



MEETING MINUTES

**Rockville Environmental Working Group
NIH Environmental Management System (NEMS)
Tuesday, April 8, 2008
11:00 am – noon**

Meeting Objective(s):

- Provide information on upcoming NEMS activities
- Determine status of action items from previous meetings
- Determine format, accuracy of information and timeframe for finalizing the Recycling Complaint Protocol
- Expand participation through identification of key staff

Attendees:

Joan Becker (NCI)
Joe Bladen (ORF)
Laura Dillon (NHGRI)
Ignacina Francis (NIA)
Carl Henn (OD)

Robin Hirschhorn (Booz Allen)
Tonya Parker (NCI)
Kristen Peters (Booz Allen)
Roger Weidner (ORF)
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 April 16 at noon in Building 45 (Natcher), Balcony C, will explore the medical value of biodiversity. Dr. David Newman of NCI will present information about how natural products may lead to drug discoveries. For more information on the Green Hour, visit <http://www.nems.nih.gov/greenhour/>.

Ms. Peters also informed the working group of the Earth Day celebration scheduled for April 24 from 10 a.m. to 2 p.m. on the lawn of Building 1. There will be activities, giveaways, food and entertainment. Since this date is also Take Your Child to Work Day, there are many activities for children including pizza box solar oven and Frisbee contests. There are also many activities for adults including demonstration on green roofs and drive-up check of tire air pressure and tread wear. For a complete listing of the Earth Day activities, visit www.nems.nih.gov.

Review of Action Items

The action items resulting from the March 11th meeting were reviewed. The table below provides a status update of these action items.

Action Item	Status	Notes
1. Arrange meeting between Don Wilson, Pat Rice and Glen Stonebraker to review recycling protocol	Incomplete	A meeting was not arranged. Don Wilson reviewed and provided suggested changes to Pat Rice and Glen Stonebraker. A meeting will be arranged to finalize the protocol.
2. Create informational matrix of Montgomery County facilities	Ongoing	The matrix was drafted. Collection of information is ongoing.
3. Finalize the working group charter	COMPLETE	Ms. Peters updated the charter based on the information provided during the February meeting. The final draft of the charter was distributed to the group. The group can submit any comments or changes to Ms. Peters.

Status of Protocol for Resolving Recycling Complaints and Issues

A protocol for resolving recycling complaints and issues has been drafted. Don Wilson provided comments on draft protocol for handling complaints and issues concerning recycling at Rockville sites (see Attachment 1). The Working Group reviewed the general structure and content of the protocol and provided the following comments:

- Mr. Wilson said that the ORF Institute Liaisons should be involved in the process and so he added them to the protocol.
- Agreement and buy-in on the protocol is needed by those involved before it can be finalized.
- Joe Bladen expressed concern that this protocol will take action on a contract deliverable. For example, the property owner taking responsibility for recycling conflicts the lease statement for 5 Research Ct.
- A meeting of lead administrative officers (AOs) is needed to discuss the protocol and their role in the carrying out the protocol.
- Facility managers could make the judgment to determine if the complaint/issue is a simple oversight or is a failure to meet the lease agreements.
- Process may have to be tailored to the building. However, the time dependent elements should be consistent across buildings.
- The process should incorporate flexibility to allow the facility manager work directly with the property manager.
- General information should come from AOs. If any employee has an issue or concern, they should contact their AO.
- The AO should be the one following up with and keeping the original filer informed of the status of the complaint.
- The facility manager could inform the property owner of recycling issues during the facility council meetings. These monthly meetings include the AOs and key occupants (e.g., researchers). This forum could be used to resolve any recycling issues. However, each building may not have a facility council. For example, the AO, property manager and facility manager meet at Gateway while occupants are not included at 5 Research Ct.

Since additional comments are needed from Glen Stonebraker and Pat Rice, Kristen Peters will arrange for a strategy meeting of Mr. Wilson, Mr. Stonebraker, and Mr. Rice.

