

NCCOS Environmental Management System (EMS) Workshop Minutes
February 25 – 29, 2008
Hollings Marine Laboratory, Charleston SC

Purpose of Workshop

Review and discuss Executive Order 13423, “Strengthening Federal Environmental, Energy, and Transportation Management.”

Provide an update on EMS activities within NCCOS, including discussion of the internal and external audits, audit protocols, and review of the audit schedules and participants.

Review and update where needed the Organizational Goals, Environmental Policy, Environmental Aspects, Legal and Other Requirements, Significant Aspects, Environmental Management Programs (EMPs), Objectives and Targets, Communication, Documentation, Document Control, Records, Nonconformance, Corrective and Preventive Action, EMS Audits and Management Review.

Attachment 1 - Workshop Agenda

Attendees

Jean Durosko – NOS

Hal Stanford – NCCOS Silver Spring

Bernie Gottholm – NCCOS Silver Spring

Rick Meitzler- NCCOS CCEHBR and Hollings Marine Laboratories

Raluca Semeniuc - NCCOS CCEHBR and Hollings Marine Laboratories

Jay Lewis – NCCOS Cooperative Oxford Laboratory

Joseph Bizzell – NCCOS CCFHR

Monday 25 February 2008

8:00A -12:00P

Bernie and Rick led the discussion on E.O. 13423 and the status of the NCCOS EMS. The discussion revolved around where we are three years into it and whether or not we are showing continual improvement. The group concurred that the EMS, with regard to NCCOS operations and programs, has been and continues towards the commitment to continual improvement. Since the word sustainability captures a lot of what the EO is about, and what our EMS strives to achieve, the team decided to include the following definition to its list of useful EMS definitions page:

Sustainability - An economic, social, and environmental concept. An Environmental Management System (EMS) is built around identifying, prioritizing, controlling, and improving those elements of an organization that interact with the environment. This is achieved by developing procedures to reduce the impact an organization's activities, products, or services have on the environment.

The morning session concluded reviewing the NCCOS Organizational Goals, Environmental Policy, Environmental Aspects, Legal and Other Requirements, Significant Aspects, Environmental Management Programs (EMPs), Objectives and Targets, Communication, Documentation, Document Control, Records, Nonconformance, Corrective and Preventive Action, EMS Audits and Management Review protocols.

12:00P – 1:00P Lunch

1:00P – 5:15P

Rick and Jean discussed the results of the Management Review which took place on February 7, 2008. A discussion of the responses and corrective actions submitted by CCFHR as a result of the EMS Audit conducted 10-14 September 2007 was conducted and the information was added to the EMS Audit Table and Corrective Action Table for inclusion on the website.

Rick briefed everyone on the latest news from EPA's Research Triangle Park Campus EMS group.

Jean led the review of EMS Standard 002 – Roles and Responsibilities. Roles, responsibilities and titles were reviewed and the question on whether or not a DRO was designated for the Kasitsna Bay Marine Laboratory was asked. The question was asked, and recommendation made, via email to Dr. David Johnson, Director CCFHR, on whether to designate Kristine Holdereid as the DRO for the facility. Dr. Johnson agreed and that change was then made and will be reflected in the Environmental Roles and Responsibilities Table on the website.

The day concluded with the Team beginning a thorough review of the NCCOS EMS website.

Tuesday 26 February 2008

8:00A -12:00P

Bernie led a review and discussion of the prior day's activities.

The Team reviewed and discussed the Environmental Management Programs (EMPs): Materials Management, Waste Management, Training Improvement and Resource Allocation. Action updates were made to reflect changes and these will be uploaded to the website. A demonstration of the developmental on-line Competency Training Program was given by Bernie and Raluca. The General Lab Safety module was accepted and additional modules covering Green Purchasing and EPEAT will be forthcoming. Further modules will be developed in conjunction with the Local Facility Teams to cater to the unique and individual needs for their facility.

12:00P – 1:00P Lunch

1:00P – 5:30P

The Team continued to review and update the NCCOS EMS website. Dates and times for the Opening and Closing Internal Audit Meetings were discussed before adjournment for the day.

Wednesday 27 February 2008

8:00A -12:00P

Bernie led a review and discussion of the prior day's activities. Dates and times for the Opening and Closing Internal Audit Meetings were confirmed. The Opening Audit Meeting will be June 17, 2008 at 1PM EST. The Closing Audit Meeting will be June 25, 2008 at 3PM EST.

Rick and Bernie led a review and discussion of the Training Matrix and it was determined that the existing document no longer reflects the needs and requirements for environmental training within NCCOS. It was decided to review the Training Requirements in OSHA Standards and Training Guidelines, OSHA 2254 1998 (Revised) as well as to work with the Local Facility Teams to determine training needs and requirements.

