

NCCOS EMS TEAM MEETING

August 20, 2007

Attendees: Jean Durosko, Hal Stanford, Rick Meitzler, Raluca Semeniuc, TJ Dorch, Jay Lewis, Joseph Bizzell

- Introduced Joseph Bizzell who replaced Sabrina Pittillo as the Safety/Environmental Contact at the Beaufort Lab.
- Discussed the upcoming Internal Audit at Beaufort. Jay will prepare a detailed audit schedule and then send it out for everyone's review. Jean will be one of the interviewers so Jay can set up three teams of two instead of just two teams to conduct interviews.
- A NESDIS employee who's located at the NASA Wallops Island facility contacted Jay about the NCCOS EMS since Wallops wants NESDIS to participate in the one at Wallops Island. Jay wanted to know if it was okay to ask him to participate in the Beaufort Audit as an Observer. No one had any objections.
- The NCCOS EMS Awareness Training needs to be updated to reflect the new NCCOS EMS Policy, new EO 13423, and change in EMS Contact for Beaufort/Kasitsna to Joseph. Hal will work with Bernie and the IT contact to make the changes.
- Jean met with Tom Simon earlier today to go over items that need to be updated on the NCCOS EMS website. He will be making this a priority to get the updates done before the audit. He will be adding links to the MSDS Online and NCCOS Intranet sites for each facility.