



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
NATIONAL OCEAN SERVICE  
National Centers for Coastal Ocean Science  
Silver Spring, Maryland 20910

February 6<sup>th</sup>, 2007

MEMORANDUM FOR: Gary C. Matlock, Ph.D.  
Director, NCCOS

FROM: Richard A. Meitzler *Richard A. Meitzler*  
NCCOS Environmental Management Representative

SUBJECT: NCCOS FY07 EMS Audit Plan

In accordance with the NCCOS Environmental Management System (EMS) Audit Procedures, the NCCOS Environmental Management System (EMS) Working Team, which includes the NCCOS Center/Laboratory EMS Representatives, proposes the following plan for NCCOS EMS Audits in FY07:

**Internal NCCOS EMS Audits.** (ISO mandate to meet program sustainability requirements)

- o **Center for Coastal Fisheries and Habitat Research (CCFHR).**
  - \* The entire facility at Beaufort, North Carolina.
  - \* On-site audit performed by: Rick Meitzler, Jay Lewis, Raluca Semeniuc, Bernie Gottholm, and Hal Stanford, with the assistance of Matt Metcalfe (Booz Allen Hamilton), if he is able to participate.
  - \* Lead Auditor: Jay Lewis.
  - \* Audit Dates: **August 20 through 24**. These dates have been communicated through the NCCOS EMS Working Team and coordinated with David Johnson, Director of CCFHR as his best available time.
  - \* Audit Report: To be sent to Gary Matlock (with copy to Alicia Jarboe), through David Johnson, no later than 45 days after completion of the audit.
  
- o **Kasitsna Bay Laboratory (KBL).**
  - \* To be conducted by the NCCOS EMS Audit Team through phone interviews with Kris Holdereid (Acting Director) and Mike Geagel (Site Manager) at KBL, during the Internal EMS Audit at CCFHR.
  - \* Lead Auditor: Jay Lewis.
  - \* Audit Report: To be included as a separate section in the CCFHR EMS Audit Report.

**Note:** The NCCOS EMS Working Team contemplates that the FY 08 EMS Internal Audit will be set for Oxford and HQ.

Approve: gm

Disapprove: \_\_\_\_\_

Date: 2/16/07

Cc: Alicia Jarboe