



MEETING MINUTES

**Rockville Environmental Working Group
NIH Environmental Management System (NEMS)
Tuesday, March 11, 2008
11:00 am – noon**

Meeting Objective(s):

- 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 strategy for expanding participation
- Identify roles and responsibilities for Rockville objectives

Attendees:

Desmond Abrokwa (ORS/DOHS)
Tanya Alguard (ORS/DOHS)
Joan Becker (NCI)
Joe Bladen (ORF)
Trevor Blake (NHGRI)
Laura Dillon (NHGRI)
Tim Edwards (ORF)
Carl Henn (OD)
Robin Hirschhorn (Booz Allen)
Terry Leland (ORF)

Mariena Mattson (NIDA)
Lorna Patrick (NCI)
Kristen Peters (Booz Allen)
Karen Queen (ORF)
Pat Rice (ORF)
Pamela Sellman (NHGRI)
Roger Weidner (ORF)
Delores Wilson (ORS/DOHS)
Don Wilson (ORF)

Minutes:

NEMS Update

Kristen Peters provided information on the upcoming Green Hour event. The Green Hour is a speakers series that investigates environmental topics of interest to the NIH community. The next event, scheduled for March 19 at noon in Building 45 (Natcher), Balcony C, will explore the future of biofuels. For more information on the Green Hour, visit <http://www.nems.nih.gov/greenhour/>.

Status of Protocol for Resolving Recycling Complaints and Issues

Kristen Peters informed the group that a protocol for resolving recycling complaints and issues has been drafted and is currently being reviewed by facility managers, Don Wilson, Pat Rice, and Glen Stonebraker. Mr. Wilson took responsibility to arrange meeting with Mr. Rice, and Mr. Stonebraker to finalize protocol and discuss other

These champions would be a deployment and communications vehicle and their involvement would not a big time commitment. To identify champions and other important staff for communications purposes, Kristen Peters took responsibility to develop a matrix of all Rockville and Montgomery County sites; this matrix will identify the institute or center, administrative officer (AO), facility manager, and NEMS champion for each building. Tim Edwards informed the group that each facility manager has a distribution of a building's occupants that could be useful to deploying information. The working group will work with facility managers to identify AOs for the matrix and could help identify environmental coordinators for each building. Mr. Edwards also stated that each building has an emergency management coordinator that could also serve as an environmental coordinator; Mary Ann Bell is the emergency management point of contact that could provide additional information.

In addition, the working group identified the need to determine how best to reach out to property owners. It was suggested that a meeting or formal letter stating NIH's commitment to the EMS and greening its activities and facilities. This will be discussed during the meeting between Mr. Wilson, Mr. Rice, and Mr. Stonebraker.

Identification of Roles and Responsibilities for Objectives

The working group reviewed the objectives identified at the last meeting and identified those members who would coordinate the completion of the objectives. The following table documents the roles and responsibilities for each objective:

Objective	Responsible Person(s)
1. Integrate green language into new leases for Rockville facilities	Don Wilson
2. Improve recycling compliance at Rockville sites	Don Wilson
a. Develop process for collecting and addressing complaints	Don Wilson
b. Communicate complaint reporting process to AOs	Pam Sellman
3. Develop Rockville-specific awareness program	Joan Becker, Laura Dillon
4. Identify the process and responsibilities for communicating environmental issues and information	Facility managers

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Arrange meeting between Don Wilson, Pat Rice and Glen Stonebraker	Don Wilson	Monday, March 31
2. Create informational matrix of Montgomery County facilities	Kristen Peters	Friday, April 5
3. Finalize the working group charter	Kristen Peters	Friday, April 5

Action Item	Responsible Person(s)	Due Date
4. Send contact information for any additional participants for this working group to Kristen Peters (peters_kristen@bah.com)	Group	Friday, April 5
5. Establish membership and schedule for sub-group on leasing	Pat Rice, Don Wilson, Kristen Peters	Friday, April 5

Next Meeting:

The working group will meet every second Tuesday of the month from 11 a.m. to noon. The location will rotate among sites in Montgomery County. The next meeting is scheduled for Tuesday, April 8 at **Executive Plaza North** in **Conference Room G**.