Rick and Bernie led a review of the FY08 Audit Plan. Audit Team and leads for each facility were chosen. It was decided that the audit format would be similar to previous audits. However, the actual audit report verbiage will be condensed. Hal will work with Rick on

condensing the report language. Discussion on whether or not to add an additional attachment, outlining EMS Standard 015 – Management Review, to the report was tabled. A decision will be made at a later time. It was decided that additional members of the Local Facility EMS Team may participate in the internal audit as observers with approval from the designated Audit Team Lead.

10:00A – 12:00P

A conference call with NCCOS Facility Teams and Management Representatives was held. A description is included in Attachment 2.

12:00P – 1:00P Lunch

1:00P – 4:00P

The Team continued to review, modify and update the NCCOS EMS website. Objectives and Targets were reviewed and initial discussion and revision began to update them to reflect the new EO 13423 goals. An EMS Statement was drafted and adopted by the Team to be added to all new and existing standard operating procedures (SOPs)/guidelines (SOGs). The statement is as follows:

EMS Statement

This protocol of standard operating procedures (SOPs)/ guidelines (SOGs) fully incorporates the NOAA/ NCCOS Environmental Management Systems (EMS) requirements and conforms to the E.O. 13423. The SOPs/SOGs include appropriate considerations regarding evaluating and minimizing an environmental footprint, and implementing energy and water conservation directives. For more information please visit the official website at <http://www.seco.noaa.gov/EMS/NCCOS/index.htm>

This language will be made available on the website and will also be distributed throughout NCCOS.

4:00P – 5:30P

All Team members participated in the MSDS online training, given by company staff. MSDS online has been adopted by NCCOS Safety and Environmental Health personnel and endorsed by NCCOS Management as an efficient and cost effective means to access, manage and deploy material safety data sheets (MSDS) and safety information to staff throughout NCCOS facilities. NCCOS EMS Team members will provide instruction to facility staff. A memo, detailing instructions and target dates for completion, will be forthcoming.

Thursday 28 February 2008

8:00A -12:00P

A review and discussion of the prior day's activities was held. A decision was made to "revamp" the training page on the website. This will be handled by Bernie with assistance from the NCCOS HQ IT staff.

The Objectives and Targets were modified and it was decided that they be distributed to NCCOS Center Management and Local Facility EMS Team Leads for further review and comment. The week of March 10 is the target date for distribution.

11:30P – 12:30P Lunch

1:00P – 3:00P

A conference call was conducted between the Team and Tom Simon, the person responsible for updating and maintaining the NOAA SECO EMS website. Review of the web format, documents and the addition of some new and updated documents took place. Other

documents, not completed and/or signed, will be uploaded over the next two weeks. Discussions were held to determine how best to handle original and earlier document versions. Tom, Jean and Bernie will discuss possible options at a later date.

3:00P – 5:00P

A discussion of legally required training versus need based training was initiated among Team members. All agreed that we should distinguish between the two and get input from the Local Facility Teams as well. Rick and Jay will compile a list of generic training of particular OSHA standards-related topics. More specific training can then be added, as deemed necessary, as interpretations and enforcement policies change over time. Training targets were discussed as well as types of training that may be necessary. Development will begin immediately to produce some internal web based training.

Friday 29 February 2008

8:00A -12:00P

A review of the week's activities was conducted. All Team member assignments were reviewed and confirmed. The Team discussed the document review process and how it will be conducted for the internal facility audits. It was decided that Rick, Joseph and Jay will develop a list of relevant documents by facility. Prior to conducting the actual physical internal audit, the auditors designated for each facility will request and obtain from the facility NCCOS EMS Team Representative those documents pertinent to the facility. The auditors will inspect and review the documents and the results of their inspection will be included in their report.

11:30P – 12:30P Lunch

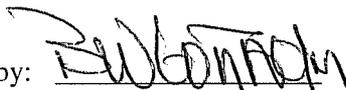
1:00P – 4:00P

Discussion began on development of the FY09 NCCOS EMS Audit and Training Plan. It was determined that early submission and approval of next year's audit and training plan, would assist Center Management in developing their Budget Operating Plan prior to submission to NCCOS HQ. Hal and Bernie will develop a draft FY09 Plan. Once completed, input will be solicited from NCCOS Team and Local Facility Team members.

4:15P

The 2008 NCCOS Environmental Management System (EMS) Workshop was adjourned.

Minutes submitted by:


Bernard W. Gottholm

Minutes approved by:


Jean Durosko

NCCOS EMS Workshop Agenda - Charleston, SC
February 24th – March 1st, 2008

Sunday – February 24, 2008

Travel to Charleston, SC all NCCOS EMS Team personnel

Monday – February 25, 2008

8:00-12:00 - Bernie & Rick: Review and discuss E.O.13423 and the status of NCCOS EMS. Where is our EMS? Review EMS roles of management, employees; review EMS definition of "prevention of pollution". What is Continual Improvement? What is Sustainability? Discuss the integration of the areas of health, safety and environment.

