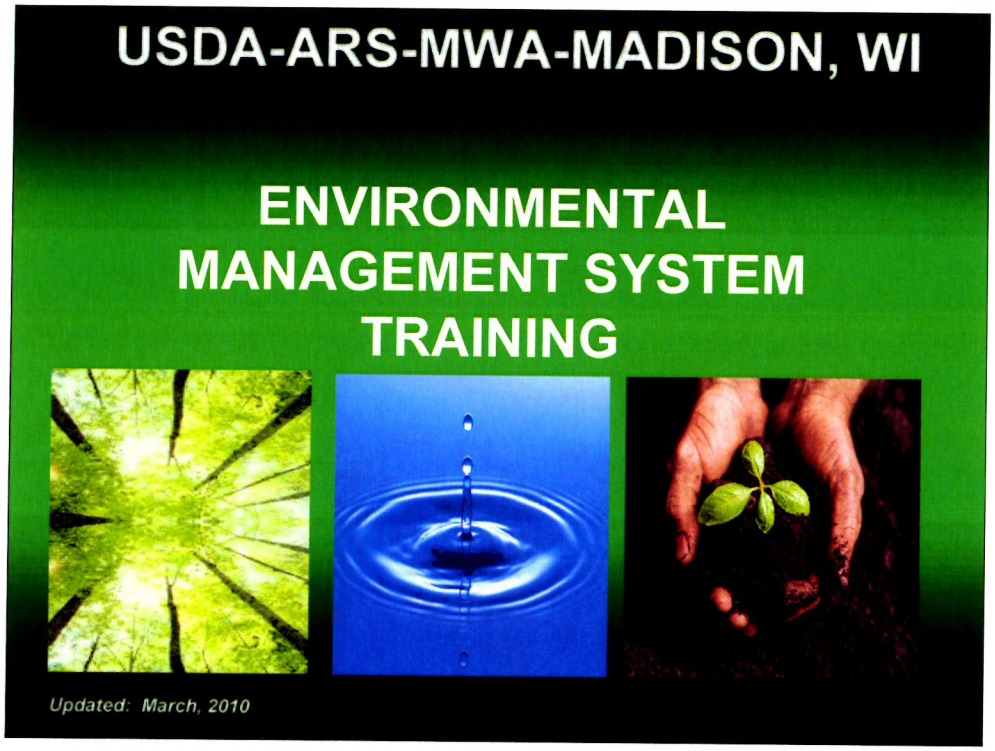
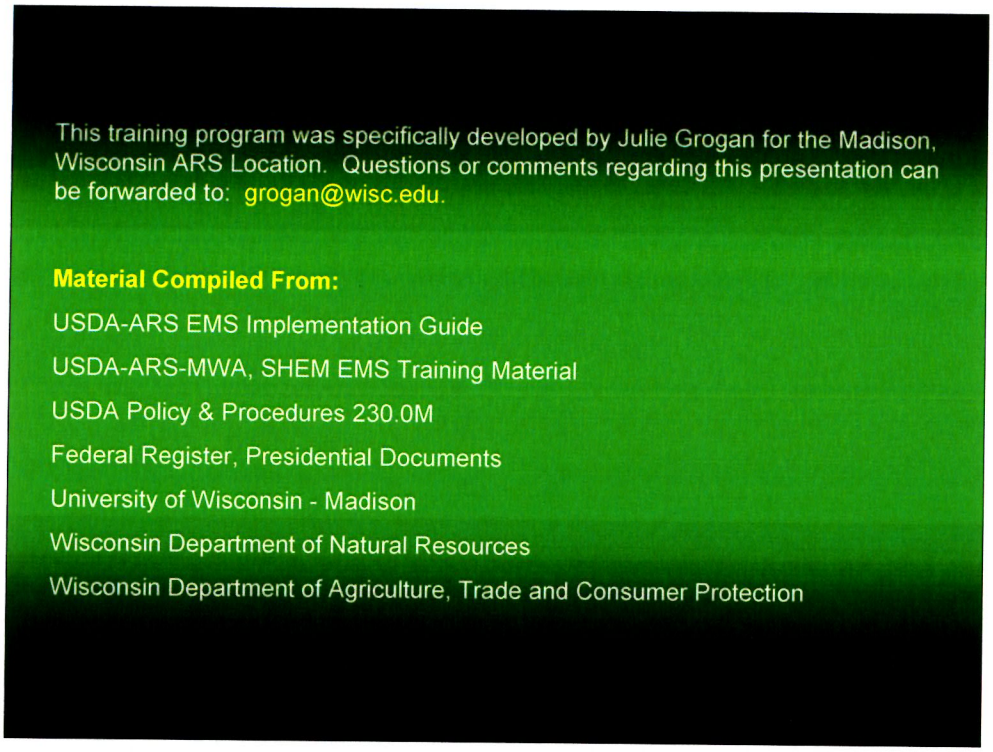
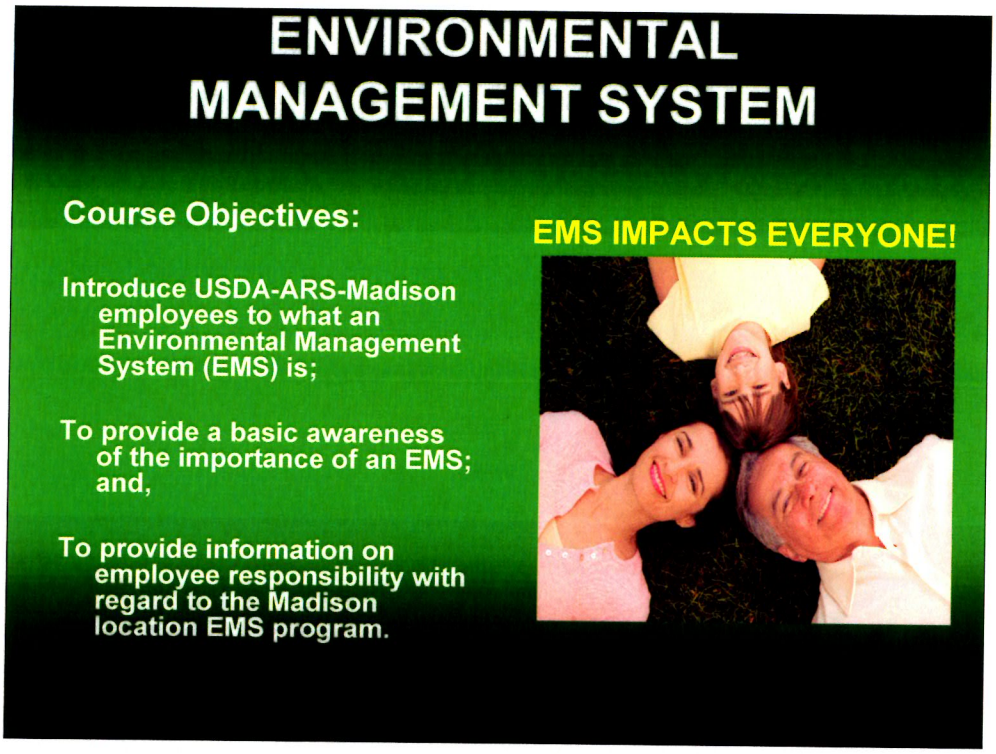


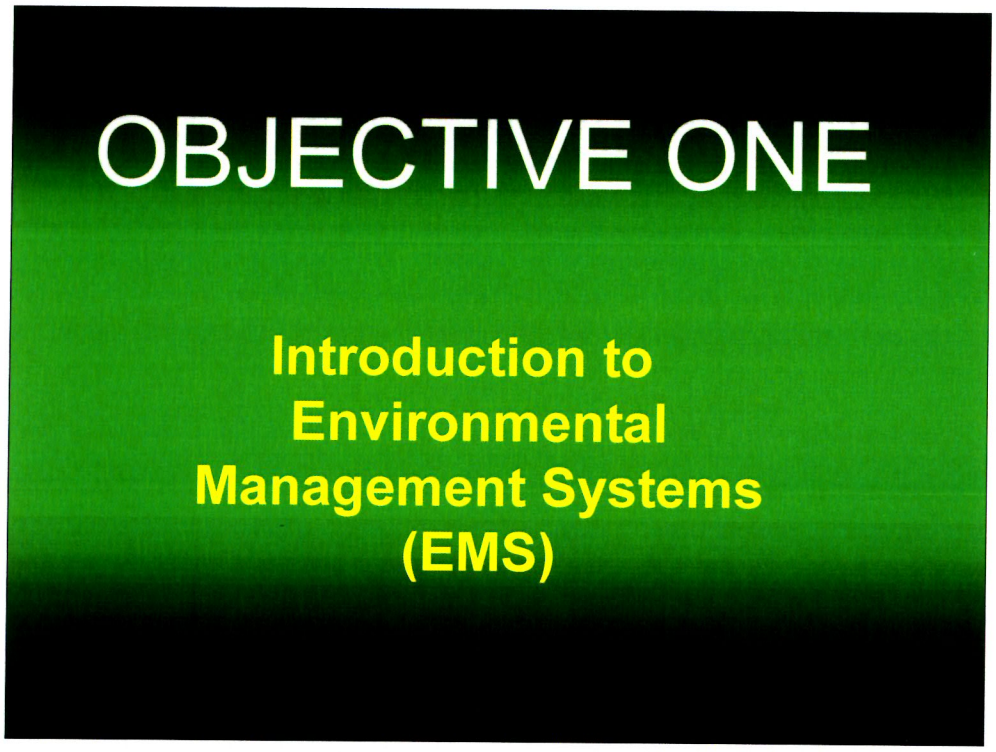
Welcome to the US Department of Agriculture, Agricultural Research Service, Madison Location Environmental Management System (or EMS) Training. This training is mandated as part of the government wide adoption of an EMS program. At the completion of the course, you will need to complete the training certificate and return it to the Madison Location Administrative Office. The approximate time to complete this presentation is 1 hr.



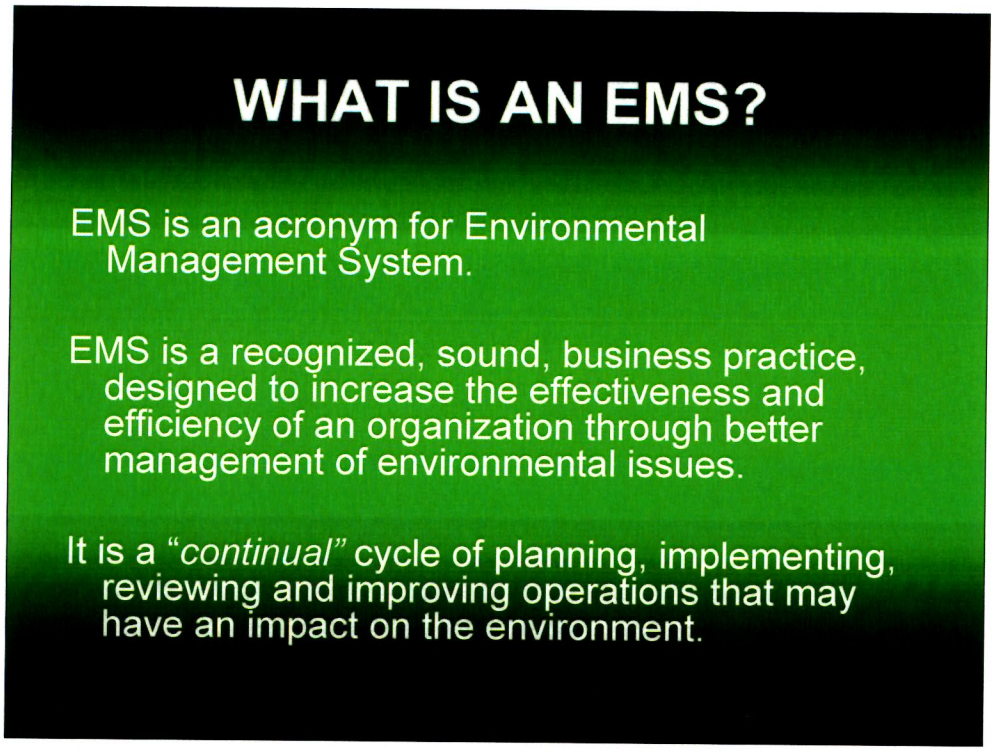
The information contained in this training program was developed specifically for the Madison, Wisconsin Location. Questions or comments can be forwarded to Julie Grogan at grogan@wisc.edu. Information was compiled from a variety of sources including USDA's Implementation Guide, materials provided by the Midwest Area's SHEM committee, USDA's policies & procedures; the federal register, the University of Wisconsin Madison and Wisconsin Departments of Natural Resources and Agriculture, Trade and Consumer Protection.



An EMS impacts everyone and everything. During this course, there are 3 objectives that will be covered. The first objective is to introduce Madison employees to what an Environmental Management System or EMS is. The second objective will provide a basic awareness of the importance of an EMS while the third objectives is to provide information on the roles and responsibilities of YOU the employee in implementing the EMS for the Madison location. Now, let's get started.....



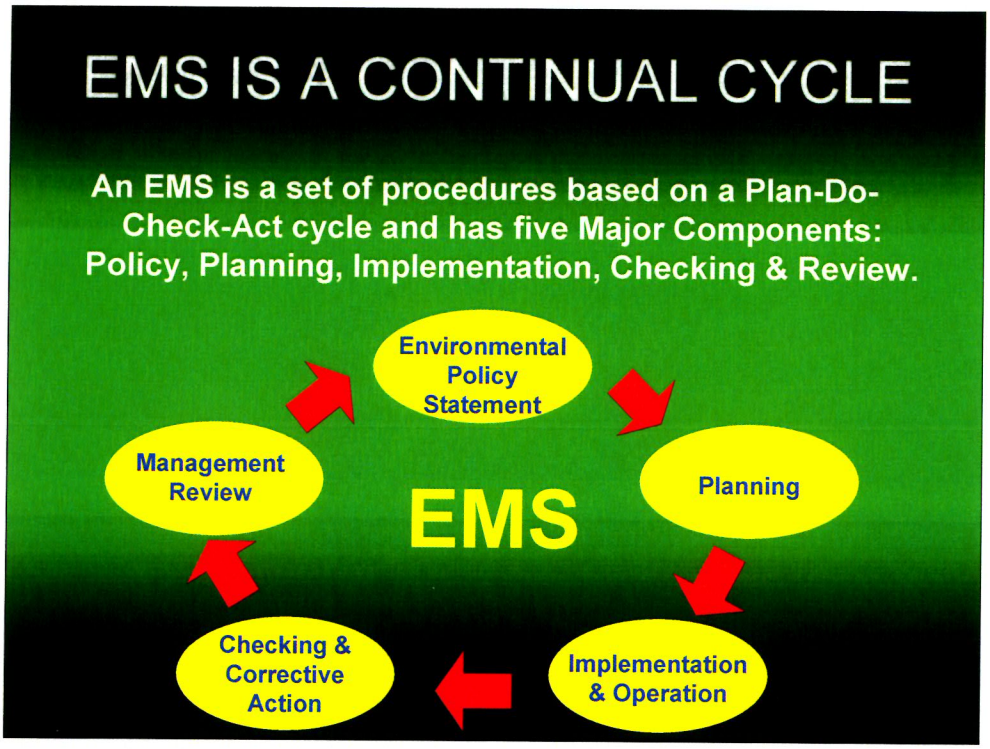
Objective One - Introduction to Environmental Management Systems or otherwise known as EMS.



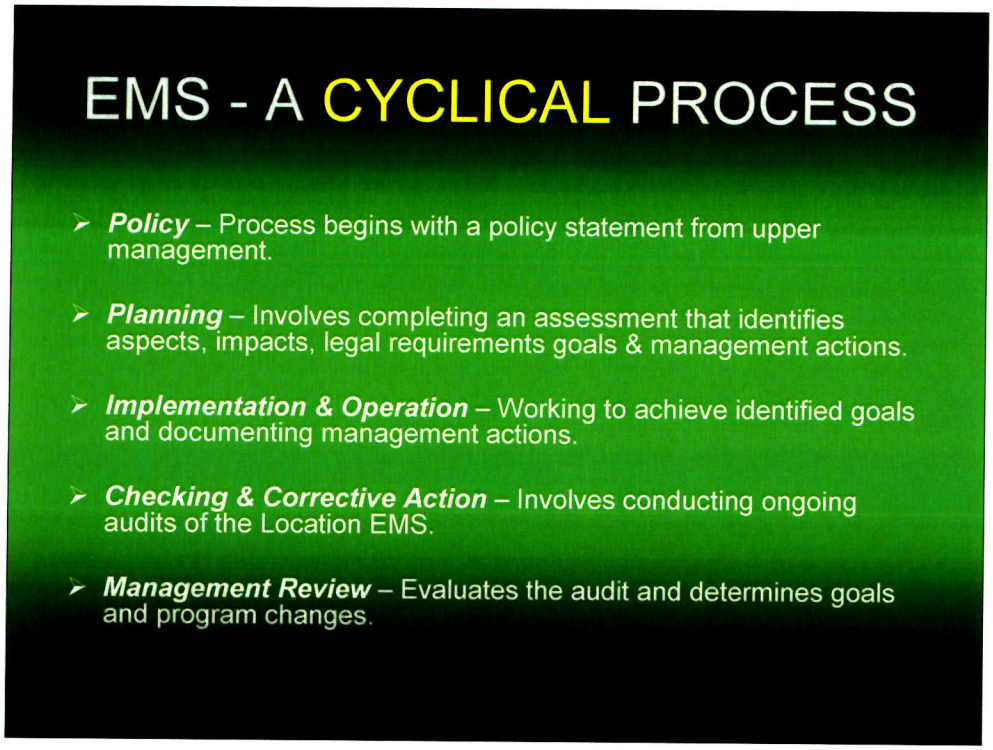
What is an EMS? EMS is an acronym for Environmental Management Systems. It is recognized as a sound business practice, designed to increase the effectiveness and efficiency of an organization through better management of environmental issues. An EMS is a continual cycle of noting activities that may impact the environment, planning and implementing a plan to reduce the impact of those activities, reviewing their status and refining systems to minimize or eliminate environmental impacts. An EMS helps to protect our future and allows us to be proper stewards of our natural resources.

In a nutshell, an EMS program incorporates and promotes:

- Environmental awareness
- Regulatory Compliance
- Pollution Prevention
- Conservation of Natural Resources
- Conservation of Energy
- Continual Environmental Stewardship



An EMS is a cycle based upon a Plan-Do-Check-Act philosophy. It has 5 major components: an Environmental Policy Statement, Planning, Implementation & Operation, Checking & Corrective Action AND Management Review.



The EMS process begins with an "Environmental Policy Statement" and adoption of the policy from upper management.

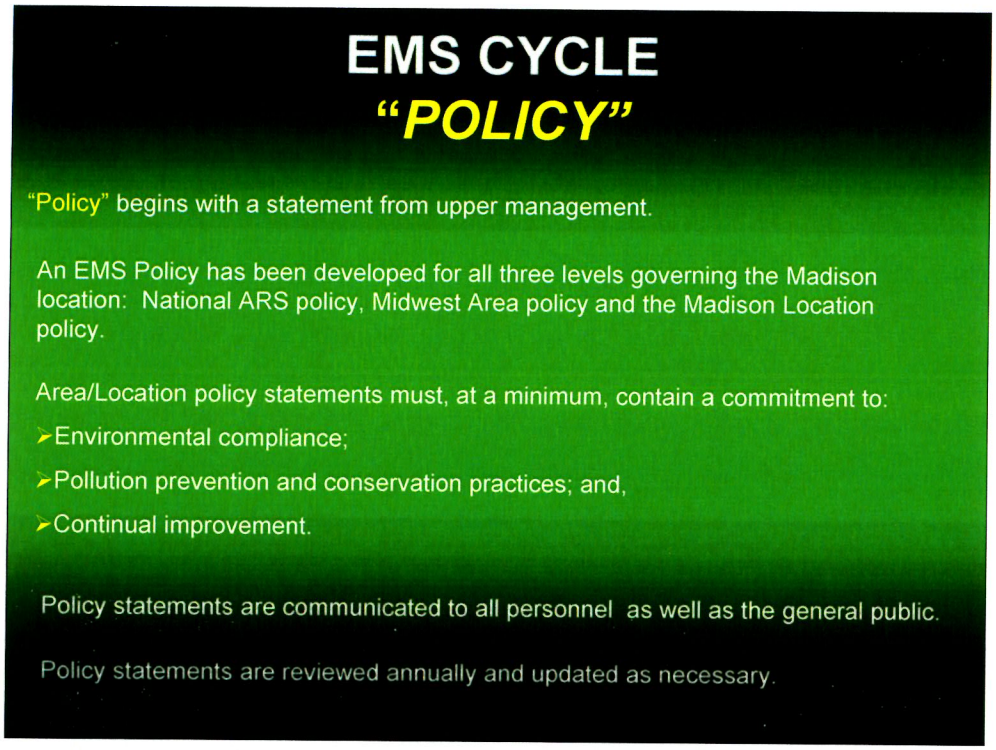
"Planning" is the second part of the cycle. This involves completing an environmental assessment that identifies various aspects, impacts, applicable legal requirements on all levels (federal, state and local), developing goals and management actions to minimize or eliminate the identified impacts.

The "third" and critical element is "Implementation and Operation". You have already identified an impact , now is the actual DOING stage of the cycle. It involves working to achieve the identified goals and documenting management actions.

The fourth part of the cycle involves "Checking and Corrective Action". This involves ongoing audits on the performance of stage 3 (or implementation stage) and allows for refinement of the goals and objectives.

