

*In attendance:*

[Hal Stanford](#) (HS)

[Mary Payne](#) (MP)

[Tracy Gill](#) (TG)

[Timothy Dorch](#) (TD)

[John Wickham](#) (JW)

*By phone:*

[Jean Durosko](#) (JD)

Action items are **highlighted**

NCCOS SILVER SPRING METRO CENTER EMS  
TEAM FY 2007 1ST TRI-YEARLY MEETING,  
NOVEMBER 9, 2006, 1-2 P.M.  
SSMC4-8<sup>TH</sup> FLOOR MEDIUM CONFERENCE  
ROOM

Agenda

√ SSMC smoking setback policy

√ Improving EMS in SSMC

√ NCCOS EMS update

√= **covered**; ⊗= **not covered**

First, JW proposed holding meetings three times a year instead of quarterly. There did not appear to be any objections.

Agenda item 1, SSMC smoking setback policy

TG strongly believes smokers should not be close to the front entrances of the SSMC buildings. She inquired as to the status of signs and equipment designed to discourage smoking by the revolving door, and encourage smokers to pursue their habit farther away. JD informed everyone that NOAA Facilities has ordered the materials and they should be arriving soon, but that the union (AFGE #2703?) would likely (or is currently) holding up the process by some undescribed means. At the last tenant meeting, JD continued, Foulger Pratt (owners/managers of most of the SSMC complex) proposed new, set back smoking locations, and **JD will provide copies to the team (@ next meeting)**. Someone brought up that the Office of Response and Restoration (ORR) filed a complaint with the Safety and Environmental Compliance Office (SECO) about smokers close to the entrance. There was no word on an outcome or resolution to the complaint. Complicating matters is the fact that an order (Commerce?) says each agency is supposed to come up with its own rules (beyond no smoking inside buildings) about smoking, but implementation deadlines keep slipping (over four or five years!). HS recommended that **JW email [John Pierson](#), the Director of SECO**, to inform him that NCCOS EMS recommends smoking setbacks at the facility, and offer some diplomatically encouraging remarks to help push the plan forward.

Agenda item 2, Improving EMS in SSMC

TG says she put recycling information throughout various locations on the ninth floor of SSMC IV. She added that she feels NCCOS is not doing enough to save power and has some recommendations. First, she wants to get more acceptance of shutting under-cabinet lights out at workstations and encourage everyone to shut their monitors down after logging off for the evening. She claims that computers, even in sleep mode, waste a tremendous amount of energy, and they should be shut down completely as well (unless they are working a project that requires they stay on), but understands that IT occasionally needs to have the computers on in order to do software updates. **She said she would provide this information about computers using up energy.** HS disagreed, saying

that much more energy could be conserved by attending to the lights, and leaving the computers alone. He guesses that for the same period of time that the lights are on, a computer (in a sleep or stand-by mode) burns only about 5-10% of what an under-the-cabinet fluorescent light bulb does.. The impression received was that they can be shut down, and that updates can be performed in such a way that would not be affected by a potential shut down policy. Most immediately, the issue of shutting off the lights at night was addressable. JD promised to bring it up and make recommendations at the next SECO meeting. JW asked if all workstations had recycle containers. While no one was sure, everyone thinks there are. JW asked if all the NCCOS areas could be (re)checked to make sure all cubicles have a recycle container (the 8<sup>th</sup> floor computer room also needs to be checked [11-16 update: IT now has four blue recycling containers in the computer room, thanks to John Wickham]). He also wondered if other items could not be recycled here, such as plastic shopping bags or ink cartridges. Ink cartridges are already recycled, but there is no program to recycle shopping bags. Because the local grocery store already has a program, it might not be worth doing here. JW asked about recycling cafeteria food waste as it is listed by Montgomery County as a voluntary recycle item possibly for soil compost, fertilizer or energy (giving surplus food to a local food bank or soup kitchen was considered too much of a health hazard). Concern was also expressed about the number of lights left on all night and on weekends. HS said that all lavatory and kitchenette plumbing should be inspected for leaks or improper operation that leads to the wasting of water. The local facility's number (SECO? Maintenance?) to call is 713-HELP (4357). HS mentioned as an aside that many miscellaneous numbers such as that are impossible to locate, if they exist, in the NOAA people finder. However, it was pointed out that every workstation was provided with a small flipbook of numbers to call for various issues. Upon inspection, that particular number is not included. SECO information is on the web (<http://www.seco.noaa.gov/>).

### Agenda item 3, NCCOS EMS update

There was an internal EMS audit of CCEHBR and HML, concurrent with a Safety Audit. While there were no major problems, there were some minor ones. The report was sent to Gary. The Center Directors of each facility are supposed to prepare a plan to address the minor problems, but the plan has not yet materialized.

#### Findings of the audit:

- Not much indication management is overtly supporting EMS;
- Much more involvement from other employees;
- CDs should walk through their facilities once per year, see all labs and personnel;
- Younger people are more EMS-aware;
- Beaufort likely 2007 internal audit target, then Oxford & Kasitsna.

### Next Meeting

The next meeting is tentatively scheduled for March 2007. A specific date and time will be provided in advance of the meeting.