

Date: 16 March 2006

Time: 1300-1445

In attendance:

John Wickham

(John.Wickham@noaa.gov)

Hal Stanford

(Hal.Stanford@noaa.gov)

Jean Durosko

(Jean.Durosko@noaa.gov)

Mark Mohs (on phone)

(Mark.Mohs@noaa.gov)

Timothy Dorch

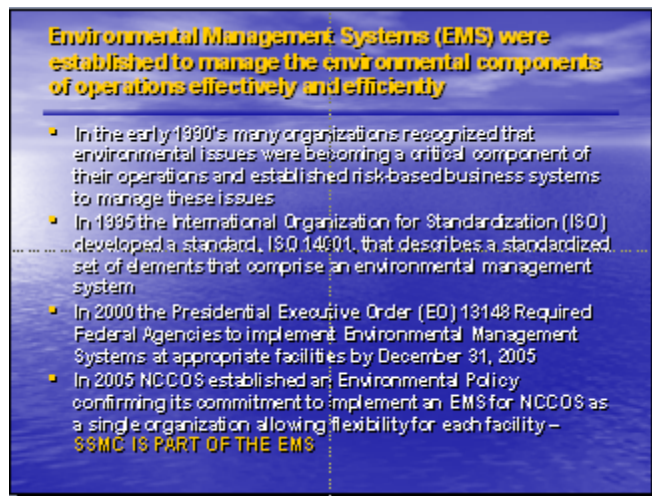
(Timothy.Dorch@noaa.gov)

Tracy Gill (Tracy.Gill@noaa.gov)

B. William Gottholm (B.William.Gottholm@noaa.gov)



(in most cases, if a speaker is not identified, it is usually that of the presenter, Bernie Gottholm)



To open the meeting and slide show, Bernie (BWG) outlined the history of Federal EMS. Hal Stanford (HS) asked about what comprises an EMS Audit, and who could be an auditor? BWG and Jean Durosko (JD) answered that anyone in NOS could be a certified EMS auditor. Further, internal audits are annual, and external audits occur every five years. Internal audits consist of visits to each of the facilities, ensuring the staff of each is familiar with EMS procedures and protocols. Auditors

look for Material Safety Data Sheets, and talk to facility managers to determine whether everyone knows their EMS role.

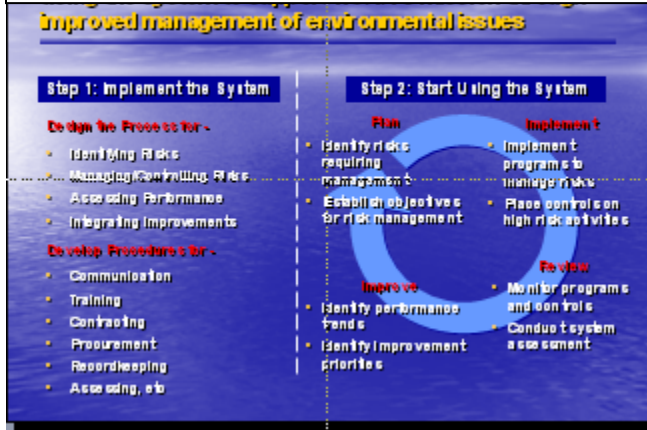
HS further asked about what comprises training certification. The reply was that NCCOS does not require certification for any auditors except the lead. The International Organization for Standardization (ISO) has a weeklong intensive training for certification, but again, it is not required for NCCOS internal auditors.

HS asked, "What are the environmental components of operations?" BWG and JD answered that there are ten activities of thirteen items, based on NOAA EMS standards. Tracy Gill (TG) asked about cooperation with Foulger Pratt, owners of some or all of

Minutes, NCCOS EMS Team with Center representatives

SSMC, the Silver Spring Metro complex where NOAA HQ is located. BWG said that the answer to that question is on a later slide.

NCCOS is now trying to get NOAA Contracting to insert EMS language in its contracts,



BWG said that when the NCCOS EMS process began, there were few to no models to emulate. Everything had to be done from scratch. Now, NCCOS EMS is becoming **the model** for other government agencies. NCCOS, through the NOS EMS, is trying to get NOAA to develop some sort of standardized EMS language clause which will enable EMS to be a part of both

contracts and grants. NCCOS cannot initiate this on its own.