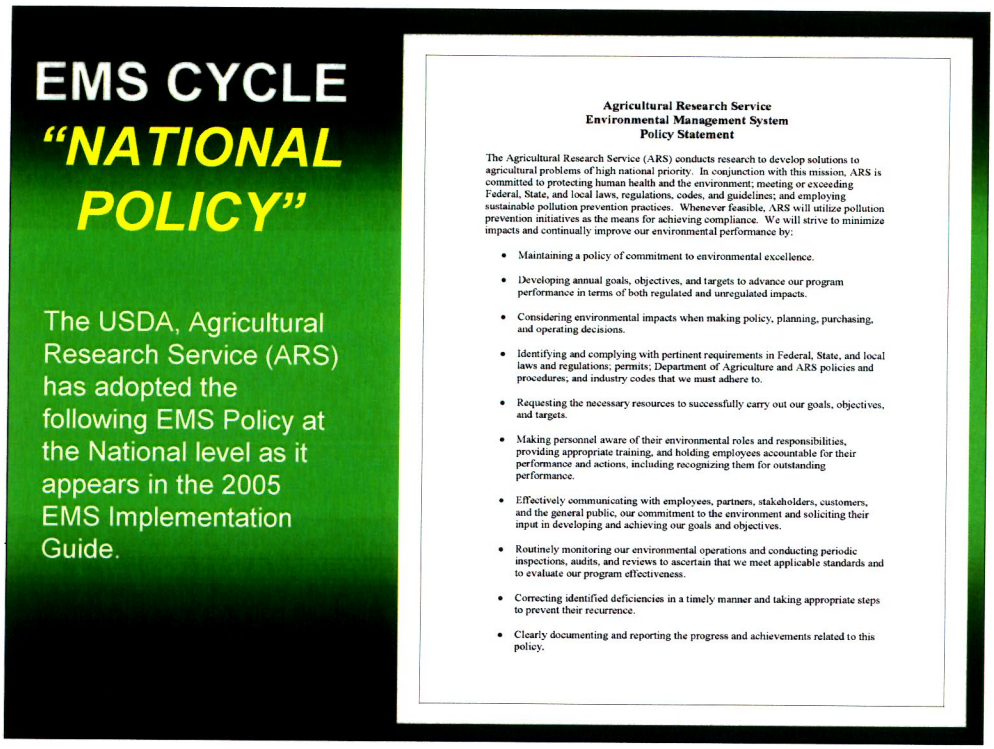
The fifth element is "Management Review". This affords management an opportunity to review the EMS on a global scale and determine whether any programmatic changes need to occur.

Let's explore these 5 elements a little more closely..



As stated earlier, "Policy" begins with a statement from upper management. An EMS policy statement has been developed at all 3 levels of USDA....at the national level, the Midwest Area level and specifically at the Madison Location level. These policy statements contain a commitment to: environmental compliance; pollution prevention and conservation practices and involve a continual improvement process. These policy statements are communicated to all personnel at all levels. In addition, these policy statements are made available to the general public as well.

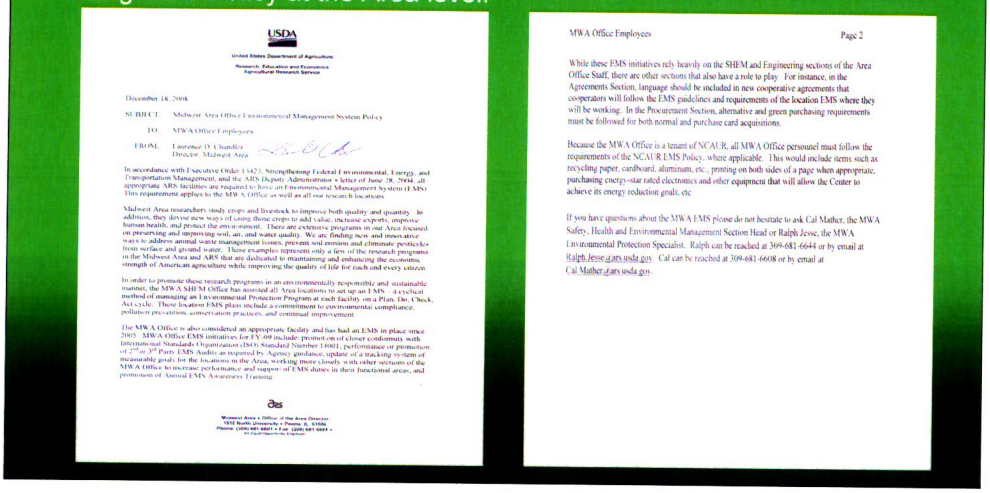
Remember, an EMS is a cyclical process and therefore policy statements are reviewed annually and updated as necessary.



The Agriculture Research Service EMS National Policy statement as adopted for 2005 reads as follows: (Read statement).

EMS CYCLE
"MWA POLICY"

The USDA-ARS, Midwest Area (MWA) has refined and adopted the following EMS Policy at the Area level.



USDA
United States Department of Agriculture
Research, Education and Economics
Agricultural Research Service

December 18, 2008

SUBJECT: Midwest Area Office Environmental Management System Policy

TO: MWA Office Employees

FROM: Laurence D. Chandler
Director, Midwest Area

In accordance with Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, and the ARS Deputy Administrator's letter of June 28, 2004, all appropriate ARS facilities are required to have an Environmental Management System (EMS). This requirement applies to the MWA Office as well as all our research locations.

Midwest Area researchers study crops and livestock to improve both quality and quantity. In addition, they devise new ways of using those crops to add value, increase exports, improve human health, and protect the environment. There are extensive programs in our Area focused on preserving and improving soil, air, and water quality. We are finding new and innovative ways to address animal waste management issues, prevent soil erosion and eliminate pesticides from surface and ground water. These examples represent only a few of the research programs in the Midwest Area and ARS that are dedicated to maintaining and enhancing the economic strength of American agriculture while improving the quality of life for each and every citizen.

In order to promote these research programs in an environmentally responsible and sustainable manner, the MWA SHEM Office has assisted all Area locations to set up an EMS – a cyclical method of managing an Environmental Protection Program at each facility on a Plan, Do, Check, Act cycle. These location EMS plans include a commitment to environmental compliance, pollution prevention, conservation practices, and continual improvement.

The MWA Office is also considered an appropriate facility and has had an EMS in place since 2005. MWA Office EMS initiatives for FY-09 include: promotion of closer conformity with International Standards Organization (ISO) Standard Number 14001, performance or promotion of 2nd or 3rd Party EMS Audits as required by Agency guidance, update of a tracking system of measurable goals for the locations in the Area, working more closely with other sections of the MWA Office to increase performance and support of EMS duties in their functional areas, and promotion of Annual EMS Awareness Training.

ars
Midwest Area • Office of the Area Director
1815 North University • Peoria, IL 61604
Phone: (309) 681-6601 • Fax: (309) 681-6669 •
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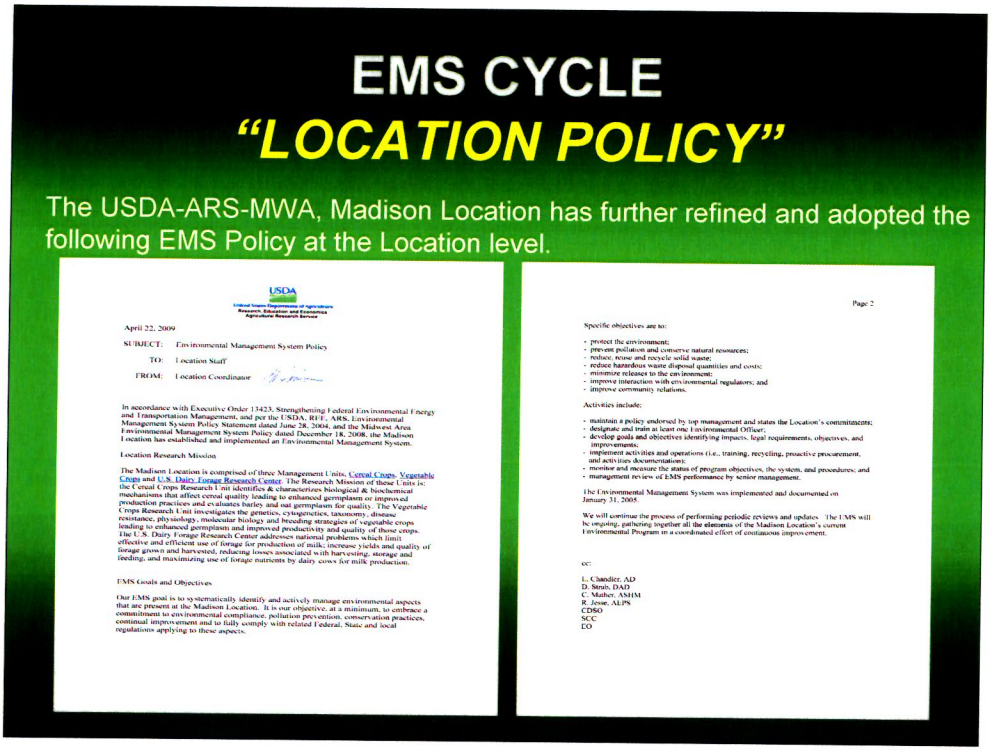
MWA Office Employees Page 2

While these EMS initiatives rely heavily on the SHEM and Engineering sections of the Area Office Staff, there are other sections that also have a role to play. For instance, in the Agreements Section, language should be included in new cooperative agreements that cooperators will follow the EMS guidelines and requirements of the location EMS where they will be working. In the Procurement Section, alternative and green purchasing requirements must be followed for both normal and purchase card acquisitions.

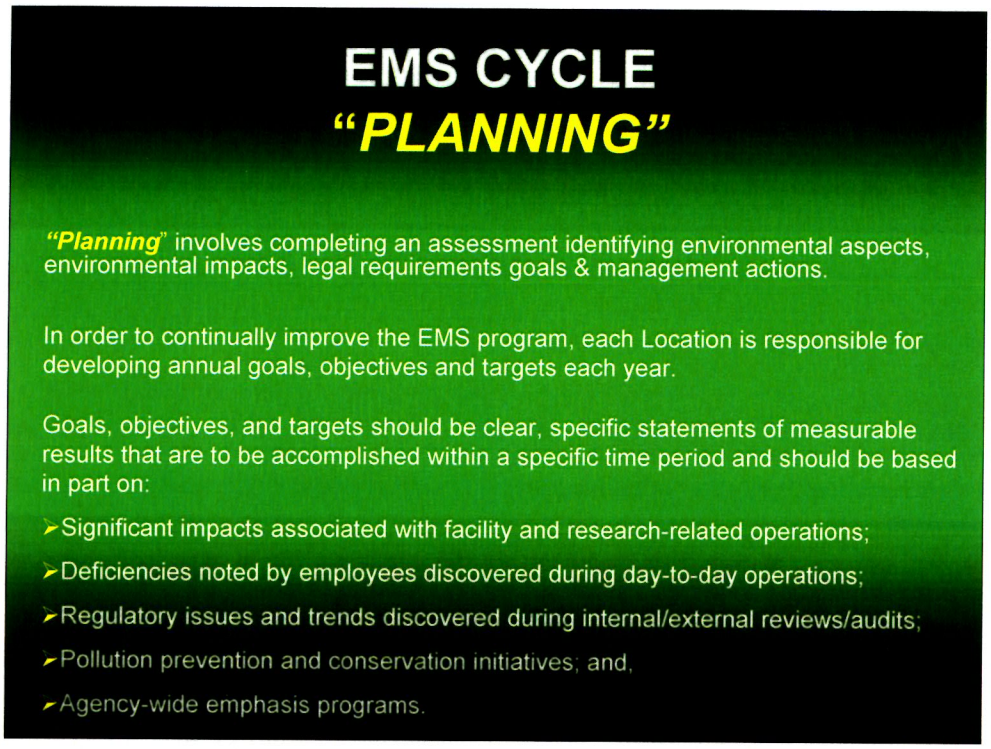
Because the MWA Office is a tenant of NCAUR, all MWA Office personnel must follow the requirements of the NCAUR EMS Policy, where applicable. This would include items such as recycling paper, cardboard, aluminum, etc., printing on both sides of a page when appropriate, purchasing energy-star rated electronics and other equipment that will allow the Center to achieve its energy reduction goals, etc.

If you have questions about the MWA EMS please do not hesitate to ask Cal Mather, the MWA Safety, Health and Environmental Management Section Head or Ralph Jesse, the MWA Environmental Protection Specialist. Ralph can be reached at 309-681-6644 or by email at Ralph.Jesse@ars.usda.gov. Cal can be reached at 309-681-6608 or by email at Cal.Mather@ars.usda.gov.

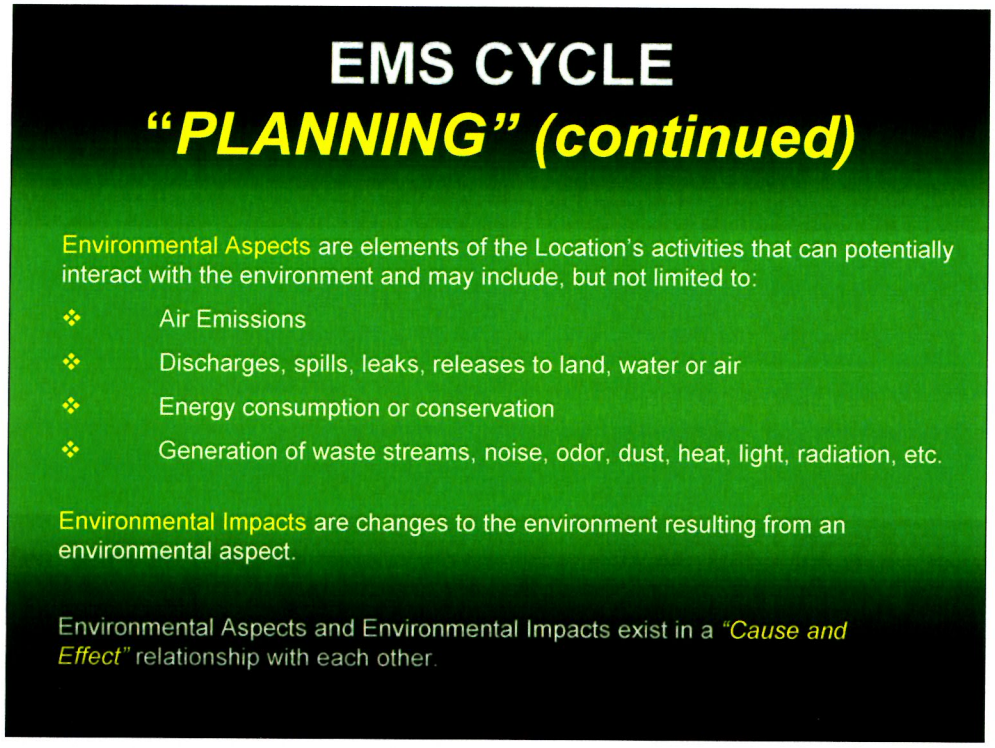
Dr. Laurence D. Chandler, Director of the Midwest Area has issued the following EMS statement for the area: (read statement).



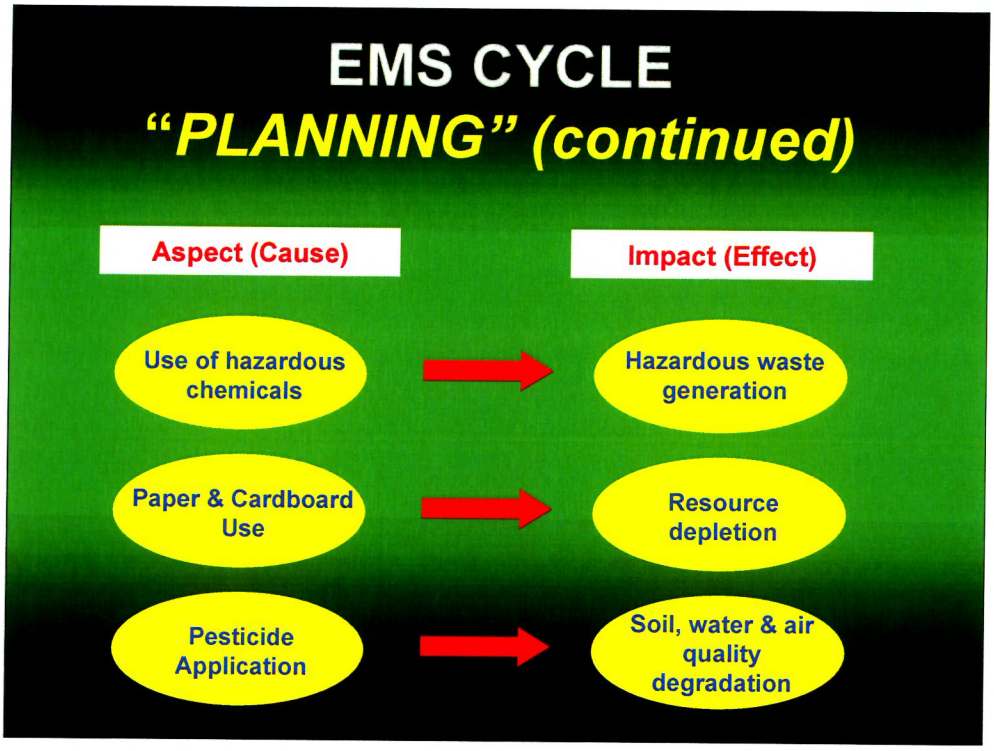
Dr. Philipp Simon, Location Coordinator for the Madison Location has issued the following EMS statement specific to the Madison Location: (read statement).



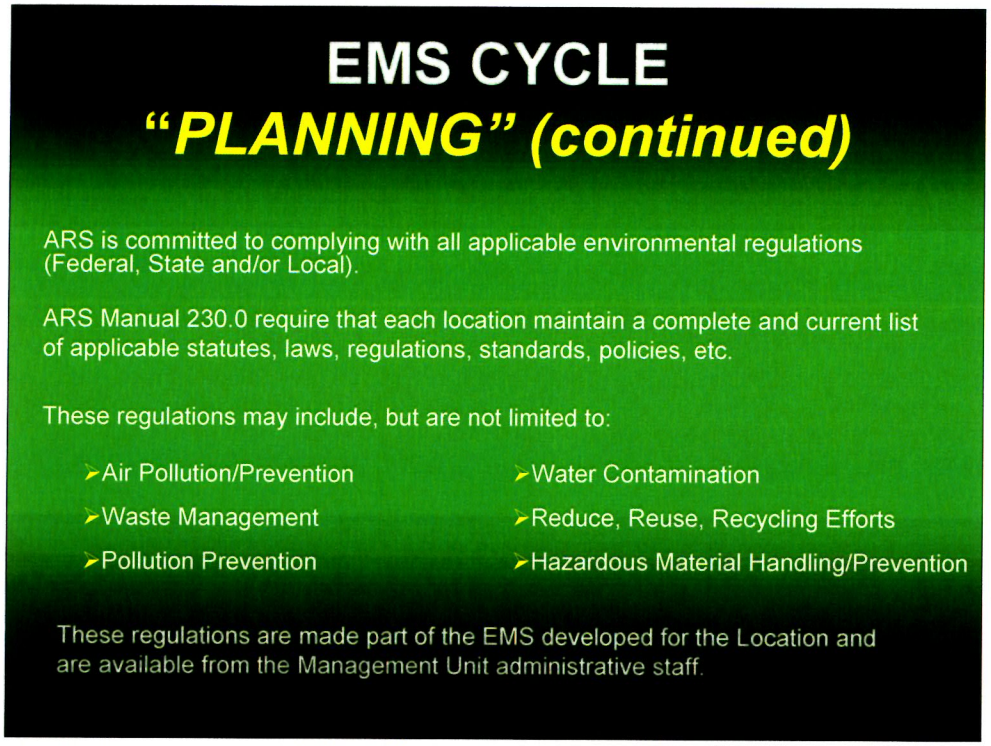
The second element of the EMS cycle is "Planning". This involves completing an environmental assessment, identifying aspects and impacts that might effect the environment, identifying applicable legal requirements whether federal, state or local and developing goals and management actions. As part of Presidential Executive Orders 13423 & 13514, each location is responsible for developing annual goals, objectives and targets each year. These goals/objectives/targets should be clear and specific statements. The results must be measurable. Definitive timelines should be assigned and results (either positive or negative) should be documented. These goals/objectives/targets should be developed based upon whether there are significant impacts associated with facility and research-related operations; whether there have been deficiencies noted by employees that are of concern; whether there have been regulatory or trend changes discovered during auditing processes; whether there are pollution prevention and conservation initiatives that need to be considered and whether the goal/objective/target is specific to the Location or has area-wide emphasis.



When an environmental management assessment is performed, the aspects and impacts are considered in developing the EMS plan. What is an environmental aspect? An environmental aspect are elements of the Location's activities that can potentially interact with the environment. Environmental Aspects are "causes" to the environment. They might include air emissions that might CAUSE damage to air quality. Discharges, spills, leaks or releases that might CAUSE damage to land, air or water. Energy consumption or conservation that might CAUSE overuse of natural resources. Generation of a specific waste stream such as noise, odor, heat, etc. that might CAUSE a health hazard. Remember....environmental aspects are viewed as "causes". Well, what is considered an environmental impact then? An environmental impact is a direct change or "effect" to the environment resulting from an aspect. Environmental aspects and environmental impacts exist in a "cause and effect relationship". If I "cause" A then the resulting effect is "B". Let's take a closer look.

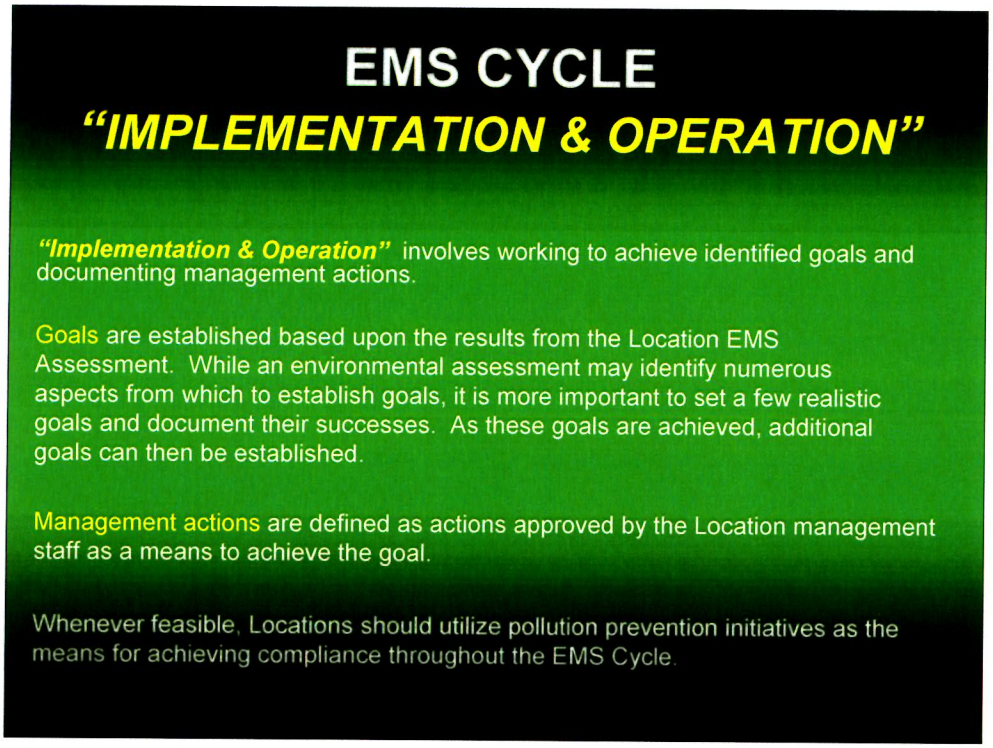


Here are three examples of the "cause and effect" relationship. The first one is the "use of hazardous chemicals". This is an environmental aspect or "cause". If I use hazardous chemicals, I will generate hazardous waste. The environmental impact or "effect" is "hazardous waste generation". Let's take a look at another common aspect....the use of paper and cardboard. Remember this is the "cause" or environmental aspect. If I excessively use paper or cardboard, then I may end up with an environmental impact or "effect" of depleting a natural resource....trees used for production. A final example would be the application of pesticides. This is the environmental aspect or "cause". If I use pesticides, the environmental impact or "effect" would be potential degradation of land, water and air. Environmental Aspects and Environmental Impacts equals "cause and effects".

