

**Department of Commerce Environmental Management System (EMS)
Workgroup Meeting**

Thursday, September 15, 2011
11:00 am-12:00 pm

HCHB Room 6823

Call-in number : 1-866-799-9543
Participant Code: 330 6520

POC: Greg Falzetta, 202-482-1080, gfalzetta@doc.gov

MINUTES

In Attendance:

Barrere, Nancy, Office of Acquisition Management
Brundage, Jennifer, Analytical Services, Inc., DOC Office of Sustainable Energy and Environmental Programs (OSEEP)
Cooper, Rose, U.S. Census Bureau
Durosko, Jean, National Oceanic & Atmospheric Administration, (NOAA) National Ocean Service
Falzetta, Greg, OSEEP
Fuhrman, Roxanne, U.S. Patent and Trademark Office
Melton, Jennifer, NOAA Safety and Environmental Compliance Office (SECO)
Scinta, Bob, OSEEP
Shaltanis, Jennifer, NOAA SECO
Slade, Dennis, National Institute of Standards and Technology
Thompson, Morris, OSEEP
Tomiak, Rob, OSEEP

1. RT: Thanks for participation in this workgroup given the number of workgroups and initiatives everyone is involved in. The EMS Executive Steering Committee (ESC) charter was signed last month and it established the Facilities Management Council (FMC) as the ESC. Context: we've had EMS for awhile, and the workgroup's role needs to now first and foremost focus on EMS. I don't want EMS to only focus on the scorecard and SSPP. The workgroup should represent the larger bureaus who perhaps are appropriate for facility-level EMS. This group should flush out the definition of an "appropriate organizational level" for EMS implementation. This group is also an input to the ESC. If there are things that require higher-level decisions, e.g. funding, this group should elevate those issues to the ESC. This group is under the ESC/FMC.
 - a. Question: How does this workgroup relate to the ESC?
 - b. Ans: The FMC is double-hatted, FMC reps are not always SES-level ESC members, but FMC pulls in ESC members as needed for ESC-driven agenda topics.
 - c. Q: is ESC a new group?
 - d. Ans: We never had an ESC before, but we made the FMC double-hatted. The ESC is strategic, and this workgroup will execute ESC guidance.
2. Reviewed signed ESC charter. Highlighted schedule, EMS workgroup role, and definition of Senior Sustainability Officer (SSO) as top management for the purposes of EMS. The

ESC will serve an advisory role, although in practice briefings often occur to the ESC, of which the SSO is the chair, as opposed to separately with the SSO.

3. Discussed draft final EMS operations manual. The purpose of this manual is to describe the operation of the department-level EMS. The manual does not pertain to facility-level EMS. Its finalization was held up until the ESC made a decision about its role. Please submit comments or a negative reply by COB September 30. There have been some substantial changes since the last review by this workgroup in December 2010.
 - a. Jean will send comments through a consolidated NOAA response
4. Objectives and targets: listed on slides 3-4 of attached FMC briefing. These were presented to the FMC at their August meeting. This was anomalous. In the future this group will review O&Ts. Those chosen were from the scorecard and SSPP, so no surprises.
5. Management review: upcoming in early October. Our goal is to complete the EMS management review so results can be briefed at the next ESC meeting. Slides are still draft but we can get those out to this workgroup for comment by M or Tues of next week.
 - a. Environmental compliance reporting info needed: All bureaus should track their environmental compliance status, and we have chosen iEHS as the common tool. For the management review we need bureaus to report the number of environmental compliance audits conducted this year. It may be 0 for some bureaus, and that's ok. NOAA—please report on Tier 1, Tier 2, and Tier 3 audits. Next year we may ask for categories of findings, e.g. "hazardous waste." Please report back within a week.
6. Internal audit—we are looking into options for conducting our internal audit as third-party with lead auditors from another federal agency, such as EPA or DOD. Bob will check with a colleague at the Secret Service. The timeframe for this audit is November. If we cannot find sufficient auditors from other federal agencies we will ask members of this workgroup to form an audit team.
7. Fedcenter.gov reporting is open. OMB and CEQ no longer require EMS reports, but we are collecting them anyway. The module is exactly the same as it was last year. Please report by November 23/end of November.
8. Environmental compliance reporting system: An ECARs system is in the budget request for \$114,000 + some other funds will transfer a total of \$125,000 to fund department-wide roll-out of the system. NOAA is currently rolling this out internally, schedule for roll-out outside of NOAA TBD. NOAA has chosen its new auditing contractor for FY11 & FY12.

Action	Responsible	Due	Completed
Submit comments or a negative reply on EMS Ops Manual	All	9/30/2011	
Send out draft mgmt review slides for workgroup comment	Falzetta	9/20/2011	
Report number of environmental compliance audits conducted this year	All	09/23/11	
Report status of EMS via FedCenter.gov	Bureaus/line organizations with fully	11/23/11	

	implemented EMS (NIST, NOAA MOC, NOAA NCCOS, etc...)		
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