



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

AUG 23 2005

MEMORANDUM FOR: National Centers for Coastal Ocean
Science Center Directors
FROM: *Gary C. Matlock*
Gary C. Matlock, Ph.D.
Director
SUBJECT: NCCOS Environmental Management System

The National Centers for Coastal Ocean Science (NCCOS) has committed to implementing an Environmental Management System (EMS). This systematic proactive approach to managing our organization's environmental issues supports our strategic plan and NOAA's role as an environmental steward. Furthermore, Executive Order 13148: Greening the Government Through Leadership in Environmental Management requires all federal agencies to implement EMS's at appropriate facilities by December 31, 2005. The Department of Commerce has committed to meeting this executive order deadline and NOS/NCCOS is pleased to be one of only two NOAA Line/Staff Offices on target to fulfill this commitment.

In January 2005 NCCOS formed an EMS Team including staff from headquarters and each of the laboratories. Over the last year this team has worked to implement an EMS based on the International Standard ISO 14001. The team has made excellent progress so far developing an EMS that will apply to all of NCCOS including each of the laboratories and NOAA partners. Some important implementation milestones the team has achieved include:

1. Establishing an overarching NCCOS Environmental Policy (attached)
2. Defining environmental roles and responsibilities at NCCOS
3. Identifying NCCOS Operations that are environmentally sensitive or whose performance can be affected by environmental issues
4. Recommending some overarching environmental objectives that complement the NCCOS strategic plan.

In the coming months the EMS team aims to progress through the final stages of implementation, including setting NCCOS-wide EMS objectives and targets, providing training to all NCCOS staff and partners, and conducting an internal audit followed by an external systems audit. Management support is critical for these stages and managers and supervisors should ensure that their staff attend EMS awareness training and should attend the training themselves. Managers play an integral role in the EMS and are expected to have a good understanding of NCCOS's EMS and environmental policy.



I encourage you to reach out to the EMS Team to find out more about the NCCOS EMS and the ways you can support this important effort.

Please distribute this memorandum broadly within your workforce.

Attachment

cc:

Alicia Jarboe - N/SCI

Nick Prahl – N/SCI