

Larry Hogan  
Governor

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Ellington E. Churchill, Jr.  
Secretary

## MARYLAND DEPARTMENT OF GENERAL SERVICES

FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING, DESIGN, CONSTRUCTION & ENERGY  
PROCUREMENT & LOGISTICS • REAL ESTATE

# Maryland Green Purchasing Committee Meeting

Thursday November 14, 2019, 10:00 A.M.

301 W. Preston St. Suite 1400, Executive Conference Room  
Baltimore, MD

**Purpose:** Quarterly meeting of the Maryland Green Purchasing Committee

**Attendees:**

Emily Soontornsaratool, DGS	Patrice Johnson, MDH (by phone)
Kshirajaa Ramesh, DGS	Eric Lomboy, DGS
Babatunde Adedapo, DGS	Jane Noble, MDE (by phone)
Eric Coffman, MEA (by phone)	Ellen Robertson, DGS
Alicia Culver, Responsible Purchasing Network (by phone)	Laura Rogers, MDOT (by phone)
Allegra Daye, DGS	Christopher Russell, MEA (by phone)
Joseph O. Eccleston, DPSCS	Megan Schutz, Treasurer's Office (by phone)
Calvin Gladden, DGS	Judy Simon, MDoA
Thomas Hickey, USM (by phone)	Matthew Smith, DGS
Mary Huffman, DNR	Victoria Steeger, DGS (by phone)

**Minutes:**

- I. Welcome and Introductions
  - Emily Soontornsaratool welcomed the Committee members. All attendees introduced themselves.
  - Kshirajaa Ramesh, new Sustainability Coordinator at DGS, was introduced to the Committee. Kshirajaa will serve as Staff to the Committee.
- II. Approval of Meeting Minutes
  - The Committee approved the August 8, 2019 meeting minutes.
- III. Review of FY 2019 Annual Report
  - Emily Soontornsaratool reviewed the FY 2019 Green Purchasing Report which was submitted to the Governor and Legislature on September 30, 2019.
  - She thanked Committee members who came together in September to help finalize the report, Kshirajaa Ramesh for her work to scrub the vendor green

spend data, as well as Alicia Culver, from RPN, for creating the reporting templates for vendors.

#### A. Lessons Learned

- Many vendors responded to the data request, but some did not. Emily Soontornsaratool acknowledged it was a big ask. Moving forward, the Committee should work to understand the pain points for the vendor in terms of data collection. In an effort to make it easier, quarterly reports from vendors should be requested instead of annual.
- The Committee also needs to identify which vendors are contractually obliged to give us reports.
  - i. Calvin Gladden mentioned vendors on state-wide commodity contracts are required to submit quarterly usage reports.
- The Committee discussed state agencies' reporting requirements.
  - i. Emily Soontornsaratool proposed requesting that agencies designate a reporting designee to report on the agency's green spend outside of the statewide contracts.
  - ii. Alicia Culver suggested asking state agencies to report on other green actions and procurement (not tied to state-wide contracts) and recognize those agencies that are taking positive steps towards greening their operations.

#### B. Review Goals for FY 2020

- The Committee reviewed the goals documented in the Annual Report for FY 2020.
- The Committee will review its goal-setting processes. Emily Soontornsaratool suggested that goal setting take place well in advance of the fiscal year they pertain to and with active participation of the entire Committee.

#### IV. Expanded Polystyrene Ban

- Ellen Robertson and Emily Soontornsaratool summarized the scope of the ban which will go into effect July 1, 2020.
- MDE is responsible for publishing information on the ban and leading an education campaign. They also grant waivers.
- Ellen Robertson pointed out that local jurisdictions who have adopted similar partial or full expanded polystyrene bans are a good resource. The state should work with them to identify lessons learned.
- Joe Eccleston will follow up with the impacts the bans might have on the prison system and inmates.
- Allegra Daye suggested getting product samples for the prisons to test out.
- Judy Simon representing the Dept. of Aging said that cost and weight of substitute products are likely to be a concern.

- Alicia Culver mentioned the State of Connecticut's progress with their polystyrene ban and suggests that they might have answers to some of the concerns posed by Dept. of Aging. She also mentioned that within the next year, the issue of Teflon in compostable food ware should be resolved.

## V. EV and EV Charging Stations

### A. Allegra Daye reviewed the status of Fleet Vehicle solicitations.

- All contracts for fleet vehicles will be complete by next week.
- Sedan contracts are complete. There is only one electric Sedan (likely the Nissan Leaf), but other contracts (not yet awarded) contain mostly plug-in hybrid vehicles.

### B. Emily Soontornsaratool provided a short update for DBM in place of Joe Consoli who could not be present for the meeting.

- Emily Soontornsaratool summarized requirements under FY 2020 Budget, Section 42, which requires the purchase of electric or plug-in hybrid vehicles.
- Joe Consoli at DBM is working with agencies to identify options for electric vehicles or plug-in hybrids.
- There are expected to be about 65 electric or plug-in hybrid vehicles added to the State's fleet over the next year.

### C. Emily Soontornsaratool will take the lead on an internal DGS EV Strategy Team.

- The purpose would be to work on identifying possible sites for EV infrastructure.
- She noted the need for charging stations as the State's fleet of electric and plug-in hybrid vehicles grows.
- She also mentioned the need for coordination with the other teams who are involved with and working on EV initiatives, notably: ZEEVIC, MDOT, MEA, and MDE.