The Working Group discussed the steps that should follow once the protocol is finalized. The Working Group identified the following next steps:

- General awareness, training and buy-in will be required.
- A meeting with AOs is needed. AOs who are not located in a building with a recycling issue may need to be involved.
- The availability of recycling at each site will need to be determined.
- Information on the protocol and explaining that NIH is working to address any issues must be communicated to the occupants.
- Future leases need to include specific contract language to prevent recycling issues. Mr. Wilson has provided Mr. Rice with contract language that specifies property owners to provide containers similar to those used at Bethesda.
- The roles and responsibilities will need to be determined. The AO and a NEMS champion for each building needs to be identified.

Review of Montgomery County Facilities Matrix

To identify champions and other important staff for communications purposes, a matrix of all Rockville and Montgomery County sites was developed (see Attachment 2). This matrix identifies the institute or center, administrative officers, facility manager, safety and radioactive waste representatives, and NEMS champion for each building. The Working Group reviewed the matrix and the following changes and additions were identified (which are also tracked in red font in Attachment 2):

- Joan Becker added as NEMS Champion for NCI at EPN
- Ms. Peters will add the NCI AOs for EPN provided by Ms. Becker
- Laura Dillon added as NEMS Champion for NHGRI at 5635 Fishers Lane
- Carl Henn and Ray Dillon added as NEMS Champion at 6100 Executive Blvd.
- Tonya Parker added as NEMS Champion at 6116 Executive Blvd.
- Ignacina Francis added as NEMS Champion at the Gateway Building

Ms. Peters took responsibility to continue updating the matrix.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. Arrange meeting between Don Wilson, Pat Rice and Glen Stonebraker	Don Wilson	Friday, April 25
2. Continue to update the matrix of Montgomery County facilities	Kristen Peters	Friday, May 9

Action Item	Responsible Person(s)	Due Date
3. Send contact information for any additional participants for this working group to Kristen Peters (peters_kristen@bah.com)	Group	Monday, May 12

Next Meeting:

The next meeting is scheduled for Tuesday, May 13. The specific location will be provided an update to the recurring meeting request.



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ATTACHMENT 1

Protocol for Resolving Recycling Complaints and Issues at Rockville Sites

OBJECTIVE: Montgomery County requires residents and businesses to recycle paper, aluminum cans, certain plastics, and other products. Recent recycling surveys indicate that recycling may not be provided or is only partially provided at Rockville sites. Therefore, a formal mechanism for collecting and addressing complaints and issues has been developed. This process will ensure that NIH and the owners of our leased facilities work together to improve recycling at Rockville sites.

DESCRIPTION OF PROCESS: (Note: The primary issues here are: what are the best methods to address this issue; how should it be documented; who are the responsible parties to involve; how can it be done in a manner that maintains the required contractual (lease) controls and accountability that must be maintained by RECB; how can it be done in a manner that respects the roles and responsibilities of the Facility Managers and ORF Institute Liaisons; and how we could introduce a third party, Montgomery County, as a final resort if all other efforts have failed).

NIH employees should follow the process outlined below to collect and resolve recycling related complaints or issues at Rockville sites:

1. If an NIH employee has a complaint or issue with recycling in their office, they will file an official complaint form with their Administrative Officer (AO) to voice their concern.
 - a. Forms will be available at www.nems.nih.gov or from AOs.
 - b. This form will also serve as a tracking mechanism throughout the process.
2. The AO will provide the complaint to the NIH facility manager (FM)
 - a. The FM will forward the complaint to the ORF Institute Liaison for the Institute occupying the affected leased space.
3. The ORF Institute Liaison will forward the complaint to the Chief of the OA-ORF/Real Estate Contracting Branch (RECB), who will address the complaint with the property manager (landlord) at the next monthly meeting or within 30 days. A copy of the complaint shall be forwarded the Chief, Waste and Resource Recovery (WRRB), DEP.
 - a. Similar complaints will be grouped together into a single complaint.

