



Meeting Minutes
NEMS Green Team Leads Council Meeting
Wednesday, August 18, 2010
1:00 – 3:00 pm

Objectives:

- Identify status of Sustainable Lab Outreach Events
- Agree on draft letter on reducing printing of newsletters
- Identify tools and strategy for America Recycles Day
- Identify tools and strategy for the Lights Out Campaign

Minutes:

NEMS Update/Action Item Review (Robin Hirschhorn, Booz Allen)

The NIH Green Awards Program is with senior management and is going to Dr. Collins for signature soon. Expect that it will be rolled out within the next few months.

The 2009 NIH Environmental Sustainability Report is under review and will be coming out in the fall. Information on NIH's overall accomplishments as well as those of the Green Teams that submitted information are included. **Green Teams should be keeping track of their current accomplishments for the 2010 report.**

The Sustainability Management Team (SMT) is the senior management body that oversees the EMS. Members include representatives across NIH but additional SMT members from IC leadership are being sought. **Any Green Team leads that feel there is a member of their institute's management that would be interested in and a strong addition to the SMT, please contact Robin Hirschhorn or Danita Broadnax.**

There was a request last month for members of ORF to address the Council on NIH's accomplishments within the facilities areas. Kenny Floyd (Director, Division of Environmental Protection) will talk about sustainable buildings accomplishments at the September meeting.

To increase communications on NIH's accomplishments, Kenny Floyd will also be issuing monthly letters to the Greenserve on various topics of interest. **Please let Robin Hirschhorn or Danita Broadnax know if there are any topics that you would like to see addressed.**

Any Council members interested in using the Go Green Challenge (office or lab) roll up tool to bring together data from more than one lab or office into a single rating, should contact Robin Hirschhorn or Danita Broadnax so they can schedule a short training session.

As many of you know Carl Henn, NIH's Green Purchasing coordinator passed away during the July thunderstorms. He was a great advocate and champion on sustainability both at work and in his personal life. **Council members interested in supporting a "natural memorial" to Carl Henn on the NIH campus (such as a tree or garden) should contact Robin Hirschhorn.**

Council members interested in the PC energy management tool Verdiem Surveyor pushed out on the ORF/ORS computers should see Greg Leifer's (ORF Energy Manager) presentation at the GreenGov online symposium that was sent out on the Greenserve. An almost 40% reduction in PC energy usage was expected in the pilot (1400 PCs) which is an estimated savings through 2009 of \$172K. If you would like to participate in this effort, please contact Brad Moss.

Council members should consider attending the first GreenGov Symposium on October 5-7, 2010, hosted by the White House Council on Environmental Quality and held at the George Washington University in Washington, DC. This is the symposium that was previously held each spring at NIH. The Symposium will feature two and one-half days of plenary sessions, workshops, training and networking, featuring presentations from and conversations with Federal colleagues, GW faculty, state and local government, and private sector executives with direct sustainability experience. To register: <http://www.gwu.edu/explore/aboutgw/eventscalendars/greengov> The registration fee for a government employee is \$225.

Another conference is the GovGreen Conference and Exposition which will be held November 9-10 at the Walter E. Washington Convention Center. Registration is FREE for government employees. <http://www.govgreen.org/GOVgreen2010/public/Content.aspx?ID=1037&sortMenu=103000>

Members of DEP are working with the **NIH Supply Center** (the new name for the self service stores and Gaithersburg Warehouse) to validate their current "green catalog" which carries items that do not meet current green acquisition requirements. We will be inviting representatives of the Supply Center to speak at an upcoming Council meeting on their recent improvements and to discuss collaborative efforts to meet Green Procurement goals at NIH. **Anyone interested in this effort or with suggestions for "green products" that you would like the Supply Center to carry, should contact Robin Hirschhorn or Danita Broadnax.**

It was confirmed by multiple Council members that green objectives are no longer on Executive Officer performance plans.

Any Council members with ideas for the format of the Council meetings should contact Robin Hirschhorn or Danita Broadnax. Would you like to see more speakers, videos, presentations on specific topics, briefings by IC Green Teams on their accomplishments, or presentations by Green Champion award winners? Would you like to volunteer to lead the Council?

Recycling (LTJG Beth Osterink)

Cafeteria Recycling Bins: Eurest purchased two new sets of recycling bins for the Building 31 cafeteria. The bins include pictures above them that aid employees in knowing what can be recycled. During the past two weeks outreach was done to assist in properly sorting waste. Thank you to the following volunteers for assisting on days Kazu and Beth were unavailable: Sandra Menzies, Philip Previti, Felicia Derricott, Mary Hash, and George Gaines. Your observations and assistance were greatly appreciated.

