

EMS CORRECTIVE ACTION REQUEST STATUS

Finding #	EMS Element	Finding	Location	Corrective Action Planned	Corrective Action Status	Date Completed
1	Roles and Responsibilities	The EMS at NCCOS is still dependent on just a few EMS team members at each facility. As the system matures, emphasis should be placed on system continuity regardless of people.	NCCOS	The EMS Team should be broadened to include other functions such as HR, Budget, Training, Procurement, IT, research and facility level teams should be formalized. Training should be provided (if necessary), procedures written and roles and responsibilities clearly defined.	Completed NCCOS EMS Team – Broadened to include budget, communications, procurement and IT Facility EMS teams formalized for SSMC, Beaufort, Oxford, and Charleston	03/03/06
2	Training	Compliance and other competency training (such as regulatory required training) are given on a recurring basis; this forms the knowledge to perform work in an environmentally sound manner. Tracking of competency training at CCFHR needs improvement.	CCFHR	Continue to robust the existing system for tracking Competency Training at CCFHR.	Completed Training matrix was changed to include the date that training is next due in addition to tracking the dates training was last completed by staff.	11/15/05

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3	Operational Controls	Numerous work instructions are available at the EMS website, both generic and facility specific, but they are not yet integrated into day-to-day activities. Further emphasis on improving work instructions is required.	NCCOS	<p>Plan and schedule training sessions on Work Instructions.</p> <p>Update or modify work instructions to better meet facility specific requirements.</p>	<p>Training on the work instructions completed by each of the facilities.</p> <p>The NCCOS Activities with Significant Impacts were reviewed and combined into 10 activities. Completed 3/10/06. Work instructions will now be reviewed and updated based on those changes and facility specific requirements: Scheduled for 06/10/06</p>	<p>12/1/05</p> <p>6/30/06</p>

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4	Procurement	Local procedures for communicating significant environmental aspects to contractors and suppliers were not available at Charleston or Beaufort.	CCFHR CCEHBR	Develop procedure for communicating with suppliers and vendors. Train Procurement professionals on their responsibilities, ensure appropriate steps are taken and monitor performance.	The NCCOS EMS Teams have been made aware that NCCOS uses the NOAA SECO standard for communicating significant environmental aspects to contractors and suppliers. Scheduled for 06/10/06	6/30/06
5	Procurement	NOAA contracts managed from Kansas City are not integrated into the site-specific EMS. Contractors and suppliers are not aware of site-specific environmental issues.	NCCOS	Communicate, to facility managers, the importance of discussing environmental requirements of construction or renovation with contracting officials. NCCOS EMS Team will provide EMS language for new and existing contracts. Include a local EHS representative in the pre-construction planning process.	Completed EMS contract language for new and existing contracts is located on the NCCOS EMS website.	8/13/08