



## MEETING MINUTES

### Implementation Team NIH Environmental Management System (NEMS) Wednesday, December 13, 2006 2:00 pm — 3:00 pm

#### Meeting Objective(s):

- Discuss NEMS structure, team membership, and implementation schedule
- Approve policy, activity list, and aspect list
- Review and approve objectives and targets

#### Attendees:

Gareth Buckland (ORF)  
Carl Henn (OD)  
Robin Hirschhorn (Booz Allen)  
Bill Ketner (ORF)  
Charlyn Lee (ORF)  
Greg Leifer (ORF)  
Terry Leland (Chair, ORF)

Mariena Mattson (NIDDK)  
Mark Miller (ORF)  
Kristen Peters (Booz Allen)  
Ed Pfister (ORF)  
Wendy Rubin (ORS)  
Dawn Walker (NCI)  
Don Wilson (ORF)

#### Minutes:

##### Introduction and NEMS Update (T. Leland)

Terry Leland kicked off the meeting and members of the Implementation Team introduced themselves and their position in the NEMS. Terry discussed the structure of the NEMS and the roles and responsibilities as well as the flow of information and direction (see attached NEMS structure). The Implementation Team is comprised of the EMP or program leads, the working group leads, and others to represent a cross section of NIH. The Implementation Team is the core of the NEMS and coordinates all aspects of the NEMS by bringing together the work from the working groups, program leads, and others and reviewing and approving it before sending appropriate documents to the Sustainability Management Team (SMT) for approval. Program Leads are responsible for their own EMPs and ensuring that the work identified in the EMPs is executed as indicated. Working Groups are responsible for addressing issues that arise within the particular functional area they represent and assisting EMP leads in working towards objectives. Working groups may suggest new objectives, and they work on improving the procedures for the activities or jobs that fall under their purview. The SMT provides approval, guidance, and resources for the NEMS.

The NEMS Implementation Tracking Checklist was reviewed for the milestones that need to be met for the current NEMS cycle. A more detailed schedule that will be used to inform the SMT of the progress of the NEMS will be distributed at a future time.

## **Environmental Policy, Activities List, and Aspects List**

The environmental policy was distributed in the meeting invitation and members were asked to provide any comments or recommended improvements. The SMT have agreed to revise it and turn it from a memo into a manual issuance.

The Activities List has been reviewed by the Working Groups and several changes made. The resulting list was provided to the Implementation Team for review in the meeting invitation. No comments or revisions were identified.

The aspects list was also distributed for review with the meeting invitation and there were no comments on the aspects list.

## **The NEMS Objectives**

The objectives list was distributed for review. The EMP or working group leads discussed each objective and the team reviewed and made comments and revisions. See attached objectives for revised objectives. The team was asked to provide any additional revisions prior to submittal to the SMT in January for approval. The attached Objectives status document includes the comments and revisions discussed during the meeting.

## **Action Items:**

1. The team will provide revisions to the objectives prior to January 5 so that they may be presented to the SMT for approval.

## **Next meeting:**

The next meeting is expected to be in March.



## OBJECTIVES STATUS

ENVIRONMENTAL ASPECT	5-YEAR GOAL	OBJECTIVE	STATUS	VERIFICATION
<b>Air Emissions</b>	1. Decrease NOx emissions by 20%	a. Conduct a feasibility study of the potential to retrograde boilers with ultra low NOx technology.		
		b. Determine if policy is appropriate control for the use of natural gas during Ozone Depleting Season to eliminate use of fuel oil #2.		
	2. Controlling Ethylene Oxide Emissions throughout the NIH campus	a. Identify which ethylene oxide (EO) sterilizers are appropriate for replacement.		
	3. Reducing NOx Emissions from Emergency Generators	a. Conduct and report on study of the potential use of natural gas for emergency generators (conversion and new units) and Fuel Cells – potential application on the CIT project.		
	4. Reducing CO Emissions	a. Conduct and report on study of potential reductions in CO and identify appropriate % reduction goal.		
	5. Reduce Ozone Depleting Substances Emissions	a. Develop plan to remove identified CFC sources.		
<b>Air Emissions &amp; Natural Resource and Raw Material Consumption – Fossil Fuels</b>	1. Expand the Use of Alternative Fuels, including contractor vehicles	a. Replace 13 gas-fueled vehicles with alternative-fueled vehicles each year.		
	2. Expand Participation in the Transportation Programs	a. Conduct or participate in 6 Transportation outreach events		
<b>Chemical Waste</b>	1. Develop/Improve/ Update Program Management Tools	a. Identify chemical inventory system for a pilot study.		