- TEAM: Review the Organizational Goals, Environmental Policy, Environmental Aspects, Legal and Other Requirements, Significant Aspects, Environmental Management Programs (EMPs), Objectives and Targets, Communication, Documentation, Document Control, Records, Nonconformance, Corrective and Preventive Action, EMS Audits and Management Review.

12:00 – 1:00 - Lunch

1:00 – 5:00 - Rick & Jean: Review any recommendations and discussions resulting from NCCOS EMS Management Review.

- Rick: Brief review of EPA RTP EMS vs. NCCOS's EMS - What was learned at the EPA RTP facility trip and training conference in Durham, NC – what, if anything, can we apply to our EMS?

- TEAM: Begin thorough review and modification of the NCCOS EMS website.

** We will need to have the overhead projector so that we can display the web pages and discuss as we go through them.

Important Point to Keep in Mind – We must address how to get personnel to go to the web site and use it for review and information on a regular basis. First thing we can all do – ensure that everyone is taught to get to the NCCOS Environmental Management System Site from the home page of the NCCOS web site (<http://coastalscience.noaa.gov/welcome.html>).

We also need to demonstrate to each employee that our EMS will help them understand their role in the environment and to see how what they do at NCCOS affects the environment. We need to demonstrate that the EMS provides for responsibility, ownership, and accountability of actions and related impacts. Theme to emphasize to managers and staff – the NCCOS EMS contributes to a workforce that is more aware, better trained, more motivated, and more enthusiastic. Additional benefits of an EMS include:

- Improving the environmental condition
- Improving public health
- Minimizing accidents and problems
- Reducing redundant paperwork (yes, believe it or not)
- Achieving cost savings
- Facilitating compliance

Tuesday – February 26, 2008

8:00-9:00 - TEAM: Day 1 review and discussion.

9:00-12:00 - Jean & Bernie: Review EMPs and make necessary changes.
- Jay: Materials Management Program
- Rick, Jay & Joseph: Waste Management Program

Attachment 1

- Bernie, Raluca & Hal: Training Improvement Plan
- Hal, Bernie & Jean: Resource Allocation Improvement Plan

12:00-1:00 - Lunch

1:00-5:00 - Team: Continue review and modification to EMS website.

Wednesday – February 27, 2008

8:00-8:30 - Team: Day 2 review and discussion.

8:30-10:00 - Rick & Bernie: Review FY08 Audit Plan. What assistance is needed from the Facility EMS Teams? Finalize participant schedules. Designate responsible person to Lead Audit at each facility and be responsible for putting together individual Internal Facility Audit Report for submission to the overall FY08 Lead Auditor (Rick). Decide on audit format to be used (i.e., the same as was used for the past two internal audits? Is there a need to modify that format – or not? We should consider removing the non-essential verbiage to reduce report size – paper reduction). Also, consider adding an Attachment 4 which outlines the Management System Review Process (ref NOAA Standard EMS 015).

10:00-12:00 - Jean & Bernie: Conference call with NCCOS Facility Teams. Items for discussion are:

- The planned FY08 EMS Audit
- Review of the NCCOS EMS Team Charter
- Review and discussion of the facility team action item for identifying recycling options as part of the Waste Management Program (listed on the NCCOS EMS website under NCCOS Environmental Management Programs and Improvement Plans)
- Ensuring the recording of Facility Team meeting minutes and the submission to the NCCOS EMS Coordinator and NOS Environmental Management Representative
- Discussion of what management and staff at your facility would like, and would utilize, as a part of your local team site
- Any input that management or staff would like to communicate

12:00-1:00 - Lunch

1:00-4:00 - Team: Continue review and modification to EMS website.

4:00-5:00 - Team: Training on the updates on the MSDS online website. MSDS simple access to database of MSDSs to comprehensive MSDS management tools.

Thursday – February 28, 2008

8:00-9:00 - Team: Day 3 review and discussion.

9:00-10:30 - Rick & Bernie: Review the need for Work Instructions – If needed then we need to address how these can be developed and implemented prior to the internal audits.

10:30-12:00 - Team: Complete review and modification to EMS website. Prepare for conference call with Tom Simon.

12:00-12:45 - Lunch

1:00-3:00 - Jean & Bernie: Conference call with Tom Simon. Review website, linkages, corrections and modifications. Mutually agree on completion date for all changes.

Attachment 1

3:00-5:00 - Team: Determine web review assignments (once Tom has made corrections and modifications we will need to continue to monitor the website to ensure it remains intact.)

- Bernie & Raluca: Discuss the informative training available. These include awareness training, the overview briefing, and the newly developed competency training program – somewhat similar to what RTP uses - (NCCOS EMS Team level, Facility Team level, IT, Budget, Management, etc).

