

*In attendance:*

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

[Hal Stanford \(HS\)](#)

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

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

[Tracy Gill \(TG\)](#)

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

NCCOS SILVER SPRING METRO CENTER EMS  
TEAM FY 2008 2ND-YEARLY MEETING, MARCH  
20, 2008, 1-3 P.M.  
SSMC4-8<sup>TH</sup> FLOOR LARGE CONFERENCE ROOM

Agenda

- √ Update on EMS Charter
- √ Upcoming 2008 audit
- √ SSMC Recycling and Recycling Plan
- √ January Tenant Board Meeting
- √ Other Issues/Items of Interest

√= covered; ⊗=not covered

Agenda item 1, Update on revised EMS Charter

The revised NCCOS EMS Charter was briefly discussed. JW had a few questions concerning the document. One was the number of standing members on the NCCOS EMS Team (answer is 9) and thus five members would constitute a 51% quorum. Quarterly meetings (i.e., 4 per year) are recommended in the Charter for the local EMS Facility Teams but no set meeting schedule is mentioned for the NCCOS EMS Team. JW stated that he still thought that four meetings per year were probably not necessary. The majority felt that four meetings are appropriate as more EMS activities are being encouraged and undertaken at the local Center level. The EMS Team will meet as necessary. Regarding participation, JW noted that he always invites others from CSCOR to attend the local EMS team meetings but no one seems interested. The lack of participation by two other designated members was also noted. It was pointed out by HS that their participation is restricted to meetings when their areas of expertise were discussed (e.g., IT and finance). HS suggested the Local Facility EMS Team probably needs a few additional members, especially from the ninth floor, but there was no discussion on how to recruit new members who are not interested.

Agenda item 2, SSMC 2008 internal audit

The NCCOS EMS internal audit for the SSMC complex is scheduled for Monday, June 23, 2008 (includes CSCOR, CCMA and Hqtrs.). The audit will be led by Jay Lewis (Oxford) and Jean Durasko (NOS). A local EMS team member may possibly accompany the auditors to learn how it is done (specific training is required to conduct an audit). Local team members can also act as “daily” auditors to keep an eye on activities around their respective Center involving EMS.

Since a number of SSMC people will be randomly quizzed about NCCOS EMS, local facility team members can help prepare people for the audit beforehand by reminding them of the NCCOS EMS policy, the NCCOS EMS website (<http://www.seco.noaa.gov/EMS/NCCOS/>) and issues such as using recycling containers, shutting off lights and the prohibition on small appliances, etc. Some other examples include reviewing with office personnel the rules for recycling, encouraging double-sided printing and turning off shelf lights. TG suggested that a checklist of audit items be provided (this was provided by BG after the meeting). JD mentioned the “SSMC Emergency Procedures Quick Reference Guide” that is given to all new employees and should be placed near each telephone tends to be misplaced (BG sent a

Word version of the “SSMC Emergency Procedures Quick Reference Guide” to all NCCOS employees after the meeting).

### Agenda item 3, SSMC recycling and the recycling plan

JW briefly reviewed the draft NCCOS waste management program action plan for targets and tasks that would apply to SSMC. An applicable target in the waste management action plan is "Identify Recycling Options“ (letter c). Tasks for this target include:

1. Evaluate potential recycling opportunities for NCCOS facilities.
2. Initiate identified local recycling opportunities
3. Report improvements of recycled materials to NCCOS EMS team

For number 1, NCCOS SSMC could possibly initiate plastic bag recycling (not now done by Foulger-Pratt).

For number 2, JW volunteered to try identifying some inexpensive plastic bag containers to place in the eight and ninth floor pantry areas. JW or some other volunteer could periodically take the plastic bag over to the Giant grocery store for recycling.

For number 3, BG mentioned that daily or periodic weighing of recyclable items (e.g., plastic, metals, and glass) could be done in a relatively simple manner by weighing the blue containers each afternoon near the end of the day. Daily weights could be recorded and tracked for a month or longer to document trends in recycling. A simple bathroom floor scale or hand-held fish scale could be used. People weighing things could be called ‘waste watchers’ (BG’s idea).

### Agenda item 4, Selected review of last Tenant Board meeting

Prior to the meeting JD sent out an update of the January Tenant Board meeting. This was to be the last item discussed on the meeting agenda. At about 2:10 p.m. the local facility team was inadvertently forced to abandon the large conference room to make way for an unscheduled meeting of NCCOS management. The meeting was officially adjourned but a smaller group decided to retired to the CSCOR Grants Room to continue to discuss some items pertinent to NCCOS EMS on the agenda of the January 31 SSMC Tenant Board Meeting. Two items of interest included:

1. Energy conservation efforts: Foulger-Pratt and NOAA are initiating a SSMC Energy Audit Study in an effort to reduce energy.
2. Aerator replacement: Foulger-Pratt added flow restrictors to aerators on all bathroom and kitchen sinks on campus. This water-saving initiative is directly related to the mandate to ensure compliance with the Leadership in Energy and Environmental Design (LEED) requirement for certification.

### Agenda item 5, Other issues/items of interest

TD passed around a good-looking draft “Eco-Notes” 2-pager handout sheet describing NCCOS EMS activities. This is one of the ideas proposed to inform employee, visitors and vendors to SSMC-4 of NCCOS EMS activities.

BG mentioned that the leak in the 8<sup>th</sup> floor women’s bathroom has been fixed, as have the dripping faucets in the men’s bathroom. JD mentioned that all of SSMC-4 has had new flow-restrictors installed. In addition, all motorized air ducts have been fixed or replaced on the eight floor to improve air quality. No small appliances (e.g., fans, heaters) are permitted unless prescribed by a doctor for health reasons.

Although more of a health issue, TG suggested a pre-emptive program on ergonomics evaluation and training for office employees who sit long periods at a keyboard (and using the services of NOAA’s Ben Bond) which might prevent future employee back and other health problems.

BG suggested placing EMS ID stickers on cubicles to identify those involved in EMS (i.e., the local office EMS contact person).