



United States Department of Agriculture

Research, Education and Economics  
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November 17, 2010

**Subject:** Minutes of the Environmental Management System Committee Meeting  
on November 17, 2010

**To:** ARS Tifton Location Employees

**From:** Tamara Snipes, Chemist/EMS Coordinator

The EMS Committee met on November 17, 2010, at 11:00 AM in the Administrative conference room. T. Snipes, T. Hendricks, J. Merriman, R. Scarborough, P. Timper, J. Yelton, and R. Hornbuckle were the committee members in attendance.

At the last EMS committee meeting, we discussed tracking toner cartridges in FY11. Kim Giddens designed a webpage where this information can be easily input on the USDA Tifton website. However, there is a problem with the form sending the information to its intended recipient. Kim is working with Jill Philpot from the Office of the Chief Information Officer (Web Branch) to remedy this problem. Once the webpage is functioning, employees will be given instructions. The form is very user friendly and we do not anticipate any problems in implementing this program. Employees may use the recycling program of their choice to recycle the toner cartridges.

All FY10 EMS reporting requirements have been completed. The reporting requirements include the ARS Self-Declaration Checklist, OMB EMS Metrics, and the Location Management Review. The Management Review highlights specific accomplishments that occur here throughout the year. J. Yelton was asked to provide facilities updates as projects are completed so gathering the information for this report will be less burdensome next year.

Site Publisher, the software used to develop web pages, has been upgraded. The software works very differently from the past version. T. Snipes scheduled a meeting with Kim Giddens to go over the software changes. EMS web page updates will resume after this short training session.

Last week, Earl Griffin sent an email to EMS Coordinators, CDSO's and AO's asking locations to begin realignment of the Safety and EMS committees into a combined iSHEM committee. Debbie Padgett requested that the Tifton Location remain as separate committees for now. Earl indicated that the Area would support whatever committee structure worked best for our needs. An iSHEM committee may be forthcoming, but not in the immediate future.

The recycling program is being redesigned to allow for the measuring of our recyclables. Paper and cardboard are now collected in a roll-off container behind building 16. Plastics and glass will be weighed on the small scales in the shop area of building 16 and recorded in a logbook. Once funds are available a dumping container will be purchased for recyclable glass. The EMS committee and the Facilities group continue to work together to make all the changes by the first of the year. This will allow employees to be trained early in 2011. Once all changes have been implemented the SOP's for recycling will be updated and distributed.

The next meeting of the Location EMS Committee will be tentatively scheduled for January 2011.