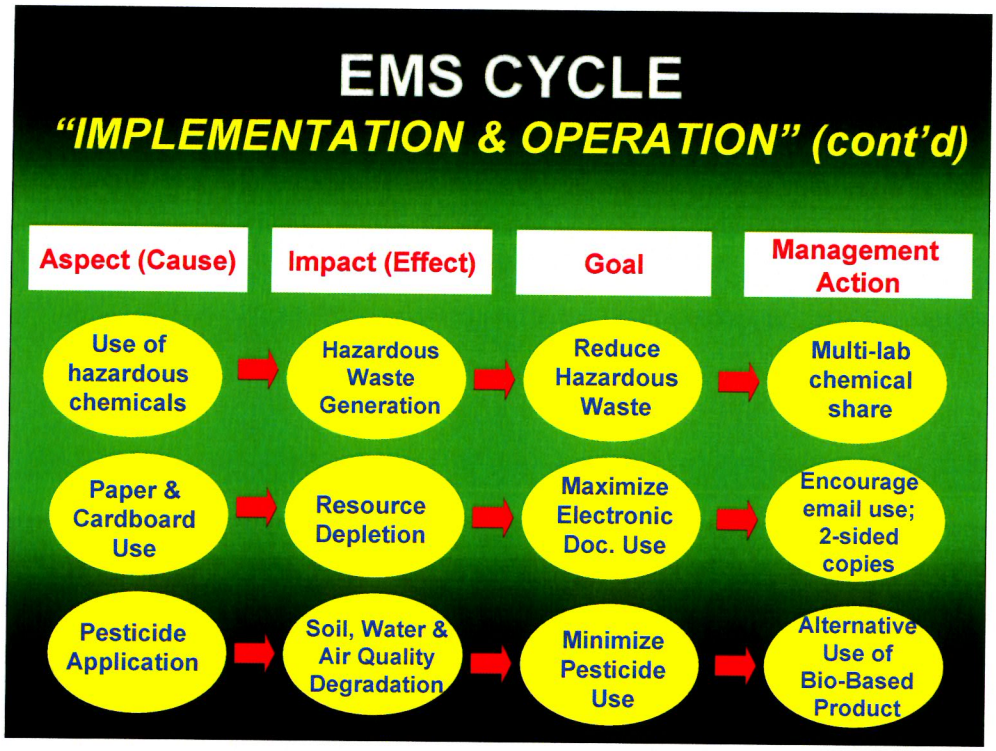


Once the environmental aspects and impacts have been identified, planning involves researching the environmental regulations that will be applicable. These could be federal, state or local regulations. ARS Policy and Procedure 230.0 requires that each location maintain a complete and current list of applicable statutes, laws, regulations, standard, policies, etc. The most stringent laws take precedence whether the law is at the federal level or at the local level. These regulations may govern such things as air quality or pollution/prevention; waste management (whether universal or hazardous or radioactive); water contamination; recycling; etc. A copy of the applicable rules and regulations is available at your Management Unit Administrative Office.

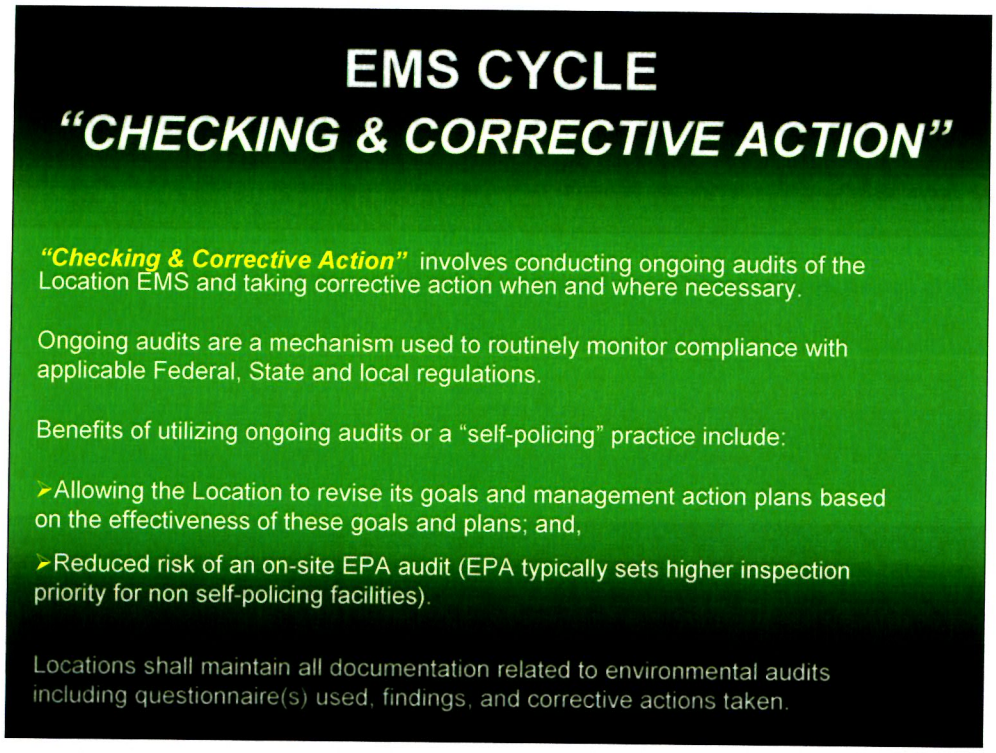
Governing regulatory bodies or agencies might include: Executive Orders issued by the Presidential Office; the US Department of Agriculture; US Environmental Protection Agency; the Wisconsin Department of Agriculture, the Wisconsin Department of Natural Resources, the U.S. Code of Federal Regulations or the United States Codes. These entities provide the rules and regulations that are followed when developing an EMS program. Sample regulations might include: National Environmental Policy Act (known as NEPA); the Clean Air Act, the Emergency Planning and Community Right to Know Act (otherwise known as EPCRA); the Freedom of Information Act (known as FOIA); the Federal Insecticide, Fungicide and Rodenticide Act; the Pollution Prevention Act; or the Resource Conservation & Recovery Act (otherwise known as RCRA)....just to name a few. The Management Assessment and EMS developed for the Madison Location has a list of applicable rules and regulations and is available from your Management Unit office.



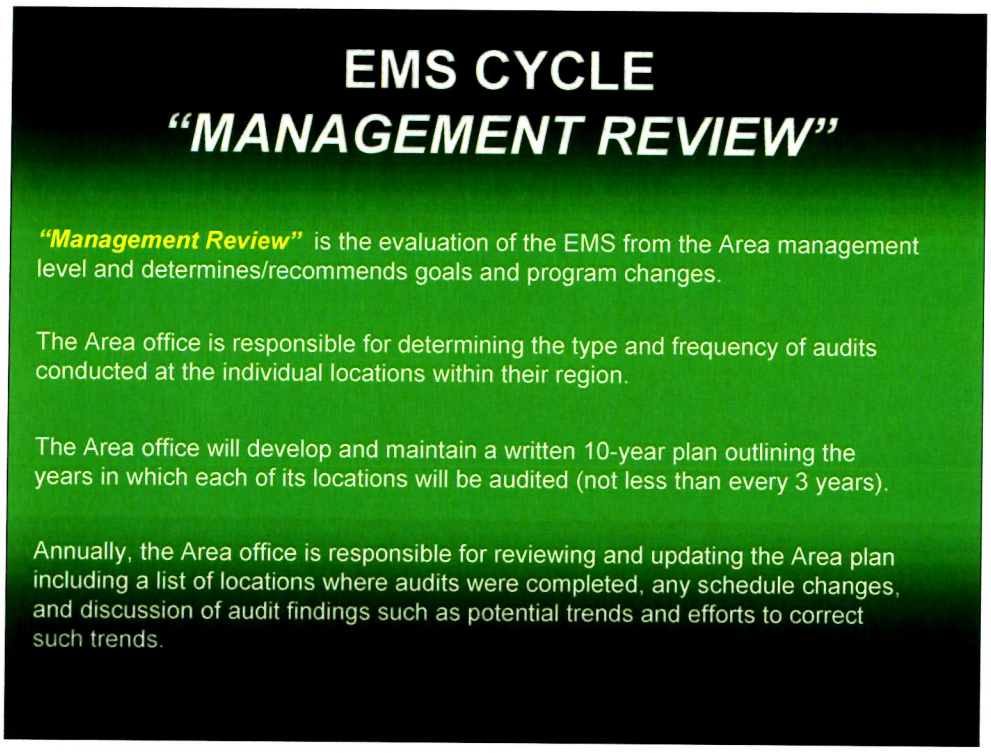
The third part of the EMS cycle is probably the most critical. It is the "action" step of the cycle. It is the "implementation and operation" phase of the cycle. It involves "doing" or working to achieve the identified goals and DOCUMENTING management actions towards success. Let's recap....you have identified the environmental aspects (or cause) and environmental impacts (or effect) during the planning stage. You have researched the governing rules and regulations. NOW, you need to identify how a management action plan that will minimize or eliminate the potential effect of previously identified actions. Goals are established along with accompanying timelines. The initial management assessment may have identified numerous aspects ..... However, it important to remember that the entire EMS process is a cyclical event. It is more important to set a few realistic goals and document their successes rather than take on too many and succeed at none. As the initial goals are achieved, additional ones can then be established. The Madison Location Management team has approved the goals for the current year....check with your management unit administrative office for further details on this year's goals. Remember that an EMS program is a cyclical affair....whenever possible pollution prevention initiatives are the ultimate goal. Let's take a closer look .....



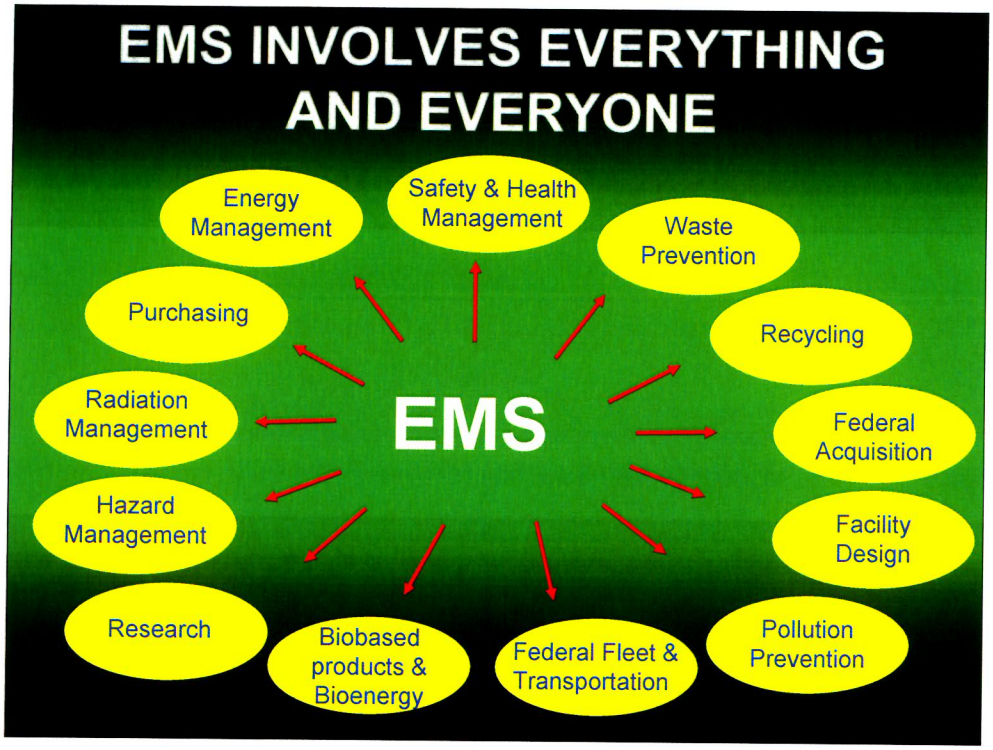
Remember the Environmental Aspects (or Causes) and Environmental Impacts (or effects) earlier referred to? Now we are going to establish goals and ways to achieve these goals or "management actions". Let's take a look at the first example. The Aspect or Cause was the use of hazardous chemicals. The impact or "effect" of this use was the generation of hazardous waste. Our goal is to reduce the hazardous waste, but how. The management action defines how we plan on achieving this.....in this example, it might be the sharing of chemicals in multi-labs in order to reduce the amount of potential waste generated. Let's take a look at example #2....the use of paper or cardboard. The effect of this would be a depletion of our natural resources. Our goal might be to maximize electronic document usage or reduce dependency on paper. How would this be achieved? The management action plan might involve the encouragement of increase use of email or perhaps the use of 2-sided copies. The third example involves the use of pesticides. The effect would be degradation of land, water or air. The goal might be the minimization of pesticide use. How would this be achieved? The management action might be the use of an alternative bio-based product that has less impact on land, air or water. REMEMBER: step 3 of the EMS program is the implementation/operation phase or the "DOING" phase....it involves developing goals and management actions based upon the environmental aspects and impacts developed during the planning stage.



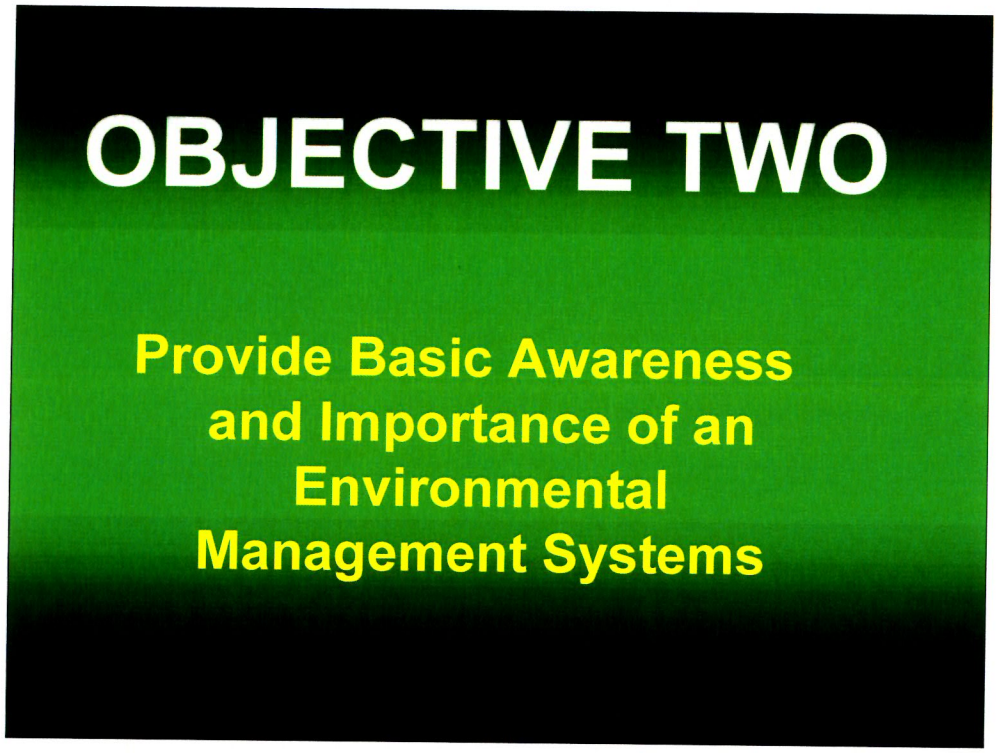
The fourth stage of the EMS cycle is one of "refinement". It is the "Checking & Corrective Action" phase of the cycle. It involves reviewing what the Location has implemented and documented during the first three stages and refining or adjusting in order to achieve compliance with established goals. It helps refine practices and apply new legal requirements if necessary. It is a way of "self-policing". The benefit of these ongoing audits include: allowing the Location to revise its goals and management action plans based on the effectiveness of these goals AND reduces the risk of an on-site EPA audit. Results of these ongoing audits are available for review through the Location Administrative office.



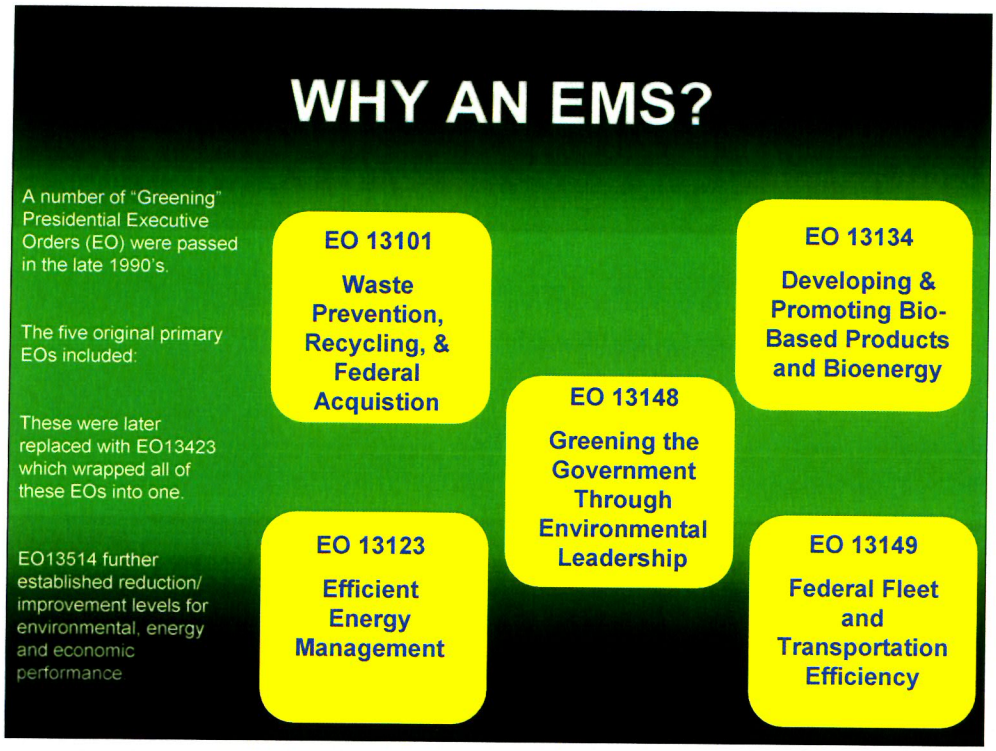
The fifth stage of the EMS cycle is "Management Review". This involves an evaluation of the process from Area management as opposed to the local level and determines or recommends program goals or changes. The Area is responsible for determining the cycle of these reviews but national policy dictates not less than every 3 years for each of its locations based upon a 10 year planning cycle. The Area office is responsible for updating the Area plan including what has occurred at the locational level and reporting on any trends or efforts that have been noted.



An EMS program involves everyone and everything. Whether you are the person designing the facility or the scientist performing the research or the purchase agent buying the equipment or custodian cleaning the facilities or the farm hand applying the manure in the fields....everyone and everything is important. Good stewardship of our natural resources is everyone's responsibility!

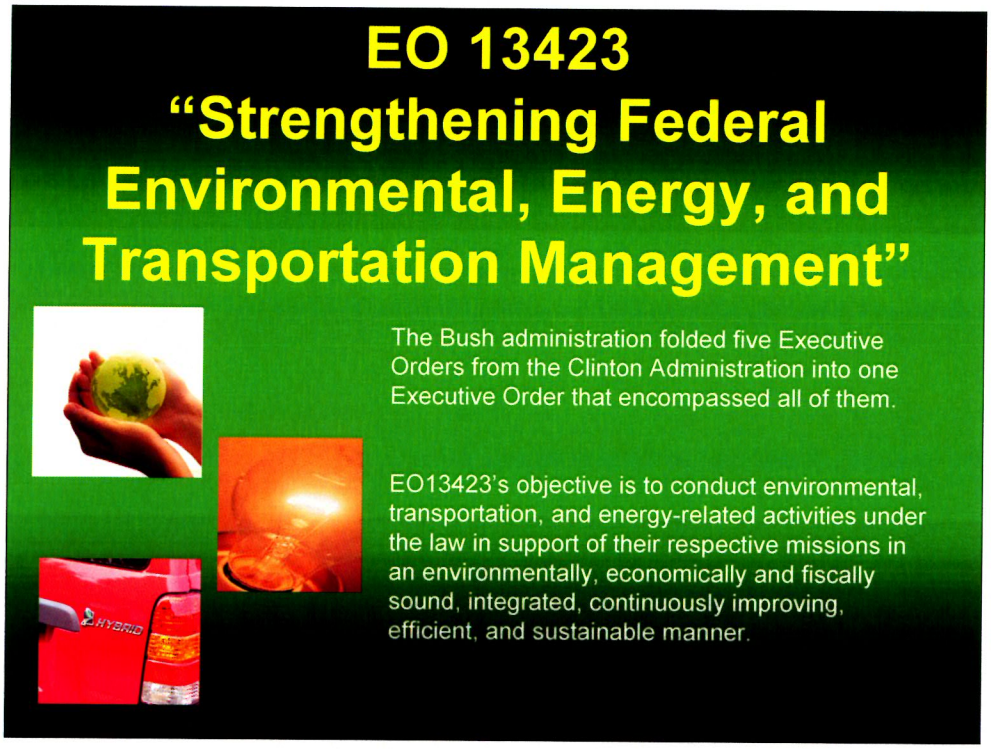


Objective Two - Provide Basic Awareness and Importance of an Environmental Management System.



Why has the EMS become so important? During the late 1990's, a number of Presidential Orders were issued by former President Clinton that called for a "greening" of government practices. The five primary Executive Orders include: EO 13101 - "Waste Prevention, Recycling & Federal Acquisition"; EO 13134 - "Developing & Promoting Bio-Based Products and Bioenergy"; EO13123 - "Efficient Energy Management"; EO13149 - "Federal Fleet and Transportation Efficiency"; and probably the most prominent EO 13148 - "Greening the Government through Environmental Leadership".

