- ▶ *Goal 3:* Minimize the environmental impacts of office activities through policies, procedures, tools, and guidance

Goal 1: Implement the NIH Green Procurement Program

Objective	Progress Update
A. Identify green procurement source	Identified JWOD and GSA Advantage as sources
B. Develop outreach program	Developing: <ul style="list-style-type: none">▶ Fact sheets▶ Targeted e-mails▶ Training
C. Identify mechanism to track green procurement	Exploring usefulness and applicability of NLM tool for deployment NIH-wide
D. Green the NIH self-service stores	Working with JWOD to offer green products in stores and stock catalog
E. Green contracts and leases	Adding green language to: <ul style="list-style-type: none">▶ Cafeteria contracts▶ Custodial contracts▶ Commercial Leases

Goal 2: Increase green purchasing and recycling of computers

Objective	Progress Update
A. Join the Federal Electronics Challenge and establish goals	<ul style="list-style-type: none">▶ Joined in December 2006▶ Establishment of goals on hold until issuance of HHS electronics stewardship policy
B. Incorporate EPEAT standards in NITAAC ECSIII contract	Vendors notified of the new requirements
C. Increase electronics recycling	Ongoing

Goal 3: Minimize the environmental impacts of office activities

Objective	Progress Update
A. Document office activities with standard operating procedures (SOPs)	Developing SOPs for: <ul style="list-style-type: none">▶ Use of computers▶ Use of printers, copiers, and fax machines▶ Procurement of office supplies (including furniture and electronics)

Tools Under Development

- ▶ Green Procurement Source – JWOD or GSA Advantage
- ▶ Green Procurement Tracking Tool
- ▶ Outreach
 - Fact sheets
 - Web site
 - NIH Record articles
 - Training
- ▶ SOPs

Address: http://www.nems.nih.gov/aspects/nat_resources/programs/green_purchasing.cfm?origin=nat_resources

National Institutes of Health Environmental Management System
U. S. Department of Health and Human Services

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Natural Environment

Green Purchasing

The NIH Green Purchasing Program involves the selection and acquisition of products and services that most effectively minimize negative environmental impacts over their life cycle of manufacturing, transportation, use and recycling or disposal. Green purchasing involves procuring the following: Recycled content products; ENERGY STAR and energy-efficient products; Standby power devices; Alternative fuel vehicles/alternative fuels; Biobased products; and Non-ozone depleting substances. The requirements pertain to simplified acquisitions and large purchases, as well as to both direct purchases of products and to support services contracts. These requirements also apply to Federal purchase cardholders and to micro-purchases.

The Green Purchasing Program helps NIH to: (1) Improve safety and health of our patients; (2) Reduce pollution and conserve natural resources and energy; (3) Develop new, more efficient products; (4) Stimulate new markets for recycled materials and create jobs and improve air stewardship; (5) Protect the research mission; (6) Provide potential cost savings; (7) Reduce Comply with environmental laws and regulations.

If you would like more information about this program, please contact [Ray Dillon](#)

NIH Environmental Management System (NEMS)
To Protect the Future, Take Action Into Your Hands

NIH Offices Go Greener

What is the NIH Goes Greener Campaign?

The NIH Goes Greener campaign is a challenge to all NIH employees and contractors to conduct their activities in a "greener" or more environmentally sound manner. The NIH is a leader in environmental stewardship, but we can do even better. Each of us must carefully consider the environmental impacts of our day-to-day activities and take actions to conduct these activities in a manner that minimizes our impacts.

What is the NEMS?

As part of our NIH Goes Greener campaign, we are implementing the NIH Environmental Management System (NEMS). The NEMS is a management tool that helps us identify our most pressing environmental issues, set goals to address those issues, and improve our environmental performance.

