

**FACILITY ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)
ANNUAL REPORT QUESTIONS FOR REPORTING YEAR 2007**

For reporting year 2007, appropriate facility information collected should reflect facility level EMS implementation progress, performance and successes during one of three time frames to be identified by each reporting agency:

- 1) Fiscal year 2007, October 1, 2006 to September 30, 2007;
- 2) Abbreviated fiscal year, defined as the nine months between the close of the last annual report and September 30, 2007; or
- 3) Calendar year 2007, January 2007 to December 2007.

(Note: These metrics will be used for reporting years 2006 to 2008 - future reports will reflect progress, performance and successes during fiscal year 2007 and 2008.)

Each agency will be requested to provide a summary of this information for its appropriate facilities.

- I. ENVIRONMENTAL MANAGEMENT SYSTEM SCORECARD METRICS
- II. ENVIRONMENTAL MANAGEMENT SYSTEM EFFECTIVENESS QUESTIONS
- III. ENVIRONMENTAL MANAGEMENT SYSTEM EXPERIENCES FEEDBACK

I. ENVIRONMENTAL MANAGEMENT SYSTEM SCORECARD METRICS

Instructions for Questions 1-7: For each topic listed, please indicate the one statement which best describes the status of your appropriate facility EMS **during this reporting period**. Responses should not reflect activities that will occur during the next reporting period. To ensure that summary data adequately reflects information from your agency please respond to each question. Where a facility does not respond to a question in this section, it will be scored as selecting response "A."

1. ENVIRONMENTAL ASPECTS.

- A. Significant environmental aspects were not identified during this reporting period or previously.
- B. Significant environmental aspects were identified during this reporting period or previously; an established procedure was not used for this process.
- C. An established procedure was used to identify significant environmental aspects during this reporting period or previously; however, previously identified significant environmental aspects were not reevaluated during this period.
- D. Environmental aspects identified in a previous year were reevaluated during this reporting period using an established procedure and updated (added/deleted/modified) as appropriate.

2. GOALS, OBJECTIVES, AND TARGETS.

- A. Measurable environmental goals, objectives, and targets were not identified, reviewed, and updated as appropriate during this reporting period.
- B. Measurable environmental goals, objectives, and targets were identified, reviewed, and updated as appropriate; 0-49% of targets were on schedule during this reporting period.
- C. Measurable environmental goals, objectives, and targets were identified, reviewed, and updated as appropriate; 50-79% of targets were on schedule during this reporting period.
- D. Measurable environmental goals, objectives, and targets were identified, reviewed, and updated as appropriate; 80-100% of targets were on schedule during this reporting period.

3. OPERATIONAL CONTROLS.

- A. Documented operational controls to address significant aspects consistent with goals, objectives, and targets were not established during this reporting period or previously.
- B. Documented operational controls to address significant aspects consistent with goals, objectives, and targets were established during this reporting period or previously and have been partially implemented.
- C. Documented operational controls to address significant aspects consistent with goals, objectives, and targets were established during this reporting period or previously and are fully implemented.
- D. During this reporting period, previously documented operational controls to address significant aspects consistent with goals, objectives, and targets were fully implemented; in addition, they were reviewed during the year, and/or updated (i.e. supplemented, revised, deleted) as appropriate.

4. ENVIRONMENTAL TRAINING. [Note: These metrics pertain to competence training for those whose tasks have the potential to cause significant environmental impacts]

- A. Training requirements to ensure individual competence and responsibility were not been identified during this reporting period or previously.
- B. Training requirements to ensure individual competence and responsibility were identified during this reporting period or previously but training was not available and/or carried out.
- C. Training requirements to ensure individual competence and responsibility were identified during this reporting period or previously and training was available and carried out, and recorded during this reporting period.
- D. Training procedures were established to ensure that training requirements for individual competence and responsibility were identified; training was available and carried out during this reporting period; training is recorded and tracked; and training requirements are monitored, revised, and refresher training provided, as appropriate, to maintain competence.

5. CONTRACTS. [Note: An appropriate contract is one whose actions may have potential impact on the environmental aspects identified by the applicable EMS. Appropriate contracts may include legal arrangements with concessionaires.]

- A. Facility has not carried out a process to identify appropriate contracts in which to include EMS requirements.
- B. Facility has carried out a process to identify appropriate contracts, but has not modified appropriate contracts to include EMS requirements.
- C. All new and renewed appropriate contracts were in the process of including EMS requirements during this reporting period; contractors were required to fulfill defined roles and specified responsibilities.
- D. EMS requirements were included in all appropriate contracts and contractors fulfilled defined roles and specified responsibilities during this reporting period.

