

## Oxford Facility EMS Team Meeting Minutes

Date: Wednesday, 01/24/07

Time: 10:00

Location: Oxford Conference Room

Attendees: A.K. Leight (Lead), Jay Lewis, Julianna Brush, Ben Longstaff, Eric Daniels, Scott DeLude, David Nixon

Absentees: Bob Wood, Steve Early

### Discussion Points:

1) Reminder that EMS program information is available on the internet ([link](#)).

2) EMS facilities inspections (function):

- Purpose is to help recognize EMS issues and to create stewardship through involvement.
- Three have been conducted in last 6 months.
- Debbie Vreeland leads and picks 3-4 staff to assist each time.
- Debbie will relate findings at EMS team meetings, and will communicate any safety issues/findings to Jay after inspection.

3) Major/repeat findings from EMS facilities inspections:

- Need to improve walk-ways behind building.
- Need to improve impervious parking lot (pavers) so that spaces in pavers are filled with more stable material and are less of a trip-hazard.  
ACTION: The EMS team will be looking into more durable vegetation or small gravel. Suggestions are welcome.
- Equipment (such as gas-powered pump) has been left outside and is rusting.  
ACTION: Include note in newsletter
- Chemical substitutions not being pursued to adequate degree. Jay indicated that solvents (mostly xylene and alcohol) are by far the most used chemicals at the lab. Our waste solvents are 'reused' as fuel in cement kilns. Debbie raised issue of trying to recycle chemicals on site. Jay stated that several times the issue of recycling chemicals at the lab has been investigated and at last check we were informed that it would require a change in status of the lab to a chemical processor

and that the effort and cost involved would outweigh the benefits of onsite recycling.

**ACTION:** Chemical substitutions will be mentioned in the EMS newsletter, the upcoming EH&S training, and at the next staff meeting.

**ACTION:** Low VOC paint/stain recommended and purchased for exterior painting of building.

- Concerns were raised over the consideration of environmental issues in new construction, including the best locations of new buildings, the loss of 'green' space, and loss of trees. Debbie voiced specific concern over the proposed placement of the boat facility and the related loss of trees. A.K. and Julianna felt that there had been intent for building 'green' with the proposed lab expansion and the proposal had received some favorable environmental rating. A.K. noted the unfortunate necessity to use treated lumber for the new dock.

**ACTION:** Without Bob W. or Steve E. present the team decided to pursue the issue with them.

- Suggestions were made during inspection about investigating the possible use of sky-lights or solar panels. Scott mentioned that the main lab building has metal roof structures that would make sky-lights difficult to install.

4) Request from staff to turn down thermostat on water heaters

**ACTION:** Scott will do so

5) Request by staff to replace hand soaps (except in laboratories) with triclosan-free soap (non-antimicrobial).

**ACTION:** Team made recommendation to replace soap and provide alcohol-based hand sanitizers

6) Team discussed possible ways to decrease greenhouse gas emissions:

- Closing blinds on hot, sunny days
- Turning off lights when not needed
- Keeping lab doors closed for HVAC purposes

7) Approximately 8 tons of materials were recycled by the lab in 2006.

However, Scott reported that recycling participation has dropped considerably lately. The team discussed ways of encouraging staff to recycle.

- 8) Scott indicated that useable materials (e.g. wood) from demolition projects are being donated, where possible, instead of land-filled.
- 9) The team decided to have quarterly meetings and quarterly EMS facility inspections, with inspections falling within a week or two before the meeting.
- 10) A.K. and Julianna will look into getting a posterboard to post community news (including EMS newsletters)