How can we improve our environmental performance? Only with your help. Do you know how your daily activities impact the environment? Do you take actions to reduce those impacts? Not sure how? The NEMS Sustainable Office Practices Working Group is developing procedures and tools on how to "green" office practices at the NIH. These will be posted at <http://www.nems.nih.gov/nat/offices.cfm> as they are developed.

Do my actions REALLY make a difference?

Yes! Our cumulative actions make NIH a leader in environmental stewardship. Thanks to your efforts, NIH has achieved:

- ▶ The participation of 5,300 employees in the Transfers Program.
- ▶ A recycling rate of approximately 50%. That means that 25,000 pounds of waste per day at NIH burned in the Montgomery County waste incinerator or buried in local landfills.
- ▶ A \$3,000 annual donation to NIH Charities from recycling our toner and inkjet cartridges.

For more information about the NEMS, contact Terry Leland, NEMS Coordinator: 301-496-7775, terryl@nhs.gov, www.nems.nih.gov

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NEMS Sustainable Lab Practices Working Group *Activities, Objectives and Progress*



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NEMS Sustainable Lab Practices Working Group

- ▶ *Mission:* To review lab activities and identify ways to conduct these activities in a more environmentally sound manner
- ▶ Meeting since October 2006
- ▶ Members represent:
 - Clinical Center
 - NCI
 - NHGRI
 - NIDDK
 - NILBI
 - NINDS
 - OD (ORS & ORF)

NEMS Lab Goals

- ▶ *Goal 1:* Improve chemical management tools
- ▶ *Goal 2:* Reduce Disposal of Unused Chemicals by 30% by 2009
- ▶ *Goal 3:* Reduce Disposal Rates of NIH Target Chemicals
- ▶ *Goal 4:* Reduce Medical Waste Shipped for Off-Site Incineration by 75% by 2009
- ▶ *Goal 5:* Reduce off-site disposal of liquid scintillation vials
- ▶ *Goal 6:* Minimize the environmental impacts of lab activities through policies, procedures, tools, and guidance

Goal 1: Improve chemical waste management tools

Objective	Progress Update
A. Identify a chemical inventory system for a pilot study	<ul style="list-style-type: none">▶ Completed Business Prospectus and Project Charter w/CIT▶ Development of Vision Document in progress▶ Next step - evaluate solutions▶ The system will be piloted in approximately 10 volunteer labs

Goal 2: Reduce Disposal of Unused Chemicals by 30% by 2009

Objective	Progress Update
A. Generate baseline and develop strategy for reducing unused chemicals	<ul style="list-style-type: none">▶ Currently tracking unused chemicals in the NIH Waste Tracking and Management Information System (WTMIS)▶ Baseline report to be completed in June 2007

Goal 3: Reduce Disposal Rates of NIH Target Chemicals

Objective	Progress Update
A. Generate baseline and develop strategy to reduce disposal rates of target chemicals	<ul style="list-style-type: none">▶ Identified target chemicals▶ Currently tracking target chemicals in the NIH WTMIS▶ Baseline report to be completed in June 2007
B. Conduct feasibility study to identify opportunities to reduce lab equipment with mercury components	<ul style="list-style-type: none">▶ In progress

Goal 4: Reduce Medical Waste Shipped for Off-Site Incineration by 75% by 2009

Objective	Progress Update
A. Acquire on-site treatment equipment	▶ In negotiations with manufacturer of tissue digester

Goal 5: Reduce off-site disposal of liquid scintillation vials

Objective	Progress Update
A. Install system to treat vials when required building renovation is complete	<ul style="list-style-type: none">▶ System purchased▶ Identified location for system▶ Design for facility modifications in progress▶ Target date for construction completion – October 2007
B. Investigate potential for procuring treatment system for treating liquid waste at NIH	<ul style="list-style-type: none">▶ Proposal to be written