- b. Once the issue is fully addressed or resolved, the FM Real Estate Contracting Office will inform the FM, AO, WRRB Chief, and Recycling Coordinator.
4. If the issue is not addressed by the property owner within 30 days after the regular meeting, Chief of the OA-ORF/RECB will provide an appropriate formal notification to the landlord.
 - a. The RECB Chief will notify the FM, AO, ORF Institute Liaison, WRRB Chief, and Recycling Coordinator of the nature of such notice. A similar notification is requested if and when the issue is resolved.
5. **(Note: This section will require some extra thought and discussion. It involves a situation in which the landlord has been totally unresponsive to requests or directives from the RECB. We have the option here of requesting enforcement follow-up through Montgomery County due to non-compliance with County regulations. RECB would have to concur with this step because we would be introducing a third party into this NIH leasing issue. If RECB concurs with this approach, this could be addressed to landlord in the formal notice.)** If the issue is not addressed within 30 days after the formal notice is delivered, NIH [INSERT RESPONSIBLE PARTY'S TITLE HERE] will submit a formal complaint to the Montgomery County Business Recycling Office.
 - a. The [Responsible Party] will provide copies of the formal complaint to the FM, AO, Waste Branch Chief, and Recycling Coordinator.
 - b. Formal complaint templates will be available from [Responsible Party].
 - c. Once the issue is resolved, the responsible party will inform the Real Estate Contracting Branch Chief, FM, AO, Waste Branch Chief, and Recycling Coordinator.
 - d. [NEED TO DETERMINE NEXT STEP, IF ANY, IF ISSUE IS NOT RESOLVED BY MONTGOMERY COUNTY].
6. The RECB Chief, WRRB Chief, WRRB Recycling Coordinator, and Facility Manager(s) will meet on a quarterly basis, if needed, to determine status of complaints. The Facility Manager(s) will provide AO's with status updates after this meeting.
7. Throughout the entire process, the FM will provide the AO with updates on the status of the complaint/issue. It is the duty of the AO to keep the original filer of the complaint informed of the entire process.

CONTACT INFORMATION: If you have questions or need addition information related to this protocol, contact [INSERT TITLE AND PHONE NUMBER].



