

*In attendance:*

[John Wickham \(JW\)](#)

[Tim Dorch \(TD\)](#)

[Bernie Gottholm \(BG\)](#)

[Jean Durosko \(JD\)](#)

NCCOS SILVER SPRING METRO CENTER EMS  
TEAM FY 2008 4TH-QUATERLY MEETING,  
AUGUST 26, 2008, 1:-3:00 P.M.  
SSMC4-9348

Agenda

- √ Review of and Response to the June 23  
NCCOS Internal EMS Audit
- √ Planning for the November External Audit
- √= covered; ⊗=not covered

Agenda item 1, Review of and Response to the  
June 23 NCCOS Internal EMS Audit

The EMS SSMC Facility Team meet to discuss the results of the internal EMS audit held at the NCCOS facility at SSMC4, Silver Spring on Monday, June 23, 2008.

BG noted that all NCCOS facilities had responded in writing to the internal audit findings. The audit and responses are being consolidated (e.g., pdf formatted) for distribution and “508” formatted for website placement. BG briefly reviewed the audit non-conformities and opportunities for improvement. One big concern was opportunities for improvement no. 3 on how NCCOS SSMC can best communicate EMS policy to visitors and vendors. Each NCCOS facility has a different approach. Unlike most NCCOS facilities, SSMC is shared by other offices and there are multiple points of entry (it was noted that the front door area and personnel could not be used to distribute NCCOS-specific literature). Ideas to address the visitor/vendor issue included:

- Placing a more visible and prominent sign in the elevator lobby;
- Placing the EMS policy/notification in (or on) the existing kiosks;
- Placing NCCOS EMS “business” cards in a cardholder in the elevator lobby.

JD suggested enhancing the EMS website with a more positive feature such as a Center “what we do for the environment” paragraph. TD suggested using Weekly Report news items and/or accomplishments and highlighting new items every week.

Agenda item 2, Planning for the November NCCOS External EMS Audit

BG noted that an independent external NCCOS EMS audit (all facilities) will be held sometime in November of this year. The NCCOS EMS audit team has not yet decided if the SSMC facility and Kasitsna Bay Laboratory will fully participate in the external audit or participate by telephone.

It was suggested that the next meeting of the EMS SSMC Facility Team be held in sometime in late October (1<sup>st</sup> quarter 09) or early November prior to the external audit.