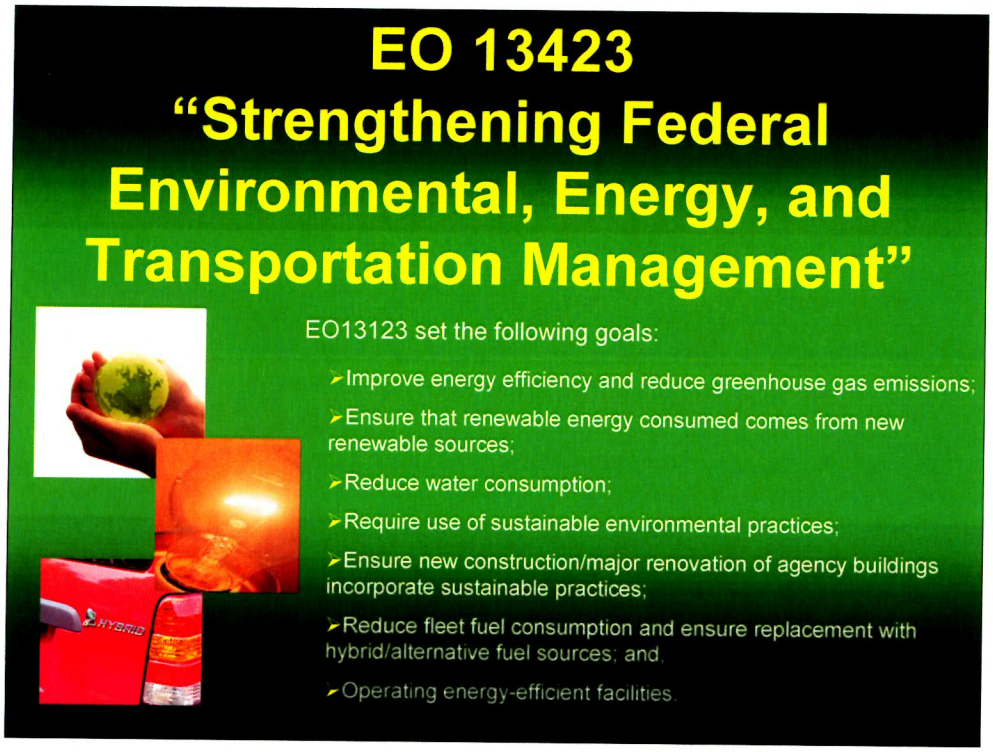
These five executive orders established the foundation for the government-wide EMS initiative under the Clinton administration. These were condensed into one Executive Order (EO 13423) under the Bush administration. Under the Obama administration, Executive Order 13514 took further steps at setting reduction/improvement levels for environmental, energy and economic performance.



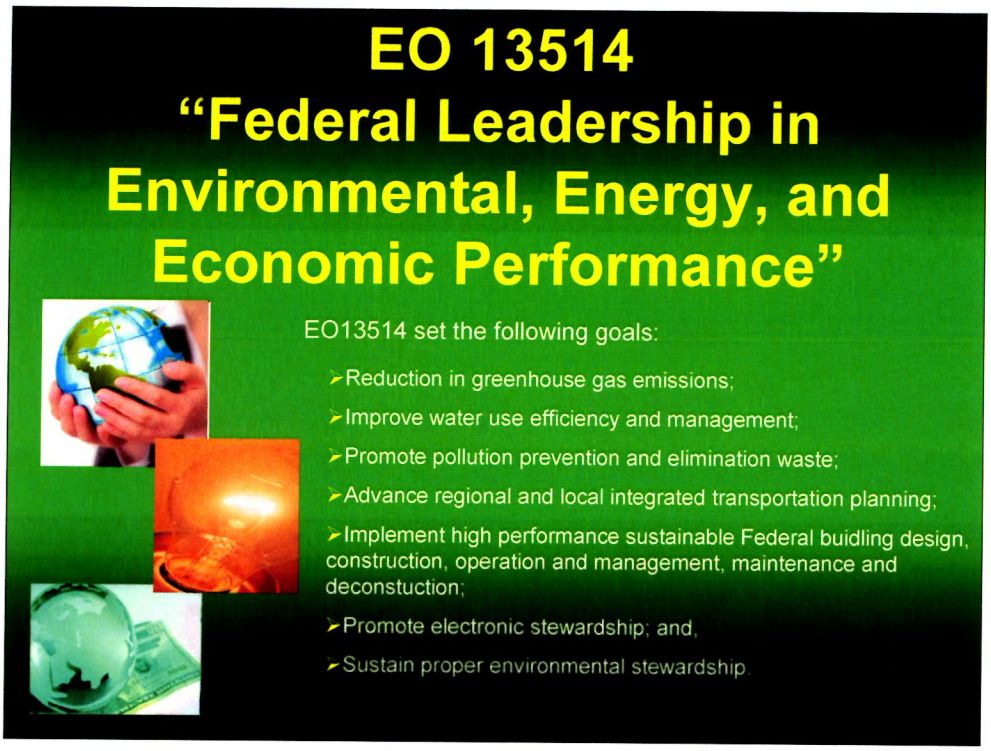
EO 13148 - Greening the Government Through Environmental Leadership was the first and probably the most prominent of the Executive Orders issued because it addressed the overall philosophy of environmental leadership within the government. It held each of the respective federal agencies accountable for their environmental actions and sets some standards and goals.

While the Clinton administration ushered in Executive Orders that focused on environmental stewardship, subsequent Administrations (Bush and Obama) have outlined additional accountability in proper environmental stewardship.

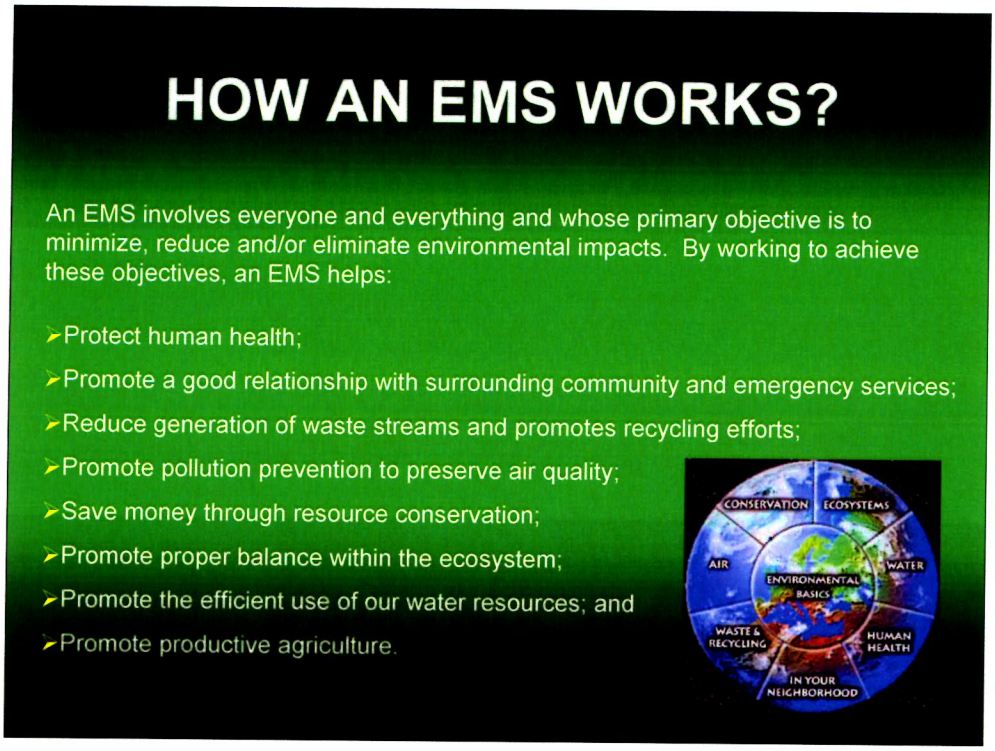
EO 13423 (Bush) started the ball rolling for establishing definite timelines for reduction/improvements in environmental management.



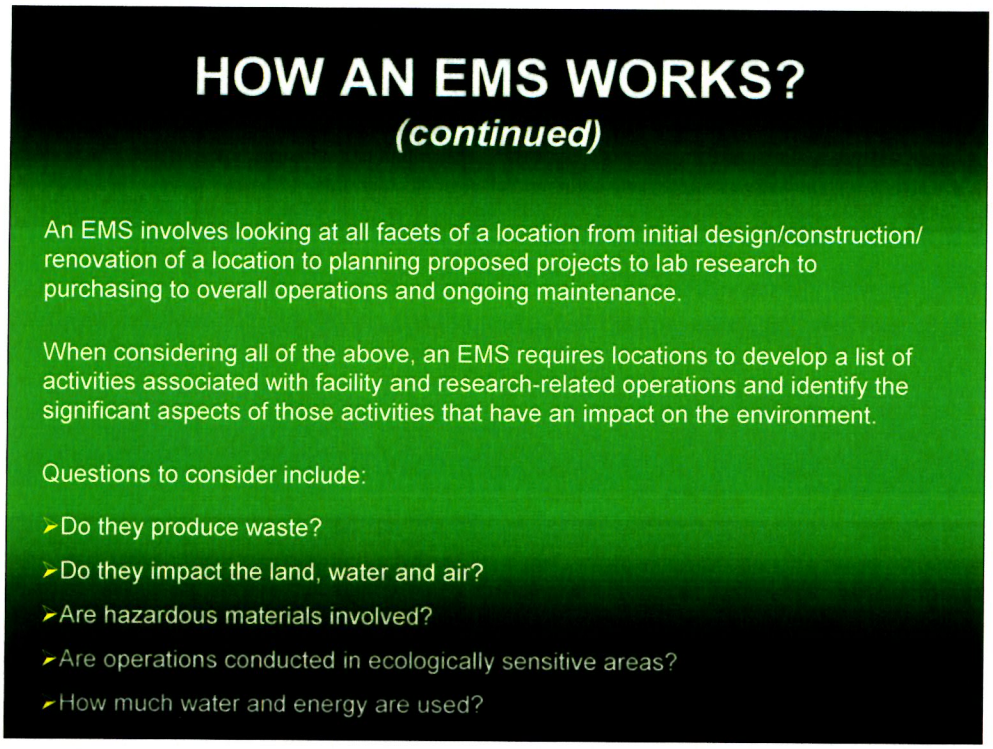
Executive Order 13423 took EO 13148 a step further by establishing definitive timelines for accomplishing reduction/improvement standards within the federal government agencies.



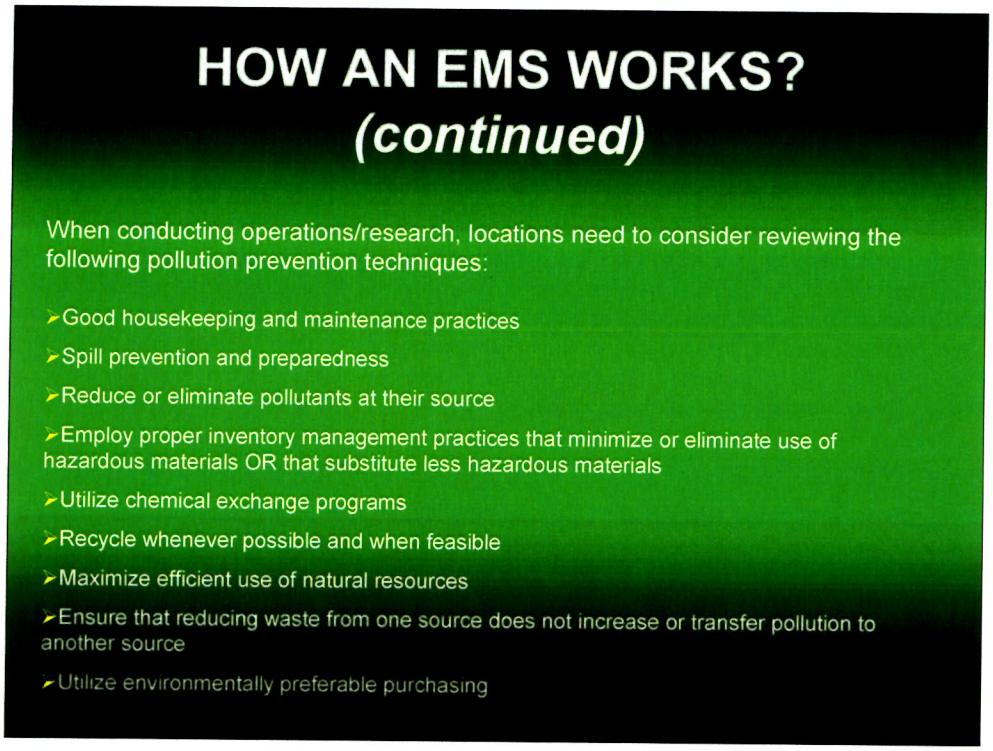
Executive Order 13514 enhanced further EO13423 by outlining results of the previously defined timetables, establishing additional timelines, protecting the interests of the taxpayers by sound economic improvements and making the information readily available for public access through federal websites.



Just exactly how does an EMS work? We have already determined that a successful EMS plan requires involvement by everyone and everything. The primary goal is the minimization, reduction or elimination of environmental impacts. An EMS helps protect human health through proper stewardship of land, air and water resources. It involves your community and neighbors through positive relationships because of good stewardship. It reduces the waste stream and promotes recycling in all facets of operations. It promotes pollution prevention practices to ensure air quality. Energy conservation helps save money by prevention of the destruction of our natural resources. It keeps a proper balance within the ecosystems and our water systems. Ultimately, these environmental basics or "common sense" practices help promote a productive agriculture base.



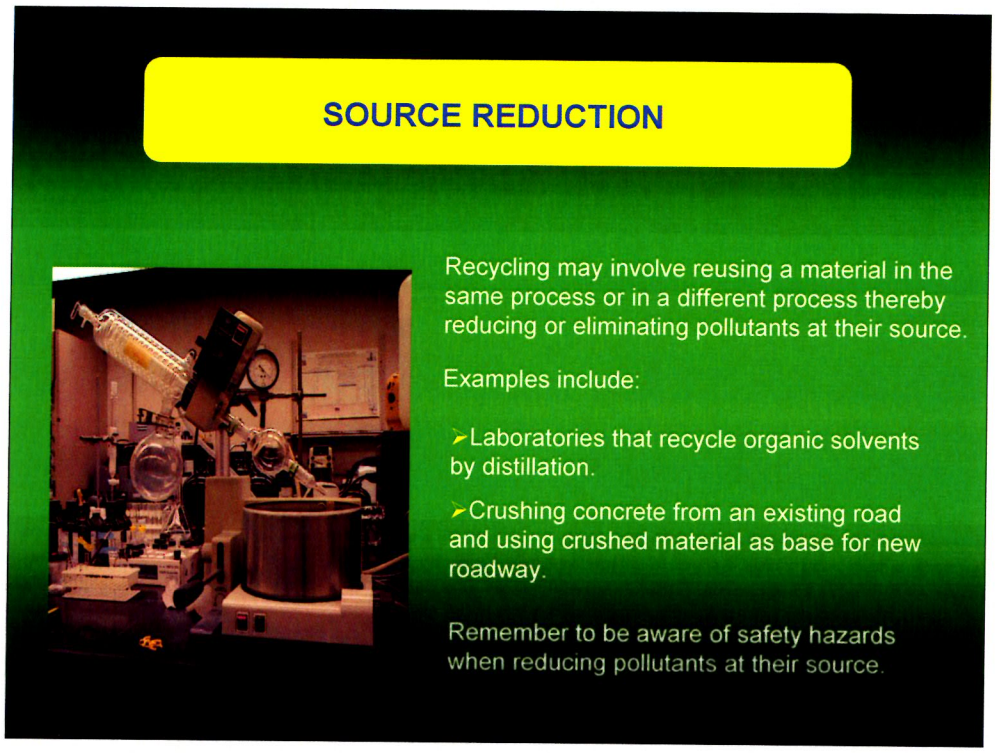
Whenever a location has a new project, whether it is research based or a renovation or construction of new facilities, an environment assessment or review should occur. This practice allows the individuals involved to develop a list of activities that may impact the environment. Questions to consider might include: How much and what type of waste is generated? What is the impact on land, air and water? Are hazardous materials involved and how may they be disposed of? Are ecologically sensitive areas involved such as wetlands, marsh areas, protected species environments, etc? How much and what type of energy is used? How about water?



Once the location has determined impacts to the environment, a review of pollution prevention techniques should be considered. These include, but are not limited to: housekeeping and maintenance techniques; spill prevention; source pollutants; inventory management; chemical exchange programs; recycling efforts; natural resource efficiency; waste stream transfer and environmentally preferable purchasing. Let's take a few minutes to review how one might incorporate these pollution prevention techniques.

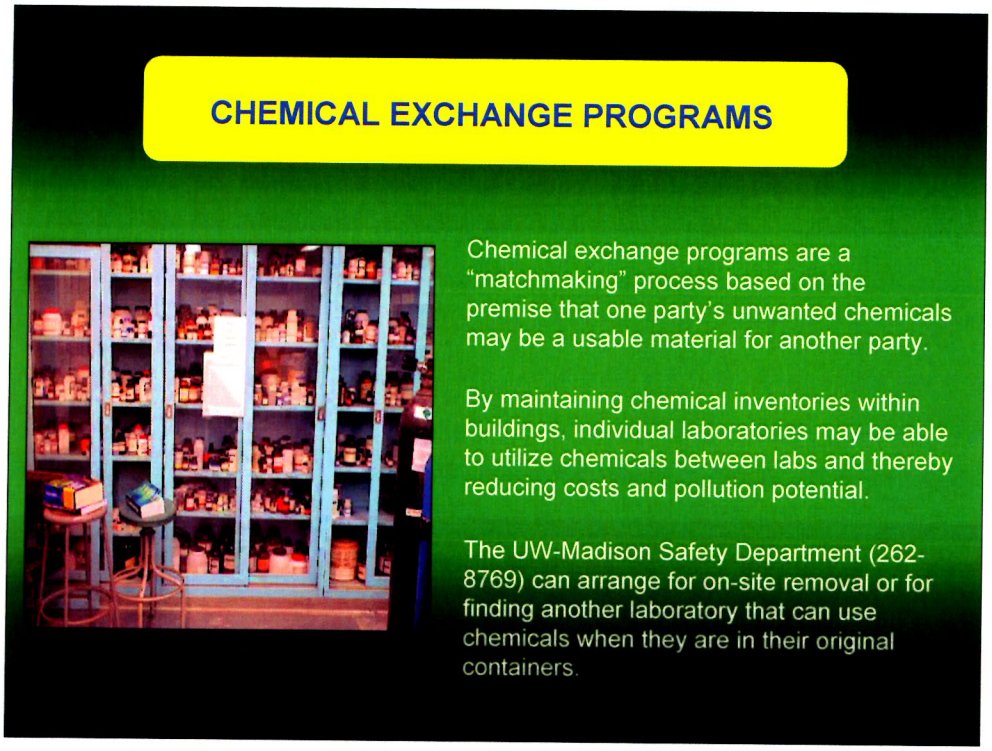
Pollution prevention begins common sense and good housekeeping and maintenance practices. Use secondary containment and inspect, repair and maintain equipment routinely. This allows for early discovery or detection of situation that could result in an accident that may have an impact on the environment. Replace seals and gaskets and pollution producing equipment with newer, efficient models. Use tight-fitting lids to prevent evaporation. Reduce costs and stress by reducing the number of spills, leaks, contaminated samples, etc. Minimizing lab clutter not only reduces accident potentials but improves efficiency and employee morale. Pollution prevention is a simple equation: Common sense plus good housekeeping practices equals success.

While all laboratories strive for an accident free zone, spills do occasionally occur. When they do, they may pose a risk to health and safety and generate some form of waste. By reducing the number of spills, one can save not only money (from the resulting cost cleanup) but also our natural resources. To avoid spills it is the responsibility of staff to make sure employees are trained in the proper use of chemicals, personal protective devices, use of instruments and tools and in emergency procedures. Employees should use pipetting aids, dispensers and pumps instead of pouring liquids to avoid any spills. The use of secondary containment allows for capture of a spill. Storing materials securely, in their proper containers or containment units, and out of the line of traffic is an effective way to avoid spills or releases. By employees knowing their job, following proper protocols and procedures and being held accountable for their actions, ensures a safer environment for everyone.



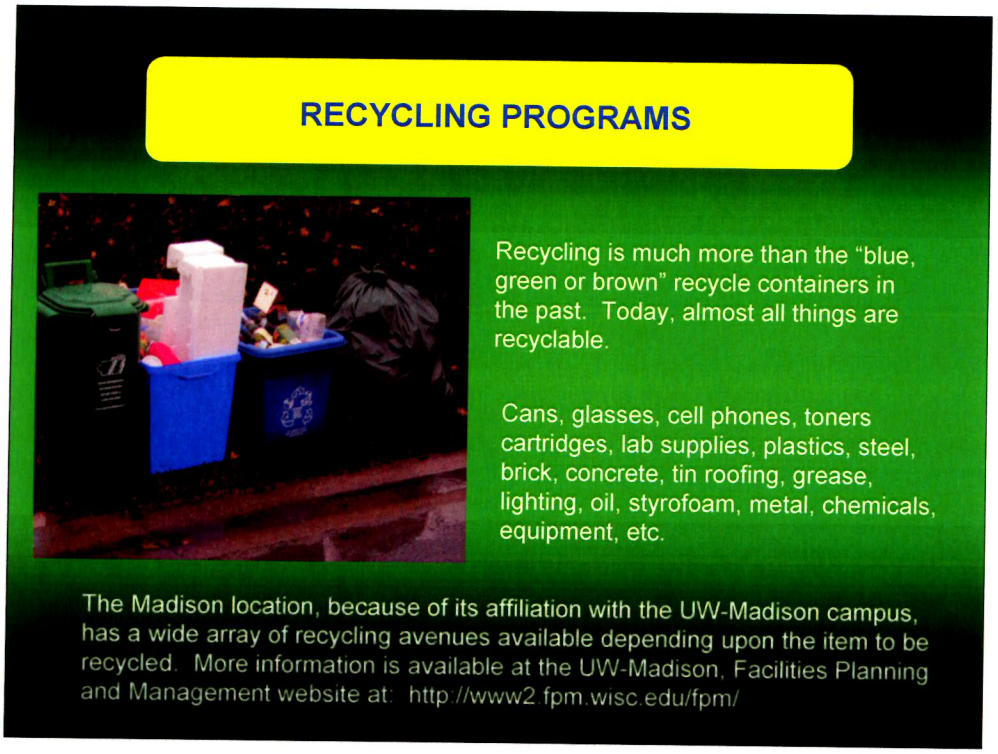
Source reduction is a form of prevention pollution and recycling built into one. It involves reusing a material (whether a new product or a waste generated product) in the same process or in a different process thereby reducing or eliminating pollutants at their source. An example might be the practice of recycling organic solvents generated as laboratory waste into a less hazardous waste by distillation. Another example on a larger scale would be crushing concrete from an existing road being renovated and using the crushed material as base for the new roadway thereby eliminating landfill waste. It is important to remember though that one should be aware of the potential safety hazards when reducing pollutants at their source.

