

## CCFHR/EMS Team meeting – Friday April 11, 2008

Fonseca EMS Team Goals & Actions to EMS Audit:

The purpose of this is to leave the meeting with Names and Deadlines associated with each task.

Opening Remarks:

Fonseca – The team is not ready for major actions at this time. Fonseca, Bizzell, and Gottholm will be discussing soon what items are being addressed at the NCCOS level and what items will be addressed at the CCFHR level.

The Sharepoint site was projected and briefly toured.

Addison and Hilting – Gottholm requested that each EMS Team have an Earth Day Activity. For CCFHR, the Sharepoint site will be launched with a specific request to initiate discussions on the Discussion Board (DB) for ways to improve our EMS.

Fonseca - In the future, we will review items posted on the Discussion Board and respond to the lab if they can be acted on and how. No black holes!

Muñoz – We should couple DB with announcements for those items identified that we want people to comment on.

Bizzell – We will need to have procedures of establishing/working with the Sharepoint site incorporated into our SOPs.

Fonseca – Will send out copies of the ISOs to the team, which will Addison/Hilting will post on the site.

Byrd – Will send out a copy of the E.O. in the Federal Register, which will Addison/Hilting will post on the site.

### AGENDA

#### 1. Review/evaluate SharePoint documents:

- Are SharePoint documents consistent with current NCCOS EMS DOCUMENTS? – Hilting/Addison will ensure that this is the case.
- Define what we must do by searching ISO standards for “shall”. Fonseca, Bizzell, and Gottholm will be discussing soon what items are being addressed at the NCCOS level and what items will be addressed at the CCFHR level.–
- Are doing what we said we would do, per response to Sept. 07 EMS Audit? - Fonseca will send copy of our response to team, Fonseca/Bizzell will work document how we are responding to this to write this up as an activity for the Sharepoint site.
- Change Footer notations in all past documents (Joseph will provide) to remove any employee’s names and make dates current. (From Sabrina to EMS Team) – Bizzell/RB will do this.
- Determine where we must have Conformance (may be a behavior change or a less quantitative standard) vs. Compliance (which arises from a Law and has quantitative standards). – Fonseca, Bizzell, Gottholm will work on this. If a contract is <\$3000, then there are no guidelines for them to conform/comply with our EMS.
- Sign-In documents and accountability for visitors – we were dinged on this but this is not an EMS role and a safety and security responsibility to track paperwork (committee agree?). – The team all agreed that this is not an EMS issue. Fonseca will draft response for security audit

- Visitor Badges (does the committee think the EMS statement suitable or not suitable) – need to remind those receiving visitors to check out the EMS language on their badge! – Members tasked to review language and submit changes/suggestions. In addition to alerting guests, suggestions were made to include visible recycle bins with clear labeling and other signage helping reinforce our lab-wide conservation efforts. Bizzell will check to see if we can obtain EMS funds to purchase some of these bins in public areas (e.g., outside auditorium). Bizzell – ISO standard that contractors (e.g. cleaning crew) get EMS training. He will look into having them take training through the president of company or on site with documentation that they have done so.
  - Sufficient number of visitor badges? Get Administration to make more and discard damaged ones. Fegley - Is Dale responsible for visitors to sign in? In security standards, there is a requirement that folks get shepherded to the sign-in post (located in building 2 by Grady's office). MR – This is not an EMA issue, although an important one. This can be looked into after meeting (BY WHOM?) to double-check what the current procedure is and how this is being addressed by OEP or security plans. Bizzell – He can incorporate need for signage under OEP.
2. Review September 07 Internal Audit Response:
- Evaluate our National Pollutant Discharge Elimination System (NPDES) & Spill Prevention Control and Countermeasure Plan (SPCC) documents for compliance (Joseph will provide these). Bizzell – NPDES is permit from the state that, for example allows James Morris to dump fish into the water. We must take samples and send to a lab to see if it meets certain criteria. No one has been assigned to take samples and maintain a record, but these actions fall under the EMS audit umbrella. There needs to be a SOP for this. SPCC is for underground and above ground storage systems and should be inspected, records maintained, etc. A SOP is needed. Mark will put this on his plate. Then these SOPs will be posted on Sharepoint. Auditors will want these before audit. No one has been trained on with what to do with these two requirements in terms of knowing how to manage program. What are other state requirements? We can be fined if we are in violation, but we were in compliance when we were issued permits. Bizzell has not been trained or tasked with this. President Bush has given EPA money to inspect federal facilities compliance with OSHA and EPA regulations, which includes EMS. NRC in increasing oversight over radio-active materials. We will soon get rid of all radioactive materials on site.
  - Post these documents on our website. Bizzell
3. Appointment letters for EMS Team Members? Fonseca is writing these.
4. Establish milestones to internal audit Fonseca-Much of this will come from and after review of shalls by Fonseca, Bizzell, and Gottholm.
- Meet weekly or more frequently? Dates will be narrowed down after meeting/discussion with Bizzell, Fonseca, and Gottholm.
  - As of 4/7/2008 7 weeks to submitting documents to the EMS audit team. Audit is 2 weeks after that.
5. Meet with Wal-Mart to get guidance on how to bring vendors into conformance Bizzell-He is going over locally and to their website to see if they may have information that is

Comment [b1]: This wasn't discussed as I recall and I'm not sure what document this refers to?

useful. Wal-Mart is creating an EMS culture that incorporates ISO standard, and we will learn from them. They are incorporating that with folks who do business with them. So is Staples and Ace Hardware.

6. Develop an emergency preparedness and response plan (cannot be OEP) Fonseca – clarification?

Bizzell – This is in ISO standard, to have a plan for environmental emergencies.

Fonseca – What are those potential emergencies? Spill response. Can we lift language from our spill response plan to use for this? (e.g.) We will need to ID these potential items, after Bizzell, Fonseca, and Gottholm meeting.

7. What new ideas have folks heard that we want to consider?

- a. Christine – recyclable/biodegradable trash can liners; Addison has tested some samples sent to Fonseca to see if they are strong. They are more expensive. The company that provided the samples has other “green” items also (e.g., cleaners). Current cleaning contract does not have any language that would allow for us to require them to use more expensive bags. We could buy them and give them to the cleaning crew. We could require them to use the bags with us providing the cost differential.

Fonseca – Asked Bizzell about money to implement EMS to pay for the bags.

Bizzell & Addison will get together and get information/pricing.

Addison – The biodegradable bags do not require sunlight, requires moisture.

The recycle bags are 60% most consumer.

Muñoz – The cleaning crew already does not change every bag, every day which is good.

Byrd – We can reduce our need for new bags by changing behavior within an office. For example, do not use a liner in your office trash can. Instead take your “foods” trash to a more centralized larger can that has a bag like the one in the breakroom in Building 3.

- b. Mark – ‘no mow’ zones? – Addison – Will work on identifying areas of no-mow versus yes-mow. We must ensure areas are not overrun with sandspurs (we could plant sea ox-eye) and that areas are not where we would assemble during emergencies. We will need to provide information about why thicker vegetation can be better for environment we share areas we deem as “no-mow” areas.

Bizzell – Suggest area in front of hazardous waste building.

Addison will look at area with Bizzell.

- c. Others. Byrd – She put cloth towels in one bathroom and break room for others to use.

Muñoz – This may be an infectious disease issue for folks.

Addison – We could look into air dryers.

Byrd – Folks could bring and use their own and we could have hangers for them.