



**Meeting Minutes**  
**NEMS Green Team Leads Council Meeting**  
**Wednesday, February 16, 2011**  
**1:00 – 3:00 pm**

**Objectives:**

- Demonstrate and discuss the use of remote technologies to support the Electronic Stewardship Goal.
- Learn about the HHS Sustainability Outreach Calendar.
- Brainstorm NIH Greening Goals for 2011.

**Minutes:**

**Office Communications Server (Michele Schwartzman, CIT)**

Michele Schwartzman demonstrated the remote technology known as Office Communications Server (OCS). It is an internal collaboration tool that allows users to:

- visually see other users' presence status (on/offline, busy, available, etc.),
- instant message,
- audio and video conference, and
- web conference, including share a desktop.

The tool is integrated with Microsoft Office Outlook and SharePoint, but users need to at least have Office 2007. The tool also works with Macs. It is also compliant with the Federal Information Security Management Act (FISMA) even when using personal computers when teleworking at home.

The cost for this tool is \$5.27/year/license/user. (Recall that Adobe Connect is 15 cents/minute/connection.) If interested, you can contact the NIH Service Desk to have it installed.

**NEMS Update (Terry Leland, NEMS Coordinator)**

**Sustainability Group Awards Program**

Terry Leland first updated the group on the proposed Sustainable Group Awards Program. (Details may still change.) The purpose of the awards program is to incentivize actions and projects, especially those that are scalable and can be shared and adapted across the NIH. Awards will be given out quarterly and announced at NIH's Earth Day events. Two types of awards will be given to lab, office, or clinical entity: 1) to recognize past accomplishment; and 2) to fund a "grant" for a future sustainability event or business process improvement. ORF will administer the program, while Green Teams will nominate teams or ideas. The Sustainability Management Team reviews the nominations and the Deputy Director for Management will

approve winners on behalf of the Director. The exact funding amount has not been finalized yet. The group discussed the possibility of naming this award in memory of Carl Henn.

### **NEMS Website Refresh**

Next Terry updated the group on the NEMS Website refresh. The new site will be developed using SharePoint 2010, and will be the main communication tool for the greening community at NIH. The website will be enhanced such that each IC's Green Team will have a page they can update individually, as well as the possibility of blogs and calendar applications. There will also be a suggestion box for public view that will ensure feedback is provided.

### **NEMS Training Revision**

The NEMS Awareness Training is still mandatory training, but is currently being updated to be more practical. We will send a draft of the content out to the Green Teams Leads for review and comment.

### **HHS Sustainability Outreach Calendar**

HHS has released a Sustainability Outreach Calendar with a different topic for each month. ([http://intranet.hhs.gov/building/sustainability\\_calendar.html](http://intranet.hhs.gov/building/sustainability_calendar.html)) Each month HHS will supply a toolkit of materials on the current topic, and would like to know what activities NIH has planned and report back on the success of the event or activities. HHS has designated NIH as the lead for September's topic of Green Printing and Green Labs. The group discussed the possibility of using a spreadsheet on the SharePoint site for Green Teams to provide updates and feedback on their greening activities.

Be sure to check out the HHS Sustainability intranet site for more information. ([and http://www.hhs.gov/about/sustainability.html](http://www.hhs.gov/about/sustainability.html))

### **Miscellaneous**

The Sustainability Management Team, which oversees the NEMS, would like three Green Team representatives to participate in their quarterly meetings to report on what they are doing. If you are interested in presenting, contact Terry Leland at [lelandt@mail.nih.gov](mailto:lelandt@mail.nih.gov).

### **Recycling Update (Terry Leland on behalf of LTJG Beth Osterink, DEP)**

The full recycling update can be found on the SharePoint site. DEP is in discussion with Recycled Green about composting biobased waste at NIH. Waste audits conducted in 2010 for buildings 35, 37, 13, and at the 10B2 and 10C loading docks showed that approximately 25-35% of the solid waste in the dumpsters could be recycled. In 2010, 1,900 blue bins were distributed, but DEP still has a few thousand left if you have not distributed them.

### **Discussion of Opportunities for NIH Greening and Development of 2011 Goals**

The group brainstormed ideas for greening goals for the Council for 2011 and started to prioritize the list. If anyone has additional ideas, please contact Terry Leland at [lelandt@mail.nih.gov](mailto:lelandt@mail.nih.gov). The Sustainability Management Team is very interested in helping the

Council implement their ideas, assist with any policy development, and providing feedback in order for the Council to move their goals forward.

- **Conduct Green Labs Fair** – NHGRI, NIDCD, and NINDS last year; now push it out to other ICs; finding best locations; message: cost savings
- **Coordinate NIH-wide movie/speaker events**
- **Develop more farmers markets** – Executive and Rockledge area; message: local and organic food
- **Plan and hold America Recycles Day events** – solid list of personal items to recycle; more drop off points
- **Help ensure low VOC paint, recycled plastic carpeting, in renovations in leased and government-owned buildings are used throughout NIH**
- **Continue General outreach** – NEMS website, NIH & CIT calendars, marketing, monthly emails from NIH mgt. Develop an NIH-wide monthly or bimonthly email (keeping it simple and brief) promoting a different green practice each month, accompanied by related and referenced facts. Something like the Did You Know series that the NIMH green committee has been issuing.
- **Market the HHS Sustainability calendar to show senior leadership is behind it;** monthly email from NIH management developed by Green Teams
- **Encourage Green procurement** – general articles (contract clauses) that people can use for cafeteria contracts, events management, training people, etc.
- **Prioritize greening efforts for purposes of budgeting (52 item spreadsheet from HHS on greening ideas)**
- **Determine whether plastic or paper cups should be used at all Events Management facilities.** Black Styrofoam plates from catering companies? What is best? Recycling preference? Post-consumer recycled products
- **Communicate Thermostat settings/energy issues;** ranges for summer and winter settings; space heater fire risk; need to reissue memo/policy/guidelines; remember impacts from equipment placement; dress more appropriately; handheld thermostat handouts; manual issuance with mandatory off hours limits; watt stoppers; utility bill factsheets; building by building data; May
- **Green Electronic stewardship** – correct disposal process for recycling electronic waste
- **Use CIT Communications calendar for Green Teams to announce their events**
- **Encourage Teleworking** – Green Teams push it out a little more (30% of FTEs currently teleworking); ORF campaign; Union employees aren't supposed to telework? Contractors? Only track formal agreements and not ad-hoc; BRAC impact; support shared office space, satellite offices

