

ARS Environmental Management System Self-Declaration Checklist v2006

QUESTION:	YES	NO	N/A
SECTION 1. Maintaining a Policy of Commitment to Environmental Excellence			
1.1 Has the facility developed an EMS policy statement?	X		
1.1.1 Is the policy statement specific to the facility (i.e., does it reflect the activities and environmental impacts that occur there)?	X		
1.1.2 Does the policy statements contain, at a minimum, a commitment to:			
1.1.2.1 environmental compliance?	X		
1.1.2.2 pollution prevention and conservation practices?	X		
1.1.2.3 continual improvement?	X		
1.1.3 Has the policy statement been signed by the current Senior Management Official at the facility?	X		
1.2 Is the policy statement reviewed annually and updated if necessary?	X		
1.3 Have significant efforts been made to communicate the policy statement to all employees at the facility?	X		
1.4 Is the policy statement posted on a bulletin board(s) in a conspicuous location(s)?	X		

Corrective Action with Milestones. For each question marked "No" above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).

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QUESTION:	YES	NO	N/A
SECTION 2. Developing Annual Goals, Objectives, and Targets to Advance Our Program Performance in Terms of Both Regulated and Unregulated Impacts			
2.1 Has the facility developed annual goals and objectives?	X		
2.1.1 Are the goals and objectives based in part on: <ul style="list-style-type: none"> • Significant environmental impacts associated with facility and research-related operations; • Deficiencies noted by employees discovered during day-to-day monitoring activities; • Regulatory issues and trends discovered during internal and external inspections, reviews, or audits; • Pollution prevention and conservation initiatives; and/or, • Agency-wide emphasis programs? 	X		
2.1.2 Have goals and objectives been approved and endorsed by the senior management official within the organizational unit (e.g., signed by the Research Leader at the Location level)?	X		
2.2 Have the goals and objectives been prioritized (i.e., based on guidance in the ARS EMS Implementation Guide)?	X		
2.3 Have responsibilities for goals and objectives been assigned?	X		
2.4 Have milestones for completion been established?	X		
2.5 Is progress on implementation of annual goals and objectives reviewed periodically and documented?	X		
2.6 Have annual goals and objectives been accomplished or new milestone(s) established (i.e., for those that could not be completed)?	X		

Corrective Action with Milestones. For each question marked "No" above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).

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QUESTION:	YES	NO	N/A
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SECTION 3. Considering environmental impacts when making policy, planning, purchasing, and operating decisions.

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| 3.1 Has the facility established a procedure to identify its significant environmental aspects? | X | | |
| 3.2 Has the facility identified its significant environmental aspects? | X | | |

Corrective Action with Milestones. For each question marked "No" above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).

SECTION 4. Identifying and Complying with Pertinent Requirements in Federal, State, and Local Laws and Regulations; Permits; Department of Agriculture and ARS Policies and Procedures; and Industry Codes That We Must Adhere To

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|---|---|--|--|
| 4.1 Does the facility have access to current applicable statutes, laws, regulations, standards, policies, etc., available in paper, electronic, or other media formats? | X | | |
| 4.2 Does the facility have a procedure for identifying applicable regulatory requirements? | X | | |

Corrective Action with Milestones. For each question marked "No" above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).

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QUESTION:	YES	NO	N/A
SECTION 5. Requesting the Necessary Resources to Successfully Carry Out Our Goals, Objectives, and Targets			
5.1 Has the facility dedicated resources (e.g., personnel, materials, equipment) to support their EMS efforts?	X		
5.2 As necessary, has the facility requested, through the Annual Resource Management Plan (ARMP) budget process, funding and resources needed to: prevent or correct human health issues; prevent or cleanup environmental releases; correct compliance problems or violations; ensure continued compliance with new regulatory requirements; and, support pollution prevention and other initiatives that will enhance the overall environmental program?	X		
<p><u>Corrective Action with Milestones.</u> For each question marked "No" above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).</p>			
SECTION 6. Making Personnel Aware of Their Environmental Roles and Responsibilities, Providing Appropriate Training, and Holding Employees Accountable for Their Performance and Actions, Including Recognizing Them for Outstanding Performance			
6.1 Has an individual been delegated authority and assigned overall responsibility for the EMS (i.e., EMS Coordinator)?	X		
6.2 Has an EMS Committee been established?	X		
6.3 Has the establishment of the EMS Coordinator and EMS Committee been documented in writing via ARS Form 309 or through some other means?	X		
6.4 Do the EMS Coordinator and appropriate Committee Members have a duty statement that assigns EMS responsibilities?	X		
6.5 Do the EMS Coordinator and appropriate Committee Members have a performance element for their EMS duties?	X		
6.6 Does the EMS Committee meet on a recurring basis (i.e., not less than quarterly)?	X		
6.7 Have the EMS Coordinator and Committee Members received EMS training congruent with their responsibilities?	X		
6.8 Have significant efforts been made to provide EMS awareness training to all employees?	X		
6.9 Is there a procedure in place to ensure that new employees receive EMS awareness training?	X		
6.10 Have new employees received EMS awareness training?	X		
<p><u>Corrective Action with Milestones.</u> For each question marked "No" above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).</p>			

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QUESTION:

YES

NO

N/A

SECTION 9. Clearly Documenting and Reporting the Progress and Achievements Related to This Policy

9.1 Does the Senior Management Official at the facility annually evaluate and document the progress made on implementing the EMS?