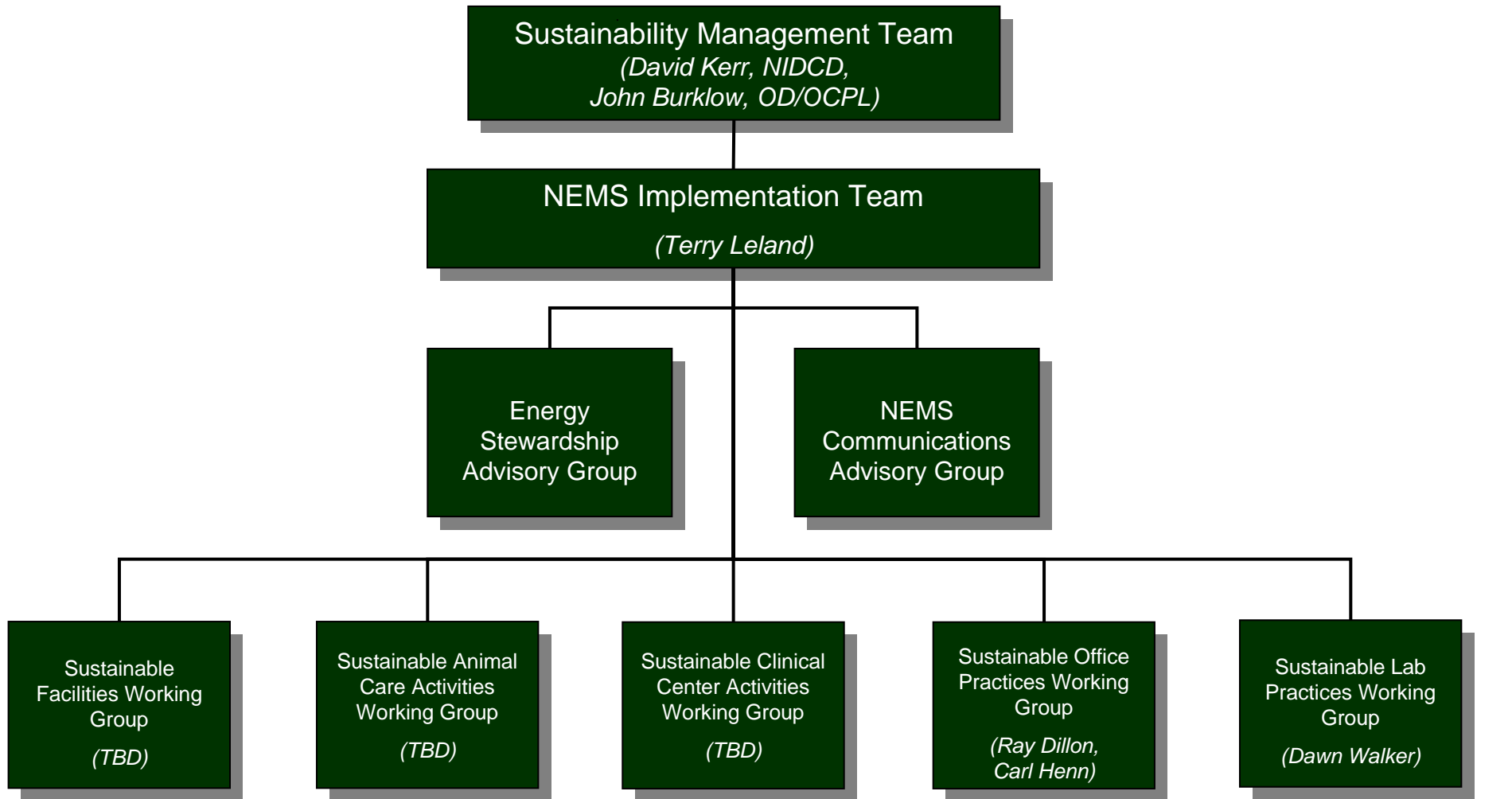


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ATTACHMENT 1

NEMS Implementation Structure



EMPs

Acquisition and Operation of Leased Facilities
 Alteration and Deconstruction of Existing Facilities
 Chemical Management
 Design and Construction of New Facilities
 Energy Conservation
 Fleet Management

General Waste
 Green Purchasing
 Legacy Interactions
 Management of Air Emissions from Stationary Sources
 Medical Pathological Waste
 National Environmental Policy Act (NEPA)

Radioactive Waste
 Stormwater and Forest Conservation
 Tanks Management
 Transportation Program
 Wastewater Program
 Water Conservation

SMT

Role:

- Perform annual management review and review and approve work products from the NEMS Implementation Team.
- Ensure successful deployment and implementation of the NEMS throughout NIH.