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Document Number: TBD
Date Revised: 12/12/06
Revision Number: 1
Sunset Date: 12/12/07

ENVIRONMENTAL ASPECT	5-YEAR GOAL	OBJECTIVE	STATUS	VERIFICATION
	2. Reduce Disposal of Unused Chemicals by 30% by 2009	a. Generate baseline and develop strategy for reducing unused chemicals		
	3. Reduce Disposal Rates of NIH Target Chemicals	a. Generate baseline and develop strategy to reduce disposal rates of target chemicals		
		b. Conduct study to identify opportunities to reduce lab equipment with mercury components		
<b>Ecological Disturbance</b>	1. Maintain compliance with NEPA and mitigate or minimize the NIH's environmental impacts from actions it initiates.	a. Perform follow-up inspections of mitigation measures that the NIH commits to in its EAs or EISs		
<b>Energy Consumption</b>	1. Reduce energy intensity every year by 2% up to a cumulative 20% reduction by the end of FY 2015.	a. Cascade energy goals to the Executive Officers of each IC		
		b. Audit 10% of auditable square footage on campus.		
		c. Purchase electronic products such as computers, copiers, electronic equipment, etc. that are EPA Energy Star® compliant.		
		d. Implement Night Setback Administration Buildings (heating) where it will not impede research .		
		e. Implement Night Setback Laboratory and Animal Buildings (heating) where it will not impede research.		
		f. Standardize daytime temperatures.		
		g. Review potential for the back-up power project for Building 12 to use fuel cells to provide energy for this facility.		

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		<b>h.</b> Continue to participate in PEPCO's VLRP		
	<b>2.</b> Increase purchase of renewable energy to 7.5% by 2013	<b>a.</b> Purchase at least 3 % of all electricity consumption must be derived from renewable sources.		
	<b>3.</b> Reduce source energy	<b>a.</b> Commission a steam driven electrical generating turbine in the Mark O. Hatfield Clinical Research Center (CRC) facility to convert steam pressure reduction energy to electricity that would otherwise be wasted.		
<b>General Waste</b>				
	<b>1.</b> Reduce general waste produced	<b>a.</b> Conduct one special event with objective of zero waste		
	<b>1.</b> Increase Recycling of General Solid Waste to 50%	<b>a.</b> Complete survey and contact outreach in 2007 based on assessment results to increase recycled where needs are identified.		
		<b>b.</b> Determine feasibility of Styrofoam recycling program.		
		<b>c.</b> Institute a recycling drop-off center.		
	<b>2.</b> Increase Electronics Recycling at NIH Campus	<b>a.</b> Join Federal Electronics Challenge in 2007		
	<b>3.</b> Initiate composting program for food waste and animal bedding	<b>a.</b> Investigate different options for composting		
		<b>b.</b> Implement pilot program with USDA Beltsville for composting food and animal bedding		
	<b>4.</b> Implement NIH Green Procurement	<b>a.</b> Identify a green purchasing source that could be promoted for use at NIH.		

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		<p><b>b.</b> Produce a Best Practices listing providing proven green products being used at NIH.</p>		
		<p><b>c.</b> Develop an outreach program to deploy the Green Purchasing Program throughout NIH.</p>		
		<p><b>d.</b> Explore the appropriate means for tracking green purchasing and the resulting benefits through development of a database program or modifying current systems.</p>		
<b>Liquid Discharges to Surface and/or Groundwater (Stormwater) &amp; Soil Erosion</b>	<b>1.</b> Provide Awareness for Voluntary Stormwater Pollution Prevention Activities	<b>a.</b> Conduct Four (4) Strategic Community Outreach Activities in 2007.		
	<b>2.</b> Improve Water Quality of Stormwater Discharges from NIH	<b>a.</b> Identify Prioritized List of illicit discharges from ongoing monitoring activities to be rectified		
		<b>b.</b> Integrate GIS tool with stormwater mapping program		
		<b>c.</b> Enhance the UST/AST inspection and monitoring program.		
	<b>3.</b> Minimize Redevelopment Impact of Stormwater Runoff From Impervious Surfaces	<b>a.</b> Implement NIH Urban Forest Conservation Plan.		
		<b>b.</b> Improve NIH Storm Water System through Capital Improvements.		
		<b>c.</b> Develop & Implement New Storm Water Pollution Prevention Plan (SWP3)		
		<b>d.</b> Update Storm Water System Mapping/Monitoring with structured BMPs.		