### **Other Suggestions sent in by email:**

- **Paper.** Find a way to get the NIH Supply store to sell 100% post-consumer recycled paper and at reasonable rates. Two of our green-team AOs last week received wildly differing prices (one got a quote of \$43 for a box of 10 reams; another got a quote of \$95 for the same thing). We want to make 100% pcr paper mandatory in our policy but price may be an issue.
- **Energy use in leased bldgs.** Find a way to help leased buildings (such as 6001 Exec Blvd, occupied 100% by NIMH, NINDS, and NIDA) measure their energy use, so they can measure their progress in reducing it.
- **Lab practices.** Consider developing an NIH-wide training or workshop (maybe offered once a month) for all IRP lab staff on use of the least toxic chemicals and research practices, and advertise it perhaps through the Did You Know email, plus other venues.
- **Recycling.** Pass out more blue bins.
- **Paper Free NIH.** Policies for double-sided printing, recycled-content paper, scanners, going digital
- **Water Quality Inspections.** Place water quality inspections at water fountains to reduce bottled water.

For a copy of any meeting materials mentioned above, please visit

<http://orfweb.od.nih.gov/sites/dep/Greenteam/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsites%2fdep%2fGreenteam%2fShared%20Documents%2fMeetings%2f2011%2fFebruary%202011&FolderCTID=&View=%7b6C24BFA2%2d3EED%2d4D2A%2d84E8%2dD397E0FBC781%7d> or contact Terry Leland, [lelandt@mail.nih.gov](mailto:lelandt@mail.nih.gov).

### **Next Meeting**

The next meeting will be held on Wednesday, March 16, 2011, at 1:00 pm in **Building 31/6C Room 7**.



**GREEN TEAM LEADS  
SIGN-IN SHEET**

**February 16, 2011 1:00-3:00 pm**

IC	Green Team Leads (please initial)		Green Team Members (please print name)
Clinical Ctr	David Folio		
CIT	Anita Miles	Adriane Burton	Wendy Lord-Toussaint WLT
CSR	Kevin Laser	Dr. Fungai Chanetsa	
FIC	Lauren Sikes	Yolanda Johnson	<i>Yolanda Johnson</i>
NCCAM	Catherine Law	Cyndi Arizona	
NCI	Susan Ettehadieh	Dominique Lorang-Leins Joan Becker	
NCRR	David Price		
NEI	Mark Stevens	Dr. Robert Weichbrod	<i>Mark Stevens</i>
NHGRI	Trevor Blake TB		
NHLBI	Ina Broadnax	Katie Krueger McMahon	<i>Katie McMahon Ina Broadnax</i>
NIA	Iggy Francis IF	Lou Schechter (Baltimore)	
NIAAA	Bob Ward BW		
NIAID	William Gillen	Andrew Gootee	<i>Mary Dunne</i>
NIAMS	Valerie Green	Sandy Cheng	





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IC	Green Team Leads (please initial)	Green Team Members (please print name)
NIBIB	Desi Tubb DT	
NICHD	George Gaines	Janice Wahlmann
NIDA	Darius Bickham	Jennifer Tangrea JT
NIDCD	Chad Wysong	Chris Carlsen
NIDCR	Mike Munday	Thomas Murphy
NIDDK	Bradford Felton BF	Sylvester Jackson
NIGMS	Jennifer Villani	
NIMH	Sophia Glezos Voit	
NINDS	Erin Brandt	Erin Brandt →
NINR	Sussana Morales	Brandis O'Neal BO
NLM	Elisabeth Unger	Felicia Derricott
OD	Joyce Little	Theresa Franklin
OHR	Lisa Parkins	
OTT	Kevin Chang	



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IC	Green Team Leads (please initial)		Green Team Members (please print name)
ORF	Mike Robertson		
ORS	Brad Moss <i>BOM</i>	Martha Blalock <i>MB</i>	Allyssa Maddox (NINDS) <del>Radha</del>
ORS, NIH Library	Mary Hash <i>MH</i>		
FDA CBER	Aaron Chen <i>AC</i>		

NEW MEMBERS				
Name	DEL IC	E-mail	Phone Number	Would you like to be added to the distribution list to receive future invitations and information?
<i>Colette?</i>				
<i>Wiggs?</i>				



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OTHER MEMBERS		
Name	IC	
Terry Leland	DEP	TL
Danita Broadnax	DEP	DB
LTJG Beth Osterink	DEP	
Don Wilson	DEP	
John Prom	DEP	
Charlyn Lee	DEP	
James Pitt	DEP	JP
Ray Dillon	OD	RD
Robin Hirschhorn	Booz Allen	
Linda Thompson	Booz Allen	LT
Renny Floyd	ORF/DEP	KF
Susan Hinton	ORF/DEP	SMH