

Oxford Facility EMS Team Meeting Minutes

Date: Wednesday, 02/15/06

Time: 09:00

Location: Oxford Library

Attendees: A.K. Leight (lead), Jay Lewis, Debbie Vreeland, Steve Early, Scott Delude, Ben Longstaff, Bob Wood

Absentees: Eric Daniels, Julianna Brush

Discussion Points:

1) Election of Team Secretary

Minutes for the meetings must be maintained and reported.

Discussed having a rotational assignment (whomever is present and willing).

ACTION: Ask Julianna if she would be willing to accept this role.

2) State Participation:

Discussed makeup of the team. Steve indicated a desire for having one or two Maryland DNR scientific staff join the team.

ACTION: Steve will pursue this further with State staff.

3) Review of draft NCCOS EMS Charter

Discussed Charter comments that apply to facility team.

Team needs to elevate issues to NCCOS EMS team and disseminate information to facility staff.

4) Meeting Schedules

Decided to meet monthly for now with the anticipation of moving to quarterly meetings at some undefined point.

ACTION: Proposed date for next meeting = third week of March (20-24th).

5) Recycling

Discussed increasing and emphasizing recycling efforts at the facility. Team suggested providing bins/boxes for paper recycling for each office space that does not already have one. Scott reported that recycling efforts were substantially greater shortly after the last EMS training and then fell back to pre-training levels. Suggested placing addition recycling bins inside main building for glass, can, and plastic recycling; and having a large bin outside near dumpster.

ACTION: Scott is currently constructing a cardboard recycling container to be placed outside by trash dumpster. A bander has been purchased to make transport of cardboard to recycling center easier.

ACTION: Scott will get prices for recycling bins (paper, glass, metal, plastic) and present to Bob Wood

ACTION: Scott will work with Jay on finding locations for glass, metal, and plastic recycling bins

Discussed requirements of State and Federal Govts' for reporting amount of recycled material, combining these efforts, and reporting to staff.

ACTION: Attempt to combine reporting efforts

ACTION: Report recycling quantities to staff

Discussed desire for getting USCG involved in recycling efforts.

ACTION: A.K. will talk with Chief Gallagher about our recycling efforts

6) Chemical Substitutions

Mercury light bulbs are being phased out. Scott has been replacing all four bulbs in a fixture whenever any bulbs go out. Scott estimates that about half of the approximately 1600 light bulbs on the facility now have mercury-free light bulbs.

ACTION: Scott will get a better estimate of the number of light bulbs that contain mercury

Discussed substitution and purchase of laboratory and cleaning chemicals. Scott has already checked with cleaning supply distributor on more environmentally friendly cleaners and noted substantial increase in price. Scott discussed staff complaints over the use of chemicals containing limonene.

ACTION: Continue to gather information and ideas about environmentally friendly cleaners.

Discussed the procedures for gaining acceptance before purchasing chemicals not already on the chemical inventory.

ACTION: Steve will reinforce State procedures for the purchase of new chemicals.

ACTION: Distribute reminder about new chemical purchase procedures to laboratory staff.

7) Communication of EMS Information

Discussed methods of disseminating information to staff.

ACTION: Meeting minutes will be made available electronically.

ACTION: Highlights of meeting minutes (most important points, bulleted) e-mailed to staff.

Discussed setting up an EMS posterboard in lunch room.

ACTION: A.K. will get price on small board and elevate to Bob Wood.