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<b>Medical Pathological Waste</b>	1. Reduce Medical Waste Shipped for Off-Site Incineration by 75% by 2009.	a. Gain approval and funding for purchase of on-site treatment equipment.		
		b. Initiate acquisition process for equipment.		
		c. Plan for educational outreach to train users of new sorting, labeling, and packaging procedures required for use of the new system		
<b>Natural Resource and Raw Material Consumption - Water</b>	1. Reduce water consumption	a. Audit 10% of facilities for water conservation and retrofit as appropriate.		
<b>Radioactive Waste</b>	1. Reduce off-site disposal of liquid scintillation vials	a. Install system to treat vials when required building renovation is complete		
		b. Investigate potential for procuring treatment system for treating liquid at NIH		
<b>Wastewater (Liquid Discharges to Sanitary System)</b>	1. Improve quality of Waste Water discharge from NIH Bethesda Campus	a. Complete water chemistry modeling		
		b. Install and maintain neutralization/equalization systems as lab projects are implemented.		

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Wellbeing of Building Occupants & Energy Consumption & Construction Debris & Liquid Discharges to surface and/or groundwater	1. Design an affirmative procurement program for acquisition of sustainable, high performance leased facilities.	a. Review procedures for acquisition of leased facilities and applicable procurement regulations to determine when and how sustainability and performance criteria can be used as factors for lease selection.		
		b. Review lease management program to determine how performance and sustainability provisions of established leases can be enforced.		
		c. Develop sustainability and performance selection criteria for use in acquisition of leases.		
	2. Implement an affirmative procurement program for acquisition of sustainable, high performance leased facilities.	None.		
	3. Measure the performance of the Program for Preferential Leasing of Sustainable and High Performance Facilities.	None.		
	4. Design program to ensure that facility alteration and deconstruction projects are performed in a manner that is protective of health, safety and the environment.	a. Publication of documents on a website accessible to Project Officers.		

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	5. Implement a program to ensure that facility alteration and deconstruction projects are performed in a manner that is protective of health, safety and the environment.	a. Improve the room clearance process to ensure that labs integrate this process prior to renovation.		
	6. Maximize recovery (salvage, reuse and recycling) of construction and demolition (C&D) wastes, ensuring that an average of least 50 percent of wastes are recovered from all projects agency wide.	a. Determine the baseline for the amount of recovery.		
		b. Increase recovery by at least 50 percent, compared to the baseline, of all C&D wastes generated by these projects.		
	7. Refine the NIH-wide design and construction of new facilities activity to improve the process quality and implement sustainable and high performance buildings practices.	a. Issuance of revised NIH Design Policy and Guidelines incorporating all HHS requirements and NIH program criteria.		
		b. Develop NIH criteria, life cycle assessment procedures and rating system for sustainability features in specialized facilities e.g., labs, high containment facilities and vivaria. (2010)		
		c. Develop NIH policy and procedure for assigning minimum requirements for new facilities e.g., LEEDs Silver, Gold or Platinum		
		d. Incorporate sustainability requirements into NIH Design Policy and Guidelines.		
		e. Incorporate sustainability requirements into Fit Out Guidelines.		

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		f. Complete a process mapping of the project budgeting and approval process. Support and verify that sustainability is addressed and facilitated in the current or revised process.		
	8. Implement a NIH-wide Program for Design and Construction of Sustainable and High Performance Buildings.	a. Place new NIH Design Policy and Guidelines on ORF website and notify all stakeholders of availability.		
		b. Improve project officer awareness of new program requirements.		
		c. Designate at least one new facility for development under new sustainability requirements, the LEEDs certification goal for the facility initiate design process.		
		d. Complete a process mapping of the project development and approval process. Support and verify that sustainability is addressed and facilitated in the current or revised process.		
	9. Measure the Performance of the NIH-wide Program for Design and Construction of Sustainable and High Performance Buildings.	None.		
<b>Multiple Aspects</b>		a. Develop SOPs		
		b. Identify training needs		

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