



## MEETING MINUTES

**Rockville Environmental Working Group  
NIH Environmental Management System (NEMS)  
Tuesday, May 13, 2008  
11:00 am – noon**

### Meeting Objective(s):

- Provide information on upcoming NEMS activities
- Determine status of action items from previous meetings
- Provide summary of meeting on the recycling protocol
- Determine next steps for addressing recycling issues, including a pilot at EPN
- Identify general outreach options

### Attendees:

Joan Becker (NCI)  
Joe Bladen (ORF)  
Laura Dillon (NHGRI)  
Ray Dillon (OD)  
Carl Henn (OD)  
Robin Hirschhorn (Booz Allen)

Terry Leland (ORF)  
Kristen Peters (Booz Allen)  
Karen Queen (ORF)  
Roger Weidner (ORF)  
Don Wilson (ORF)

### Minutes:

#### NEMS Update

Robin Hirschhorn 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 May 14<sup>th</sup> at noon in Building 45 (Natcher), Balcony C, will explore the impact of environmental conditions on children's health and development. Dr. Michael Dellarco of NICHD will provide an overview of the National Children's Study. For more information on the Green Hour, visit <http://www.nems.nih.gov/greenhour/>.

Ms. Hirschhorn also informed the working group of the new Green Teams that are being established to help Institutes and Centers (ICs) green their activities. The Green Teams are being piloted at several ICs, including NIDCD, NIDDK and CIT. These teams will help deploy the NEMS and the implement the *NIH Goes Greener!* campaign.

Carl Henn informed the working group that refreshments will be available at Executive Plaza North (EPN) and Executive Plaza South (EPS) for National Bike to Work day on May 16<sup>th</sup>. Coffee, juice and other refreshments will be available from 8 – 10 AM.

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## Review of Action Items

The action items resulting from the April 8th 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	Complete	A meeting to finalize the protocol was held on May 6 <sup>th</sup> . Details on this meeting are provided in these minutes.
2. Create informational matrix of Montgomery County facilities	Ongoing	Kristen Peters updated the matrix with the comments collected during the April 8 <sup>th</sup> meeting. She will be distributing the matrix again to collect missing information.

## Status of Protocol for Resolving Recycling Complaints and Issues

A protocol for resolving recycling complaints and issues has been drafted. Don Wilson, Pat Rice and Glen Stonebraker met on May 6<sup>th</sup> to review the protocol and finalize its content. Mr. Wilson informed the working group of the decisions reached during the May 6<sup>th</sup> meeting. During this meeting, they agreed that the protocol should not be complaint-driven. Instead, NIH should inform the property owner/manager of any issues or concerns and try to resolve between the parties. Mr. Rice has been proactive in addressing any issues that have come to his attention and is working with the facility managers to find a resolution. As a result of the May 6<sup>th</sup> meeting, Mr. Wilson will meet with Donna Phillips to inform of the recycling requirements at leased facilities and begin to work with her and the facility managers to address any shortcomings in the recycling services. In addition to meeting with Ms. Phillips, Mr. Wilson will also identify sites with any recycling services problems and then attempt to address these problems through regular meetings with the facility managers and property owners. If any recycling related issues or problems arise before these meetings occur, you may contact Mr. Wilson and Mr. Rice.

Mr. Rice and Mr. Wilson are also working to strengthen the recycling requirements in new leases. The new NIH contracts will be GSA leases, which include standard language for recycling services. Mr. Rice provided Mr. Wilson with the boilerplate language for new leases. Mr. Wilson added additional language to strengthen the recycling requirements.

## EPN Pilot

Joan Becker asked Ms. Hirschhorn to brief the NCI's Behavioral Research Program located at EPN about the NEMS and this working group's activities. This briefing was well received and the participants appreciated the information. The participants inquired about recycling and it became apparent that the biggest issue at EPN is the lack of awareness among the building's occupants on how recycling happens at EPN and what can be recycled. Therefore, the NCI staff agreed pilot a strategy for identifying the recycling issues at a site and developing materials to communicate recycling information to the building occupants. The working group determined that

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this pilot should be expanded to other buildings located near EPN, including EPS and 6116 Executive Blvd. If successful, this pilot could be expanded beyond EPN and nearby buildings. The working group suggested targeting those buildings with the most complaints next.

EPN was selected not only due to the interest of NCI but also because the recycling contractor, Georgetown Paper Stock, is the same as used at Bethesda. Georgetown Paper Stock can recycle paper, cardboard and commingled items. An assumption is that the custodial services is taking recyclable materials to the loading dock. Karen Queen informed the group that property owner would know what requirements are in the custodial contract. Ms. Queen stated that a major recycling issue at some buildings is that the contract language does not specify providing recycling containers. Mr. Wilson informed the working group that property owner does not usually provide bins and Georgetown Paper Stock could provide bins for \$9 each. Ms. Queen stated that Montgomery County can provide a limited number of blue desk bins at no cost. She is working with Montgomery County to provide bins for all of the Neuroscience Center (6001 Executive Blvd.), which includes 800 employees. Mr. Wilson stated that he can obtain cardboard containers for those who need them.

The communication tools to be developed under this pilot will be building specific and may include posters, flyers and global emails. The content will not only focus on the recycling services available but will also focus on waste prevention. Mr. Wilson offered to meet with the EPN facility manager once he meets with Ms. Phillips and Mr. Rice.

To kickoff the EPN pilot, Ms. Hirschhorn will work with Ms. Becker to create a strategy that will include briefing the FM and Administrative Officers (AOs). They will schedule a meeting for the EPN building that includes NCI chief AO, EPN facility manager, Mr. Wilson and the recycling contractor if possible. Additional meeting participants should include Ms. Queen (due to pending facility manager changes) and the new recycling coordinator. The meeting's objectives will include:

- Determine who provides containers,
- Identify what can be recycled,
- Determine if the custodial staff educated,
- Identify best communication tools(e.g., briefings, flyers, global emails).

Most of the information collected during this initial meeting will be initially put in a fact sheet.

### **Identification of General Outreach Options**

The working group also identified the best ways to distribute information on other environmental issues besides recycling. The best means for distributing information is through the AOs. Mr. Wilson suggested that Staples, the HHS strategic purchasing source, could present their tool for buying green office products to AOs at leased facilities. In addition, Ms. Hirschhorn suggested that the Rockville facilities participate

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in the green office evaluation that is currently underdevelopment. This evaluation can be conducted during the day or evening and will examine how green current office activities are at NIH. An evaluation kit and high-level training for the evaluators is currently being developed and will be available in the upcoming weeks.

**Action Items:**

Action Item	Responsible Person(s)	Due Date
1. Provide information for key contacts at Montgomery County facilities	Kristen Peters	Monday, June 2
2. Arrange meeting to discuss recycling services at EPN. Participants will include: Joan Becker, NCI Chief AO, Don Wilson, Karen Queen, Jim Bullman, and Robin Hirschhorn	Kristen Peters	Friday, May 30
3. Send contact information for any additional participants for this working group to Kristen Peters ( <a href="mailto:peters_kristen@bah.com">peters_kristen@bah.com</a> )	Group	Monday, June 9

**Next Meeting:**

The next meeting is scheduled for Tuesday, June 10<sup>th</sup> at 11 AM. The specific location will be provided an update to the recurring meeting request.