



**NIH Environmental Management System (NEMS)
Green Team Leads Council Meeting
Wednesday, March 17, 2010
1:00 – 3:00 pm
Building 31, 6C, Room 9**

Objective:

- Identify the strategy for achieving the 2010 objectives for the green teams

Attendees:

- | | |
|------------------------|-------------------------------|
| Maria Barhams (NIDA) | Mary Hash (OD) |
| Joan Becker (NCI) | Robin Hirschhorn (Booz Allen) |
| Trevor Blake (NHGRI) | Sylvester Jackson (NIDDK) |
| Courtney Bracey (ORS) | Yolanda Johnson (OD) |
| Danita Broadnax (ORF) | Catherine Law (NCCAM) |
| Ina Broadnax (NHLBI) | Terry Leland (ORF) |
| Mehryar Ebrahimi (NLM) | Brad Moss (OD) |
| Dave Folio (CC) | Beth Osterink (ORF) |
| Iggy Frances (NIA) | John Prom (ORF) |
| Theresa Franklin (OD) | Sofia Glezos-Voit (NIMH) |
| George Gaines (NICHD) | Don Wilson (ORF) |
| Valery Green (NIAMS) | |

Action Items Updates:

Robin Hirschhorn started the meeting by reviewing the action items.

| Last Months Action Items | Responsible Person(s) | Update |
|---|-----------------------|--|
| 1. Distribute the initial quantity of switch plate covers for the pilot | Brad Moss | Completed. |
| 2. Contact John Crawford concerning the inconsistent charging in the cafeterias when using reusable mugs. Offer to provide signs as a reminder. | Beth Osterink | March 17, 2010 |
| 3. Work with your Green Teams to identify the types of contracts that you have within your IC | All Green Team Leads | March 17, 2010 |
| 4. Sign up for the NIH environmental listserve (GreenServe) if you haven't already (and pass on to your Green Team members). | All Green Team Leads | March 17, 2010 |
| 5. Attend the Go Greener Challenge Trainings. | Green Team Leads | February 25 (offices) March 25 (labs) |
| 6. Identify what performance measures you will use for your objectives (how will you track progress?) | Green Team Leads | March 17, 2010 |

Action Item #1)

Completed. Brad Moss distributed an initial quantity of switch plate covers at the meeting. Brad brought approximately 1500 covers which is enough for each IC to have 50 covers as a pilot for the program. Members were asked to report back to Mr. Moss after the pilot with the total amount that they would need of each type (single switch or double switch). If you did not get yours, please contact Brad at mossb@ors.od.nih.gov

Action Item #2)

Beth Osterink contacted John Crawford about the inconsistent pricing for drinks served to employees with reusable mugs in the cafeteria but has yet to receive a response. Some members expressed frustration at the amount of non-green containers and other non-green items used in the cafeterias. LTJG Osterink reassured the members of the council that the cafeteria management was aware of the situation and working to correct it. Another concern raised was the people using the cafeterias are not aware of which materials can be recycled and which cannot. Beth will report back at the next meeting.

Action Item #3)

Some of the leads responded that they had identified what types of contracts their ICs were currently using and were identifying ways to add green language to those contracts. Most of the ICs, however, responded that they had not yet identified the types of contracts they use. Discussion of this topic was postponed until more of the ICs have identified their contracts and could contribute this information to the group.

Action Item #4)

Ms. Hirschhorn reminded the members to sign up for the Greenserve at <https://list.nih.gov/cgi-bin/wa?SUBED1=greenserve-l&A=1>.

In other Greenserv related news NINDS announced that it is doing a lunch and learn seminar that has been posted to the Greenserve.

Action Item #5)

Ms. Hirschhorn asked for feedback on the Go Greener office training. One of the team leads mentioned that she felt the questionnaire was too long. Another member received complaints that the challenge questionnaire was too invasive and that too much policing would be required to take part in the challenge. The challenge must not be seen as policing but instead for the purpose of collecting data, and that staff will not be held responsible for the environmental performance of the office. The support from senior management is essential to support this and some members have reported that they have the support of senior management to go forward with the challenge.

One member that took part in the challenge last year mentioned that they identified energy use as their primary goal for the year and that they had put energy saving measures in place. They experienced very little resistance to the challenge by presenting it as educational outreach instead of a corrective action. Ms. Hirschhorn reported that other ICs have had similar experiences.

Ms. Hirschhorn reminded the group that March 25th is the lab challenge

Action Item #6)

Ms. Hirschhorn Invited the Council to discuss their objectives and the performance measures that they would be using to measure their success.