Members:

- John Burklow, *OD/OCPL*
- Kenny Floyd, *OD/ORF/DEP*
- Diane Frasier, *OD/OM/OA*
- Dr. David Henderson, *CC*
- Dr. Alfred Johnson, *OD/ORS*
- David Kerr, *NIDCD*
- Terry Leland, *OD/ORF/DEP*
- Gene Major, *NINDS*
- Suzanne Servis, *OD/OM/OMA*
- Jim Taylor, *OD/OIR/OACU*
- Daniel Wheeland, *OD/ORF*
- Deborah Wilson, *OD/ORS/DOHS*
- Ron Wilson, *OD/ORF/DFP*
- Richard Wyatt, *OD/OIR*

Implementation Team

Role:

- Ensure successful implementation and maintenance of the NEMS.

Members:

- Gareth Buckland (ORF), *Technical Expert*
- Jim Carscadden (ORF), *Decommissioning EMP Lead*
- Ray Dillon (OD), *Working Group Liaison*
- Kenny Floyd (ORF), *SMT Liaison*
- Tom Hayden (ORS), *Transportation EMP Lead*
- Carl Henn (OD), *Working Group Liaison*
- Charlyn Lee (ORF), *Chemical Management EMP Lead*
- Greg Leifer (ORF), *Water & Energy Conservation EMPs Lead*
- Terry Leland (ORF), *NEMS Coordinator*
- Mariena Mattson (NIDDK), *Working Group Liaison*
- Mark Miller (ORF), *Air Emissions & Wastewater EMPs Lead*
- Mark Minnick (OD), *Fleet Management EMP Lead*
- Valerie Nottingham (ORF), *NEPA EMP Lead*
- Ed Pfister (ORF), *Stormwater EMP Lead*
- Ed Rau (ORF), *Working Group Liaison, Leased Facilities EMP Lead*
- Wendy Rubin (ORS), *Radioactive Waste EMP Lead*
- Dawn Walker (NCI), *Working Group Liaison, Lab Managers Group Liaison*
- Don Wilson (ORF), *General Waste and Medical Waste EMPs Lead*

leasing related issues. The protocol will be finalized in the next 2-3 weeks. Once it is finalized, the protocol will be distributed to the working group, and the group will help to determine how best to deploy the information to Rockville facilities. The deployment next steps may include: briefing the facility managers and the administrative officers, and then deploying this information to employees. A deployment plan will be determined at a later date.

The group discussed other recycling issues, include the availability of recycling toner cartridges by either pickup by DEP staff or dropping off at Building 25. It is recommend that toner and inkjet cartridges should be recycled by NIH because NIH Charities received \$1 for each usable cartridge that is recycled.

Working Group Logistics and Administration

The working group discussed the formal name for the group and the frequency of meetings. The members agreed that the group would be referred to as NEMS Rockville Environmental Working Group. This working group will meet on a recurring schedule. It will meet on every second Tuesday of the month from 11 am to noon in a rotating location. The April meeting will occur at Executive Plaza North and the May meeting with be held at 5 Research Ct.

The working group reviewed the NEMS structure (see Attachment 1) to determine how it relates to other NEMS working groups and teams. In the current structure, NEMS working groups are functional, and this group addresses many functions (e.g., communications and recycling) and does not fit this structure. The group determined that it could have objectives that overlap with those of Bethesda working groups but could differ in the approach or execution of the objectives.

The group discussed the mission and purpose of this working group. The group reviewed the draft charter (see Attachment 2) and agreed that the content is appropriate. Ms. Peters took responsibility to update and finalize the charter.

