

Meeting Minutes
F41624-03-D-8613/Task Order 0098
Parsons 744175.10000

Date: November 30, 2005

Time: 10:00 am - 11:30 am

Place: Camp Stanley Storage Activity (CSSA)

Subject: Environmental Management System

Attendees:

Name	Organization	Telephone
Glaré Sanchez	CSSA	(210) 698-5208
Jim Cannizzo	FSH JAG	(210) 295-9830
Ken Rice	Parsons	(512) 719-6050
Julie Burdey	Parsons	(512) 719-6062
Kyle Caskey	Parsons	(210) 204-8529
Melanie Montalvo-Hernandez	Parsons	(973) 919-5227 cell

Topics Discussed:

1. Environmental Policy Statement

- **Discussion:** CSSA provided copies of CSSA’s draft one-page policy statement to Parsons. Parsons provided copies of Parsons’ draft two-page policy statement to CSSA.
- **Decision:** Parsons will incorporate both drafts, and maintain a one-page format. Once reviewed and approved by CSSA, the environmental policy statement will be posted at the desk of the front gate as an alternative to developing a poster. CSSA will determine how to inform permanent post employees/contractors.
- **Next Step:**
 - Jim Cannizzo will follow-up with Fort Sam’s Environmental Office to inquire how they have communicated their environmental policy statement.
 - Parsons will revise CSSA’s draft Environmental Policy Statement and submit to CSSA for review.

2. Self Assessment

- **Discussion/Decision:** Parsons confirmed that the Self-Assessment was complete. CSSA requested that Julie Burdey review the numbers.
- **Next Step:**
 - Glaré Sanchez will send the Self-Assessment to Parsons for review/input.
 - Julie Burdey will review the Self-Assessment numbers and respond to CSSA.

3. List of Environmental Plans and EMS Matrix

- **List of Environmental Plans:** Parsons developed a comprehensive list of environmental plans that may be applicable to Camp Stanley and began identifying (1) whether CSSA had such plans; (2) dates of those plans; and (3) when those plans are due for an update. CSSA had begun drafting a comprehensive table (EMS matrix) that would not only include a list of environmental plans but also a list of all environmental programs, shops, requirements, etc.
 - **Next Step:** Parsons will update the list of environmental plans to reflect all the current plans that CSSA has and clarify which plans are not applicable to CSSA. Ultimately this list of environmental plans will be incorporated into the EMS matrix.
- **Environmental Procedures (EPs):** Glaré stated she also drafted 8 to 10 environmental procedures (e.g., SOP format/template, water, air, waste, shop, etc.) and will e-mail to Melanie. This list of EPs will also be incorporated into the EMS matrix once the EPs are finalized. Eventually, CSSA wants to develop SOPs and reference them in the EMS matrix.
- **EMS Matrix:** After the November 30 meeting, Melanie and Glaré met separately to review CSSA’s draft matrix.
 - **Next Step:** Melanie will begin updating and revising the EMS matrix initially drafted by Glaré.

Afternoon Shop Meetings:

Melanie Montalvo-Hernandez and Kyle Caskey met with the following shops November 30 and December 1 to introduce Melanie as part of the EMS efforts:

Shop	Point of Contact	Telephone #	Comments or Remarks
Warehouses	Danny Adams	210-867-9950	
Building 90	Ray Schwarz Andy Conrad	210-240-6073 210-861-9618	The shop is in the process of choosing a new bluing system.
Boiler	Joe Ovalle	210-336-2376	
Boxshop	Kirby Culak	210-240-5424	
Safety	Teresa Benavidez	210-336-1225	

4. Action Items

Parsons:

- Environmental Policy Statement:** Update CSSA’s draft Environmental Policy Statement and submit for review. Parsons will maintain the format as 1-page and add graphics to be posted at the front gate sign-in area and to be distributed as a flyer on post.
Deadline→Submit revised policy to CSSA by the week of Dec. 5
- Complete Self-Assessment:** Review and update if necessary the self assessment.
Deadline→ Week of Dec. 5 (or within 1 week upon receipt of document from CSSA)

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- List of Compliance Plans:** Provide current list of compliance plans and those requiring updates (i.e., SPCC Plan, Contingency Plan, Hazardous Waste Management Plan).

Deadline→ **Week of Dec. 19**

- Update EMS Manual.**

Deadline→**Submit revised EMS manual by week of Dec. 26** (or within 2 weeks upon receipt of document from CSSA)

- Update EMS Matrix.**

Deadline→**Ongoing as data/information is collected.**

CSSA:

- Glare will provide electronic copies of the following:
 - EMS Matrix
 - CSSA's Self-Assessment
 - CSSA's working draft EMS Manual
 - Draft Environmental Procedures