



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

**January 30, 2007  
3:00 – 4:30 pm  
Wilson Hall**

**Attendees:** John Burklow, Kenny Floyd, Diane Frasier, Robin Hirschhorn (Booz Allen), Al Johnson, David Kerr, Terry Leland, Ron Wilson, and Richard Wyatt.

**Meeting Objectives:**

- 1) Approve NEMS Objectives
- 2) Obtain support for key objectives

**Opening Remarks:** David Kerr, EO for NIDCD and John Burklow, Associate Director for Communications and Public Liaison, opened the meeting.

**New Executive Order**

Kenny Floyd noted that the Executive Order (EO) that requires the NEMS implementation (EO 13148) was rescinded and replaced with EO 13423 which was signed by President Bush on January 24. The new Executive Order, “Strengthening Federal Environmental, Energy, and Transportation Management,” sets goals in the areas of energy efficiency, acquisitions, renewable energy, toxics reductions, recycling, renewable energy, sustainable buildings, electronics stewardship, fleets, and water conservation. In addition the order requires more widespread use of Environmental Management Systems as the framework in which to manage and continually improve these sustainable practices.

The EO mandates some goals that were previously voluntary and so NIH was already working on many of these goals through commitments made through voluntary programs. For instance, NIH had already committed to electronics goals through the Federal Electronics Challenge. As an example, Kenny mentioned the current pilot with ORS of a remote system which changes computer settings to save energy and then tracks the results.

NIH had also already committed to sustainable buildings goals through the High Performance and Sustainable Building Memorandum of Understanding (MOU) which HHS signed in 2006.

Please see the summary of the EO for more details or the EO itself both of which can be found at: [http://www.ofee.gov/whats/eo\\_012407.htm](http://www.ofee.gov/whats/eo_012407.htm)

**NEMS Update**

Terry Leland, NEMS Coordinator, reviewed the NEMS Implementation Report (attached) and noted that the steps of the NEMS had been completed up to the review and approval of the NEMS objectives which was the purpose of this meeting.

Terry mentioned that much of the current focus is on writing or revising and implementing procedures. This includes SOPs for facilities, laboratory practices, and office practices.

The Building Temperature Change program has slowed down because the temperature fluctuations in some buildings have been greater than expected. Dr. Johnson mentioned that all space heaters brought on site must be approved by the Fire Marshall.

Earth Day (April 22) preparations have begun.

The NEMS Website is now available publicly and comments for improvement are appreciated. The site can be found at: [www.nems.nih.gov](http://www.nems.nih.gov)

NIH will be hosting the 6th Annual Federal Environmental Symposium June 4-6, 2007. The conference theme is sustainability and will be covering a wide range of topics but focusing on the topics of the new EO. More information will be disseminated as we get closer.

### **NEMS Policy as Manual Issuance**

Since Suzanne Servis was unable to attend the meeting, David Kerr or Terry Leland agreed to contact Suzanne about taking the lead on making the Environmental Policy a Manual Issuance.

### **NEMS Communications**

John Burklow provided the names of Communications Directors who volunteered to staff the Communications Group. Robin Hirschhorn committed Booz Allen to organize the first meeting in February. The Communications Group members will also be invited to help support the outreach for Earth Day.

### **Approach to Clinical Center**

Since Dr. Henderson was unable to attend the meeting, Terry Leland agreed to contact him to set up the Clinical Center Working Group.

### **Review and Approval of Objectives**

The full list of NEMS Objectives was reviewed and discussed (see attached). The Team had no opposition to any of the objectives and they were approved.

### **Wrap Up and Next Steps**

The group agreed to setting up 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 should entail briefings by the leads of the working groups on the status of the objectives.

Booz Allen agreed to provide a listing of the working group members (attached) for the SMT to review and identify any additional members who would be appropriate to participate.