Review of NEMS Activities

The NEMS is an auditable system and requires NIH to complete certain actions. One step is to identify all activities that may impact the environment. The working group reviewed list of NIH activities to determine if any activities occur beyond those identified for Bethesda (Attachment 3). No new activities identified by the working group. The list is considered final for now until new activities are identified or when it is reviewed.

Discussion of Rockville Liaisons and Expansion of Participation

The group discussed whether the current membership is appropriate for the group's purpose. It was suggested that subgroups could be created to address specific topics or objectives and then each subgroup would have a liaison to the larger working group. The members decided to table the discussion of subgroups until the next meeting. Robin Hirschhorn expressed the need to identify champions at Rockville facilities.



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ATTACHMENT 2

NEMS Rockville Sites Charter

STATEMENT OF ISSUE: The National Institutes of Health is committed to the protection of the environment and human health, and to the responsible use of natural resources. The NIH recognizes that environmental stewardship will best be accomplished when all its employees and visitors are aware of the NIH's potential environmental impacts. The NIH is committed to environmental compliance and pollution prevention through the implementation of the NIH Environmental Management System (NEMS). Executive Order 13243 requires that federal governmental agencies implement Environmental Management Systems (EMSs) at all appropriate facilities. A goal of this requirement is a formal coordinated, comprehensive approach to ensuring that all operating units within the agency are aware of environmental requirements as well as unregulated potential impacts and understand their responsibilities in meeting these requirements and minimizing impacts. The NEMS will require setting in place policies and procedures throughout the NIH.

PURPOSE OF THE WORKING GROUP: The Rockville Sites Working Group is responsible for facilitating the NEMS implementation throughout the NIH sites in Montgomery County (excluding Poolesville) and all its institutes and centers (ICs). The working group will assist the NIH with meeting the requirements of Executive Order 14323, Strengthening Federal Environmental, Energy, and Transportation Management. The working group will set goals specific to Rockville sites, determine needed training and awareness, and serve as a liaison between the NEMS and their office. Specifically, this working group will:

- Encourage participation of fellow employees in the NEMS process
- Identify Rockville-specific opportunities for the NEMS to address
- Recommend and develop guidance, tools and best management practices

SCOPE: This working group will examine activities occurring at Rockville facilities and is tasked with developing procedures and tools on how to green those activities.

ORGANIZATIONAL/OTHER INTERFACES AND DEPENDENCIES: The NEMS Council will communicate and interface with NIH operating units. The NEMS Council will work with many other committees and workgroups that support the NEMS at the NIH, including:

- The NEMS Working Groups (DO WE WANT TO USE "FOCUS GROUP" HERE?)
 - Sustainable Office Practices Working Group
 - Sustainable Lab Practices Working Group
- The NEMS Implementation Team

TEAM MEMBERSHIP: See Attachment 1

TEAM CHAMPION: Joan Becker, NCI

MILESTONES AND DELIVERABLES:

1. **Charter:** Complete charter to ensure all members of the working group understand the purpose and scope and what is expected from them as a member of the group **(March 31)**
2. **Activities:** Identify the activities specific to Rockville **(March 11)**
3. **Goals and Objectives:** Identify the goals and objectives for environmental improvement in Rockville **(April 2008)**
4. **Tools:** Identify need for tools (e.g., outreach materials and training) and develop and deploy tools **(May/June 2008)**

SUPPORT STRUCTURES

The NEMS Coordinator, Terry Leland, Division of Environmental Protection, NIH will coordinate support for all ICs to assist them on any milestone. She will identify and provide contracting staff with EMS expertise to meet with ICs and provide support as needed.

SUCCESS CRITERIA: Description of the outcome – the value to accrue to the organization



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ATTACHMENT 3



NIH ACTIVITIES LIST

ANIMAL CARE

Animal Husbandry
Animal Surgery
Bedding Storage, and Disposal
Cage Washing
Feeding
Food Storage

BIOMEDICAL ENGINEERING

Instrument Fabrication
Instrument Loaner and Maintenance Operation

BULK CHEMICAL STORAGE/ GAITHERSBURG WAREHOUSE

Receiving and Distribution of Chemicals
Onsite Storage

CLINICAL CENTER/HOSPITAL

Biological Materials Use, Storage and Transportation
Chemical Use, Storage and Transportation
Imaging (x-ray, CAT scans, etc.)
Morgue and Autopsy
Occupational Medicine Services
Patient Care
Patient Transportation
Radioactive Isotope Use, Storage, and Transportation
Surgery
Testing
Vaccine Programs

