



**Toner Cartridge Spec Writing Team
August 29, 2013 Conference Call Minutes**

Present on Call: Beth Meer, Commissioner's Policy Office, New York State Department of Environmental Conservation; Brian Berini, Vermont Buildings & General Services; Shirli Axelrod, Waste Prevention & Green Purchasing, Seattle Public Utilities; and Mary Ann Remolador, NERC's Assistant Director & Project Manager.

Call Agenda

- Discuss NERC's definition of EPP specifications for the project.
- Discuss Process for Writing Specs
- Discuss use of webpage on NERC's website for posting the project materials.

Decisions Made

1. The group decided that it is important to add performance criteria to the EPP specifications.
2. The group decided that we needed to find more examples of available specifications and identified the following people to contact:
 - Stacey Foreman, City of Portland (Mary Ann to contact)
 - Marcia Deegler or Julia Wolfe, MA Operational Services Division (Beth to contact)
 - RIT (Beth to contact)
3. Once the group is satisfied with the information we have in hand for writing the specs, Mary Ann will develop a rough draft by consolidating the EPP criteria found in the available documents. The group will then discuss and revise the document into a clean draft specification for review by others.