



MEETING MINUTES

Rockville Environmental Working Group NIH Environmental Management System (NEMS)

Tuesday, June 10, 2008

11:00 am – noon

Meeting Objective(s):

- Provide information on upcoming NEMS activities
- Collect comments on building-specific recycling communications templates
- Develop strategy for awareness program on topics other than recycling

Attendees:

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

Bill Ketner (ORF)
Terry Leland (ORF)
Mark Marshall (ORF)
Kristen Peters (Booz Allen)

Minutes:

NEMS Update

Terry Leland informed the working group of current NEMS activities. Current activities include the following:

- Three institutes have started pilot programs for Green Teams: NIDDK, NIDCD, and NEI. The Children's Inn and CIT are also greening their activities.
- A working group for greening the Clinical Center is under consideration.
- The Sustainable Lab Practices Working Group is targeting and prioritizing specific NIH laboratory chemical waste streams for reduction. The top target chemicals have been determined, and the working group is now identifying greener alternatives for the target chemicals .
- The NEMS Sustainable Office Practices Working Group is currently focusing on green purchasing. The working group is coordinating with Staples, a HHS strategic source, to provide a website of green office products that meet the federal requirements.
- The internal audit of the NEMS will occur by the end of the year. Since the NIH sites within Montgomery County fall under the NEMS scope, these sites may be audited.

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- The NEMS awareness training will soon be available through the NIH Training Center. It will be up to each IC's executive officer (EO) to ensure all employees have taken the awareness training.

Building-Specific Recycling Initiative

The working group discussed the latest activities related to the building specific recycling initiative.

EPN Pilot Meeting

Kristen Peters updated the working group on the status of the strategy meeting to discuss recycling services at EPN. The participants for this meeting include: NCI chief administrative officer (AO), EPN facility manager, Joan Becker, Karen Queen, and Don Wilson. Larry Ray was identified as the chief AO for NCI. Since Mr. Ray is also the NCI EO, it was decided that he was not the most appropriate person to represent the AOs; instead, it was suggested that key AOs located at EPN be included in the meeting. Ms. Becker suggested that Mr. Ray be informed of recycling initiative at EPN and possibly designate a representative for the AOs. Ms. Becker said that Kim Newball could represent the AOs at this meeting. Since all of the participants for the strategy meeting are now identified, Ms. Peters will schedule the meeting for the upcoming weeks.

Fact Sheet and Poster Templates

Ms. Peters presented a preliminary draft fact sheet and poster that were created in preparation for the upcoming EPN strategy meeting (see Attachment 1 and 2). These communications materials are intended to be templates for presenting information on recycling services at NIH sites. The drafted materials in the attachments currently describe recycling services at EPN; however, the content would be modified and tailored to each building as the initiative expands. The content included in the fact sheet and poster need to be reviewed by Don Wilson for accuracy. The working group reviewed the fact sheet and poster templates to determine if the topics covered, tone, amount of information and content is not completely accurate. Comments collected during this meeting are listed below:

- Topic areas are appropriate;
- Reduce the amount of text;
- Combine the fact sheet and poster by adding images of the recyclable materials to the fact sheet's table (p.2);
- Add information on how to obtain hallway/corridor recycling bins;
- Add Joan Becker's contact information for recycling of printer and copier toner cartridges;
- Indicate that paper items should be recycled in the cardboard containers; and

- Indicate that plastic, glass and aluminum items should be recycled in the blue commingled containers.

Strategy for Rockville-Specific Awareness Program

The working group identified other topics beyond recycling that could be addressed to minimize the environmental impact. Ray Dillon inquired about the transportation shuttle route to Rockville sites and stated that they not necessarily helpful because the routes branch out from Bethesda campus and do not go between Rockville sites (e.g., from Executive Blvd. to Rockledge II). Ms. Hirschhorn took responsibility to contact Tom Hayden and/or Louise Davis to determine if a ridership survey has been done or if the Division of Travel and Transportation Services is considering revising shuttle routes.

The working group discussed whether ICs located at Rockville sites would be willing to sponsor Green Hour events. Ms. Becker intends to have Don Wilson speak to EPN staff regarding recycling services but has decided to postpone this event until the awareness materials are ready for deployment. Additionally, Ms. Becker will setup a Green Hour for EPN, and open to others at Rockville sites, to present information on the greening activities at NIH and to show either *Kilowatt Ours* or *Story of Stuff*. The working group decided that these events would be great ways to get others involved. Therefore, attendees will be asked to sign up as volunteers who will receive information on future events and will be responsible for distributing to others. Ms. Leland offered to coordinate the global email distribution for any IC-sponsored Green Hour event. She also suggested that Ms. Becker contact Nelvis Castro to help with distributing information to NCI.