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ATTACHMENT 2

Address	Building Common Name	Subtype	Facility Manager	IC	Administrative Officer	DOHS Specialist	NEMS Champion	Radioactive Waste Specialist
5 Research Court	5 Research Crt	Lab	Bladen, Joe/ Roberts,	NHLBI	Unger, Gary	Wong, Anne Laurie		Powell, Robert
5 Research Court	5 Research Crt	Lab	Bladen, Joe/ Roberts,	NIDCD	Penn, Lynn	Mary Winters		Powell, Robert
8717 Grovemont Circle	Advanced Technology Center (ATC)	Lab	Bullman, Jim	NCI		?		Powell, Robert
6130 Executive Boulevard	Executive Plaza North (EPN)	Office	Bullman, Jim	DIR RES		Secunda, Miriam		
6130 Executive Boulevard	Executive Plaza North (EPN)	Office	Bullman, Jim	NCI	Carter, Mary Lou Curington, Christina Daly, Marilyn Kashanchi, Mary Newball, Kimberlee Osborne, Joy Schneider, Vicky Tobiassen, Bridgette	?	Becker, Joan	
6130 Executive Boulevard	Executive Plaza North (EPN)	Office	Bullman, Jim	OD		Secunda, Miriam		
6130 Executive Boulevard	Executive Plaza North (EPN)	Office	Bullman, Jim	ORS (DMAPS, DMCS, DOHS, DP)		Secunda, Miriam		
6120 Executive Boulevard	Executive Plaza South (EPS)	Office	Bullman, Jim	CIT		Wilson, Delores		
6120 Executive Boulevard	Executive Plaza South (EPS)	Office	Bullman, Jim	NCI		?		
6120 Executive Boulevard	Executive Plaza South (EPS)	Office	Bullman, Jim	NIDCD		Winters, Mary		
6120 Executive Boulevard	Executive Plaza South (EPS)	Office	Bullman, Jim	OD		Secunda, Miriam		
6120 Executive Boulevard	Executive Plaza South (EPS)	Office	Bullman, Jim	OHR		Secunda, Miriam		
6120 Executive Boulevard	Executive Plaza South (EPS)	Office	Bullman, Jim	ORFDO_DPM		Brereton, Percy		
6120 Executive Boulevard	Executive Plaza South (EPS)	Office	Bullman, Jim	ORS_DOES		Secunda, Miriam		
16050 Industrial Drive	GDC Warehouse	Warehouse	Bladen, Joe/ Roberts,	OD	McKerrow, Melissa	Secunda, Miriam		
301 North Stone Street	Stone Street	Industrial	Hainey, Ray	DIR RES		Secunda, Miriam		
301 North Stone Street	Stone Street	Industrial	Hainey, Ray	ORS (DMCS, DOES, DP, OD)		Secunda, Miriam		
6705 Rockledge Drive	Rockledge 1	Office	Farrar, Ron	CC		Evans, Michelle		
6705 Rockledge Drive	Rockledge 1	Office	Farrar, Ron	LESSOR		N/A		
6705 Rockledge Drive	Rockledge 1	Office	Farrar, Ron	NHLBI		Wong, Anne Laurie		
6705 Rockledge Drive	Rockledge 1	Office	Farrar, Ron	NICHD		Abrokwa, Desmond		
6705 Rockledge Drive	Rockledge 1	Office	Farrar, Ron	NLM		Secunda, Miriam		
6705 Rockledge Drive	Rockledge 1	Office	Farrar, Ron	OD		Secunda, Miriam		
6705 Rockledge Drive	Rockledge 1	Office	Farrar, Ron	ORS_DOES		Secunda, Miriam		
6701 Rockledge Drive	Rockledge 2	Office	Farrar, Ron	CSR		Winters, Mary		
6701 Rockledge Drive	Rockledge 2	Office	Farrar, Ron	NHLBI		Wong, Anne Laurie		
6701 Rockledge Drive	Rockledge 2	Office	Farrar, Ron	ORFDO_DPM		Brereton, Percy		
6701 Rockledge Drive	Rockledge 2	Office	Farrar, Ron	ORS (DMAPS, DMCS, DOES)		Secunda, Miriam		
42300 Twinbrook Parkway	42300 Twinbrook Pkwy (TMP) / Dental Clinic	Lab	Chambers, Bruce/ Edwards, Timothy	CC		Evans, Michelle		
5640 Fishers Lane	5640 Fishers Ln (Twinbrook I)	Lab	Edwards, Timothy	NIAID		?		Powell, Robert
12441 Parklawn Drive	12441 Parklawn Dr (Twinbrook II)	Lab	Edwards, Timothy	NIAID		?		Powell, Robert
10401 Fernwood Rd.	Fernwood Building	Office	Hainey, Ray	CIT		Wilson, Delores		
10401 Fernwood Rd.	Fernwood Building	Office	Hainey, Ray	NIAID		N/A		
10401 Fernwood Rd.	Fernwood Building	Office	Hainey, Ray	OHR		Secunda, Miriam		
10401 Fernwood Rd.	Fernwood Building	Office	Hainey, Ray	ORFDO_DPM		Brereton, Percy		
12735 Twinbrook Parkway	Twinbrook III	Lab	Edwards, Timothy	NIAID		Abrokwa, Desmond		Powell, Robert

