



United States Department of Agriculture

Research, Education and Economics  
Agricultural Research Service

October 25, 2006

**Subject:** Minutes of the Environmental Management System Committee Meeting  
on October 25, 2006

**To:** Location EMS Committee Members  
Research Leaders

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

The EMS Committee met on October 25, 2006 at 11:00 AM in the CPMRU Conference Room. T. Snipes, K. Marchant, J. Merriman, L. Marshall, T. Hendricks, and P. Timper were the committee members in attendance.

The main purpose of the meeting was to identify FY06 items that still need to be accomplished and to set targets for FY07. After the EMR in April, we learned that we went about things a little backward in the beginning of FY06. We had to go back and assign Significant Aspects to our targets then write Environmental Management Procedures (EP) and Environmental Management Programs (EMP) for each. All of the EMP's have been written and all but one EP has been written. They are posted on the EMS webpage. Other documentation yet to be completed includes hazardous and universal waste documentation as they relate to EMS, the EMS coding system for CATS, and the Pesticide Operating Procedures that apply to field research. Operational Controls (OC) still need to be finalized for the programs that are already established such as the hazardous waste, employee training, and recycling programs. All of these targets will continue into FY07 until each has been completed.

Annually, a Management Review must be done to examine the performance of the EMS. A formal report will be drafted and submitted to the Location Coordinator outlining the yearly accomplishments. It should also address those items that weren't accomplished. The report is being drafted now and will be posted on the webpage upon completion. We must also annually review the Policy Statement, Environmental Aspects, and Activities/Aspects/Impacts. Committee members were asked to review the documents and send an email with any comments to the EMS Coordinator.

Targets were set for the FY07 year. Committee members were assigned a target to work on for the fiscal year. Those assigned are responsible for managing the plan of action for their target. This includes implementing new programs, writing Environmental Procedures, Environmental Management Plans, Operational Controls, etc. A status report of each target will be part the committee meeting to monitor progress. Tom Hendricks and Laura Marshall will work on the Priority Chemical reduction. Kathy Marchant and Jackie Merriman will work on Employee Awareness. Other committee members will continue to work on FY06 programs. The EMS Coordinator will work with all groups and archive all documents that are developed.

Objectives for FY07 include a reduction in amount of mercury and lead containing devices in USDA facilities and to increase employee awareness as related to EMS.

The next meeting of the Location EMS Committee will be scheduled tentatively for early December 2006. Plans for Safety Week will be discussed at this time along with monitoring the progress of the continuing FY06 projects.



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