Green Idea: Do your own waste audit. Sort, organize, weigh or count the recyclable items you find in the trash within your office/division/IC. Display the results.

America Recycles Day (LTJG Beth Osterink)

New idea for ICs – challenge each lab to consider recycling one discarded item that is not currently recycled. Bring your ideas to DEO for review and assessment of the practicality of adding the item to our pilot or list of recommended recyclables.

Volunteers are needed for outreach at all buildings during the month of September. **Please sign up on the Green Team Leads Council SharePoint calendar.** Two poster boards and flyers to post throughout the buildings will be provided. Data will be tracked during October and announced during America Recycles Day week. Assistance is also needed in assembling possible prizes. We have bowling pins to make trophies (see last month's slides for examples) and can scavenge for metal. We need assistance in attaching the metal to the bowling pins. Does anyone have the facilities to do this? The focus group has not met yet.

Please note that LTJG Kazu Okumura is the acting NIH Recycling Coordinator while LTJG Beth Osterink is out on maternity leave.

Sustainable Lab Practices Working Group and Chemical Waste Update (LTJG Kazu Okumura)

Autoclave Tape

The following section has been updated with corrected information since the meeting. This is the corrected information related to autoclave tape:

Certain brands of autoclave tape use a lead (Pb) compound. The 3MT ComplyT Steam Indicator Tape (1201, 1222, 1223, 1255) sold through the NIH Supply Center (until Sept 17, 2010) did contain a lead compound. Please use any existing supplies of this tape you may have and continue to dispose in a manner consistent with current NIH Waste Disposal Guidelines.

The NIH Supply Center is now selling only lead-free alternatives. Contact the Division of Environmental Protection at 301-496-7990, if you have questions.

Attached is a link to the Duke University safety site with a flyer of lead-free tape suppliers that can aid you in your future purchases.

<http://www.safety.duke.edu/EnvPrograms/Docs/LeadTape.pdf>

NIH Research Festival

DEP will be participating in the 2010 NIH Research Festival to present on greenhouse gas accounting activities required by Executive Order 13514. Ed Rau and LTJG Kazu Okumura will be at the festival on October 6th between 11 am and 1 pm.

Online Clearinghouse Tool

The Lab Working Group is continuing the development of an online clearinghouse tool to be used by the intramural community to exchange green lab ideas. We still need ideas and suggestions on what this tool will look like and the features that researchers would like to see.

Please pass this on to your intramural staff and have them send ideas to LTJG Okumura.

Lab Objectives Guidance

The guidance was written to help the IC Green Teams to set green lab objectives with their intramural staff. This document stresses the importance of each IC, group or lab identifying the process that is most appropriate for their organization and setting objectives that are relevant. The document is now posted on the Green Team Leads SharePoint site. **Please read the guidance and send comments to LTJG Okumura.** It was noted that IC Green Teams may encounter challenges working with their intramural staff on this project.

Toxic Chemical Reduction Fairs (Jean Tiong, NINDS)

Jean Tiong (NINDS), Trevor Blake (NHGRI), and Barbara Zweisler (NIDCD) will host Toxic Chemical Reduction or Lab Greening Mini Fairs to promote lab greening. The dates and locations are:

- NINDS – October 18 – Building 40
- NHGRI – October 21 – Building 50
- NIDCD – October 26 – 5 Research Court

The NINDS mini fair will have food and drinks provided by the vendors and are scheduled to have presentations and a vendor product show. This fair is not open to the general NIH community. It will be for NINDS staff and may be open to other ICs in the building.

The NHGRI mini fair will be open to the NIH research community.

Brad Moss noted that ethics issues need to be addressed when items are being given away to employees. He also mentioned that mini fairs not open to the entire NIH community should not be promoted outside the IC or ICs that are invited.

Comments on the Green Lab Mini Fair flyer should be sent to Jean Tiong.

NIH Research Festival (Jean Tiong, NINDS)

There will be a Green Labs poster at the NIH Research Festival in October on lab greening objectives, NEMS, NIH's goals for 2010, the Sustainable Lab Practices Working Group, the services that DEP provides, and other information. The focus is to increase Intramural staff awareness of NIH's green activities. The festival will also serve to gauge interest in lab greening.

Volunteers are needed to staff the table during the festival. **Please contact Jean Tiong and Barbara Zweisler if you would like to offer your assistance.**

CIT will also be participating in the Research Festival to present on various projects.

Excess Newsletter Printing (Brad Moss, ORS/ORF)

Brad Moss stated that he has received many comments and has incorporated them into the most recent revision. All comments were appreciated. The letter will be copied to the Director of Amenities (R&W), the *NIH Record* editor, and the Director of ORS. The Acting NEMS Coordinator (Danita Broadnax) will be the listed contact on the letter.

