

Oxford Facility EMS Team Meeting Minutes

Date: 19 September 2008

Location: Oxford Conference Room

Attendees: A.K. Leight (Lead), Jay Lewis, Eric Daniels, Julianna Brush, Tom Brush, Debbie Vreeland, Gretchen Messick, Lindsay Chakot

Absentees: Bob Wood, Steve Early, Clayton Ward

1) Team composition

- Discussed makeup of team and representation. Team informed of USGC involvement (PO Ward absent).
- Need to clean up team info on website
- ACTION: Need to involve someone from histology and NCBO-Oxford staff
- ACTION: Jay will contact Bernie with revised team info

2) Discussed internal audit findings.

- Relative to finding #2 regarding lack of knowledge of Environmental Improvement Activities and Management Plans, team members voiced concern over the organization and communication of NCCOS EMS concepts and documents.
- ACTION: A.K. will attempt to better communicate to staff the overall concept of the NCCOS EMS and the various supporting activities.
- ACTION: A.K. will communicate to Jay and the NCCOS EMS team about possible ways to make information more digestible.
- Concern also expressed over Standard Operating Procedures for admin. and facilities activities. Jay and A.K. instructed these employees to utilize, to all of the written procedures that they are already following (e.g. State procurement procedures)
- ACTION: A.K. will work with Tom to complete procedures for facilities operations.

3) External Audit

- External audit is scheduled for November 12&13. Will be conducted by contractor.

4) Impacts and Aspects Statements

- Jay and A.K. have been working to clean up document. Standard formatting completed for forms. Need to be distributed and updated.

- ACTION: A.K. will be distributing electronically the various program sheets to the responsible party for updating and ownership.

5) Recycling

- Debbie informed the team that better/cleaner/more appropriately sized bins are being purchased to collect recyclables. The smaller bins will be emptied into outside, larger bins daily.
- ACTION: A bin for alkaline and rechargeable battery recycling has been purchased and will be placed in the mailroom.

6) Energy Consumption

- The NOAA Green Team suggested that facilities purchase an energy use monitor to get a better indication of the amount of energy being used by individual equipment.
- ACTION: Once we get spending approval, Jay will pursue this purchase

(7) Accomplishments

- We need to get a list of accomplishments together for FY08 for our own records and to post to the NCCOS website. A.K. solicited items from the team
- ACTION: A.K. and Jay will compile a list and get it to Bernie and Tim