CONFERENCE SERVICES

FACILITY CONSTRUCTION/RENOVATION/DECOMMISSIONING

Campus Master Planning
Decommissioning
Demolition
Laboratory moves
New Building Construction
New Building Design
Pre-Project Planning
Renovation
Site Work (digging, grading, paving, etc.)
Toxic Material Removal (asbestos, lead-based paint, etc.)
Use of Port-a-potties and trailers
Utilities Work

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FACILITY OPERATIONS

Building Maintenance
HVAC for NIH Campus
HVAC for residences
Operation of Buildings
Operation of Co-generation Unit
Operation of Utility Plant
Substations
Use of Boilers
Use of Chillers
Use of Cooling Towers
Use of Emergency Generators (portable/stationary)

FIRE ACTIVITIES

Detonation Chamber Use
Emergency Response Activities
Evacuation
Explosion
Fire Fighting
Fire Training
Haz Mat Response and Clean-Up
Maintenance of fire equipment and systems
Vehicles (washing, etc.)

FOOD SERVICE AND SALES

Cleaning
Cooking
Dish Washing
Grease Storage and Traps
Heating
Receiving to Loading Docks
Refrigeration
Styrofoam Use

FUEL STORAGE AND TRANSFER

Bulk Fuel Storage (USTs, ASTs, and temp tanks)
Bulk Fuel Transfer During Fill/Dispensing Operations
Re-Fueling of Vehicles

JANITORIAL SERVICES

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LABORATORIES

Bio-containment (Levels 2, 3 & 4)
Biological Materials Use, Storage and Transportation
Chemical Use, Storage and Transportation
Computer Use
Decontamination and sterilization
DI System (Deionized Water)
Equipment Cooling
Fume Hood Use
Heavy Metals Use (dental lab)
Human Tissue Pathology/Histology
Imaging (x-ray, CAT scans, etc.)
Lab Equipment Purchase and Use
Maintenance of equipment
Photodevelopment
Radioactive Isotope Use, Storage, and Transportation
Refrigeration
Tissue Culture
Use of electromagnetic radiation equipment
Vacuum pumps
Waste Handling

LANDSCAPING AND GROUNDS MAINTENANCE

Forest Conservation
Ice and Snow Control
Irrigation
Landscape Construction and Plantings
Parking Lot Maintenance
Pest Management
Storm Water Management (structures)
Stream Bank Stabilization
Tree and Stump and Removal
Turf Maintenance

MAIL SERVICES/SHIPPING

Animal Shipping and Receiving
Biological Screening
Magnatometer/X-ray
Package Shipping and Receiving
Use of Vehicles

MOTORPOOL/USE OF VEHICLES

Commercial Vehicle Inspection
Parking of Vehicles
Transportation within NIH
Transportation to NIH
Use of Construction Vehicles and Equipment

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NIH Environmental Management System (NEMS)

Document Number: TBD

Date Revised: 12/13/06

Revision Number: 1

Sunset Date: 12/13/07

OFFICES

Use of Bathrooms

Use of Office Equipment (computers, copiers, fax machines, printers)

PERSONAL PROPERTY MANAGEMENT

Moving Furniture and Equipment

Receiving and Surplusing of Furniture and Equipment

Store and Process Furniture and Equipment

PHARMACY

Drug Dispensing Operations

PROCUREMENT

Procurement of Chemicals

Procurement of Computers

Procurement of Equipment

Procurement of Office Supplies

RENTAL BUILDINGS

Real Estate Acquisition and Leasing

SECURITY

Dog Care

Vehicle Inspection

Weapons Cleaning

SHOP ACTIVITIES

Electrical Work

Fabrication

Metal Working

Painting

Plumbing

Refrigeration

Solvent Use

Woodworking

WASTE MANAGEMENT

Management of Hazardous Waste (chemical)

Management of Medical Pathological Waste (MPW)

Management of Multihazardous Waste

Management of Nonhazardous Waste (general)

Management of Radiological Waste

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