The letter is ready to be sent out as soon as it's determined who needs to sign it. **Please contact Robin Hirschhorn to indicate if you do or do not want your name and Green Team listed on the letter.**

CIT has reduced the printing on their publication from 2000 to 300.

WattStopper (power strip)

The NIH Supply Center (the new name for the self service stores and Gaithersburg Warehouse) is looking to carry the WattStopper that was demonstrated at the previous Council meeting. The larger the order is, the cheaper that they can offer the item for. If you are interested in an order, please let Robin Hirschhorn know how many. A suggestion was also made to produce a flier to promote the item and send it out via the Administrative Officer list serves.

Lights Out Campaign

There was some discussion that this event could be coupled with Energy Awareness Month in October and be a virtual event comprised primarily of outreach and include the Lights Out stickers and perhaps the WattStopper as well. Brad Moss noted that switch plate stickers for the common spaces will be put up or approved by the facility managers. He noted that he has extra Lights Out stickers for anyone that would like more, or did not place an order. The 3rd Council objective for 2010 was to support this initiative. There will be further discussion at the next meeting.

Next Meeting

The next meeting will be held on September 15 at 1:00pm in **10 Hatfield 2-3330**.

Action Items

Action Item	Responsible Person(s)	Due Date
Notify Robin Hirschhorn whether you do or do not wish to have your name and Green Team listed on the letter concerning excess printing of NIH newsletters.	All Green Team Leads	September 3, 2010

Action Item	Responsible Person(s)	Due Date
Send suggestions on the online tool being considered for use by the research community to share greener lab processes and chemicals. Send to LTJG Okumura at Kazuhiro.Okumura@nih.gov	All	September 10, 2010
Council members interested in supporting a “natural memorial” to Carl Henn on the NIH campus (such as a tree or garden) should contact Robin Hirschhorn.	All	September 3, 2010
Anyone interested in the greening of the NIH Supply Center or with suggestions for “green products” that you would like the Supply Center to carry, should contact Robin Hirschhorn or Danita Broadnax.	All	September 15, 2010
Volunteers are needed for outreach on the America Recycles Day challenge at all buildings during the month of September. Please sign up on the Green Team Leads Council SharePoint calendar.	All	September 1, 2010
Please read the guidance on developing lab objectives and send comments to LTJG Okumura at Kazuhiro.Okumura@nih.gov.	All	September 10, 2010
Please contact Jean Tiong or Barbara Zweisler if you would like to staff a poster on greening at the Research Festival.	All	September 15, 2010

Labs Go Greener Strategy: Setting Objectives

As part of NIH's Labs Go Greener Strategy, each IC, and/or Lab is being asked to develop a minimum of two (2) objectives to help reduce the environmental impact of research and lab activities. Each lab or group will be asked to report the objectives and progress to the IC's Green Team on April 1st and October 1st of every year.

The first objective should be to reduce the use of one or two toxic chemicals.

Examples:

- *Chloroform purchase and use will be reduced by 15% by end of 2011, compared to 2008 levels.*
- *Replace all Ethidium Bromide use with a DNA extraction kit.*

The second objective can cover other areas such as waste reduction, recycling in the lab, reducing energy consumption.

Examples:

- *Work with two (2) suppliers to replace packing peanuts with recyclable packing material by the end of 2011.*
- *All mercury will be removed from the laboratory and sent to Chemical Waste Services by the end of the year.*
- *Ensure all equipment purchases are compliant with Federal Green Purchasing requirements.*

One important item to note about setting objectives. Objectives should not include things that labs are already required to do (i.e. filling out chemical waste tags properly, not flushing chemicals down the sink, etc.).

Procedure:

1. Discuss within your IC on how to best begin this project. The Division of Environmental Protection (DEP) is available to speak at your Green Team or Lab Managers meeting.
2. Message from your IC management. The message should come from your IC director or your director of Intramural research. It needs to be an inspirational message on NEMS toxic chemical reduction initiative, asking for participation, asking for a specific objective of reducing 1-2 toxic chemicals and another objective (waste reduction, recycling, etc.).
3. Conduct the Go Greener Lab Challenge or an informal evaluation of your lab space. This may be useful for folks that are unsure about what objectives to set. This may help identify areas where your lab can improve the most.
4. The Sustainable Lab Practices Working Group and DEP suggest certain priority chemicals as examples of what IC's or labs can choose to reduce. However, these are only suggestions and ICs or Labs will need to choose objectives that make the most sense.