Have you considered your inventory management practices as a pollution prevention technique? Most locations view their inventory as an asset and not as a potential liability. Establish an inventory tracking system so that you know what exactly is in your inventory, the quantity and age of the inventory items. Label all containers with contents and date to avoid costs associated with trying to determine "unknowns". Bigger doesn't always mean better. Purchase the "right size" and not the "economy size". This eliminates the generation of unwanted waste. Rotate inventory using the FIFO method (first in, first out). Store materials in their proper containers and proper storage facilities to prevent spills or leaks and potential environmental accidents. Substitute highly toxic materials with less harmful ones whenever feasible and without jeopardizing research protocols. Proper inventory management insures that your inventory remains an asset and not a liability.

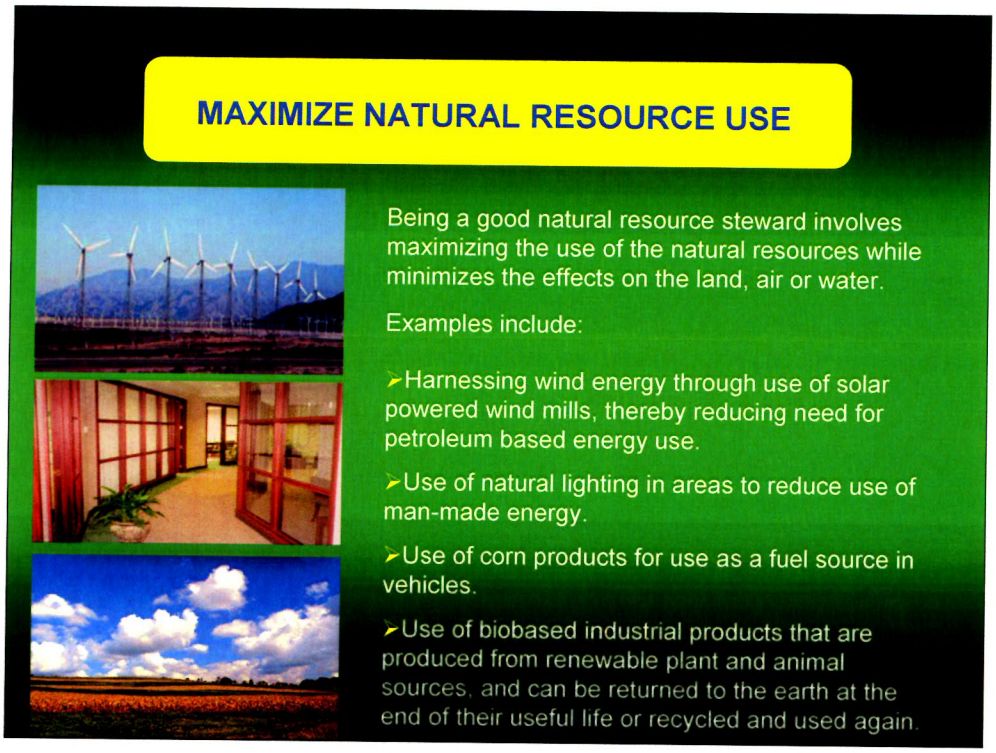


So, you have a bunch of chemicals that you no longer use or that you inherited from your predecessors.....what do you do? Chemical exchange programs are a "matchmaking" process based on the premise that one party's unwanted chemicals may be usable by another party. Chemical exchange programs can be with external or internal sources. For example, multiple labs within a building that maintain a primary inventory for building chemicals can reduce costs by exchanging chemicals between labs. External chemical exchange programs are usually operated through a university system or a paid service. The Madison Location is fortunate because of its association with the University of Wisconsin-Madison. The University does have a chemical exchange program operated through the UW-Safety Department. This department can arrange for on-site removal or for finding another lab that can utilize chemicals as long as they are in their original containers. For more information on this valuable service, contact them at 262-8769.

Recycling programs have been an excellent source of pollution prevention. The refinement of the recycling processes now includes most items, both conventional and nonconventional. Recycling efforts previously were limited to the pop cans and #1-5 plastics. The recycling efforts of today have greatly expanded. They include the fluorescent tubing light fixtures; print cartridges; various metals, tins and plastic containers, construction materials; cleaning supplies; cell phones; laboratory chemicals; and electronic devices such as computer monitors, CPUs, wiring, etc.

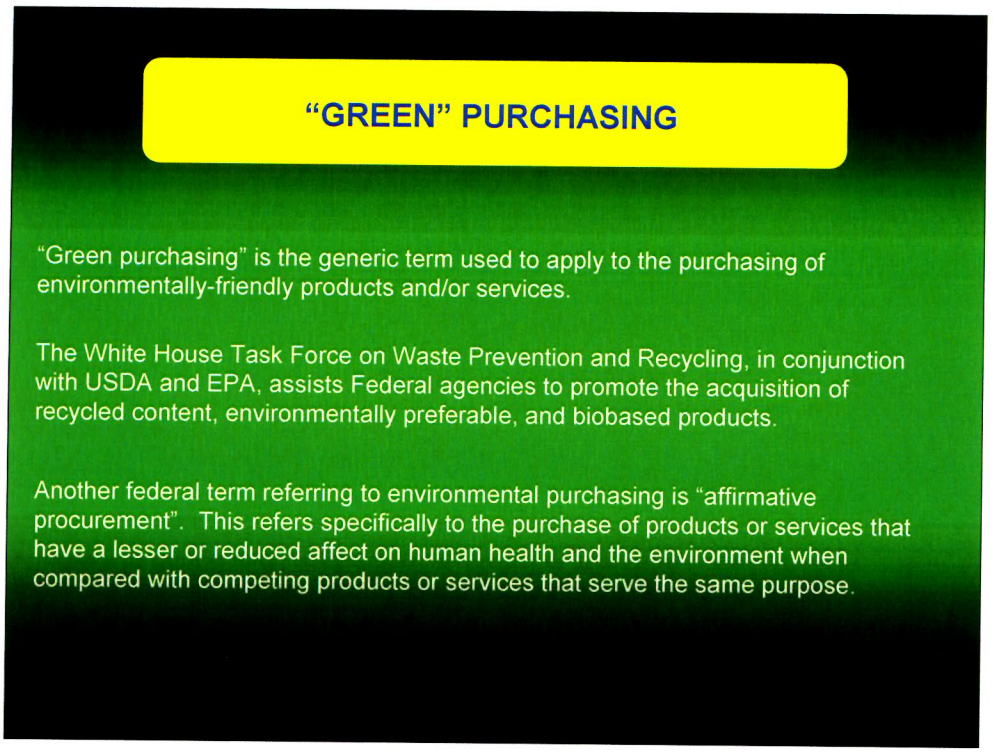


Recycling has greatly been refined. It is much more than the "blue, green or brown" recycling receptacles of the past. Items that previously would have filled our landfills are now the "bread and butter" for new entrepreneurial companies that focus on recycling. Cans, glasses, phones, concrete, tin roofing, glass, grease, lighting, styrofoam, etc. all are recyclable. A prime example of recycling on a grand scale at the Madison Location is the location where the new Cereal Crops Research Unit was constructed. Prior to destruction, the previous building was excavated for recyclable material. This included tubing that ran throughout the building, metal in the HVAC system, steel girders in the support system, concrete crushed for new road and foundation base; the brick for reuse in other structures. The University of Wisconsin Madison, Facilities Planning and Management division provide a wide array of recycling avenues for use. So, before you throw something away, ask yourself.....can it be RECYCLED?



Good stewardship involves maximizing natural resource use while minimizing its impact on land, air and water. How is this achieved? Windmills of the past helped farmers pump water from wells. Today, windmills harness the energy of the sun for operation and generate electric energy for use by area communities. Modern day architectural designs incorporate the use of natural lighting by more glass and features both externally and internally thereby reducing the amount of man-made energy needed to light buildings. The renewal corn and soybean crops provide fuel and other various products and have become the new source of biobased industrial products available. Biobased products are important because they are produced from a renewable plant or animal source and can be returned to the earth at the end of their useful life or recycled and used again. Maximizing and minimizing...two concepts that go hand in hand with proper environmental stewardship.

What does an "upside down triangle" and an EMS program have in common? It's the way to describe the waste reduction hierarchy or how to maintain an "even" waste stream. It is important to ensure that by reducing waste from one source, it does not increase or transfer pollution to another source. The waste reduction hierarchy emphasizes the goal of pollution prevention. The smallest part of the triangle represents landfill disposal, the least favorable of all methods of waste disposal. The next level of waste reduction is to recycle products. The third level is the reuse of products and finally the final element or goal of pollution prevention is source reduction. Let's use lighting as an example. Your facility has decided to switch from incandescent bulbs to fluorescent fixtures. Because there is considerable energy savings when using the fluorescent fixtures, costs associated with replacement bulbs and electrical usage will be decreased. However, at the current time the local waste disposal company accepts incandescent bulbs as regular trash but does not accept the fluorescent fixtures. There are no recycling companies in your immediate area that accept these items. You now have to pay an outside source for disposal of these fixtures. In essence, you've not reduced waste but have transferred the waste stream. Remember, the ultimate goal of pollution prevention is reducing waste not transferring waste.



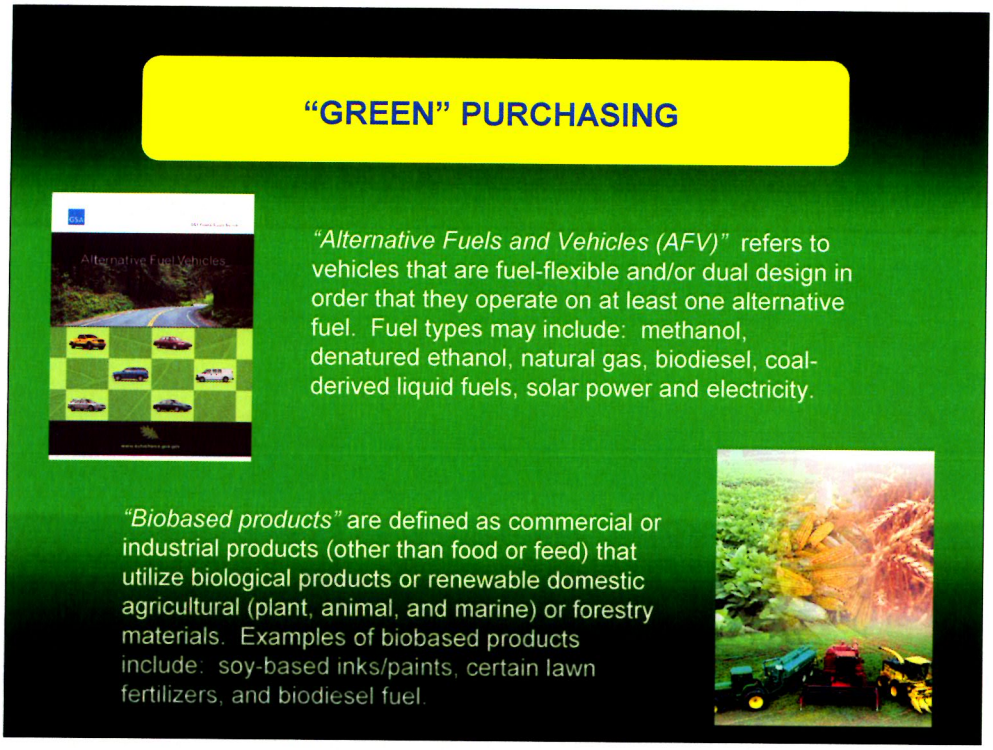
Green purchasing is another method of pollution prevention. Green purchasing is the generic term used to apply to the purchasing of environmentally-friendly products and/or services. The White House Task Force on Waste Prevention and Recycling in conjunction with the USDA and EPA agencies, assists other federal agencies by promoting the acquisition of recycled content, environmentally preferred and biobased products.

Another form of environmental purchasing used in the federal government is "affirmative procurement". This term refers specifically to the purchase of products or services that have a lessor or reduced affect on human health and the environment when compared with competing products or services that serve the same purpose.

Let's take a closer look at green purchasing.

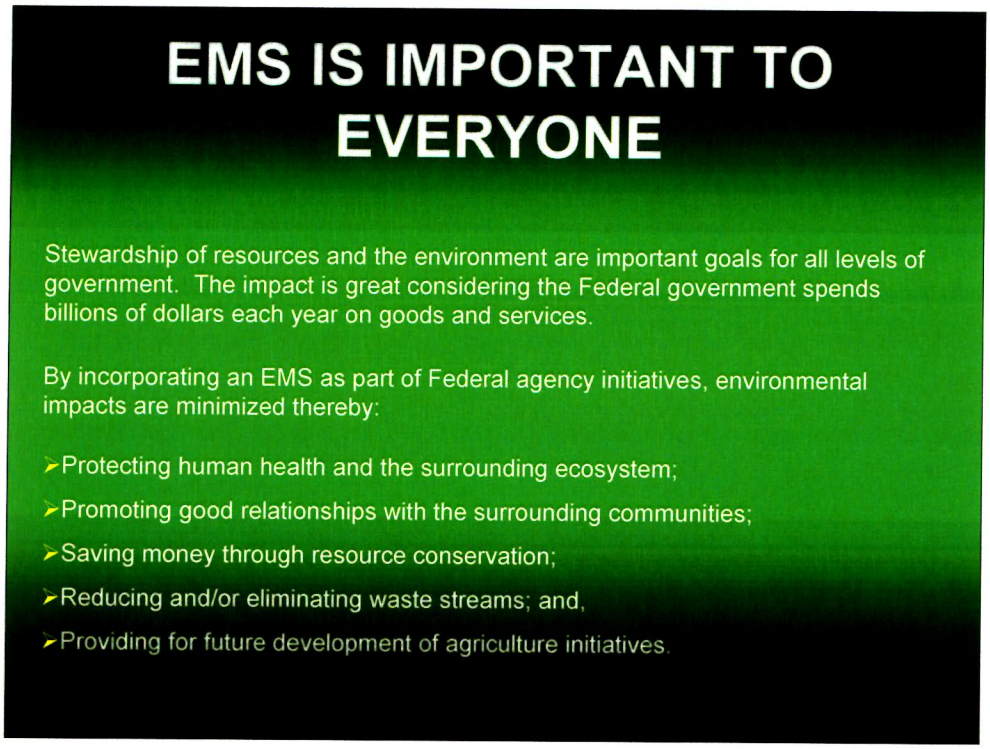
USDA has taken the lead when it comes to identifying what constitutes a "green purchase". They have established six main categories: recycled content, energy efficient products, alternative fuel and vehicles, biobased products, environmentally preferred products and non-ozone depleting products.

Recycled content pertains to the use of recycled materials in products. The website for the U.S. EPA has a comprehensive procurement guideline that covers green purchasing from construction products to office products. It's not just newspaper and magazines anymore. The second category refers to energy efficiency. Many of us today purchase products with the "energy star" label. What does this label really mean or is it a marketing gimmick? The energy star label was developed for the US EPA to refer to products that are low-wattage, standby power products or products designed as energy or water efficient. Think about your own home or your lab or business office.....how many energy star products do you utilize?

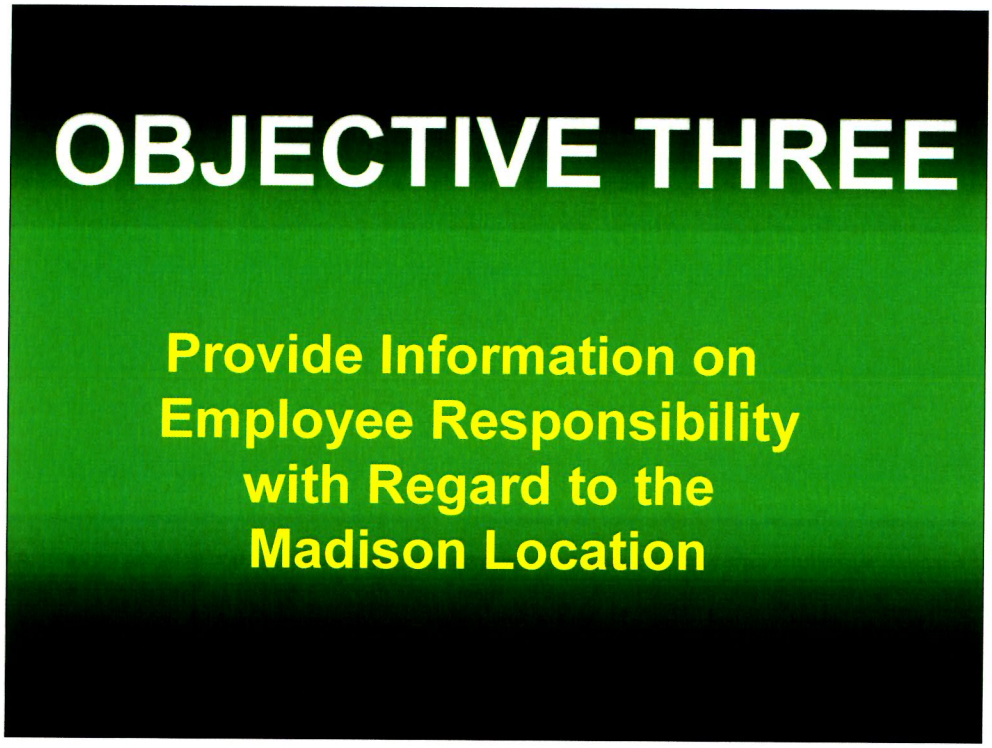


AFV is the acronym for Alternative Fuels and Vehicles and refer to fuels that are nonpetroleum based and vehicles that are fuel-flexible or dual-designed and operate on at least one other alternative fuel. Fuels can vary from methanol or denatured ethanol sources to natural gas or biodiesel or solar or electrical power. The US Department of Energy's website outlines various AFVs available in all types of vehicle categories.....whether you are looking for a sedan or a pickup truck or other commercial vehicles. Biobased products have been steadily increasing over the years and have provided a new market for many entrepreneurs. These products are defined as commercial or industrial products that utilize biological products or renewable domestic agricultural or forestry materials. The next time you are fertilizing your lawn or painting the inside of your house or replacing that ink cartridge in your printer, check to see if it is a biobased product. You may be surprised.

The fifth category of green purchasing reflects "environmentally preferred" products or services. How is this different from biobased products? Environmental products or services have a reduced effect on human health and the environment when compared with competing products or services. Products might include those that use less packaging thereby reducing the waste stream or conserving natural resources by not needing as many trees to produce the excess packaging. What other environmental products or services can you think of? The final category of green purchasing is the "non-ozone depleters" category. This category focuses on preserving the ozone. Products in this category do not use materials in their product that deplete the ozone. Examples in this category include the new air conditioning systems available, refined refrigeration units; and new model copiers, just to name a few.

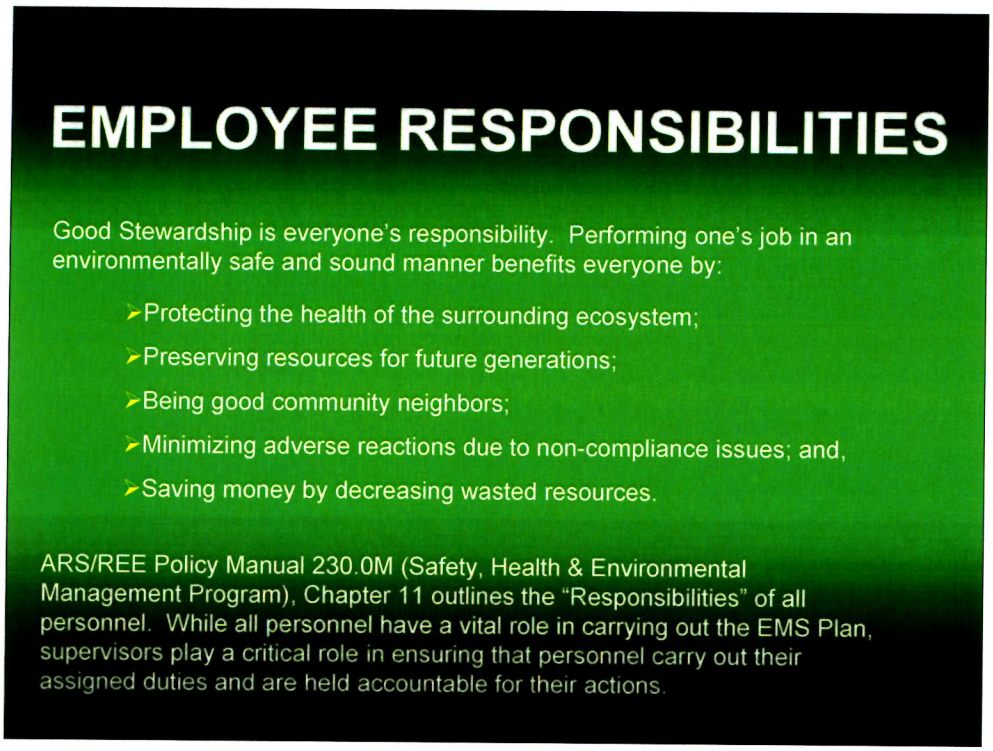


Let's recap. Remember, EMS is important to everyone and everything. The Federal government is responsible for purchasing billions of dollars each year on products and services. The federal government has taken the initiative to promote good stewardship of the environment through development of government-wide EMS programs. Through these combined federal efforts and initiatives, environmental impacts will be minimized and will protect human health and surrounding ecosystems; promote good community relationships; ultimately save money by resource conservation; reduce or eliminate waste streams and provide for future development of agricultural initiatives.

