

*In attendance:*

[Timothy Dorch](#)

[Jean Durosko](#)

[Tracy Gill](#)

[Mark Mohs](#)

[Hal Stanford](#)

[John Wickham](#)

John mentioned that as this group had previously agreed to hold quarterly meetings, this meeting was the 3<sup>rd</sup> quarterly meeting of FY 2006. Meetings would be held preferably at the end of the quarter. There did not appear to be any objections.

Hal said that he and Bernie attended the EMS working session in Beaufort from June 5-9, 2006. Also present were [Sabrina Pittillo](#), Lee Wright [at Beaufort Center], [Rick Meitzler](#), [Raluca Semeniuc](#), [Jay Lewis](#), and [Matt Metcalfe](#). They addressed work instructions, known as Standard Operating Guidelines (SOGs), which were originally supposed to be common throughout all NCCOS facilities, for issues relating to:

- Recycling;
- Hazardous waste;
- Indoor air quality, etc. (modeled from [NMAO](#))

After some discussion, everyone agreed that the SOGs were becoming too complex, as each facility needed certain customized procedures because of jurisdictional control or non-NOAA facilities management arrangements. The working group decided that procedures tailored to each facility would be better. For example, in some cases, a facility owner's policies would override NCCOS EMS policy, such as at SSMC. To illustrate the complexity, Hal described each facility and some of their multijurisdictional or other legal issues:

- CCFHR/Kasitsna Bay Lab: Owned by NOAA, operated by U AK, Fairbanks;
- CCEHBR/Charleston: Building leased by NOAA, on state land;
- HML: building owned by NOAA, on state land;
- CCFHR: buildings owned by NOAA, on federal (NOAA) land;
- CCEHBR/Oxford: buildings/land owned by NOAA, operated by the state of Maryland (who wants to return operations back to NOAA).
- CCMA/CSCOR/HQ are in a leased building owned by Foulger-Pratt, so a lot of SOGs are inapplicable. Someone mentioned the removal of hazardous waste from this facility is no longer a concern because previously stored NCCOS hazmat has been removed.

NCCOS SSMC EMS TEAM  
3<sup>RD</sup> QUARTER MEETING, JUNE 15, 2006, 1-2 P.M.  
SSMC4-8<sup>TH</sup> FLOOR LARGE CONFERENCE ROOM

Draft Agenda (talking points)

- √ NCCOS EMS Team Meeting, Beaufort, June 5 -9
- √ Federal Environmental Management Symposium, NIH, May 2-4
- √ Self-Assessment Tool
- ⊗ Tenant Board Meeting Update (e.g., smoking policy)
- √ Recycling Issues/Improvements
- ⊗ EMS Activities in Your Office/Center
- ⊗ Other Issues/Ideas

√= covered; ⊗=not covered

Furthermore, some of the facilities contain national heritage assets, such as:

- The libraries at Oxford and Beaufort;
- The land at Charleston (CCEHBR and HML are on indigenous ancestral tribal land)

In sum, Jean says that all of the local SOGs need review for proper references and compliance with NCCOS EMS polices and practices.

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The team for the upcoming CCEHBR/HML audit has been formed, and it should commence on 7/10/2006 (?), ending on the 14<sup>th</sup>. As background, someone explained that internal audits must be performed annually; external audits must be performed every five (??) years. NCCOS is rotating the audits amongst the facilities, because of the difficulty of auditing all facilities annually.

Bernie is completing the audit plan and related materials. The final audit report is expected about a month after the audit is complete. Among the items being prepared is a pre-brief for the center leadership. Plans include having a post-audit preliminary review of findings and recommendations on the final day, at which time the auditors will present to the center leadership their findings and recommendations. Jean mentioned that this part of the audit is the most important, but also the most time consuming and difficult part of the auditors' duties.

To save time and expense, and to minimize overall disruption, the two centers being audited are also having a simultaneous review of their safety and environmental policies and procedures from the Safety Team.

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John reported that he attended one day of the [5<sup>th</sup> Annual Federal Environmental Symposium](#), held on the NIH campus from May 2-4, and was impressed by how much the Federal Government is doing on the environmental front. In particular, he liked the EPA's idea for personal EMS self-assessments, which he passed out (Bernie Gottholm initially located the self-assessment document online). Clicking on the image to the right will also get you the document (from the shared drive Z), as well as on [Sharepoint](#) (*I do not have privileges to upload to the EMS Sharepoint site, so I put it in the NCCOS common Sharepoint area. -tjd*). The [Proceedings of the symposium](#) is filled with links to the PowerPoints and PDFs and other documents presented at the meeting. Both Jean and Bernie also attended parts of the Federal Environmental Symposium.



Tracy suggested we purchase "green" computers (or as "green" as possible), to which Mark responded that NCCOS does try to purchase computers that are as

environmentally friendly as possible. Circulation and storage of surplus or outdated equipment is our responsibility when it remains under NCCOS' control. When the property is given to other parts of NOS, or sent to the NOAA warehouse, the other groups have their own policies for recycling. NCCOS currently does not have a school donation program set up because it requires a prohibitive amount of IT personnel-hours. Furthermore, the equipment is usually too old for most schools' needs. Tracy also wanted information signs to be posted in recycling areas to remind people what is acceptable and not acceptable to recycle. Jean mentioned that signs were originally posted in the past but have now all been lost or removed over the years. There is some confusion as to what is permissible to recycle and Tracy is trying to find out this information. Jean suggested she contact Janet Williams of the NOAA Safety and Compliance office

Mark also announced that he would continue to accept Compact Discs and DVDs, which he will bring to his local county recycler. It is his understanding that the metal foil contains heavy metals and should not be discarded in the trash. Sensitive CDs can be taken to the IT office, which has a CD shredder, and the shreds recycled.

Someone inquired about the cardboard recycling, and someone else said they looked into Foulger-Pratt's procedures, which have improved over the years. At one time, they were not collected in a timely fashion, and the overflow would go into the common trash. Now it is collected in a central location (8<sup>th</sup> floor elevator lobby, north side), brought to the loading dock by housekeeping, and stored in a bin that is regularly collected and sent to a recycling facility. Earlier in the week John and Tracy took a short "self tour" of the SSMC loading dock areas to check out the recycling facilities. They were impressed with the effort by Facilities Management and Jean Durosko to recycle paper, cardboard, plastics, metals and glass.

Lastly, John mentioned that he checked all of the cubicles in the CSCOR office, area and purchased an additional 12 blue recycling containers. All CSCOR cubicles now have blue rubber recycling containers. John also mentioned that he had reminded CSCOR staff at a recent staff meeting to recycle as much as possible and to print double sided. Mark said that all printers that support duplex (double-sided) printing should now be duplex-enabled by default.

Items for the next meeting include:

- The CCEHBR/HML audits debrief;
- Revisit missed items from today's agenda