Recommendations:

- Make sure that alternative chemicals and/or processes are offered as suggestions and not mandatory changes;
- Let the researchers decide whether something is better or greener; just present the facts. Nothing is perfectly green!
- Make sure objectives are specific and measurable in order to track progress and demonstrate change.
- Make sure you consider areas of improvement identified during the Go Greener Challenges post-evaluation meetings.
- Prioritize by greatest impact to the environment but consider factors such as cost, resources required, and control.
- Identify simple actions that can be made to show quick progress.
- Look to other IC Green Teams for successes and lessons learned.

Why Green the Laboratories

NIH goals:

- Require 75% of all product purchases to use take back or minimal packaging by 2020.
- Reduce toxic chemical use by 50% at all NIH facilities by 2020, developing and employing less toxic alternatives for standard research protocols.
- Improve recycling and green procurement to achieve zero waste by 2020 (zero waste is defined as diverting >90% of the solid wastes generated from landfill and incineration).
- Improve energy management to reduce energy intensity 50% over the 2003 baseline by 2020.

Executive Order 13514 – Federal Leadership in Environmental, Energy, and Economic Performance:

- Increasing agency use of acceptable alternative chemicals and processes in keeping with the agency's procurement policies.
- Decreasing agency use of chemicals where such decrease will assist the agency in achieving greenhouse gas emission reduction targets (The federal government reduction target is 28% by 2020 compared to 2008 levels).
- Diverting at least 50 percent of non-hazardous solid waste, excluding construction and demolition debris, by the end of fiscal year 2015.
- Reducing printing paper use and acquiring uncoated printing and writing paper containing at least 30 percent postconsumer fiber.
- Reducing and minimizing the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed.

Resources:

Greening your NIH Institute or Center:

<http://www.nems.nih.gov/greening/guide/index.cfm>

Go Greener Lab Challenge:

<http://www.nems.nih.gov/challenge/lab/index.cfm#leads>

NINDS Green Fair

*Monday, October 18th, 12:00-3:30 PM
Building 40, Conference Room X*

...questions on "greening" office and lab spaces?

...how can "going green" save money?

Attend the Green Fair to get answers to your questions!

12-3:30 PM

- Vendors/Exhibitors Show or demo

1:00-1:30 PM

- Presentations on recycling and toxic chemical reduction strategy

1:30-2:30 PM

- Open discussion on lab and office space greening

Date:

Subject: Reducing the Number of Printed Copies of <NIH Publication>

Dear <insert editor/publication>,

We the undersigned are writing to ask that you consider reducing the number of copies of your publication that are printed and distributed across the NIH. We represent the Green Teams of the ICs indicated below and are working together to reduce the environmental impacts of NIH and its mission and support activities.

We feel that as the Nation's steward of public health, NIH has a unique responsibility to conduct our activities in a way that minimizes our impact on the environment and is protective of our natural resources. The pulp and paper industry releases about 212 million tons of **hazardous substances**, uses 11 percent of all **energy** used in US manufacturing, is the third largest user of industrial **water**, and is the fourth largest industrial emitter of **greenhouse gases**. Because of this tremendous impact on the environment, NIH is working hard to reduce its paper use through such awareness events as the recent PaperFree Day held on May 25. We are encouraged by the transformation from the paper-driven ways of the past to paperless, electronic alternatives that many employees are already incorporating into their work.

Other publications, such as the "Yellow Sheet" have gone paperless and we would like to commend you on producing an electronic version of your newsletter. However, we ask that you consider reducing the number of printed copies of your newsletter to coincide with the increased viewing of the electronic version.

We recognize that there will always be employees that prefer a hard copy of your publication – something they can touch and feel, put in their briefcase, not have to read on a computer screen. We are certainly not advocating ever taking away from that audience. But, it is apparent that many people prefer the online version. We have noticed an extraordinary number of your issues end up in recycling bins – or worse yet – the trash can without ever being read. The racks you have set up in building lobbies also reduce the need for as many "desk to desk" copies of your newsletters and seem to suffice for the "hard copy" audience.

The mail staff has indicated you want them to distribute all copies of your publication regardless of whether it equates to the number of readers at a particular mail stop code. We are requesting that you allow the mail staff to only send the number of copies that a particular mail stop code designates, instead of requesting that all copies be distributed. We are asking you to please consider reducing the number of printed copies of your newsletter that are produced.

Would you be amenable to meeting with the NIH Green Team Leads Council to discuss this issue further? If so, we would greatly appreciate the opportunity to learn more about how we could work together to further our mutual objectives. Thank you for your consideration of the above request, and for the good work you do on behalf of NIH.

Please feel free to contact <insert DEP/NEMS contact> to confirm your willingness to attend a future meeting or if you have any questions or concerns.

Signed,

NIH Green Teams Leads

Cc: John Burklow

Other OD Officials who might need to be informed