

## Oxford Facility EMS Team Meeting Minutes

Date: Friday, 06/30/06

Location: Oxford Library

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) Recycling:

- Recycling pickup is being arranged with Infinity Recycling or the Town of Oxford

#### 2) Battery Recycling:

- We need to do better job of recycling rechargeable batteries. A box has been placed in lobby for cell phone batteries and toner cartridges.  
ACTION: Debbie will look into purchasing containers for collecting other rechargeable batteries  
ACTION: Check with Lowes for depositing the batteries

#### 3) Fluorescent lighting:

- Scott reported that all fluorescent light bulbs in the main lab have been changed to green-tipped mercury free bulbs.

#### 4) Vehicle Usage:

- Vehicles and conference room may be signed out over intranet, but need to have a log of 'usage'.

#### 5) HVAC System:

- The HVAC system does not seem to be working correctly and is, therefore, inefficient.
- Jay outlined the need for upgrading the system, likely costing between 30 and 40K.
- Scott indicated that this information had been provided to Bob Wood.