Address	Building Common Name	Subtype	Facility Manager	IC	Administrative Officer	DOHS Specialist	NEMS Champion	Radioactive Waste Specialist
6701 Democracy Blvd	1 Democracy Plaza	Office	Farrar, Ron	DIR RES		Secunda, Miriam		
6701 Democracy Blvd	1 Democracy Plaza	Office	Farrar, Ron	NCRR		Alguard, Tanya		
6701 Democracy Blvd	1 Democracy Plaza	Office	Farrar, Ron	NIAMS		Sorenson, Ed		
6701 Democracy Blvd	1 Democracy Plaza	Office	Farrar, Ron	NINR		Wilson, Delores		
6701 Democracy Blvd	1 Democracy Plaza	Office	Farrar, Ron	OD		Secunda, Miriam		
2115 East Jefferson	2115 East Jefferson	Office		NCI		?		
2115 East Jefferson	2115 East Jefferson	Office		OD		Secunda, Miriam		
2115 East Jefferson	2115 East Jefferson	Office		OHR		Secunda, Miriam		
6707 Democracy Blvd	2 Democracy Plaza	Office	Farrar, Ron	CC		Evans, Michelle		
6707 Democracy Blvd	2 Democracy Plaza	Office	Farrar, Ron	CIT		Wilson, Delores		
6707 Democracy Blvd	2 Democracy Plaza	Office	Farrar, Ron	CRIS/CC		Evans, Michelle		
6707 Democracy Blvd	2 Democracy Plaza	Office	Farrar, Ron	NCCAM		Wilson, Delores		
6707 Democracy Blvd	2 Democracy Plaza	Office	Farrar, Ron	NCMHD		Glass, Jackie		
6707 Democracy Blvd	2 Democracy Plaza	Office	Farrar, Ron	NHGRI		Barnhart, John		
6707 Democracy Blvd	2 Democracy Plaza	Office	Farrar, Ron	NHLBI		Wong, Anne Laurie		
6707 Democracy Blvd	2 Democracy Plaza	Office	Farrar, Ron	NIBIB		Secunda, Miriam		
6707 Democracy Blvd	2 Democracy Plaza	Office	Farrar, Ron	NIDDK		Sorenson, Ed		
6707 Democracy Blvd	2 Democracy Plaza	Office	Farrar, Ron	NLM		Secunda, Miriam		
6707 Democracy Blvd	2 Democracy Plaza	Office	Farrar, Ron	OD		Secunda, Miriam		
6707 Democracy Blvd	2 Democracy Plaza	Office	Farrar, Ron	OHR		Secunda, Miriam		
5325 Westbard Ave	5325 Westbard Avenue - Apts	Family				N/A		
5625 Fishers Lane	Twinbrook 4	Lab	Edwards, Timothy	NEI		Abrokwa, Desmond		Powell, Robert
5625 Fishers Lane	Twinbrook 4	Lab	Edwards, Timothy	NHGRI		Barnhart, John		Powell, Robert
5625 Fishers Lane	Twinbrook 4	Lab	Edwards, Timothy	NIAAA		Alguard, Tanya		Powell, Robert
5625 Fishers Lane	Twinbrook 4	Lab	Edwards, Timothy	NIMH		LaClair, Andrew		Powell, Robert
5625 Fishers Lane	Twinbrook 4	Lab	Edwards, Timothy	NINDS		Winters, Mary		Powell, Robert
5635 Fishers Lane	5635 Fishers Lane	Office	Edwards, Timothy	DIR RES		Secunda, Miriam	Dillon, Laura	
5635 Fishers Lane	5635 Fishers Lane	Office	Edwards, Timothy	NEI		Abrokwa, Desmond	Dillon, Laura	
5635 Fishers Lane	5635 Fishers Lane	Office	Edwards, Timothy	NHGRI		Barnhart, John	Dillon, Laura	
5635 Fishers Lane	5635 Fishers Lane	Office	Edwards, Timothy	NHLBI		Wong, Anne Laurie	Dillon, Laura	
5635 Fishers Lane	5635 Fishers Lane	Office	Edwards, Timothy	NIAAA		Alguard, Tanya	Dillon, Laura	
5635 Fishers Lane	5635 Fishers Lane	Office	Edwards, Timothy	NIDDK		Sorenson, Ed	Dillon, Laura	
5635 Fishers Lane	5635 Fishers Lane	Office	Edwards, Timothy	OD		Secunda, Miriam	Dillon, Laura	
6001 Executive Boulevard	6001 Executive Blvd (NSC)	Office	Queen, Karen	NIDA		Baxley, Karen		
6001 Executive Boulevard	6001 Executive Blvd (NSC)	Office	Queen, Karen	NIMH		LaClair, Andrew		
6001 Executive Boulevard	6001 Executive Blvd (NSC)	Office	Queen, Karen	NINDS		Winters, Mary		
6001 Executive Boulevard	6001 Executive Blvd (NSC)	Office	Queen, Karen	OD		Secunda, Miriam		
6001 Executive Boulevard	6001 Executive Blvd (NSC)	Office	Queen, Karen	ORFDO_DPM		Brereton, Percy		
6001 Executive Boulevard	6001 Executive Blvd (NSC)	Office	Queen, Karen	ORS (DMAPS, DOES)		Secunda, Miriam		
6006 Executive Boulevard	6006 Executive Blvd	Other	Queen, Karen	CIT		Wilson, Delores		
6006 Executive Boulevard	6006 Executive Blvd	Other	Queen, Karen	DIR RES		Secunda, Miriam		
6011 Executive Boulevard	6011 Executive Blvd (Energy)	Office	Queen, Karen	CC		Evans, Michelle		
6011 Executive Boulevard	6011 Executive Blvd (Energy)	Office	Queen, Karen	DIR RES		Secunda, Miriam		
6011 Executive Boulevard	6011 Executive Blvd (Energy)	Office	Queen, Karen	OD		Secunda, Miriam		
6100 Executive Boulevard	Executive Bldg	Office	Bullman, Jim	CC		Evans, Michelle	Henn, Carl/ Dillon, Ray	
6100 Executive Boulevard	Executive Bldg	Office	Bullman, Jim	DIR RES		Secunda, Miriam	Henn, Carl/ Dillon, Ray	
6100 Executive Boulevard	Executive Bldg	Office	Bullman, Jim	NICHD		Abrokwa, Desmond	Henn, Carl/ Dillon, Ray	
6100 Executive Boulevard	Executive Bldg	Office	Bullman, Jim	NIDDK		Sorenson, Ed	Henn, Carl/ Dillon, Ray	
6100 Executive Boulevard	Executive Bldg	Office	Bullman, Jim	OD		Secunda, Miriam	Henn, Carl/ Dillon, Ray	