- Rick & Jay: Break out “required” – i.e., legally required versus what is needed to meet the E.O. 13423.

Discussion Topics

- Recommendation for Employee Award Program (as referenced in Section 1, Part D (5): Instructions for Implementing E.O. 13423)
- Training Targets (reference Section 5, Part A & B: Instructions for Implementing E.O. 13423)
 - Employee Refresher Training (similar to what we currently have)
 - EMS Overview Training – for Managers, Vendors, others
 - Competency Training - The term competency training includes all of the various job-specific trainings that are given to employees to ensure that they are able to do their job in a way that is protective of the environment. These only include training of employees whose job has a potential to impact the environment in a significant way, such as training for lab workers. These trainings may not focus primarily on the environment, but include how a job should be performed to be protective of the environment.
 - Lab Safety – guidance on waste management procedures (Ref: NIH on-line competency training).
 - MSDS on-line- Can either develop an on-line Power Point training tool or do we want to emphasize by holding annual training sessions at each facility by the EH&S person (that may be the most feasible and quickest bang for the buck this year)?
 - Green Purchasing (OFEE on-line training).
 - EPEAT and federal purchasing

Friday – February 29, 2008

8:00-9:00 - Team: Day 4 review and discussion.

9:00-12:00 - Review EMPs. Are we good or are changes needed? Let's make the changes now if needed. Discuss additional EMS Program related material.

12:00-1:00 - Lunch

1:00-5:00 - R. Meitzler & B. Gottholm: Finalize internal EMS audit plan, protocols, objectives, scope and criteria. Incorporate recommendations from facility teams and management. Determine audit assignments for the document review. Question: Should it be one review for all facilities by several persons or will those auditing each facility review the documents pertinent for that facility? **IMPORTANT:** Develop a list of relevant management system documents and records to be reviewed. Determine whether or not to pdf those documents that are not in electronic format for inclusion on the website.

- Review “EMS Audit Procedures for NCCOS”.
- Review Draft EMS Annual Operating Plan – could finalize during June meeting. It would then be ready to submit to Gary and Alicia prior to the preparation and submission of FY09 BOPs.

Saturday – March 1, 2008

Return travel all NCCOS EMS Team personnel

NCCOS EMS Team Meeting

February 27, 2008

Attendees: Bernie Gottholm, Hal Stanford, Jay Lewis, Joseph Bizzell, Rick Meitzler, Raluca Semeniuc, Jean Durosko, David Johnson, Jeff Govoni, Mark Fonseca, John Wickham, Tracy Gill, Tim Dorch, Cheryl Woodley, Steve Morton, J.D. Dubick, A.K. Leight, Tom Brush, Juliana Brush, Gretchen Messick

This meeting was held with the NCCOS and Local EMS Teams to review and discuss Local EMS Teams greater participation in the EMS process and focus on the upcoming EMS Internal Audit.

- Discussed the planned FY08 EMS Internal Audit 6/17-25/08. Potential conflict with Center Director Retreat. Bernie will check on this and will verify the dates. Rick is the Lead Auditor for the NCCOS Internal Audit. Local EMS Teams are invited to have one or two members participate in the Audit. All teams should note the dates of the audits at their facilities. The External Audit will be contracted and funded by NOAA SECO. Further information on this audit will be forwarded as it becomes available. Target dates as outlined in the FY08 EMS Audit Plan (add link) are October for Kasitsna Bay (if onsite visit is required) and November or December for the other facilities.

- Reviewed the NCCOS EMS Team Charter section on Local Facility EMS Teams responsibilities. Local EMS Teams should review this on the NCCOS EMS Website at: <https://www.ems.noaa.gov/Sites/NCCOS/Documents/NCCOS%20EMS%20Charter.pdf>

- Reviewed and discussed the facility team action item for expanding recycling options at each of their facilities as part of the Waste Management Program (<https://www.ems.noaa.gov/Sites/NCCOS/EMS%20Programs/EMPs/Waste%20Management%20Program%2008-30-2007.doc>). By the fourth quarter, each Local EMS Team will provide the NCCOS EMS Team with their analysis and any identified improvements.

- Discussed the need for the Local EMS Teams to review their facility websites on the NCCOS EMS website and determine what information they would like to see included to maximize the benefits of the website. It is also important for the Local Teams to make sure that any new or updated records (e.g. meeting minutes, newsletters, guidance documents) are forwarded to Jean Durosko, the NOS Environmental Management Representative, with a copy to Bernie for posting on the NCCOS EMS website.

- David emphasized that NCCOS' Objectives and Targets needed to be updated to reflect the new EO 13423 goals. The NCCOS EMS Team is working on revising the FY2008 Objectives and Targets this week. These will be distributed for review and comment to NCCOS Center Management and Local Facility EMS Team Leads when completed.