X

Corrective Action with Milestones. If marked "No" above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).

ARS Environmental Management System Review Certification Form v2006

Facility Information.

Crop Protection and Management Research Unit, Crop Genetics and Breeding Research Unit,
 Facility Name: and Southeast Watershed Research Unit

City: Tifton State: GA Zip Code: 31794

Type of Certification. Please check only one:

- 1st party.** An internal evaluation conducted by the participants within the scope of the EMS under consideration (e.g., EMS Coordinator, EMS committee members, etc.)
- 2nd party.** An independent evaluation conducted by reviewers from outside the scope of the EMS under consideration (e.g., other Agency personnel, Contractors, Regulators, etc.)
- 3rd party.** An independent evaluation conducted by an American National Standards Institute – Registrar Accreditation Board. This formal process is conducted in conformance with ISO 14001 Standards (i.e., for facilities that elect to use this standard.) This results in the facility being fully ISO 14001 certified.
- Certification has not yet been conducted.

Reviewer(s):

Name (print):	Title:	Signature (optional):
<u>Anthony Shelton</u>	<u>EPA Region 4</u>	_____
<u>Alexis Kingham</u>	<u>EPA Contractor with Prizim</u>	_____
_____	_____	_____
_____	_____	_____

Corrective Actions. For each question answered "No" in the above checklist, please list the deficiency question number and the anticipated corrective action date (e.g., Q 6.1 - 05/01/06).

Attestation: As the Senior Management Official, I certify that I have reviewed the information that is being submitted and determined that it is complete, factual, and accurate.

<u>Timothy C. Strickland</u>	<u>Location Coordinator</u>	
Name (print):	Title:	Signature: <u>Timothy C. Strickland</u> <u>11/15/06</u>

Agricultural Research Service Environmental Management System Self-Declaration Protocol

Purpose: This document establishes the policies and procedures for Environmental Management System (EMS) Self-Declaration within the Agricultural Research Service (ARS).

Background: Executive Order (E.O.) 13148, "Greening the Government Through Leadership in Environmental Management," required "appropriate facilities," to develop and implement an EMS by December 31, 2005. ARS Headquarters, Area Offices and Locations have been designated "appropriate facilities" and are required to have an EMS in-place.

An important component of a successful EMS is self-declaration. An EMS Self-Declaration is a public statement that a facility conforms to nationally accepted standards. Self-declaring an EMS can help assure stakeholders, the general public, and surrounding communities, of our commitment to sound environmental management. Additionally, many States have recognition programs that provide increased regulatory flexibility for facilities with an accredited EMS.

Policy: It is ARS policy that each facility certify it has self-declared their EMS utilizing Agency or other adopted standards. Facilities in non-conformance with a requirement(s) will develop an action plan and correct the deficiency(s) in a timely manner.

Roles and Responsibilities: EMS roles and responsibilities are in ARS Manual 230.0M, "Safety, Health, and Environmental Management Program." Additional EMS guidance can be found in the "ARS EMS Implementation Guide". Both documents are located at the ARS Administrative and Financial Management webpage at <http://www.afm.ars.usda.gov/>.

ARS Standards: The Agency has developed the attached Self-Declaration Checklist so that a facility may certify that its EMS meets ARS standards. At this time, the checklist is not inclusive of all EMS requirements under the E.O. In the spirit of continual improvement, the checklist will evolve in successive years to incorporate these additional standards. As such, each facility utilizing the Agency's checklist will self-declare each calendar year until the requirements of the E.O. are met.

To utilize ARS' Self-Declaration Checklist, Auditor(s) will have received at a minimum, basic EMS training. Auditors should respond "yes", "no" or "n/a" (not applicable) to each question verifying that the facility has documentation to support the claim. If the facility answers "no" to a question, milestones for correcting the deficiency should be developed in the "Corrective Actions with Milestones" sections provided. The Review Certification Form at the end of the checklist should then be completed, summarizing the findings of the audit. The Senior Management Official at the facility (e.g., Research Leader at a Location) will review the checklist and sign the Review Certification Form.

Other Standards: Facilities desiring to certify under other standards or to participate in a Federal or State recognition program (e.g., International Standards Organization, National Environmental Performance Track, etc.) will be considered as fulfilling the certification process as long as the requirements are at least as stringent as ARS standards. Facilities selecting this alternative will maintain the adopted certification in lieu of the ARS Review Certification. Auditors will meet the minimum training requirements of the adopted standard, or otherwise, be trained as a lead auditor.

Reporting: Annually, each facility will report on the EMS self-declaration activities that have taken place during the past calendar year. Locations will provide a copy of the ARS Review Certification Form or the adopted certification to the Area Office. Areas will consolidate the information into a summary report for the Facilities Division, Safety, Health and Environmental Management Branch (SHEMB). SHEMB will consolidate the Area information into the overall Agency report for the Department.

Evaluation: SHEMB and Area Offices will utilize the information to develop a plan for: providing assistance; conducting higher level audits; and, enacting system improvements.