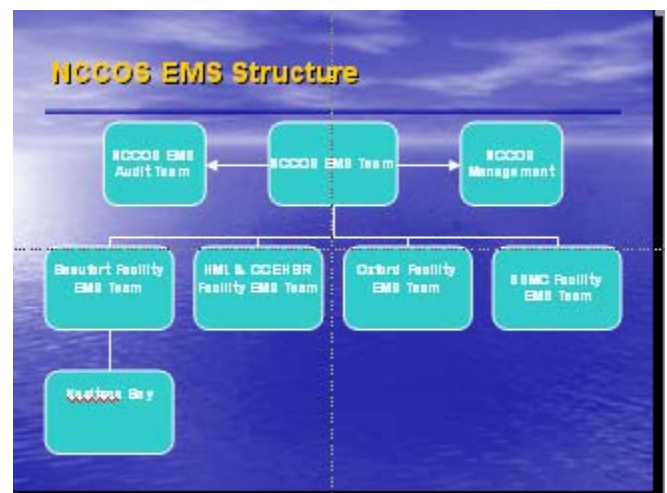
Going back to the audits, BWG said that auditors look for attendance sheets, documentation, and recordkeeping when performing audits at a facility. There ought to be a location on the EMS site for all records and documentation of activities. Anyone should be able to visit the site for self-assessment, and a method to make suggestions to the facility teams as well as headquarters. Communication in the EMS process is highly encouraged.

To that end, HS suggested having a suggestion box (JD concurred), either an actual box or something on the internet as an email link or a web form to fill in. Facility teams should actively solicit their co-workers for EMS input, and encourage suggestions at all times. HS suggested that there should be a mention of this in the NCCOS on-line EMS Awareness Training. BWG wanted to know who would be responsible for looking at the suggestion box or web submissions. I'm not sure that question was resolved. It wasn't...!

The more people are encouraged to participate and become involved, the more they buy in to EMS values, and even take the values home to use in their everyday lives.

TG asked what the term "self-declare" means. BWG replied that it means that the EMS program is in place and the organization has passed all of its audits without major problems.

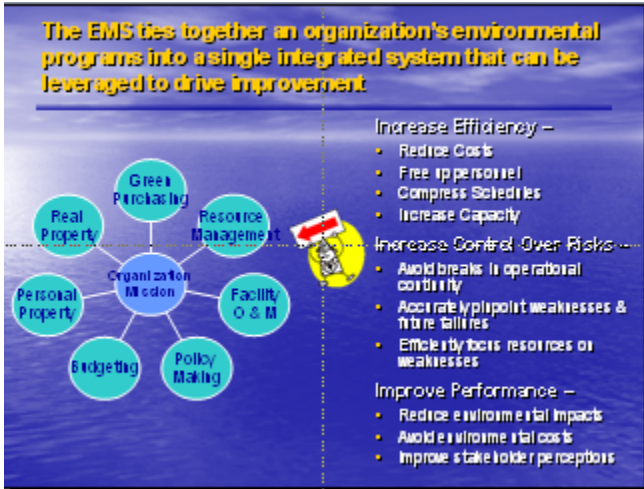
BWG said that EMS should be included in the performance plans of those involved on both the NCCOS EMS Team and the NCCOS Facility



Teams so that credit is given to those who help to achieve and maintain a working EMS within NCCOS. It is very important that EMS be integrated without interfering with work activities. Here at NCCOS, it was a relatively easy process, because EMS simply codified and helped to document what many people have been doing for years, keeping safety and the environment in mind throughout the course of their work activities. Sometimes people have trouble making adjustments, but in time nearly everyone can change and it becomes second nature. The driving question on EMS is usually, “Would I do this at

home?” It is a commonsensical approach to environmental stewardship. Beyond that, there are liability issues. BWG narrated a few stories where common sense environmental and safety precautions were not followed. The individuals had the best of intentions, but their actions put other’s lives at risk.

HS asked, concerning slide #5, whether costs could really be reduced, or personnel truly freed, if EMS guidelines are followed? For-profit businesses might see costs go down or productivity go up, but that it was unlikely in a government agency. BWG conceded that realistically, it is not usually the case. JD countered that over the long term, cost and personnel issues might improve with EMS, but it is unknown how effective the program might be. BWG said that there are up-front costs, but EMS eventually may pay for itself, especially when environmentally friendly practices weave themselves into everyday life. The more these practices integrate, the easier and cheaper it becomes to maintain an institutional awareness oversight body, as everyone will be very knowledgeable about EMS practices, even if they’re not known as EMS as such. Regardless, NCCOS will ultimately benefit by having and maintaining EMS.

