



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

DEC - 1 2004

MEMORANDUM FOR: All NCCOS Hands

FROM:

*Gary C. Matlock*  
Gary C. Matlock, Ph.D.  
Director

SUBJECT: Implementation of an Environmental Management System

NOAA has made the commitment to implement an Environmental Management System (EMS) throughout the organization. Over the next year, National Centers for Coastal Ocean Science (NCCOS) will be implementing an EMS based on the Environmental Protection Agency's (EPA) Code of Environmental Management Principles (CEMP) and in compliance with Executive Order (EO) 13148. In addition, this effort supports NOAA's Strategic Plan, in particular, the corporate goal "to Provide Critical Support for NOAA's Mission" by providing facilities that are safe and in full compliance with all environmental standards and laws.

The EMS will put in place a system for continuous improvement of our environmental performance and increase our commitment to a safer workplace. One of my highest priorities for NCCOS is to ensure the safety and well-being of our employees and sustain the health of our environment.

Although the EMS will be implemented across NCCOS, its value will be the most apparent at our field facilities in Charleston, Beaufort, Oxford, and Kasitsna. With that in mind, I have designated Rick Metzler, the Environmental, Safety, and Health Officer at the Hollings Marine Laboratory in Charleston as the Environmental Management Representative (EMR) for all of NCCOS. In this capacity, he will be responsible for implementing the NOAA EMS standard across the organization.

Rick's efforts will require full participation of a team representing each of our field centers and an individual from Silver Spring speaking for Center for Coastal Monitoring & Assessment, Center for Sponsored Coastal Ocean Research and NCCOS Headquarters. He will be in touch with each Center Director and headquarters staff to create this implementation team.

I expect the NCCOS EMS to be fully implemented by December 31, 2005.

Your support in meeting this goal will be appreciated.

cc:

N - Richard Spinrad  
N/MB - Alan Neuchatz  
N/MB - Mitchell. Luxenberg  
N/MB - Peter Gibson  
N/MB3 - Jean Durosko

