

## Oxford Facility EMS Team Meeting Minutes

Date: Friday, 08/24/07

Time: 10:30

Location: Oxford Conference Room

Attendees: A.K. Leight (Lead), Jay Lewis, Ben Longstaff, Eric Daniels, Scott DeLude, Debbie Vreeland

Absentees: Bob Wood, Steve Early, Julianna Brush

### Discussion Points:

1) EMS Audit will occur for NCCOS on September 10 at the Beaufort Lab.

- Facility inspection will only be for Beaufort, but NCCOS-wide EMS documents will be reviewed, including the minutes of Oxford's meetings.

2) Debbie and a small team of individuals performed an EMS facilities inspection in May. Some of the EMS related findings were:

- Need for motion-based sensors on lighting, both inside and outside.  
ACTION: A.K. will fill out procurement request for motion switches once spending is approved.
- Tinting on R/V Laidly windows has improved heat issues inside cabin and has reduced air conditioner usage.
- Tinting of lunch room windows on the main lab was suggested.  
ACTION: Debbie was given support of EMS team in pursuing tinting of lunch room windows
- Composting of lunch room/kitchen trash (vegetable/fruit waste) suggested.  
ACTION: EMS team supported purchase of small compost bin
- There is interest in having bottled water available as Oxford town water has elevated levels of arsenic. The purchase of water coolers would help prevent the use of plastic bottles (e.g. 20oz. water bottles) and allow the reuse of personal drinking cups.  
ACTION: The EMS team supported Debbie's initiative to purchase two water coolers (one for the lunch room and one for the lobby).

3) Heating and cooling:

- We should attempt to reduce energy consumption through the use of personal heaters.

ACTION: Turn thermostats to 72-74°C in summer. In winter, do not set thermostats quite as low at night as bringing the temp back up is using a great deal of energy.

- We discussed the usefulness of getting an ‘energy audit’ for the main facility.

ACTION: Scott will ask Delmarva Power about a possible audit while they do work on the facility coming up.

#### 4) Fuel Consumption and Vehicle Mileage:

- We are required to maintain these records and report annually. Usage trends (reasons for travel, numbers of passengers) should also be recorded.

ACTION: A.K. and Debbie will work together to compile records

ACTION: Sign out sheets (electronic and paper) for federal will be updated to include column for numbers of passengers.

ACTION: Federal vehicle keys will be moved to Joann’s desk to insure proper sign-out and return.

ACTION: A.K. will work with Skip on tracking vessel fuel consumption.

#### 5) Scott indicated that the new pump house will have a solar panel to run the exhaust fans and louvers.

#### 6) Jay reported that the hydraulic system on the R/V Laidly has been updated and now uses fluid that is at least 50% biobased.

#### 7) Geothermal heating/cooling:

- Contract for installation of geothermal system already completed by Kansas City
- Scott indicated that we will have an ‘open’ system with water flowing back into the town aquifer. He was informed that some additive will be introduced to water and is concerned.
- ACTION: Try to get better details about system from contractor.

#### 8) There has not been any action taken on the request by staff to replace hand soaps (except in laboratories) with triclosan-free soap (non-antimicrobial).

ACTION: Debbie indicated she would pursue this further with those purchasing cleaning supplies.

9) Jay mentioned that EMS principals (efficient energy consumption, reduced ecological footprint) must be considered every time a purchase/contract is requested.