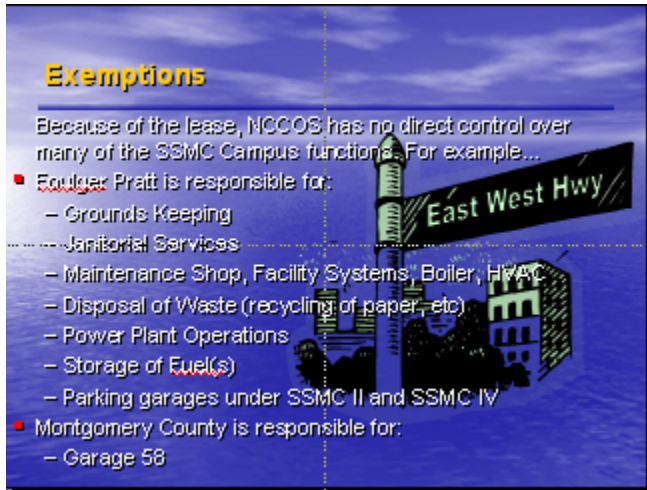


- EMS Benefits to NCCOS**
- Compliance with E.O. 13146 and NOAA directives
 - Standardization of Processes across SSMC
 - Decrease environmental liability
 - Some cost savings in energy, waste disposal
 - Improve recycling opportunities
 - Enhance cross-functional integration with employees and collaborators
 - Increase community stewardship and public perception

- Important EMS Web Sites**
- SECO EMS Website**
http://www.seco.noaa.gov/EMS/EMS_index.html
 - NCCOS EMS Website**
<http://www.seco.noaa.gov/EMS/NCCOS/index.htm>
 - NCCOS Web EMS Awareness Training**
<http://www3.nos.noaa.gov/nccos/ems/html/starttutorial.aspx>
 - FedCenter Website**
<http://www.fedcenter.gov/members/join/>

Minutes, NCCOS EMS Team with Center representatives

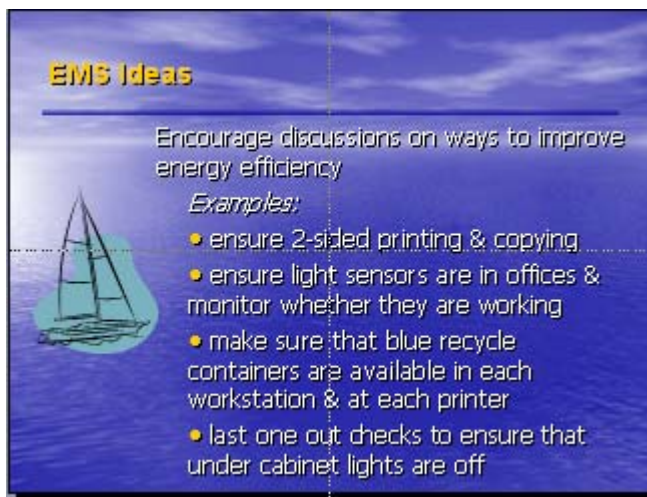
TG asked what SECO stands for: Safety and Environmental Compliance Office. She also asked about having a smoking ban within fifty feet of entrances, as other government buildings have. Someone will look into that. HS remarked that if EMS issues are not in the lease, there's not a lot NCCOS (or NOAA for that matter) can do to make the leaseholder, Foulger Pratt, comply with our EMS policy.



EMS ideas slide: Some lights have to stay on for emergency purposes. There are also [facility](#) issues with some employees using personal heaters, fans, coffeepots, etc. These are not good EMS procedures, [they can pose a safety and health risk](#) and they can be bad for the HVAC system as well.

Getting out the word slide: An idea by BWG not mentioned on the slide was the laminated card with EMS information on it, to hand out to visitors, [contractors](#) and staff as a

quick-reference guide. Timothy Dorch (TJD) was given an example card to review and propose a design. BWG handed out an example page of Oxford's EMS meeting minutes, to show how they handle their meetings.



