

Oxford Facility EMS Team Meeting Minutes

Date: 11 Dec 2007

Location: Oxford Conference Room

Attendees: A.K. Leight (Lead), Jay Lewis, Eric Daniels, Julianna Brush, Debbie Vreeland, Gretchen Messick (for Bob Wood), Howard Townsend (for Ben Longstaff)

Absentees: Bob Wood, Steve Early

Discussion Points:

1) NCCOS Policy

- Re-signed
- Need to replace old version with new version where posted
- On NCCOS website

2) ISO Policy. Discussed with team.

3) Upcoming Audits

- Discussed possible dates
- Environmental impacts and aspects
- Need to improve overall staff knowledge

4) Local Efforts

- Continue to pursue “green” projects and products
- Insert EMS clause into contracts
ACTION: Work with Jay to develop language
- Establish goals for different groups within lab
- Better represent EMS at staff meetings. Try to provide stats, goals, ideas (Better communication)
- Energy Consumption
 - Continue work on ways to reduce
 - Continue looking into auto dim switches and ways to encourage less light when not needed
- Findings from latest walk-around
 - Discussion of possible pump-out station. Persons involved need to make case for need
 - Need to consolidate and better track propane use
 - Thermostat in block storage not working/set incorrectly?
 - Continue proper recycling of compact fluorescent bulbs