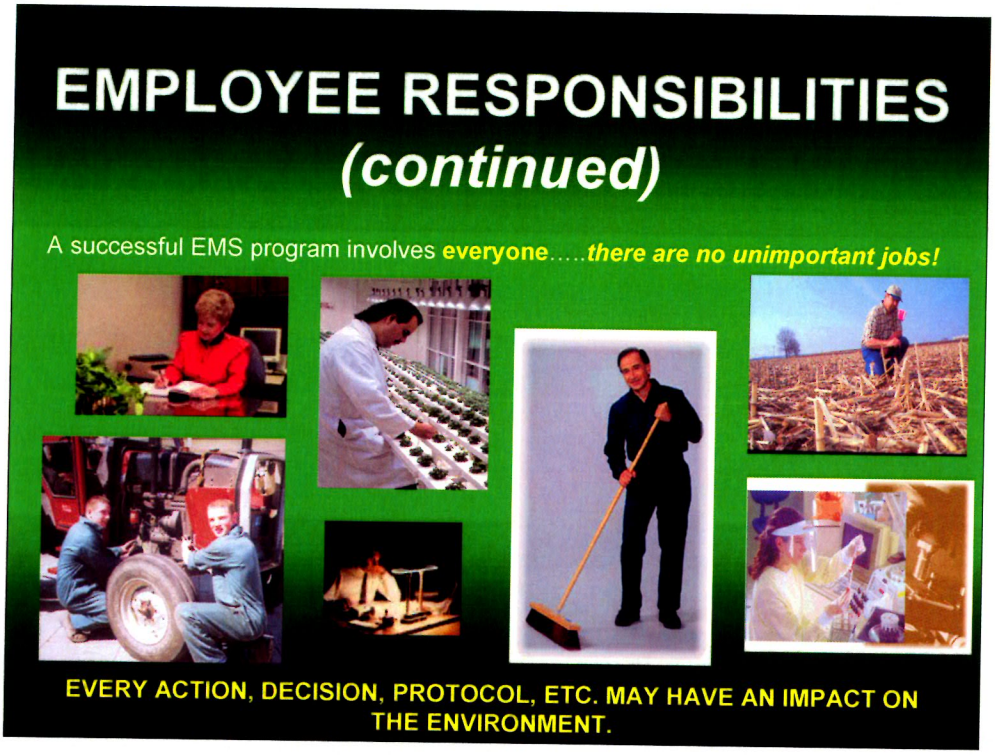


Objective Three - Provide Information on Employee Responsibility with Regard to the Madison Location.

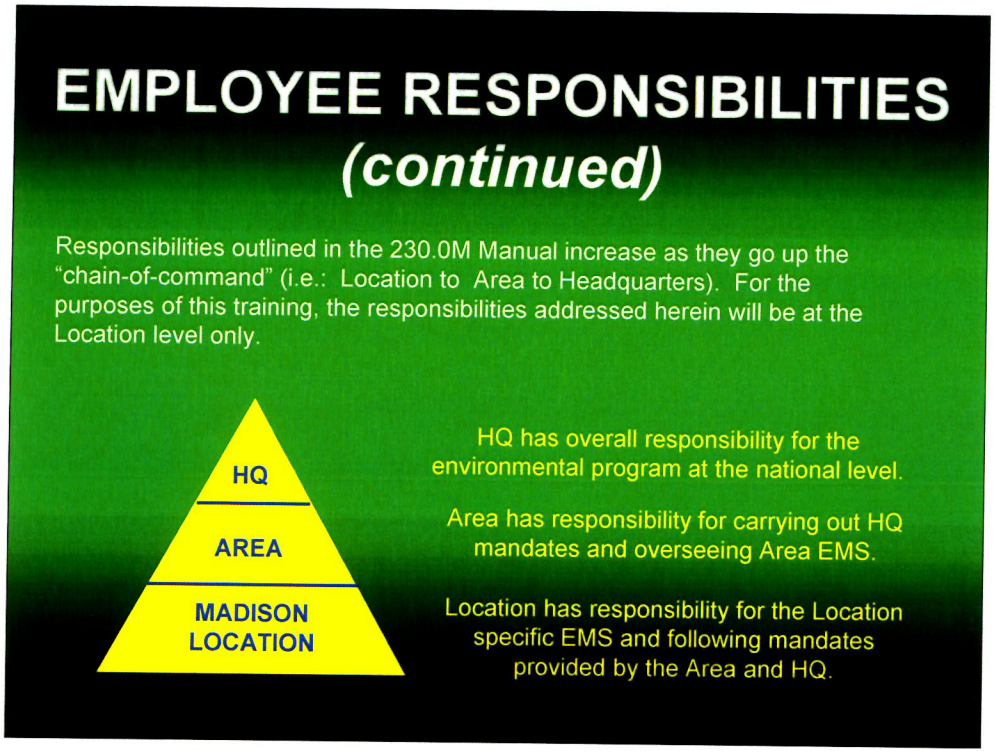
In this objective we will be "closing the EMS loop" and discussing your responsibilities in achieving this important task. Remember....EMS involves everyone.



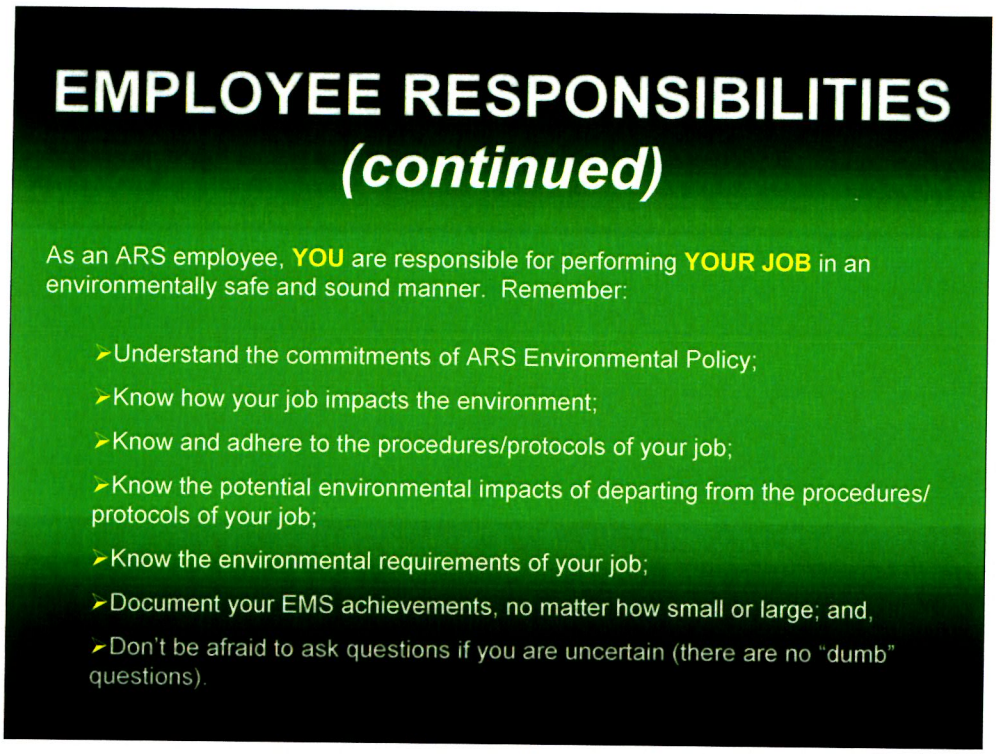
You may be asking yourself, what is my role in the EMS program. We've talked about good stewardship. By performing one's job in an environmentally safe and sound manner benefits everyone. You are helping to protect the health of not only your fellow workers but of your families, friends and neighbors. Your actions help protect the ecosystems around you and preserve them for future generations. You minimize potential adverse reactions because of non-compliance. There are financial benefits to this as well. By decreasing the waste to our natural resources, YOU help preserve our future. The Safety, Health & Environmental Program Policy and Procedures for ARS, otherwise known as P&P 230.0 is our primary governing document. Specifically, Chapter 11 of this Policy & Procedure outlines YOUR responsibilities as an employee. While everyone is accountable for their actions, supervisors in particular have the vital role in ensuring that the personnel that they are responsible for carry out their job duties in a safe, efficient and environmentally friendly manner.



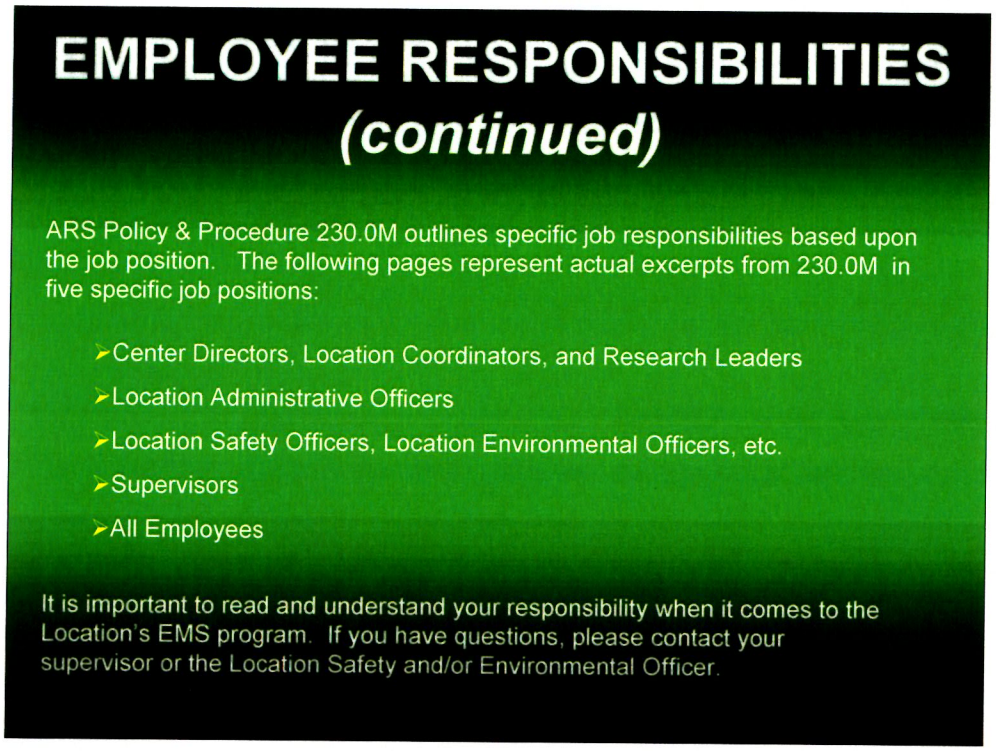
A successful EMS program involves everyone. Whether you are in the office support staff, or the custodian or working in the fields or perhaps you are the mechanics or engineers repairing equipment or conducting lab research or testing....or whether you are responsible for drafting policy....there are no "unimportant jobs". Every action, decision, protocol or procedure ultimately may have an impact on the environment....it is your responsibility to minimize these impacts.



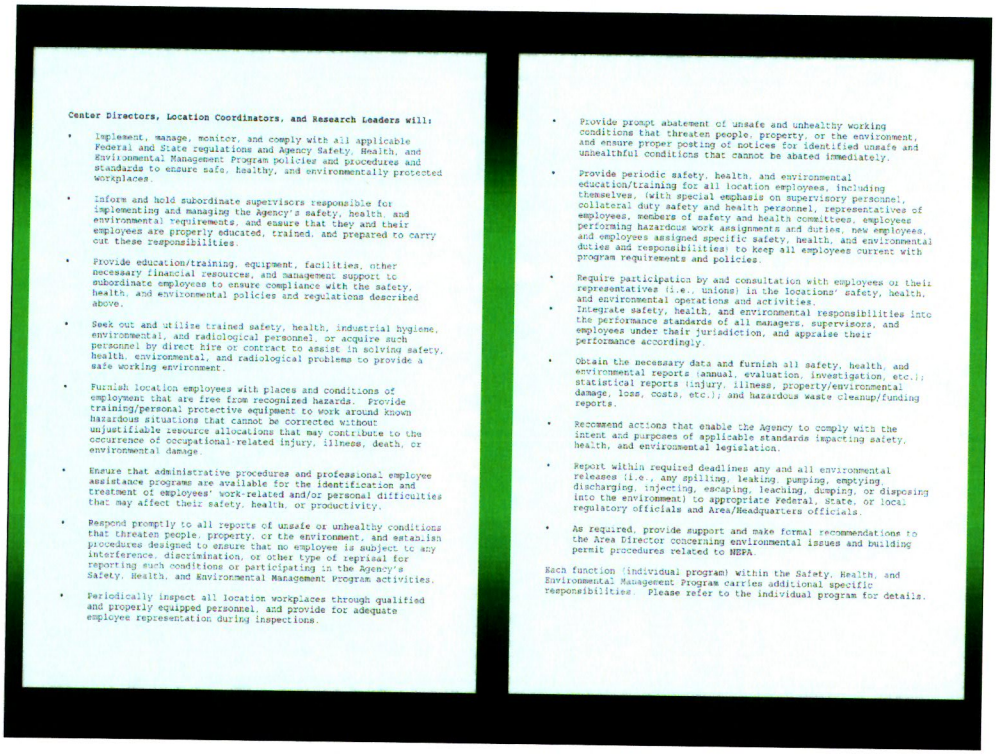
We've talked about the ARS P&P 230.0 and that is the primary governing USDA document regarding Safety, Health & Environmental program. Chapter 11 of this document discusses in detail employee responsibilities and identifies the proper "chain of command" . The pyramid to the left describe the three main levels: Headquarters makes and distributes policies and procedures and has primary responsibility for the environmental program at the national level. They in turn, disseminate this information down to the Areas. The Area has the responsibility for carrying out the national mandates and ensures that the specific locations adhere to the policies and procedures. At the locational level or here in Madison, we develop site specific plans in accordance with the mandates from headquarters and the Area and implement the plan. You as the employee participate at this level.



As an ARS employee, YOU are ultimately responsible for performing YOUR JOB in a safe and environmentally friendly manner. What YOU do impacts those around you. You need to be aware of and understand ARS's commitment to environmental policy. You need to know how your job impacts the environment. Make sure that YOU adhere to the procedures and protocols of your job, don't use "short cuts". By departing from established and defined procedures and protocols, you may be jeopardizing not only yourself but others and the environment as well. Be aware of the environmental requirements of your job. For example, disposing of something down the sink could significantly impact the surrounding water systems. When working towards an EMS goals or objective, make sure to DOCUMENT your achievements no matter how small or large or whether it is negative or positive. Our EMS program is based on the Madison Location....small achievements quickly add up when you combine all the labs! Finally, don't be afraid to ask questions or raise issues. There is no such thing as a "dumb question". Remember the old saying.....it is better to be safe than sorry!



Our governing document ARS 230.0, chapter 10 specifically, details job responsibilities based on job positions. While there are numerous positions listed in the document, there are specifically 5 categories that apply to the Madison location. One of the categories details responsibilities for Center Director, Location Coordinator and Research Leaders. Another category outlines responsibilities for Location Administrative Officers. The third category defines responsibilities for the Location Safety and Environmental Officers. The fourth category details specific responsibilities for supervisors. The final category covers ALL employees. It is important that you carefully review your specific category as well as the "ALL EMPLOYEE" category in order to fully understand your EMS responsibilities. If you have questions, contact your Supervisor, Research Leader or the Location Safety or Environmental officer.

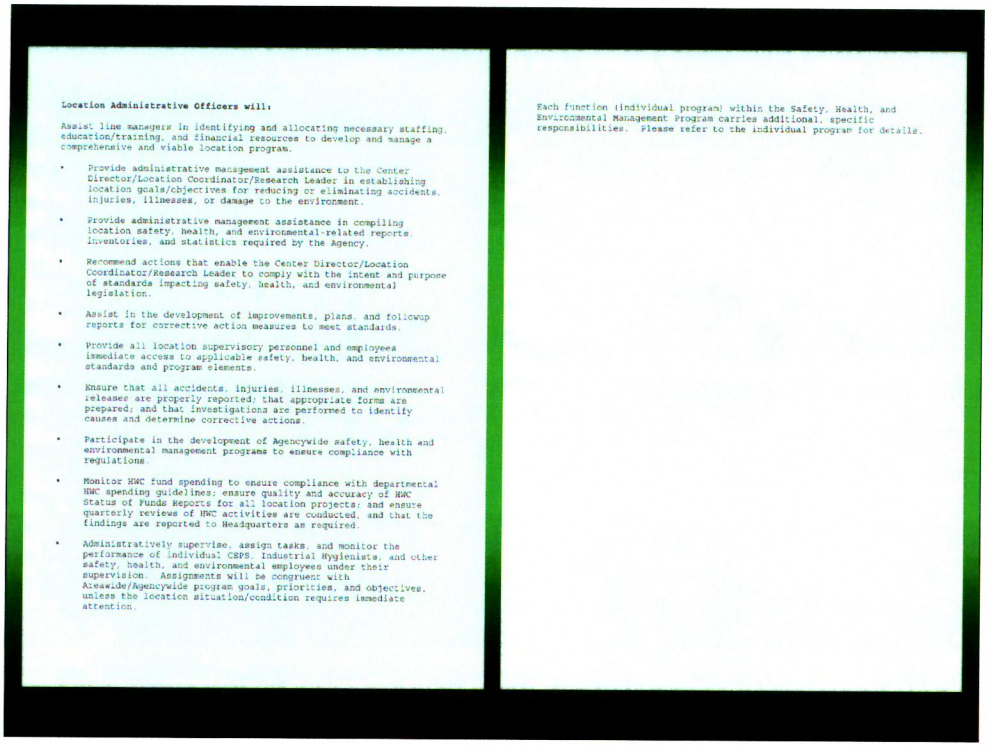


Center Directors, Location Coordinators, and Research Leaders will:

- Implement, manage, monitor, and comply with all applicable Federal and State regulations and Agency Safety, Health, and Environmental Management Program policies and procedures and standards to ensure safe, healthy, and environmentally protected workplaces.
- Inform and hold subordinate supervisors responsible for implementing and managing the Agency's safety, health, and environmental requirements, and ensure that they and their employees are properly educated, trained, and prepared to carry out these responsibilities.
- Provide education/training, equipment, facilities, other necessary financial resources, and management support to subordinate employees to ensure compliance with the safety, health, and environmental policies and regulations described above.
- Seek out and utilize trained safety, health, industrial hygiene, environmental, and radiological personnel, or acquire such personnel by direct hire or contract to assist in solving safety, health, environmental, and radiological problems to provide a safe working environment.
- Furnish location employees with places and conditions of employment that are free from recognized hazards. Provide training/personal protective equipment to work around known hazardous situations that cannot be corrected without unjustifiable resource allocations that may contribute to the occurrence of occupational-related injury, illness, death, or environmental damage.
- Ensure that administrative procedures and professional employee assistance programs are available for the identification and treatment of employees' work-related and/or personal difficulties that may affect their safety, health, or productivity.
- Respond promptly to all reports of unsafe or unhealthy conditions that threaten people, property, or the environment, and establish procedures designed to ensure that no employee is subject to any interference, discrimination, or other type of reprisal for reporting such conditions or participating in the Agency's Safety, Health, and Environmental Management Program activities.
- Periodically inspect all location workplaces through qualified and properly equipped personnel, and provide for adequate employee representation during inspections.
- Provide prompt abatement of unsafe and unhealthy working conditions that threaten people, property, or the environment, and ensure proper posting of notices for identified unsafe and unhealthful conditions that cannot be abated immediately.
- Provide periodic safety, health, and environmental education/training for all location employees, including themselves, (with special emphasis on supervisory personnel, collateral duty safety and health personnel, representatives of employees, members of safety and health committees, employees performing hazardous work assignments and duties, new employees, and employees assigned specific safety, health, and environmental duties and responsibilities) to keep all employees current with program requirements and policies.
- Require participation by and consultation with employees or their representatives (i.e., unions) in the locations' safety, health, and environmental operations and activities.
- Integrate safety, health, and environmental responsibilities into the performance standards of all managers, supervisors, and employees under their jurisdiction, and appraise their performance accordingly.
- Obtain the necessary data and furnish all safety, health, and environmental reports (annual, evaluation, investigation, etc.); statistical reports (injury, illness, property/environmental damage, loss, costs, etc.); and hazardous waste cleanup/funding reports.
- Recommend actions that enable the Agency to comply with the intent and purposes of applicable standards impacting safety, health, and environmental legislation.
- Report within required deadlines any and all environmental releases (i.e., any spilling, leaking, pumping, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment) to appropriate Federal, State, or local regulatory officials and Area/Headquarters officials.
- As required, provide support and make formal recommendations to the Area Director concerning environmental issues and building permit procedures related to NEPA.

Each function (individual program) within the Safety, Health, and Environmental Management Program carries additional specific responsibilities. Please refer to the individual program for details.

This slide depicts the specific job duties that define EMS responsibilities for the Center Directors, Location Coordinators and Research Leaders as outlined in ARS 230.0, Chapter 11. At the end of this training, you can print out this specific slide by printing page 52 of the slide presentation.



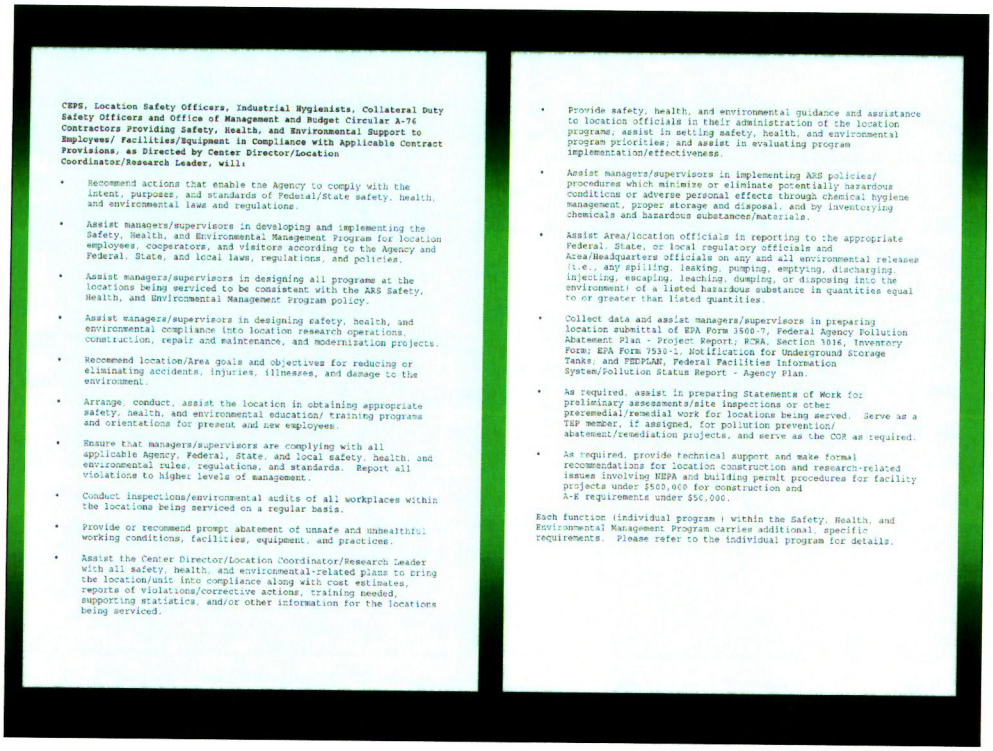
Location Administrative Officers will:

Assist line managers in identifying and allocating necessary staffing, education/training, and financial resources to develop and manage a comprehensive and viable location program.