Address	Building Common Name	Subtype	Facility Manager	IC	Administrative Officer	DOHS Specialist	NEMS Champion	Radioactive Waste Specialist
6101 Executive Boulevard	6101 Executive Blvd (Atrium)	Office	Queen, Karen	LESSOR		N/A		
6101 Executive Boulevard	6101 Executive Blvd (Atrium)	Office	Queen, Karen	NIDA		Baxley, Karen		
6101 Executive Boulevard	6101 Executive Blvd (Atrium)	Office	Queen, Karen	NIMH		LaClair, Andrew		
6101 Executive Boulevard	6101 Executive Blvd (Atrium)	Office	Queen, Karen	NINDS		Winters, Mary		
6116 Executive Boulevard	6116 Executive Blvd	Office	Bullman, Jim	NCI		?	Parker, Tanya	
6610 Rockledge Drive	6610 Rockledge Dr	Office	Farrar, Ron	NIAID		?		
6700 Rockledge Dr	6700A Rockledge Dr (Rockledge A)	Office	Hainey, Ray	NIAID		?		
6700 Rockledge Dr	6700B Rockledge Dr (Rockledge A)	Office	Hainey, Ray	NIAID		?		
8424 Helgerman Court	8424 Helgerman Crt	Office	Bullman, Jim	NCI		?		
8697 Grovemont Circle	8697 Grovemont Circle	Warehouse	Neely, Robert	NCI		?		
9640 Medical Center Drive	9640 Medical Center (Key West)	Lab	Edwards, Timothy	NCI				
9800 Medical Center	9800 Medical Center	Lab	Chambers, Bruce/ Edwards, Timothy	NICHHD		Abrokwa, Desmond		Powell, Robert
12501 Washington Ave.	FLOW Bldg	Lab	Edwards, Timothy	DIR RES		Secunda, Miriam		Powell, Robert
12501 Washington Ave.	FLOW Bldg	Lab	Edwards, Timothy	NIAAA		Alguard, Tanya		Powell, Robert
7201 Wisconsin Ave	Gateway Bldg	Office	Hainey, Ray	NIA	Francis, Ignacina	Bell, Mary Ann	Francis, Ignacina	
4949 Battery Lane	4949 Battery Lane (Aldon Apts)	Family				N/A		
5411-5415 W Cedar Lane	5411-15 W Cedar Ln (Doctor Park)	Other	Mach, Chris	NIMH		LaClair, Andrew		