NEMS Update:

Ms. Leland reminded the members about the HHS Environmental Awards. Anyone can nominate teams or individuals for their green efforts over the past year.

Ms. Leland also asked the IC's if they had any pictures they would like to submit for inclusion in the environmental report. These might be pictures of the green team leads, NIH personnel taking part in green activities or graphics that deal with NIH greening efforts.

LTJG Osterink also requested that any green team that is collecting recycling and waste management data send the data to her. One of the team leads asked LTJG Osterink for guidance on collecting waste reduction data. LTJG Osterink recommended the website www.wastewise.com.

Green Team Updates:

Iggy Frances reported that NIA has had a green team meeting and will be moving forward with a kick-off event in May. The pilot study for using recycled paper in the printers has been very successful and the NIH supply story is now stocking the paper.

Dave Folio from the Clinical Center is doing a "turn your lights off" campaign with a series of light bulb shaped magnets that go on the door jamb near the light switches. These will be used in place of the switch plate covers in the Clinical Center.

Maria Barhams from NIDA has been working with the budget office to reduce unnecessary paper copies of materials. NIDA has also worked on a green purchasing plan as well as setting all printers to auto-duplexing and all computers will be set to automatically hibernate as well.

NHLBI has done some work on branding so that everybody recognizes its greening efforts.

Sylvester Jackson from NIDDK has identified the fellows that can effect the most change and will be making a presentation to those people about the green procurement and mad as a hatter mercury campaign

Trevor Blake from NHGRI mentioned that many of the scientists are upset about the toner cartridges that are stacked up for recycling. They are replacing the current "stack" with a recycling bin and will be posting signage that reminds people that toner cartridges are recyclable. Trevor also mentioned that NHGRI will be holding a greening event that will include activities for children and plant sales.

George Gaines followed up on his comments from February's meeting and clarified that there are not actually timers on the fuse boxes in building 31 as previously reported, but the fuse boxes have places built into them for timers and timers could be easily added.

POTS Purchasing Online Service:

Ina Broadnax spoke about the POTS purchase order tracking system. NHLBI is adding green purchasing information to the POTS online service. This system will track how many people are purchasing environmentally preferable products. Right now there is some debate over making the green purchasing question box mandatory or not.

2010 Green Team Objectives Update:

Ms. Hirschhorn asked the Council what order they would like to complete the objectives. The decision was made that the objectives would be completed, one per quarter, in the following order:

- 1) Paper Free Day
- 2) Lights-Out Campaign
- 3) Toxic Chemical Reduction Campaign
- 4) Contract Greening Campaign

Ms. Hirschhorn mentioned that the paper free day could be put together very quickly. The Council decided that the objective of a paper free day should be to create awareness and change behavior so that people will use less paper after the paper free day. The performance measure for this objective will be a reduction in paper use after the paper free day. One way to measure this is to measure the amount of paper purchased in a typical month (or week or day) before and after the paper free day. Some council members mentioned that it would be difficult or impossible to measure how much paper they are purchasing. Smaller ICs with centralized purchasing would have an easy time measuring the purchasing of paper. One council member recommended that larger ICs could measure direct consumption of paper by monitoring the amount of pages each printer uses.

It was decided that the Paper Free initiative would be announced on Earth Day and then scheduled for early May. Some Council members mentioned making it a "paper-less" day which would focus on reduction of paper instead of the elimination of paper entirely. The council decided that a paper free day in early may was the best option. The day will be decided on and an email sent out before Earth Day. The Council may try to tie the date selected in with Arbor Day.

The Council discussed actions that would help spread the word about the paper free day and identified the following actions:

- 1) Email from as high in management as possible
- 2) Article in "The Record"
- 3) Digital signs in the cafeteria
- 4) Possibly a way to post feedback

- 5) Electronic fliers with info on paper free day
- 6) Scanner demonstration

Next Meeting:

Next meeting will be held on April 21st at 1:00pm in Room 7 of building 31. *Please note that the room for this meeting has changed from the previously published location.*

Action Items:

| Action Item | Responsible Person(s) | Due Date |
|---|-----------------------|----------------|
| 1. Contact John Crawford concerning the inconsistent charging in the cafeterias when using reusable mugs. Offer to provide signs as a reminder. | Beth Osterink | March 21, 2010 |
| 2. Action items for Earth Day | Hirschhorn/Leland | April 15, 2010 |
| 3. Send Intranet and SharePoint sites to Robin Hirschhorn | Council members | April 15, 2010 |
| 4. Post Intranet and SharePoint site links on the NEMS Website | Hirschhorn | April 21, 2010 |