

**EFCOG Environmental Subgroup
Semi-Annual Meeting, May 2005
Meeting Summary**

This summary represents an outline for the meeting minutes. The chair will update the outline and submit a more detailed summary.

Fifteen individuals attended the subgroup meeting, down from the past couple of meetings due to travel restrictions, but still a good representation from across the complex. We shared six candidate best practices, 15 lessons learned, reported status of subgroup tasks, discussed performance track incentives, better ways to share information, the status of developing and implementing EMSs across the DOE (from a March 2004 Quarterly Report), uncertainty about criteria to meet DOE Order 450.1 or “How do we know when we have an EMS in place,” the impact of politics on our sites and their environmental management systems, watched a video titled “Water Warning” related to New Mexico’s water issues, and we made a change in leadership. John Irving became the chair. The vice chair and secretary position are vacant while the chair seeks to fill those leadership positions from the entire membership base.

The subgroup task teams discussed and reported on the status of the seven-subgroup task. Task include:

- Revising the subgroup charter (Complete, 12/5/03)
- Preparing and submitting two Best Practices during 2004 (Ongoing, Due 11/12/04)
- Preparing a list of consultants and 3rd Party Registrars from DOE site working towards implementing an EMSs (Ongoing, Due 7/1/04)
- Updating the subgroup membership list, website information, and identifying subgroup liaisons to other subgroups (Ongoing, Due 7/1/04)
- Reviewing Pollution Prevention requirements in DOE Order 450.1 (Complete, 5/12/04)
- Preparing a ‘white’ paper on implementing environmental management systems at DOE facilities (Ongoing, Due 8/31/2004)
- Holding monthly conference calls (Ongoing, Due 12/31/04).

Two of these tasks are complete, four tasks are on schedule, and the chair extended the due date for one task. The group is ‘excited’ about the best practice presentations and sees this as a great way to share information. We will continue to look for ways to share information, especially through our monthly conference calls.

Joe Yanek shared information from his meetings with the executive board and DOE. In addition, Joe asked for a list of key issues and accomplishments from the subgroup. We identified the following as key issues forwarded those to Joe. The key accomplishments include ‘breaking’ the “I do not have a best practice” barrier; providing DOE a ‘sounding’ board for orders and documents (especially as they relate to implementing an EMS); holding monthly conference calls to share lessons learned, regulatory issues, and maintaining subgroup & task momentum; and serving as a conduit between those site that have implemented an EMS and those sites that have yet to fully develop and EMS to meet DOE Order 450.1.

**EFCOG Environmental Subgroup
Semi-Annual Meeting, May 2005
Task Reports**

IM Task #21: Revise Charter (Complete, 12/5/03).

The Participation Task Team submitted a revised charter in 12/03 for review by the IM Working Group Chair. However, the IM Working Group needs to update the website.
(Environmental Subgroup, Participation Task Team)

IM Task #22: Prepare and submit two Best Practices during 2004 (Ongoing, Due 11/12/04).

The Environmental Feedback Task Team set a goal to submit two best practices to the EFCOG Best Practices during 2004. Environmental Subgroup members presented six candidate best practices during the May 2004 meeting. The subgroup plans to meet or exceed the 2004 goal by submitting at least two best practices before the due date. The subgroup chair revised the due date to just before the November semi-annual IM Working Group meeting.
(Environmental Subgroup, Environmental Feedback Task Team)

IM Task # 23: Prepare a list of consultants and 3rd Party Registrars (Ongoing, Due 7/1/04).

The EMS Experience Task Team prepared a draft list of consultants and 3rd Party Registrars used by DOE contractors to develop and certify environmental management systems at DOE sites. The list provides a contractor point of contact, company (or name) of consultant or 3rd Party Register, description of the work performed, and relative comments. The subgroup task team will update the current list and seek additional information from sites not responding to the initial inquiry. The task team may update the information as more DOE sites respond to additional inquiries. Subgroup members will use the information to 'benchmark' consultants and registrars.
(Environmental Subgroup, EMS Experience Task Team)

IM Task #24: Update subgroup membership list, website information, and identify subgroup liaisons to other subgroups (Ongoing, Due 7/1/2004).

The Participation Task Team will continue to work with the IM Working Group Chair and Webmaster to maintain the membership list and environmental subgroup website current. Several Environmental Subgroup members volunteered to serve as subgroup liaisons to the Feedback & Improvement and Occupational Safety & Health subgroups and the Integrated Management Task Team.
(Environmental Subgroup, Participation Task Team)

IM Task #25: Review P2 requirements in DOE Order 450.1 (Complete, 5/12/04).

The Pollution Prevention Task Team conducted a survey of DOE Contractors on how they are meeting the pollution prevention goals in DOE Order 450.1. Bill Bozzo presented the results of the survey during the meeting. Nine sites responded to the survey and most reported that they are already or plan to comply with the P2 requirements. The Environmental Subgroup will continue to encourage companies to include P2 in company strategies through semi-annual meetings, conference calls, and best practices.
(Environmental Subgroup, Pollution Prevention Task Team)

IM Task #26: Prepare 'white' paper on implementing Environmental Management Systems at DOE facilities (Ongoing, Due 8/31/2004).

The Environmental Subgroup will prepare a 'white' paper on describing how DOE Contractors are implementing EMSs across the complex. The paper may provide guidance to those sites that

are working to develop and implement their own EMS. The Environmental Subgroup chair extended the due date from 6/1/04 to 8/31/04.

(Environmental Subgroup)

IM Task #27: Hold monthly conference calls (Ongoing, Due 12/31/04).

The Environmental Subgroup holds monthly calls to improve communication between subgroup members, update subgroup tasks, and share lessons learned, and review common regulatory issues. The subgroup will had pollution prevention and 'information bulletins' to the conference call agenda and increase the duration of the call to 1-½ hours.

The conference calls are meeting expectations and achieving their goal.

(Environmental Subgroup)

IM Task #28: Prepare and submit two Best Practices during 2004 (Duplicate task, see IM Task #22).