- Provide administrative management assistance to the Center Director/Location Coordinator/Research Leader in establishing location goals/objectives for reducing or eliminating accidents, injuries, illnesses, or damage to the environment.
- Provide administrative management assistance in compiling location safety, health, and environmental-related reports, inventories, and statistics required by the Agency.
- Recommend actions that enable the Center Director/Location Coordinator/Research Leader to comply with the intent and purpose of standards impacting safety, health, and environmental legislation.
- Assist in the development of improvements, plans, and followup reports for corrective action measures to meet standards.
- Provide all location supervisory personnel and employees immediate access to applicable safety, health, and environmental standards and program elements.
- Ensure that all accidents, injuries, illnesses, and environmental releases are properly reported; that appropriate forms are prepared; and that investigations are performed to identify causes and determine corrective actions.
- Participate in the development of Agencywide safety, health and environmental management programs to ensure compliance with regulations.
- Monitor HWC fund spending to ensure compliance with departmental HWC spending guidelines; ensure quality and accuracy of HWC Status of Funds Reports for all location projects; and ensure quarterly reviews of HWC activities are conducted, and that the findings are reported to Headquarters as required.
- Administratively supervise, assign tasks, and monitor the performance of individual CSPS, Industrial Hygienists, and other safety, health, and environmental employees under their supervision. Assignments will be congruent with Areawide/Agencywide program goals, priorities, and objectives, unless the location situation/condition requires immediate attention.

Each function (individual program) within the Safety, Health, and Environmental Management Program carries additional, specific responsibilities. Please refer to the individual program for details.

This slide depicts the specific job duties that define the EMS responsibilities for the Location Administrative Officers as outlined in ARS 230.0, Chapter 11. At the end of this training, you can printout this specific slide by printing page 53 of the slide presentation.



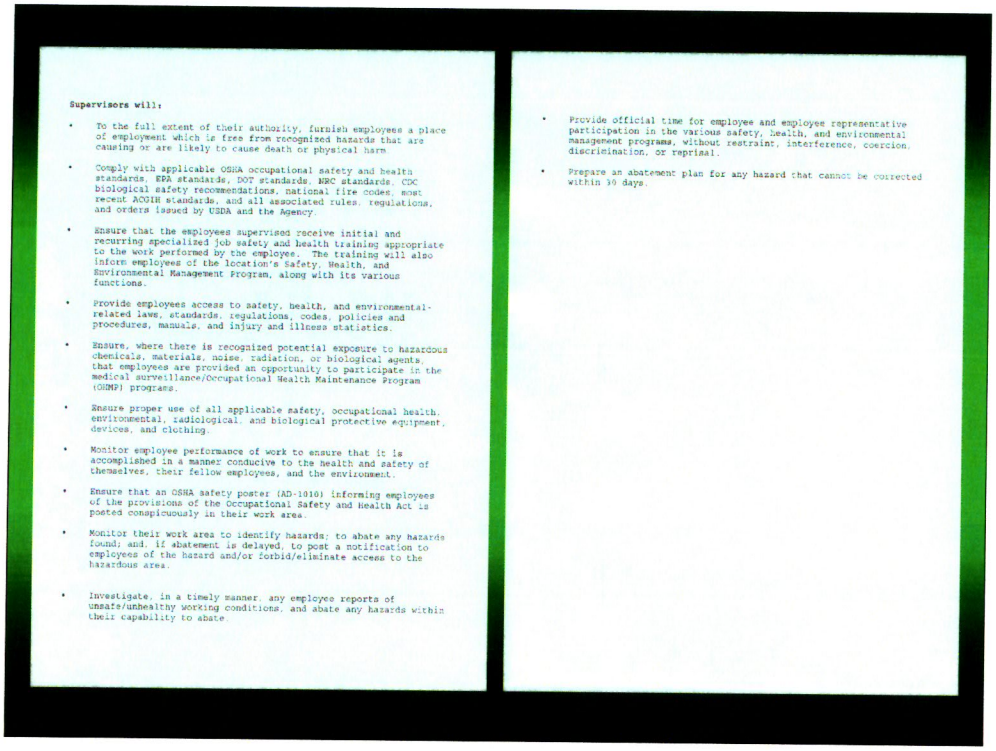
CEPS, Location Safety Officers, Industrial Hygienists, Collateral Duty Safety Officers and Office of Management and Budget Circular A-76 Contractors Providing Safety, Health, and Environmental Support to Employees/ Facilities/Equipment in Compliance with Applicable Contract Provisions, as Directed by Center Director/Location Coordinator/Research Leader, will:

- Recommend actions that enable the Agency to comply with the intent, purposes, and standards of Federal/State safety, health, and environmental laws and regulations.
- Assist managers/supervisors in developing and implementing the Safety, Health, and Environmental Management Program for location employees, cooperators, and visitors according to the Agency and Federal, State, and local laws, regulations, and policies.
- Assist managers/supervisors in designing all programs at the locations being serviced to be consistent with the ARS Safety, Health, and Environmental Management Program policy.
- Assist managers/supervisors in designing safety, health, and environmental compliance into location research operations, construction, repair and maintenance, and modernization projects.
- Recommend location/Area goals and objectives for reducing or eliminating accidents, injuries, illnesses, and damage to the environment.
- Arrange, conduct, assist the location in obtaining appropriate safety, health, and environmental education/ training programs and orientations for present and new employees.
- Ensure that managers/supervisors are complying with all applicable Agency, Federal, State, and local safety, health, and environmental rules, regulations, and standards. Report all violations to higher levels of management.
- Conduct inspections/environmental audits of all workplaces within the locations being serviced on a regular basis.
- Provide or recommend prompt abatement of unsafe and unhealthful working conditions, facilities, equipment, and practices.
- Assist the Center Director/Location Coordinator/Research Leader with all safety, health, and environmental-related plans to bring the location/unit into compliance along with cost estimates, reports of violations/corrective actions, training needed, supporting statistics, and/or other information for the locations being serviced.

- Provide safety, health, and environmental guidance and assistance to location officials in their administration of the location programs; assist in setting safety, health, and environmental program priorities; and assist in evaluating program implementation/effectiveness.
- Assist managers/supervisors in implementing ARS policies/ procedures which minimize or eliminate potentially hazardous conditions or adverse personal effects through chemical hygiene management, proper storage and disposal, and by inventorying chemicals and hazardous substances/materials.
- Assist Area/location officials in reporting to the appropriate Federal, State, or local regulatory officials and Area/Headquarters officials on any and all environmental releases (i.e., any spilling, leaking, pumping, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment) of a listed hazardous substance in quantities equal to or greater than listed quantities.
- Collect data and assist managers/supervisors in preparing location submittal of EPA Form 3500-7, Federal Agency Pollution Abatement Plan - Project Report; RCRA, Section 3016, Inventory Form; EPA Form 7530-2, Notification for Underground Storage Tanks, and FEDPLAN, Federal Facilities Information System/Pollution Status Report - Agency Plan.
- As required, assist in preparing Statements of Work for preliminary assessments/site inspections or other preremedial/remedial work for locations being served. Serve as a TAP member, if assigned, for pollution prevention/ abatement/remediation projects, and serve as the COR as required.
- As required, provide technical support and make formal recommendations for location construction and research-related issues involving NEPA and building permit procedures for facility projects under $500,000 for construction and A-E requirements under $50,000.

Each function (individual program) within the Safety, Health, and Environmental Management Program carries additional, specific requirements. Please refer to the individual program for details.

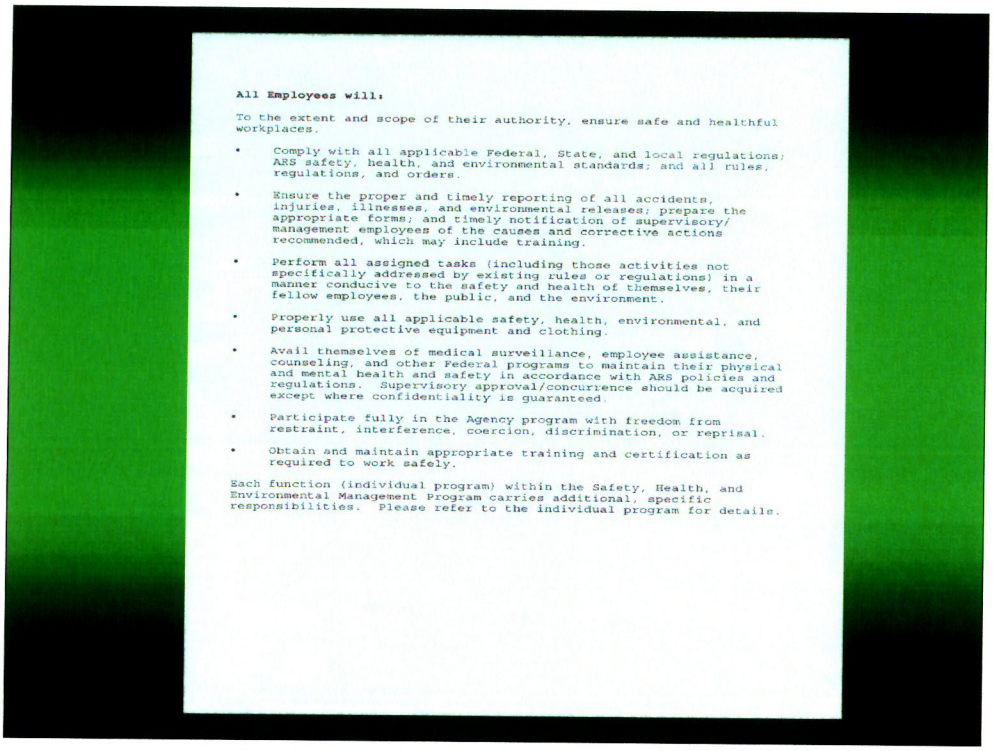
This slide depicts the specific job duties that define the EMS responsibilities for the Location Safety and Environmental Officers as outlined in ARS 230.0, Chapter 11. At the end of this training, you can printout this specific slide by printing page 54 of the slide presentation.



Supervisors will:

- To the full extent of their authority, furnish employees a place of employment which is free from recognized hazards that are causing or are likely to cause death or physical harm
- Comply with applicable OSHA occupational safety and health standards, EPA standards, DOT standards, NRC standards, CDC biological safety recommendations, national fire codes, most recent ACGIH standards, and all associated rules, regulations, and orders issued by USDA and the Agency.
- Ensure that the employees supervised receive initial and recurring specialized job safety and health training appropriate to the work performed by the employee. The training will also inform employees of the location's Safety, Health, and Environmental Management Program, along with its various functions.
- Provide employees access to safety, health, and environmental-related laws, standards, regulations, codes, policies and procedures, manuals, and injury and illness statistics.
- Ensure, where there is recognized potential exposure to hazardous chemicals, materials, noise, radiation, or biological agents, that employees are provided an opportunity to participate in the medical surveillance/Occupational Health Maintenance Program (OHMP) programs.
- Ensure proper use of all applicable safety, occupational health, environmental, radiological, and biological protective equipment, devices, and clothing.
- Monitor employee performance of work to ensure that it is accomplished in a manner conducive to the health and safety of themselves, their fellow employees, and the environment.
- Ensure that an OSHA safety poster (AD-1010) informing employees of the provisions of the Occupational Safety and Health Act is posted conspicuously in their work area.
- Monitor their work area to identify hazards; to abate any hazards found; and, if abatement is delayed, to post a notification to employees of the hazard and/or forbid/eliminate access to the hazardous area.
- Investigate, in a timely manner, any employee reports of unsafe/unhealthy working conditions, and abate any hazards within their capability to abate.
- Provide official time for employee and employee representative participation in the various safety, health, and environmental management programs, without restraint, interference, coercion, discrimination, or reprisal.
- Prepare an abatement plan for any hazard that cannot be corrected within 30 days.

This slide depicts the specific job duties that define the EMS responsibilities for the Supervisors as outlined in ARS 230.0, Chapter 11. At the end fo this training, you can printout this specific slide by printing page 55 of the slide presentation.



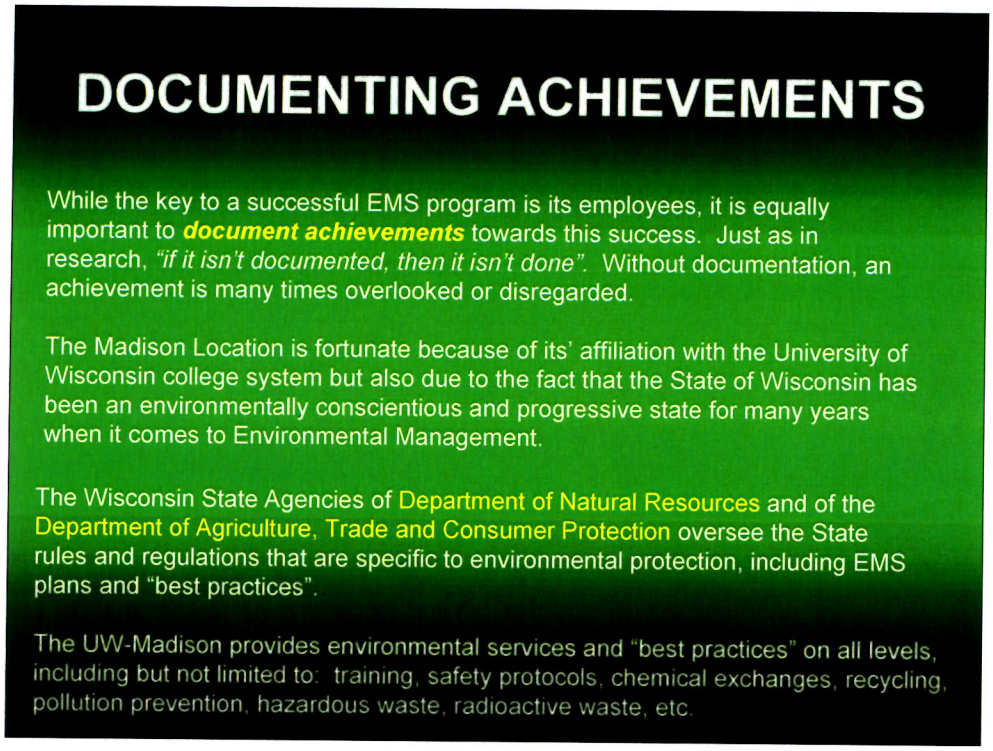
All Employees will:

To the extent and scope of their authority, ensure safe and healthful workplaces.

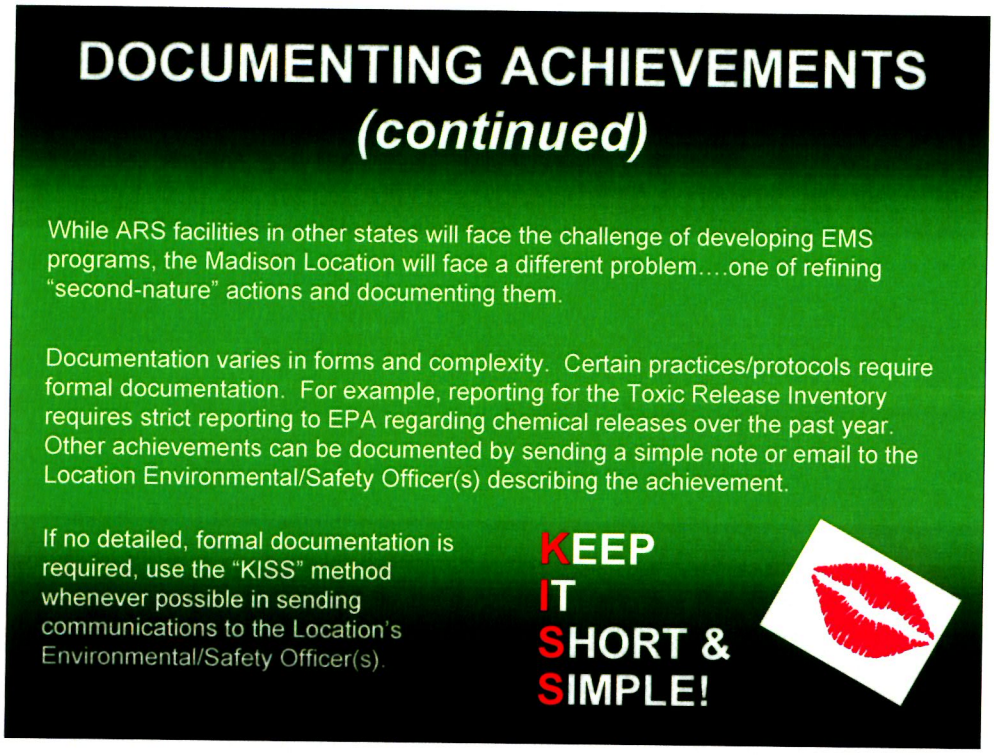
- Comply with all applicable Federal, State, and local regulations; ARS safety, health, and environmental standards; and all rules, regulations, and orders.
- Ensure the proper and timely reporting of all accidents, injuries, illnesses, and environmental releases; prepare the appropriate forms; and timely notification of supervisory/ management employees of the causes and corrective actions recommended, which may include training.
- Perform all assigned tasks (including those activities not specifically addressed by existing rules or regulations) in a manner conducive to the safety and health of themselves, their fellow employees, the public, and the environment.
- Properly use all applicable safety, health, environmental, and personal protective equipment and clothing.
- Avail themselves of medical surveillance, employee assistance, counseling, and other Federal programs to maintain their physical and mental health and safety in accordance with ARS policies and regulations. Supervisory approval/concurrence should be acquired except where confidentiality is guaranteed.
- Participate fully in the Agency program with freedom from restraint, interference, coercion, discrimination, or reprisal.
- Obtain and maintain appropriate training and certification as required to work safely.

Each function (individual program) within the Safety, Health, and Environmental Management Program carries additional, specific responsibilities. Please refer to the individual program for details.

This slide depicts the specific job duties that define the EMS responsibilities for ALL employees as outlined in ARS 230.0, Chapter 11. They are as follows: (read slide) You can printout a copy of this page at the end of the training by printing page 56 of the slide presentation.



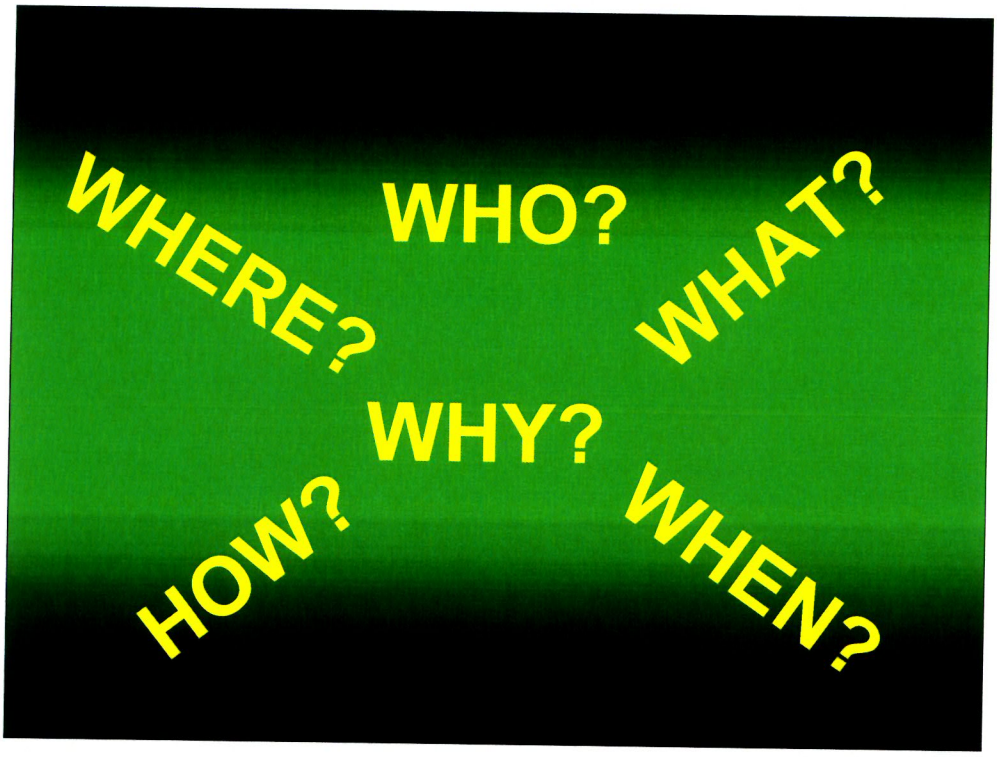
So far you have learned what an EMS program is, the rules and regulations governing this directive and your roles and responsibilities of achieving success. What's next? Documenting your achievements. While the key to a successful EMS program is its employees, it is equally important for you as the employee, to document your achievements. In the research that you perform, you document your findings....so should you document your achievements in the EMS program. Remember, "if it isn't documented, then it hasn't been done". Everyone needs to take responsibility and ultimately credit for the successful implementation and ongoing performance of the Location's EMS program. Our Madison location is already one step ahead of the game when it comes to environmental management. While other states may have been slow to move towards protecting our environment, the State of Wisconsin has been a forerunner in environmental issues for many years. Our affiliation with the University of Wisconsin Madison has also been beneficial because of its environmental practices. The Wisconsin Department of Natural Resources and the Department of Agriculture, Trade and Consumer Protection and the University of Wisconsin all provide a wealth of information, training and "best practices" when it comes to environmental issues.