## VI. Update on NASPO and RPN Grant Deliverables

- Emily Soontornsaratool provided a brief overview of the NASPO Green Purchasing Technical Assistance Grant DGS received this year. The Responsible Purchasing Network is providing technical assistance and several deliverables through this grant. All deliverables will be submitted by the end of this year.
- Eric Lomboy stated the need for boilerplate language and guiding templates for green procurement. Deliverables from RPN will be very useful.
- Emily Soontornsaratool provided a summary of RPN's program design recommendations, which were already forwarded to the Committee. Of note, RPN recommended a stronger partnership with MDE, particularly for subject matter expertise; Jane Noble at MDE agreed.

## VII. Website Updates

- An overhaul of the Green Purchasing website was discussed. Emily Soontornsaratool explained it will occur in two phases: the first for immediate

updates to make the site up to date, accurate, and user friendly; the second phase to expand the site as a hub of resources on green purchasing.

- Kshirajaa Ramesh presented the Committee with a mockup of proposed website updates as part of the Phase 1 of website overhaul. She discussed the proposed content and structure. Proposed website content will be shared with the Committee for feedback.
- Laura Rogers suggested adding a tab with links to other relevant resources (e.g. MCCC, ZEEVIC, etc.)

#### VIII. DGS Procurement Updates

- Calvin Gladden provided updates on DGS procurement.
- DGS is finalizing contracts for copiers (pending awards) and is working on adopting a NASPO Contract for office supplies
- Alicia Culver mentioned the possibility of blocking products that are not compliant with the state's green standards, rules, and regulations.
- Eric Lomboy stated that eMMA, the State's new e-Procurement system, will be set up so that when there is a commodity contract, in the catalog – set up similar to Amazon's platform – green products will be highlighted and appear first in search results. This will increase ease of use and accessibility. He added that the items which vendors are not contracted to provide will be blocked from the website.
- Calvin Gladden stated that the current statewide trash contract is set to expire; the current contract only allows cardboard boxes to be recycled but he is hoping to expand it to bottles, cans, etc. DGS Procurement will work with MDE.
- Calvin Gladden introduced DGS Procurement's new hire, Matthew Smith, who will be a regular participant in the Committee.

#### IX. Establish Sub-Committees

- The Committee established three Sub-Committees and Committee members volunteered to participate.

##### A. Communications & Outreach

- This Sub-Committee is established to work on the Committee's web presence, events such as Earth Day Vendor Fair. Additional future projects may include newsletters, educational resources, purchasing guides, and training materials.
- Participants:
  1. Kshirajaa Ramesh – Chair (DGS)
  2. Emily Soontornsaratool (DGS)
  3. Ellen Robertson (DGS)
  4. Calvin Gladden (DGS)
  5. Victoria Steeger (DGS)
  6. Jane Noble (MDE)
  7. MDOT representative needed

B. Expanded Polystyrene Ban / Food Service ware

- This temporary Sub-Committee is established as a sourcing team to identify workable alternative food service ware to comply with the Expanded Polystyrene Ban. The team may work on testing, cost analysis, and specification development. End-users will be included.
- Participants (Chair pending)
  1. Emily Soontornsaratool (DGS)
  2. Kshirajaa Ramesh (DGS)
  3. Allegra Daye (DGS)
  4. Matthew Smith (DGS)
  5. Joe Eccleston (DPSCS)
  6. Patrice Johnson (MDH)
  7. USM Representative
  8. Judy Simon (MDoA) or Representative
  9. MDE Representative

C. EV and EV Charging Stations

- This Sub-Committee is established to work with DGS and outside agencies to develop an Electric Vehicle (EV) and EV infrastructure strategy and to promote the purchase of EVs and EV charging stations.
- Participants:
  1. Emily Soontornsaratool – Chair (DGS)
  2. Kshirajaa Ramesh (DGS)
  3. Victoria Steeger (DGS)
  4. Eric Lomboy (DGS)
  5. Laura Rogers (MDOT)
  6. Eddie Lukemire (MDOT)
  7. Danny Mays (OSP) or Representative

X. Administrative Items

A. The Committee discussed the frequency of future meetings, including the possibility of more frequent meetings.

- The Committee decided to keep full Committee meetings quarterly, and establish monthly Sub-committee meetings or calls. Sub-committees will report out at quarterly Committee meetings.

B. EPEAT Recognition

- The State of Maryland will likely qualify for an EPEAT Purchaser Award and is pursuing an application.

C. SPLC Membership

- DGS is now a member of the Sustainable Purchasing Leadership Committee (SPLC) with full access to membership resources.

XI. Open Discussion/New Business

- Ellen Robertson would like to see the Committee do more outreach; perhaps work with a school on an environmentally friendly project.
- Judy Simon suggested doing an intergenerational project, (e.g. with schools and senior centers).

- Emily Soontornsaratool stated that Secretary Churchill would like to see the Committee recognize agencies for their green purchasing activities.
- Alicia Culver asked the Committee members to send her input to include the State's Green Purchasing Action Plan. She asked members to think about what resources would be helpful for state agencies as they grow their green operations, and what their pain points are that currently inhibit environmentally friendly actions. She also suggested recognizing those agencies who are particularly innovative and ambitious in their green operations.
- A suggestion was made to hold a Train the Trainer Event where the Committee could train those who have a wider influence in their agency or department on sustainable procurement principles and related environmental initiatives. By doing so, the Committee can increase environmentally conscious behavior and operations.

XII. The meeting adjourned at 11:50 P.M. The next meeting will be held February 13, 2020 at the at the Maryland Department of General Services, Executive Conference Room, 14th Floor, 301 W. Preston St., Baltimore, MD 21201.

Respectfully Submitted,

Kshirajaa Ramesh

Staff, MD Green Purchasing Committee

Emily Soontornsaratool

Designee, MD Green Purchasing Committee