6. EMS AUDIT/EVALUATION PROCEDURES.

- A. EMS audit/evaluation procedures were not established during this reporting period or previously.
- B. EMS audit/evaluation procedures were established during this reporting period or previously but no audit was conducted during this reporting period.
- C. EMS audit/evaluation procedures were established during this reporting period or previously; an audit was conducted during this reporting period; nonconformities are not yet being addressed or corrected.
- D. EMS audit/evaluation procedures were established during this reporting period or previously and an audit was conducted during this reporting period; nonconformities are being addressed or corrected.

7. DATE LATEST FACILITY-WIDE INTERNAL EMS AUDIT/EVALUATION WAS COMPLETED: 8/2/2007

8. MANAGEMENT REVIEW.

- A. Senior leadership review of the EMS was neither planned/scheduled nor conducted during this reporting period.
- B. Senior leadership review of the EMS was planned/scheduled, but was not conducted during this reporting period.
- C. Senior leadership review of the EMS was conducted during the current reporting period; recommendations for continual improvement were not addressed by top management during this reporting period.
- D. Senior leadership review of the EMS was conducted during this reporting period and top management responded to recommendations for continual improvement.

II. QUESTIONS ON ENVIRONMENTAL MANAGEMENT SYSTEM EFFECTIVENESS
(SINCE IMPLEMENTATION OF THE EMS)

*For each item in Part 1 & 2, mark the number that best represents your answer:
Please provide a response for each question. NA should be used if the EMS is not
mature enough to respond or if other circumstances preclude an informed
response*

1. BENEFIT OF EMS ON THE FACILITY:

Please estimate the effect of EMS since implementation on your facility or organization
(where the EMS is implemented) with respect to:

						N/A	
1	Reduced risk to facility mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Improved fiscal efficiency or cost avoidance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Greater understanding of environmental issues at all levels of the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Greater empowerment of individuals to contribute to improving the organization's environmental footprint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Greater integration of environment into organizational culture or operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Greater integration of environment into real property asset management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Improved community relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Improved effectiveness in overall mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Improved cooperative conservation with other groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Other (specify) Energy improvements: programable thermostats, new energy-efficient light fixtures, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. BENEFIT OF EMS ON ENVIRONMENT AND ENVIRONMENTAL ISSUES:

Please estimate the effect of EMS (since implementation) on your facility's or organization's environmental issues to include:

						N/A	
1	Improved overall compliance management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Improved overall personnel health and safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Improved overall pollution prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Improved water quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Improved air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Improved hazardous material management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Improved hazardous waste management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Improved solid waste management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Improved conservation of natural resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Improved conservation of energy in facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Improved conservation of fuel in vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Improved conservation of water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Reduced number of permits needed to operate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. QUESTIONS ON ENVIRONMENTAL MANAGEMENT SYSTEM EXPERIENCES

1. EMS BENEFITS/SUCSESSES:

* One success is the EMS training program. We established a program that provides both new employee and annual refresher training where all training is tracked and documented.

2. EMS BEST PRACTICES/LESSONS LEARNED:

Please provide up to 3 bullet statements identifying EMS implementation best practices/lessons learned.

* We learned that employees seem to remember training much better if it is given as a lecture versus on-line training.

3. EMS CHALLENGES:

Please provide up to 3 bullet statements identifying EMS implementation challenges.

* Operation through Collateral Duty EMS Officer has proven too burdensome for a location this large.

* Communication between Administration, Maintenance, and the EMS Coordinator is a major challenge as we are a large location with three research units. Many EMS related improvements are made that are not reported to the EMS Coordinator and Committee.

* Agency electronic management systems (property and accounting) are not designed to facilitate the tracking of EMS data. Everything must be done manually.

4. EMS BENEFITS TO AGENCY MISSION:

Please provide up to 3 bullet statements identifying how EMS implementation has enabled your organization or agency to operate more effectively in accomplishing its missions (e.g., reduced number of off-normal events that disrupt agency schedules or operations; greater interoperability among sites; better relations with host communities, states, and their elected representatives; greater speed and agility in responding to unexpected events; improved ability to write performance based contracts; etc.).

* The expanded recycling program benefits the mission of the location by reducing the amount of solid wastes that are transferred to the county landfill.

FACILITY INFORMATION

NAME	Crop Protection & Management, Southeast Watershed, and Crop Genetics & Breeding Research Units
CITY	Tifton
STATE	Georgia
DATE	November 19, 2007

REVIEWERS

NAME (print)	Title	Signature (optional)
Tamara M. Snipes	Chemist / EMS Coordinator	
Dr. Timothy C. Strickland	Location Coordinator	