

In attendance:

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

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

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

Agenda item 1, Preparing for the June 23
Internal EMS Audit

NCCOS SILVER SPRING METRO CENTER EMS
TEAM FY 2008 3ND-YEARLY MEETING, JUNE 18,
2008, 2:30-3:30 P.M.
SSMC4-8TH FLOOR CSCOR GRANTS ROOM

Agenda

√ Preparing for the June 23 Internal EMS
Audit

√= *covered*; ⊗=*not covered*

A EMS SSMC Facility Team meeting was held by those members available on short notice to review any last-minute preparations for the scheduled 2008 internal EMS audit of the NCCOS SSMC Facility on Monday, June 23, 2008. Items discussed were 1) how team members would remind their respective offices (i.e., CSCOR, CCMA and NCCOS Hqtrs.) of the upcoming audit (i.e., JW would use a Thursday staff meeting and a follow-up e-mail; TG and TD would utilize e-mails; and 2) the reminders would include, among others, mention of possible interviews, familiarity of the NCCOS EMS website and NCCOS EMS policy statement; awareness of the 5 EMS “Spotlights” and 2 EMS “Eco-Notes;” use of personal appliances; and names of the NCCOS, SSMC and Facility Team representatives. The local team members would make themselves available during the audit.

There was agreement among those EMS SSMC Facility Team members in attendance that the NCCOS EMS effort should communicate clearly and succinctly, focusing primarily on what concrete steps people can take and less emphasis on compliance directives and goal achievement milestones. In an effort to provide more “plainspeak” on EMS, see next page for an example of what the EMS SSMC Facility Team has posted around the office.

ENVIRONMENTAL MINDFULNESS

Employees and visitors are asked to be mindful of the Environmental Management System (EMS) in place at the National Centers for Coastal Ocean Science (NCCOS).

Essentially, this means taking care of ourselves and our environment; moving and acting safely, and doing all we can to conserve resources and protect the environment, in the office, lab, or field.

Examples of EMS Mindfulness

- Double-sided (aka "duplex") printing;
- Re-using and recycling wherever possible;
- Turning off machines and lights when not using them;
- Using safe procedures when using equipment and machinery;
- Using safe procedures when moving or storing hazardous chemicals; and
- Lifting heavy objects the right way, or asking for help.

Actions and awareness that make a difference;
being stewards of our world.

To learn more about NCCOS efforts on Environmental Management, contact Bernie Gottholm at B.William.Gottholm@noaa.gov.