

NOAA – NCCOS	EMS FORM 002.01	Date issued & revised: Please add issue date and any other previous revisions R04/17/07; R02/29/08, R03/17/09
		Reference: EMS 002

**MATERIALS MANAGEMENT PROGRAM
SUMMARY FORM**

Aspects: Hazardous Materials Toxic Substances Natural Resources (Non Hazardous Materials)	B. Document Control Code:	
	C. Revision Date:	3/17/09
	D. Program Lead:	Jay Lewis

1. Introduction:

NCCOS facilities use of a wide variety materials, many of which are regulated and harmful to the environment. The purpose of the Materials Management Program is to comprehensively manage key materials at NCCOS facilities (as identified by the significant aspects above). This summary form outlines the key components of the NCCOS Materials Management Program, including its overarching objective, annual targets, key responsibilities, and schedules. In the first phase NCCOS will focus on chemicals that are used in research, operations, and maintenance. Facilities will establish baselines of their chemicals, identify those chemicals where substitutes might be possible, and set objectives to improve the management of these so as to minimize social, economic, and environmental impacts.

2. Five Year Objective(s):

Manage the use of materials (hazardous and non hazardous) and natural resources to support NCCOS's mission and balance society's environmental, social, and economic goals.

3. Target	Performance Indicator	Record	Responsibility	Resource Estimate	Project Plan Location
a. Develop a baseline of NCCOS Laboratory chemicals by hazard class and volume (as needed)	<ul style="list-style-type: none"> Chemical baseline completed FY 08 	Facility Inventories	Facility EMS Coordinator	¼ FTE	See below
b. Identify potential list of substitute materials and establish a plan for evaluation	<ul style="list-style-type: none"> List of Potential NCCOS Substitute Chemicals 	NCCOS Substitute Chemicals List	Facility EMS Coordinator	¼ FTE	See below

4. Potential Impacts Resulting in Significance:

See NCCOS Summary of Aspects and Controls (Aspect Master List)

5. Legal and Other Requirements:

See CAP

6. [Operational Controls: \(See Operational Controls Form, separate page\)](#)

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7. Action Plan (Schedule, Responsibilities, and Resources)

Target	Tasks	Scheduled/ Completion Date	Responsibility	Resource Allocation
1. Develop a baseline of NCCOS Laboratory chemicals by hazard class, volume, and cost	1. Discuss inventory software and format for a digital chemical inventory. Action: Conference call 10/14/05, EMS team decided for each lab to keep their current inventory format and methods. In the future we will evaluate several inventory software programs.	November 15, 2005 Completed March 10, 2006	NCCOS EMS Team	N/A
	2. Develop and provide inventory form for facilities to complete that captures the information for the chemical baseline. Action: EMS meeting during Charleston external audit delayed further implementation until presentation of inventory vendors at the first 2006 scheduled meeting of NCCOS EMS team. Re-evaluated and revised inventory form. Conference call on 4/17/2007 with "MSDS online" discussed using vendor software to manage inventory. Follow up conference call with MSDS online scheduled on 2/27/2008	January 31, 2006 Completed March 10, 2006 Re-evaluated February 27, 2008	Jay Lewis/ NCCOS EMS Team	N/A
	3. Evaluate and adopt preferred format and software. Action: Five software programs were demonstrated and the recommendation of the NCCOS EMS team is to use the LIMS data management program currently under development at Charleston. Subsequently the LIMS software was found to be unsuitable for NCCOS EMS applications. Inventories will continue to be maintained at the local facilities in existing formats.	Completed March 10, 2006 Re-evaluated February 25, 2008	NCCOS EMS Team	N/A
	4. Develop or purchase necessary software. Action: Continue to review new products for acceptance to NCCOS EMS applications	TBD	NCCOS IT & Bernie Gottholm	TBD

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	5. Create e-binders to manage MSDSs using MSDSOnline	Complete by July 2009	Local Facilities by Responsible Groups	
	6. Test MSDSOnline system for inventory control using Oxford e-binder	Complete by Jan_2009; completed March 2009	Facility EMS Coordinator, Local Staff	N/A
	7. Post links to inventories on NCCOS EMS web site. ACTION: This action no longer necessary. Posting to MSDSOnline allows all users to query the NCCOS e-binder	Feb_2009 Completed March 2009	Facility EMS Coordinator, NCCOS IT Team	IT Team
	8. Train staff on MSDS online e-binder use and maintenance	All facilities have initial training completed March 2009; Maintenance ongoing	Facility EMS Coordinator, Facility EH&S Coordinator	N/A
2. Identify potential list of substitute materials and establish a plan for evaluation	1. Discuss intent of chemical substitution for chemical and waste minimization and purchase of "Green" products with Branch Chiefs, Team Leaders, and staff. Action: Completed training at each facility December 2005. Retrain 2008.	January 13, 2006 Completed December 2005; Retrain 2008	Facility EMS Coordinator	N/A
	2. A. Conduct literature searches for possible chemical substitutes, for example: EPA, Smithsonian Institute, University of CA – Davis, University of MD. B. Due to Department of Homeland Security issues, posting of chemical substitutes not encouraged. Disseminate information in EMS refresher training sessions.	A. August 30, 2006; completed July 2006 B. Completed July 2006; revisited annually	NCCOS Staff; Local NCCOS facility teams	N/A
	3. A. Identify and initiate facility & scientific chemical substitutes as appropriate. Action: Purchase "Green" products as available for facility and scientific needs. B. Initiate data call for NCCOS substitutions for 2005-9. Make information available to NCCOS staff and partners.	A. Ongoing B. Target: September 30, 2009 (annual)	A. Scientific & Janitorial Staff B. Local facility teams	TBD
8. General Background Document(s)/Records:		Location and/or Person Responsible:		
NCCOS Inventory Form		NCCOS EMS Team		
9. Competence of persons responsible on basis of training, education, or				

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experience:	
Title	Basis for Competence
Jay Lewis	Education, training and experience