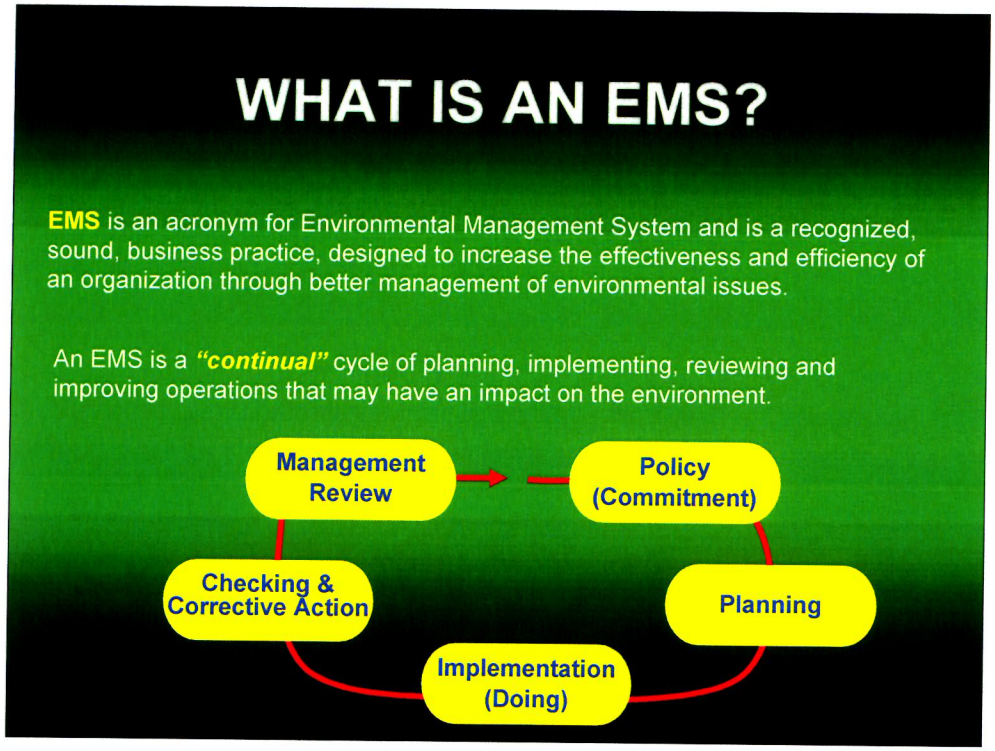
As stated in our previous slide, Wisconsin has been a forerunner when it comes to environmental issues. While other locations may be faced with the challenge of developing an EMS program, the Madison location will face a different challenge....one of documenting . Many of the pollution prevention and recycling efforts mentioned previously have become "second nature" to us.....which can be attributed to Wisconsin's notoriety of being a "green" state. Our problem now is documenting these "second nature" activities. This does not mean though that the Madison location does not have areas of improvement to focus on. Rather , we will need to refine some of our environmental issues and document things that we do in our everyday job duties. Documentation can be simple or complex. Some environmental activities require formal documentation such as the Toxic Release Inventory or the University's Chemical Exchange program. However, recycling efforts such as using the University's SWAP system for recycling equipment or their program for recycling of plastics, paper and styrofoam are much more informal. We need to document their use as well. Each time you send something to SWAP send an email to the Location's Environmental officer so that we can credit this towards our achievement. These communications do not have to be complex....they may only include a list of items sent for "recycling". Consider using the "KISS" method.....keep it short and simple! No matter how small or large your recycling effort is, we need to document our success.

Remember, EMS involves everyone. As an ARS employee, YOU are responsible for performing YOUR JOB in an environmentally safe and sound manner. YOU need to understand and know the ARS commitment to environment and its associated policy. YOU need to know how your job impacts the impact. You need to know what the environmental requirements are in YOUR job. YOU need to know and adhere to the protocols and practices of your position. YOU need to know the impacts that may result from deviating from established practices and protocols. YOU need to ask questions....there are no dumb questions. Finally, YOU need to document your EMS achievements, no matter how big or small. Remember YOU are important and by YOUR actions in YOUR position they help to achieve the Madison location's EMS program success.

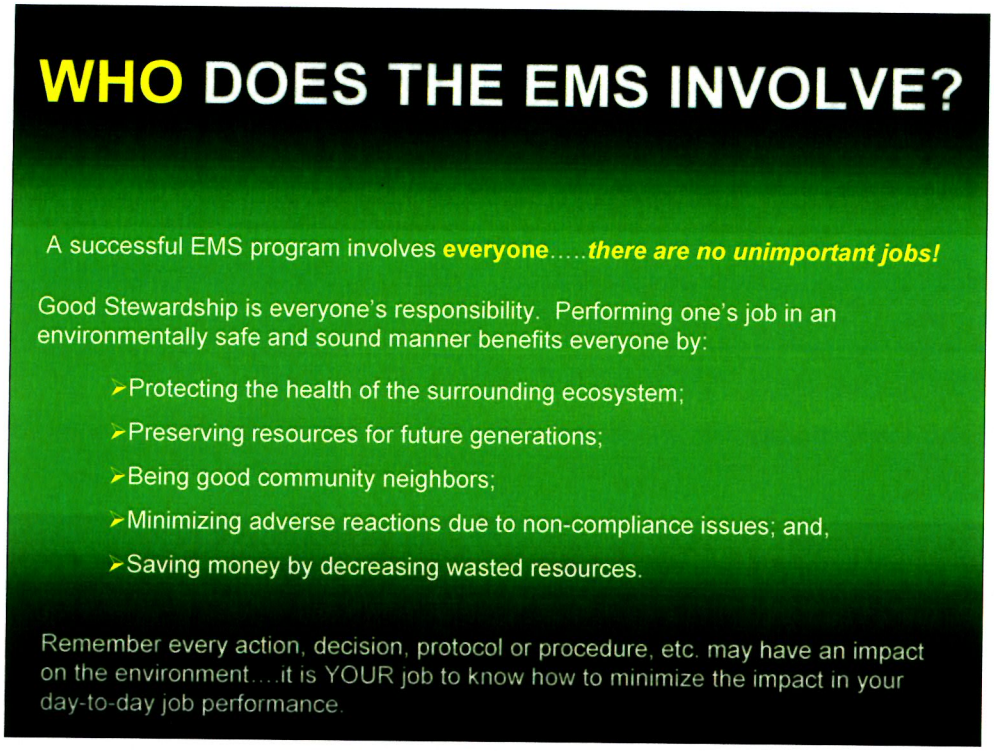
Let's recap what you've learned in this training program.



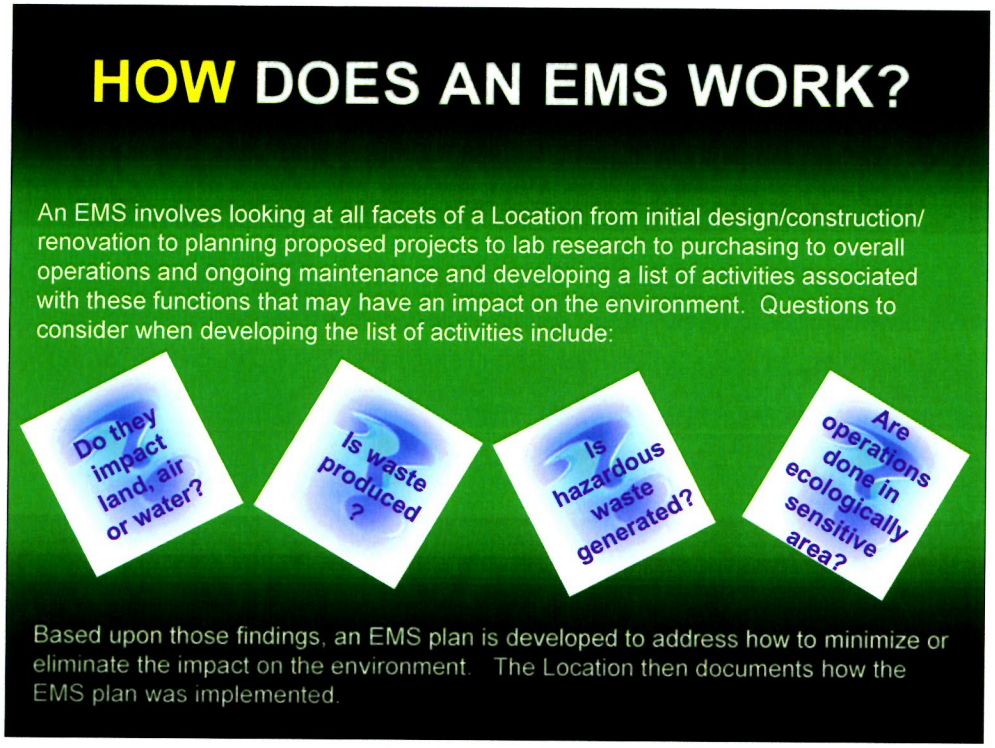
WHAT is an EMS? WHO does the EMS involve? HOW does an EMS work? WHERE does the EMS take place? WHEN does the EMS begin? AND WHY an EMS?



WHAT is an EMS? EMS is an acronym for Environmental Management System. The philosophy of an EMS is to provide a sound business practice that is designed to increase the effectiveness and efficiency of an organization through better management of environmental issues. It is a continual process. It begins with a commitment by ARS to environmental policy. The locations plan what activities need to be addressed based upon environmental aspects and impacts discovered during the environmental assessment. The locations are also responsible for implementing their respective EMS plans and conducting routine audits to determine whether refinement is necessary in achieving their respective plans. Finally, there is management review by the Area and Headquarters as to the overall success of the EMS program on an Area and national level.

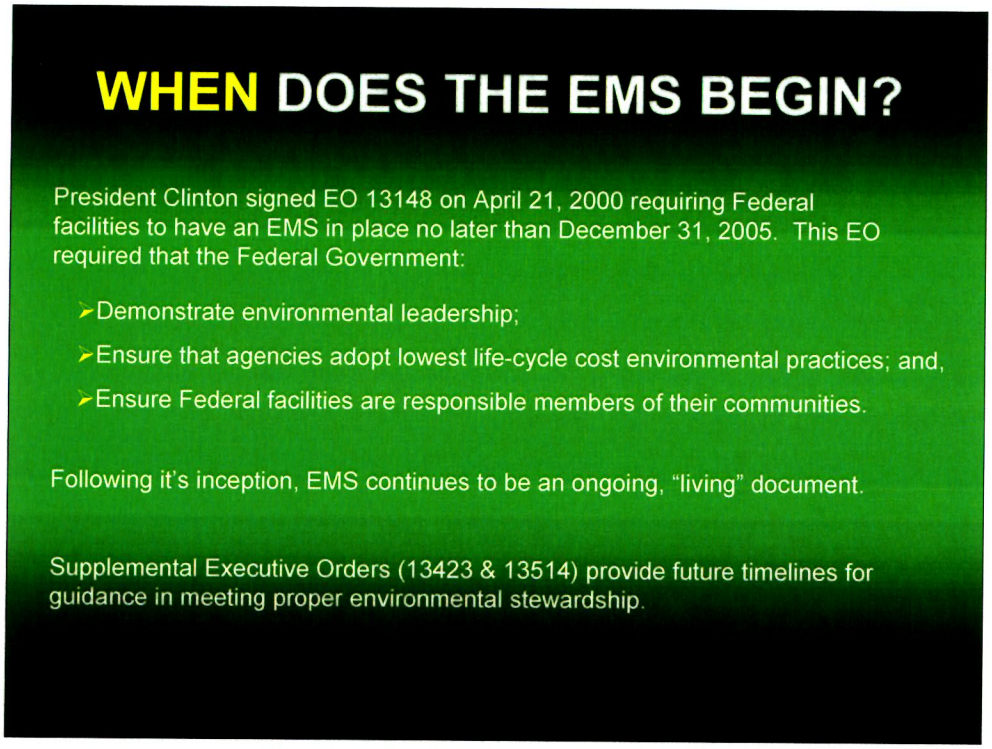


WHO does the EMS Involve? EVERYONE! There are no unimportant jobs. Everyone is responsible for being a good steward and following environmentally friendly practices. Everyone benefits. The ecosystems are protected and preserved for future generations. It promotes good community relationships. Adverse impacts are minimized. Ultimately, good stewardship also saves money....for everyone! Remember every action, decision, protocol or procedure may have impact on the environment. It is YOUR responsibility to minimize or eliminate these impacts in the ways that you carry our your job duties.



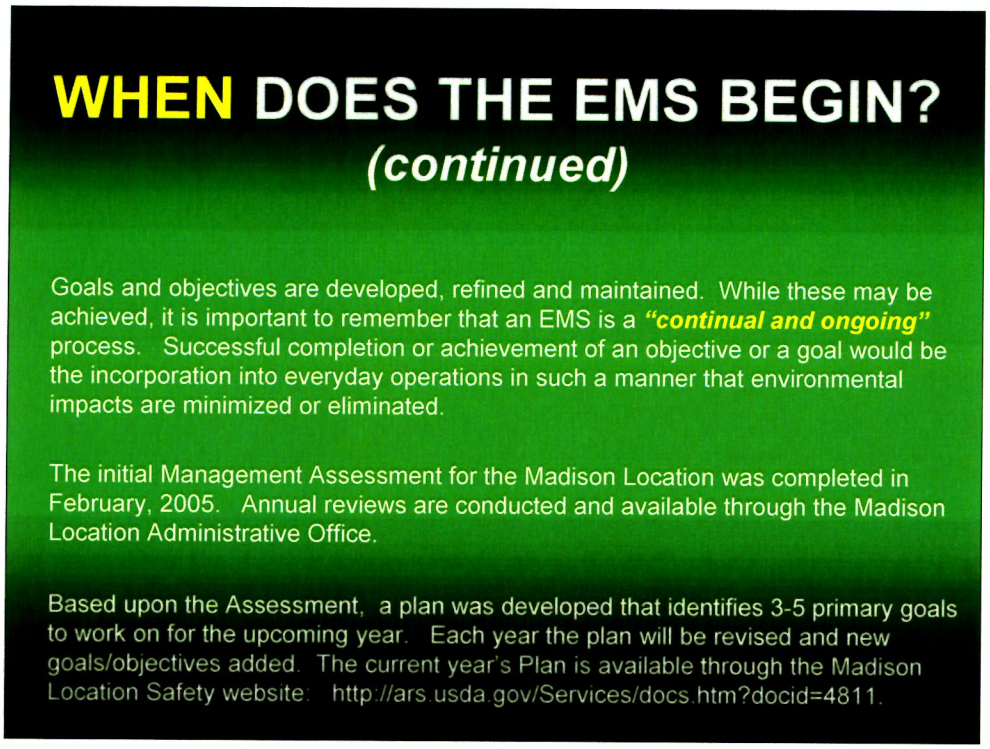
HOW does an EMS work? An EMS begins with taking a close look at all facets of operations. It reviews new projects, new construction, renovation, purchasing and overall general operations and maintenance to see what environmental impacts may be present. Questions that are asked include: what is the impact on land air and water? What types of waste may be produced? Is hazardous waste a potential? Are any of the proposed operations done in ecologically sensitive areas such as marsh, grass or wetland areas? Based upon those findings, and EMS plan is developed to address how to minimize or eliminate the environmental impacts. The Location is responsible for implementing its' own EMS program. You as an employee, share this responsibility in your day-to-day job performance. The Location then documents how the plan was implemented and whether the management actions established were met. It is a cyclical process and is updated on an annual basis.

WHERE does the EMS take place? The Madison location covers all the management units: the Cereal Crops Research Unit, the Vegetable Crops Research Unit, the Cell Wall & Biology Utilization Research Unit, and the Dairy Forage &Aquaculture Research Unit and its associated farms.



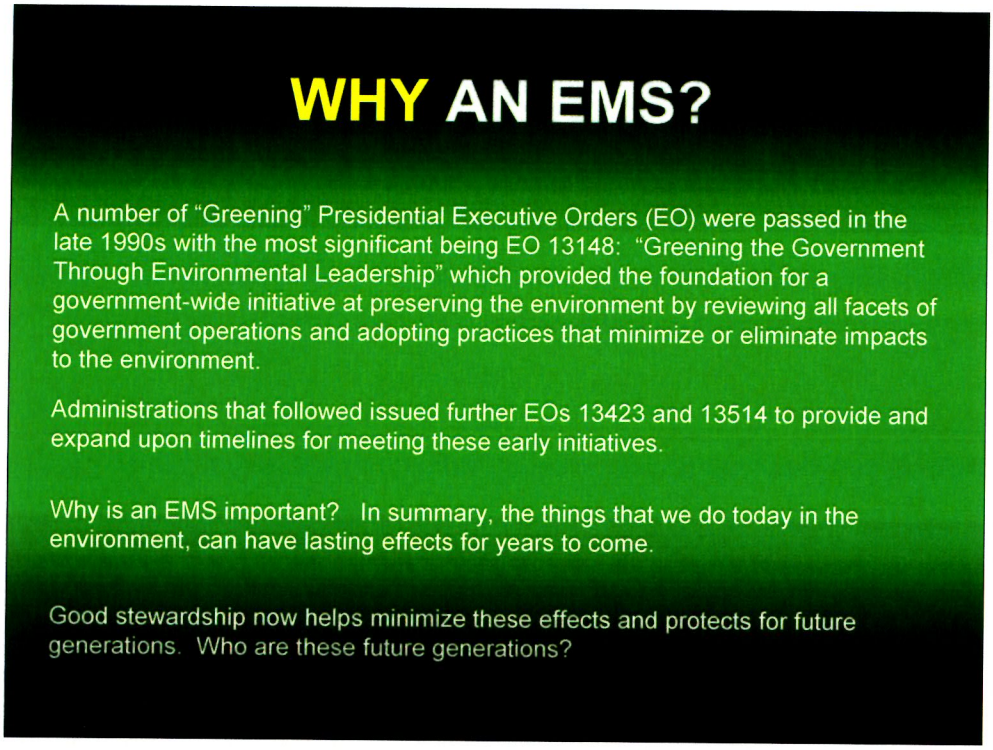
WHEN does the EMS begin? The initial presidential order signed by President Clinton mandated that all federal agencies have an EMS in place no later than December 31st, 2005 and that the EMS demonstrate environmental leadership, ensure that agencies adopt lowest life-cycle cost environmental practices and finally that they ensure federal facilities are responsible to their respective communities.

While Wisconsin has set the standard and maintained proper environmental stewardship for many years, the EMS documented program has been in place since 2005. It is a "living" document and changes as the need arises but is updated at a minimum, annually.



It is important to remember that an EMS is a continual and ongoing process. Achievements need to be documented. New goals and management action plans are developed each year. The initial Management Assessment for the Madison location was conducted in February, 2005 and an initial set of goals and management action plans are currently being adopted. The results of annual assessments and the current years goals and management action plans are available for review through the Madison Location Administrative office or through the Madison safety website at:

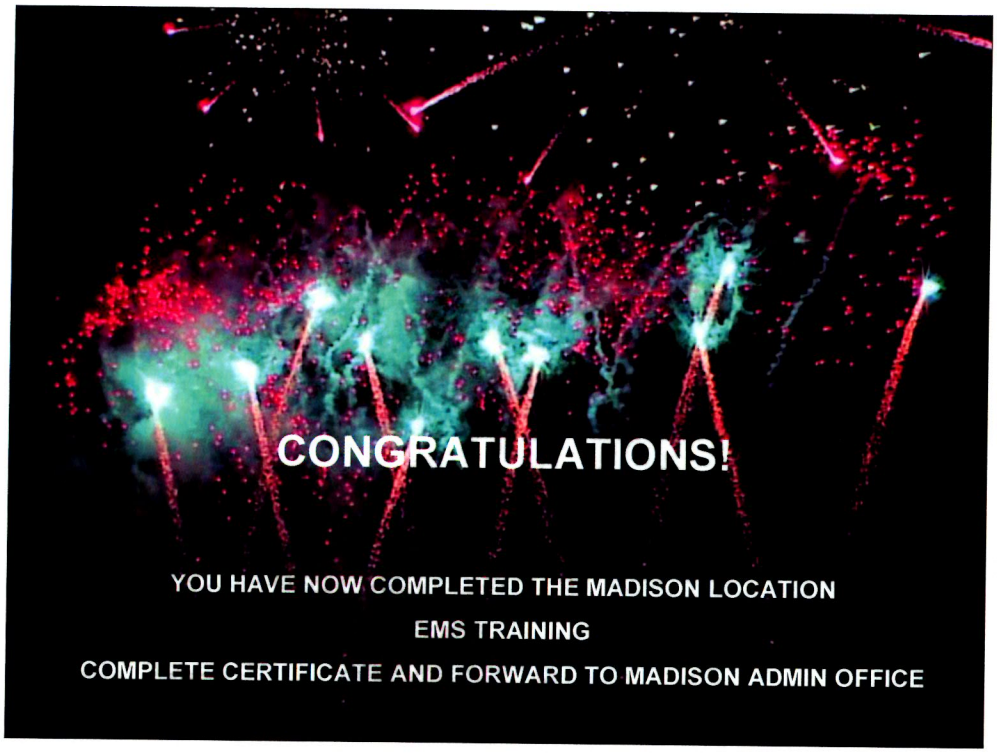
http://ars.usda.gov/Services/docs.htm?docid=4811



WHY an EMS? Greening initiatives passed in the late 1990's mandated that the federal government develop a system that protects and preserves the environment. Executive Order 13148 focused on government leadership in minimizing or eliminating adverse impacts to the environment that may have been the result of government agencies. Executive Orders 13423 & 13514 established further timelines to achieve reduction and/or improvement of environmental practices.

An EMS is important because the things that we do today in the environment can have lasting effects. Good stewardship minimizes these effects and protects future generations. Who are these future generations?

They are our children.....the future scientists, plant pathologists, the researchers, the policy makers, law enforcement officers, our water quality engineers, the field hands, the farmers, the equine breeders, the explorers, the goat and dairy farmers, the environmentalists, our fireman, our agronomists, our administrative officers and support staff....they are our dreamers, the mothers and fathers of tomorrow.....they are the future!



Congratulations! You have now completed the EMS awareness training for the Madison Location. Make sure to complete the Affirmation Certificate on the following page. If you have any questions, please contact your supervisor or the Madison Location's Environmental or Safety Officers.

MADISON LOCATION EMS TRAINING AFFIRMATION CERTIFICATE

I certify that on _____ (date), I have reviewed the EMS Training Material and understand that I am personally expected to follow USDA policy concerning the Environmental Management System programs, including specifically the Madison Location.

☐ **YES**, I affirm my completion and understanding of the course. (Credit will not be recorded if you do not affirm that you have completed this course.)

_____
Signature

_____
Printed Name

_____
Supervisor's Name

☐ ADMN ☐ CCRU ☐ DFRC ☐ FARM ☐ VCRU

Return completed form to the Madison Location Administrative Office.

Print out certificate, making sure to check the "Affirmation" box and return to Laura Jones in the Administrative Office.