

**Snipes, Tamara**

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**From:** Snipes, Tamara  
**Sent:** Monday, February 07, 2011 3:06 PM  
**To:** Hendricks, Tom; Hornbuckle, Regina; Marchant, Kathy; Maze, Tom; Merriman, Jackie; Russell Scarborough; Snipes, Tamara; Tim Strickland; Timper, Patricia; Yelton, Jim  
**Subject:** EMS Updates

Hi All,

We were scheduled for a meeting in January and now February is well underway. With the renovations being done in building one and having to pack up our labs and offices, I haven't even thought about scheduling a meeting. This email is being sent to keep you informed about EMS in lieu of an actual meeting. If you have any concerns or topics that need to be discussed, please let me know and I'll put them on the agenda for the next meeting at the end of March.

**Recycling** – Recycling continues to be at the forefront of EMS. Since we were required to start capturing data on all our recyclables, we have modified the recycling procedures. However, this continues to be a work in progress with some confusion remaining about what the procedures are. I am attending the monthly facilities operations (FOS) meeting this afternoon. Hopefully, the meeting will clear up any questions and we'll all be on the same page. Once the procedures are finalized, employees will be updated.

**Recycling Website** – The recycling form that Kim created seems to be working well for tracking toner cartridges. I get usually at least one form per week from somewhere on the station. I asked Kim to modify the form to include paper/cardboard, glass, plastic, and metal all measured in pounds. This way when Tom Maze weighs the roll-off he can use the form to send me the weight. There are also others, besides FOS, that take items to Tift Co. and this is an easy way for them to let me know how much they recycled. It seems to be working well so far. If you haven't looked at the form yet, it can be found at <http://www.ars.usda.gov/Services/docs.htm?docid=21015>.

**Annual EMS Training** – The annual EMS refresher training is scheduled during this year's UGA Safety Week. The training is set for Wednesday, February 23 from 8:30 to 10:00. The training is being coupled with a presentation by Earl Griffin. The EMS portion will only include the updated recycling procedures and should not take more than 15 minutes.

**EMS Newsletter** – It is time to be thinking about another newsletter. Patty has been willing to produce these but has difficulty finding new topics. If there is something that you are aware of that relates to EMS and could be turned into a newsletter, please email your suggestions to Patty. These could include areas that apply to work or home.

I believe this is the only new information since our last meeting. Again, please let me know if there are other topics that we need to address.

Thanks,  
 Tamara

*Tamara M. Snipes*   
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