Goal 6: Minimize the environmental impacts of laboratory activities

Objective	Progress Update
A. Document lab activities with standard operating procedures (SOPs)	▶ Developed with the Lab Managers Interest Group
B. Revise and implemented Lab Safety Refresher Training	▶ Identified improvements ▶ Working with DOHS to incorporate revisions
C. Revise Waste Disposal Guide	▶ In progress

Tools Under Development

- ▶ Waste Disposal Guide
- ▶ Outreach
 - Fact sheets
 - Reference Posters
 - Website
 - NIH Record articles
 - Training
- ▶ SOPs





NEMS Sustainable Facilities Working Groups

Activities, Challenges, Opportunities

CAPT Edward Rau
ORF Division of Environmental Protection
raue@mail.nih.gov



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What is sustainable or **green** facility design?

“To significantly reduce or eliminate the negative impact of buildings on the environment and on the building occupants, green building design and construction practices address:

- sustainable site planning,***
- safeguarding water and water efficiency,***
- energy efficiency,***
- conservation of materials and resources, and***
- indoor environmental quality.”***

---U.S. Green Building Council

NEMS Sustainable Facilities Working Groups

- ▶ **Mission:** Lead the development and implementation of plans to assess and improve the environmental performance of NIH facilities throughout their entire life cycle: siting, design, construction, leasing operation, alteration and decommissioning.
- ▶ **Meeting** for about four years.
- ▶ **Current Membership:**
 - Representatives of Office of Research Facilities
 - Includes NIH members of the HHS Sustainability Working Group

Implementation at NIH: Challenges

- ▶ **Requirements and guidance for specific sustainable design features and performance are not in the current or proposed NIH design and construction manuals**
 - Reluctance to require specific approaches
 - Misperception of significantly increased first costs
 - Lack of life cycle view
- ▶ **A Massive Task Ahead: Implementing the Existing Buildings Strategy**
 - Requires assessment of entire NIH facility inventory for compliance with MOU
 - How do we prioritize and fund improvements identified in the assessments?
 - How can required renovations be made in facilities that are in active use?
- ▶ **Lack of participation in NEMS Sustainable Facilities Working Groups**
 - Attendance and participation by ORF Divisions is declining
 - No involvement by facility users and scientific community
 - Potential consequences: goals and requirements may not be met or tracked; health and productivity losses; higher long term operating costs

Tools Under Development

- ▶ Guidance Documents to Supplement NIH Design Requirements Manual
- ▶ Draft Environmental Management Plans for Each Phase of the Facility Life Cycle:
 - Design and Construction
 - Leasing
 - Operation and Maintenance
 - Decommissioning
- ▶ Training Resources
 - Classes for Project Officers
 - Website
- ▶ SOPs for O&M



The screenshot shows the NEMS website interface. At the top, the address bar displays http://www.nems.nih.gov/aspects/sus_facilities/. The header includes the NEMS logo, the text "National Institutes of Health Environmental Management System", and the U.S. Department of Health and Human Services logo. A navigation bar contains links for Home, About NEMS, News, Contact Us, and FAQ, along with a search box. The main content area features a "Sustainable Facilities" section with a sub-header "To Protect the Future, Take Action Into Your Hands". The text describes the mission of NEMS to ensure that new facilities are sustainably designed and constructed, and to improve the sustainability of existing facilities. It lists major initiatives at the Bethesda Campus, including the design, construction, and renovation of buildings. The text also mentions the importance of sustainable facilities in reducing environmental impacts and improving indoor environmental conditions. A sidebar on the left contains a list of menu items: Environmental Policy, Manual, Activities & Aspects, Programs, Goals, Training, Outreach, Records, Glossary, and Links.

SMT's Role

- ▶ Identify additional working group representatives from institutes and centers
- ▶ Be aware of specific requirements
 - Green Purchasing
 - Use of energy efficient electronics and recycling
 - HHS Sustainable Facilities Implementation Plan and other mandates
- ▶ Require compliance with requirements through use of SOPs and tools – Are policies needed?
- ▶ Lead by example