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Research, Education and Economics
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January 17, 2007.

Subject: Minutes of the Environmental Management System Committee Meeting
on January 17, 2007

To: Location EMS Committee Members
Research Leaders

From: Tamara Snipes, Chemist/EMS Coordinator

The EMS Committee met on January 17, 2007 at 11:00 AM in the CPMRU Conference Room. T. Snipes, K. Marchant, J. Merriman, L. Marshall, T. Hendricks, P. Timper, T. Maze, and R. Hornbuckle were the committee members in attendance.

There was a committee member reassignment since our last meeting. Regina Hornbuckle replaced Lorine Lewis as a representative from SEWRU. Lorine managed the recycling facilities near the watershed labs. Laura Marshall agreed to take on that responsibility since her office is near the recycling drop-off location.

In order to keep track of outstanding and current projects, a simple spreadsheet was created. At each meeting, we will give an update of each item and where it stands in terms of being completed. The Operational Control template, Operational Control for Solid Waste, Operational Control for Training, and Environmental Procedure for Electronic Recycling have all been completed. Tom Hendricks stated that the Pesticide Operating Procedure was completed and needed several signatures before distributing to the cluster. He also stated that the other outstanding targets related to hazardous and universal waste could be easily completed. Tom also plans to do a facility safety inspection where he will look for mercury and lead items that relate to the FY07 targets.

Jackie Merriman and Kathy Marchant discussed what they had done with the awareness training presentation. Committee members were asked to review the presentation and make suggestions before it is finalized. The presentation was planned to be presented during UGA Safety Week, which is normally in February each year. At this time, we have not heard of plans for Safety Week and will check into this further with Stormy Sparks, UGA Safety Officer.

Not mentioned in the meeting was that in December 2006 the annual Management Review was written and submitted to the Location Coordinator and to the Area Office. The Area Office also required the EMS Metrics Form and Self-Declaration Checklist be completed, signed by the Location Coordinator, and returned to document our EMS compliance. All documents were submitted by the required deadline. All documents are posted on the Tifton EMS webpage.

The next meeting of the Location EMS Committee will be scheduled tentatively for early April 2007.



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