JD talked about presenting EMS at the tenant board recently, asking them to recognize NCCOS EMS. She said we'd share our policies and procedures with them, and she asked that they try to keep us informed when they decide on environmental matters, with the idea that they should come to us for any EMS issues that may come before them or the building managers. If anyone wants to bring matters up before the board, JD asked that they use her as the liaison, [through Alicia](#)

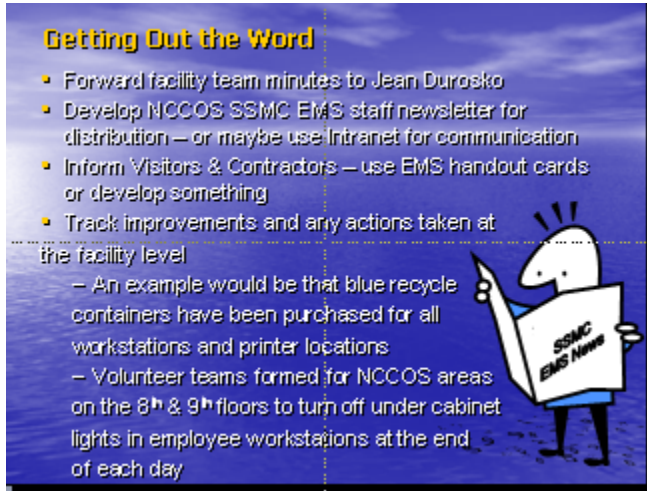
[and Gary.](#)

EMS Team slide & final concerns & comments

- HS is the SSMC representative to the NCCOS HQ EMS Team, TJD is the Communications Team representative. [Mia Robinson is budget representative.](#) [Mark Mohs is IT representative.](#)

Minutes, NCCOS EMS Team with Center representatives

- BWG says EMS should be included in NCCOS strategic plan and used in individual performance evaluations



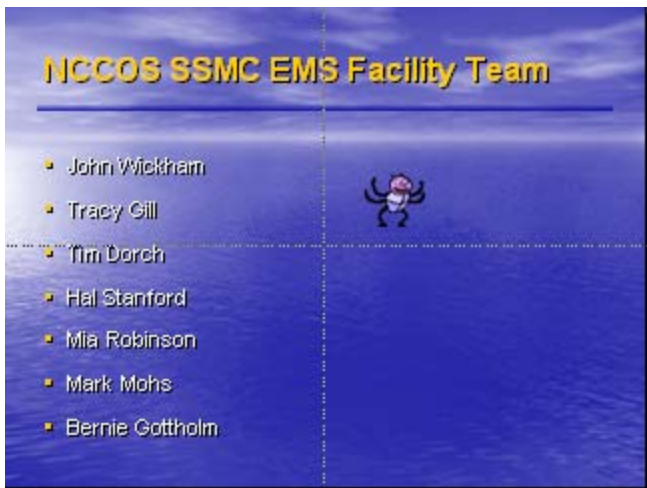
- JD says see NOAA's EMS charter, posted on the web, also HQ shouldn't dictate EMS policy or procedures to the centers, that they need to identify, document, implement, and maintain their own, facility-tailored plans

- I do not believe that what is translated above (about HQ not dictating EMS policy or procedures to the centers, etc) is an accurate description. Since the

EMS is an NCCOS EMS, like everything else NCCOS it is driven by NCCOS HQ Management (Gary and Alicia). I think she was referring to the facility teams having some leeway with regards to implementing EMS activities at their individual facilities and not having the NCCOS EMS Team dictate what should be done at each facility..... Jean can better address what she meant than having me do it!

- BWG: Because Gary and Alicia have bought in, we should get them involved in a managerial way, by suggesting ways for them to offer incentives to staff for excellent EMS suggestions (such as CIYA, a day off, trip to an EMS conference or an EPA sponsored Greening the Environment conference, etc). It's another way to get staff to be involved.
- JD: she will be presenting EMS at the NCCOS Center Directors' retreat, April 18-20, 2006.
- (?): Someone should prepare and give an EMS presentation to the managers of the three major contractors (IM Systems Group, Aster Engineering & Consolidated Safety Services).... Other companies as well if involved here at NCCOS SSMC.

- BWG and John Wickham (JW) discussed ways to reach out to NCCOS staff: quarterly meetings, personal chats. The next NCCOS EMS internal audit is in July or August of this year, so the group should definitely meet beforehand.



- Who are the minutes for? The EMS teams, who should review, approve, and send to Jean Durosko who will then forward

Minutes, NCCOS EMS Team with Center representatives

to Tom Simon, [NOAA SECO](#), for posting on the web.

- BWG: “Anything you can do [for EMS] is good, but anything you can get others to do is better.”
- JW’s concern is about time (or the lack thereof), (BWG): most of the work is already done, but now it all needs to be reviewed and fill in the gaps. HS also added that HQ’s EMS team is merely an advisory group. Management only can make the requirements.

Not captured by this document: [Mark Mohs’ contribution, demonstrating WebX to the group. \(which messed up Bernie’s animated graphics....!!!!\)](#)