Action Items:

Action Item	Responsible Person(s)	Due Date
1. 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, June 6
2. Review revised fact sheet/poster for accuracy of EPN recycling information	Don Wilson	Monday, June 30
3. Contact Tom Hayden and/or Louise Davis inquire about shuttle routes between Rockville sites	Robin Hirschhorn	Friday, June 13
4. Identify date for EPN Green Hour event	Joan Becker	Monday, June 30

Next Meeting:

The next meeting is scheduled for Tuesday, July 8th at 11 AM. The specific location will be provided an update to the recurring meeting request.



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ATTACHMENT 1



NIH Environmental Management System

DRAFT

To Protect the Future, Take Action Into Your Hands



How to Recycle at Executive Plaza North

NIH Recycling Mission

The NIH Recycling Program is committed to the delivery of effective, courteous, innovative, and responsive waste reduction and recycling services to Executive Plaza North (EPN). We are integrating the principles of recycling and waste reduction into all phases of daily activities and operations.

The 4 R's of Recycling

- **Reduce:** Waste prevention, or "source reduction," means consuming and throwing away less. It is the most preferred method of waste management.
- **Reuse:** Reusing items—by repairing them, donating them to charity and community groups, or selling them—also reduces waste. Reusing products, when possible, is even better than recycling because the item does not need to be reprocessed before it can be used again.
- **Recycle:** Recycling turns materials that would otherwise become waste into valuable resources. In addition, it generates a host of environmental, financial, and social benefits.
- **Rebuy:** When we buy recycled products, we create an economic incentive for recyclable materials to be collected, manufactured, and marketed as new products.

Recycling at EPN

When you place recyclable materials in the appropriate bins, custodial staff collects the materials and places them at the building's loading dock. Twice a week, recyclable materials are picked up by Georgetown Paper Stock (GPS), the recycling services vendor for EPN, at the loading dock. The materials are then sorted and processed at GPS's Rockville facility.

Montgomery County Recycling Requirements

Many of the items you use everyday **must** be recycled. Disposal in the general trash is illegal in Montgomery County for the following items:

- Mixed paper
- Aluminum cans and foil
- Glass bottles and jars
- Narrow-neck plastic bottles
- Steel and tin cans
- Cardboard, tissue and paper towel boxes

For more information, please contact:
NIH Recycling Program
301-496-7990

www.nems.nih.gov





Materials Recycled at EPN

Many of the items used to perform daily activities can be recycled or reused. You should strive for Zero Waste generation. Here are guidelines to help you maximize the materials you recycle.

Recyclable Item	How to Recycle
All Paper products <i>White or colored paper*, newspaper*, magazines, scientific journals, hard and soft-back books, telephone books, self-stick notes, envelopes, manila folders, and all other clean, dry paper</i>	Place in recycling bin
Plastic Products (Resin Grades #1, 2, 3, 4, 5, and 7, but not #6)* <i>Empty containers of any shape and size, detergent bottles, food storage containers, retail plastic bags, blister packs, shrink wrap, bubble wrap, trash can liners, and food bags</i>	Place in recycling bin <i>Please rinse food/beverage containers before placing in recycling containers.</i>
Glass bottles and jars*	Place in recycling bin <i>Please rinse food/beverage containers before placing in recycling containers.</i>
Aluminum Cans and Foil*	Place in recycling bin <i>Please rinse food/beverage containers before placing in recycling containers.</i>
Steel and Tin Cans*	Place in recycling bin <i>Please rinse food/beverage containers before placing in recycling containers.</i>
Printer and Copier Toner Cartridges <i>NIH Charities receives \$1 for each usable cartridge that is recycled</i>	Place in TBD
Cardboard, Tissue, and Paper Towel Boxes*	Flatten and place in corridor or loading dock; do not place paperboard in trash <i>Do not include trash and packing materials</i>
Electronics <i>Computers, monitors, laptops, keyboards, hard drives, and memory cards</i>	Call 301-402-6279 for collection

* Recycling is mandatory in Montgomery County for these items

Unacceptable for Recycling

Some items cannot be recycled. Do not place an item in a recycling bin if contaminated by food residue, infectious or radioactive materials, or hazardous chemicals.

Recycling Containers

The NIH Recycling Program will provide any NIH employee with a small cardboard desktop recycling container upon request. Call 301-402-6349 to request a cardboard container.





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ATTACHMENT 2

WHAT CAN I RECYCLE?

RECYCLING INFO – CALL 301-496-7990



YOU CAN ALSO RECYCLE....

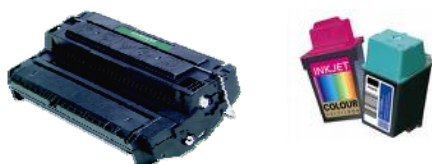
ELECTRONICS
(COMPUTERS, MONITORS, LAPTOPS, KEYBOARDS, HARD DRIVES, AND MEMORY CARDS)

Call 301-402-6279 for collection



PRINTER AND COPIER TONER CARTRIDGES

Place in TBD



CARDBOARD, TISSUE, AND PAPER TOWEL BOXES
(DO NOT INCLUDE TRASH OR PACKING MATERIALS)

Flatten and place in corridor or loading dock

