

Communication Activities for EMS Surveillance (05/09/2006)

Calendar								
Activities	4/6 Team meeting	4/10-4/14	4/17-4/20	4/24-4/27	5/1-5/4	05/8-9 (Monday-Tuesday) Audit	Persons Assigned	Notes
Briefing ESH&Q Director							Bruce Angle	completed
Brief Env. Stewardship Committee			TBD				Bruce Angle	
Briefing to L-M Team via ISMS (mgmt review)		X					Bruce Angle	
iNote			X	X	Special notes to MFC and RTC facilities		John Howze Bruce Angle John Irving	iNote for significant environmental aspects at the INL facilities is scheduled to distribute today. (4/19/06)
mNote				X			John Howze Bruce Angle	mNote to BEA managers to remind them to pass Env. Policy to their subcontractors
EMS presentations to LEST			4/19				Bowen/ Bruce	Completed. Bruce did the presentaton to the LEST on 4/19. EROB#159, 7:30am
Roll Env Policy & Req to Sucontractors (PRD-4001)							John Irving	drafted and is being reviewed by the committee.
Enclude ISO 14001 Policy to TRN51/52 Training								Fran Williams approved the request. Bruce Angle is to send a note to John Epperson/Karen Arterburn for including ISO 14001 Policy in the annual update of TRN51/52 in 2007.
Provide Env. Policy badge cards to subcontractors (Gate 1 and WCB)		X					Rachel	Completed. Policy badge cards sent to Gate 1 on 4/12/06.
Provide Env. Policy badge cards to subcontractor company POC via weekly meeting at INTEC		X					Rachel	Completed. Policy badge cards sent to WCB on 4/12/06.
Env. Policy flowdown to WGS/Chemical mgmt/sampling and analysis subcontractors					X		Roy Grant	
Posters at Facility Entrances - WCB/EROB/IRC/MFC/SMC/CFA/ Big Shop/RTC		X	X				John Irving (EROB/IRC/WCB) Marty Edwards (SMC) Rachel Damewood (CFA/Big Shop) Dewayne King (RTC) Tim Miller (MFC)	Completed. Note sent on 4/13/06.
David Fry presentation to ESTs							David Fry	Completed. David provided ISO 14001 related messages on Environmental Policy and significant environmental activities at BEA facilities to union employees to promote environmental awarness and to facilitate the audit process. (04/13/06)
Posters on INL buses			X				Rachel	Completed. Called Scott Lyman on 4/11/06
Pause for Safety			X				Bowen	Completed. ISO 14001 information was included in the Pause for Safety published in the week of 4/24/2006.
Greetings on Marquees			X (note out)		X (reminder)	X	Rachel	Completed. Note sent to involved personnel with Message "Welcome back, ISO 14001/VPP review teams."

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The following facilities will send "Did You Know" slides to facility employees for ISO-14001 overview and to management and facility leads for significant environmental activities (identify significant activities at the facilities via Appendix D of LST-96 Rev. 4)								
MFC			X	X			Tim Miller/Roy Grant	
RTC			X	X			Jim Graham	
FSS(MFC)			X	X			Deborah Wagoner	