

USDA, ARS, SAA Tifton Location

Coastal Plains Experiment Station

P.O. Box 748

Tifton, Georgia 31793-0748

Environmental Management System Manual

Control No.: TIF EM-03

Revision II: January 29, 2007

**Revision II updates the appendices and incorporates Executive Order: Strengthening Federal Environmental, Energy, and Transportation Management into the scope of the manual.



USDA, ARS, SAA Tifton Location
Environmental Management System (EMS) Manual

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1.0 EMS Scope

The USDA, ARS, SAA Tifton EMS is designed to minimize and/or prevent environmental impacts that result from the operations both on the location, as well as, off-site field activities directed by ARS-Tifton. All of the operations conducted by ARS projects coordinated from Tifton, Georgia, are considered within the scope of the EMS. The activities of all of the occupants of the facilities are subject to the policies and procedures described in this manual. The Tifton EMS is designed to conform to Executive Order 13148: "Greening the Government Through Leadership in Environmental Management" set forth on April 26, 2000. The Tifton EMS will adapt, as necessary, to conform to Executive Order: Strengthening Federal Environmental, Energy, and Transportation Management set forth on January 24, 2007.

2.0 Terms and Definitions

USDA – United States Department of Agriculture

ARS – Agricultural Research Service

SAA – South Atlantic Area

EMS – Environmental Management System

ISO – International Organization for Standardization

EMP – Environmental Management Program

EMS Coordinator – Maintains the EMS. The responsibilities of the EMS Coordinator are outlined in section 6.1 of this manual.

EMS Committee – The EMS Committee consists of employees from all aspects of the Location, i.e. maintenance, laboratory, procurement, office, and field personnel. The responsibilities of the committee are outlined in section 6.1 of this manual. A complete list of committee members can be found in Appendix 1.

Stakeholders – Includes but not limited to customers who use services provided by the Location and suppliers of goods and services.

LSP – Laboratory Safety Plan – A comprehensive guide for safety and health issues for the Location. The LSP contains the Chemical Hygiene Plan, Hazard Communication Program, Radiation Safety Plan, Biological Safety Program, Facility Self-Protection Plan, Laboratory Standard Training, and General Standard Operating Procedures.

OEP – Occupant Emergency Plan – Instruction guide for dealing with potential emergency situations.

OCF – Operational Control Forms

3.0 Facility Description

The Tifton Location is a multi-disciplinary location utilizing approximately 144,000 square feet.

The total space is divided between three research units that are housed at the Tifton Location.

The Crop Protection and Management Research Unit occupies approximately 77,000 square feet of space which consists of offices, laboratories, head houses, greenhouses, and various storage buildings. The Crop Genetics Research Unit occupies approximately 26,000 square feet of space which consists of offices, laboratories, head houses, greenhouses, and various storage facilities.

The Southeast Watershed Research Unit occupies approximately 40,000 square feet of space which consists of offices, laboratories, drying sheds, and various storage facilities. The Tifton Location environmental compliance activities are managed by the EMS committee members.

ARS research at the Tifton Location encompasses broad subject areas of surface and ground water quantity and quality, agrichemical/pesticide management, irrigation and water use management, hydrologic modeling, erosion processes, riparian and watershed management systems; maize, peanut, sorghum, forage and turf breeding and management for improved quality, pest resistance and production efficiency and germplasm enhancement; nematode, weed, and disease management systems for agronomic and horticultural crops; IR-4 nematode, pathogen, insect and weed management projects in minor and specialty crops; IR-4 pesticide use

and food safety on minor crops and ornamentals; genetic and cultural methods for managing pests; use and management of animal wastes as associated with water quality (dairy, swine, poultry), plant resistance to insects and aflatoxin contamination; and insect biology and management systems for voracious and mobile insect pests. These research projects are conducted at USDA managed research farms, University of Georgia research farms, and on privately owned farms and properties.

4.0 EMS Policy Statement

The Tifton, Georgia location of USDA\ARS conducts research to develop solutions to agricultural problems of high national priority. The Location will integrate environmental stewardship into daily operations. The organization and programs will be managed in a manner that protects the environment, the safety of the employees, and the public health. The EMS policy statement is reviewed with the staff during EMS awareness training sessions and during EMS management review meetings. The EMS Coordinator is responsible for maintaining records pertaining to the EMS Policy. In order to comply with Executive Order 13148 “Greening the Government Through Environmental Leadership,” the Location will:

- Comply fully with all Federal, State, and local environmental laws, rules, and regulations.
 - A committee will be maintained whose responsibility is to ensure implementation of applicable laws and regulations that directly affect the EMS activities for the facility and assure facility compliance.
- Reduce pollution by monitoring generation and emission of waste by the facility.
 - The facilities current pollution potential will be evaluated and procedures for pollution reduction will be assessed. Performance indicators may be established to provide insight into the progress of pollution reduction.

- Reduce the impacts of the facility's consumable items on the environment.
 - The use of energy, water, and other natural resources will be monitored and wastes will be eliminated where possible.
 - Environmentally friendly materials will be used when possible.
 - Recycling efforts will be supported.

- Provide appropriate training and education to employees so they may become environmentally responsible on the job.
 - A variety of training and communication tools will be used to educate the facility's employees about this environmental management system and how to apply its policies and principles to their everyday work.

- Monitor our environmental performance for continual improvement through evaluations.
 - Annual environmental performance reviews will be conducted by the EMS committee.
 - Other environmental reviews will be conducted periodically as suggested by the EMS committee.
 - The effectiveness of the EMP's will be continuously improved by establishing appropriate environmental objectives and performance indicators to guide our efforts and measure our progress.

- Use planning records and reports to familiarize the local community, ARS suppliers, and stakeholders with our environmental stewardship upon request.

- Communicate and reinforce the EMS policy throughout our organization.
 - Share environmental management successes and progress with all ARS organizations.

5.0 EMS Planning

EMS planning activities determine the environmental aspects and impacts of the work conducted at the Location. EMP's are designed to control and reduce, where possible, the impacts associated with the identified aspects.

5.1 Determination of Significant Environmental Aspects

Environmental Aspect - Element of an organization's activities, products or services that can interact with the environment (ISO 14001: 1996)

Significant Environmental Aspects are determined through an open and participative process. The Location staff is asked to identify facility activities that may impact the environment. The EMS Committee collects the ideas of the staff, adds additional ideas, and then describes the specific potential impacts from the identified activities. The specific aspects of the activities that lead to environmental impacts are characterized.

Impacts are analyzed by the EMS Committee and given a rating for two conditions, likelihood of the impact occurring and magnitude should the impact occur. Descriptors "high", "medium", and "low" are used to describe both conditions. The EMS Committee bases these analyses on collective experiences and available environmental performance data. Results of the impact analysis are then sorted by descriptor pairs in the following manner to determine those with the highest potential impact:

	High Significance	Medium Significance	Low Significance
Impact Descriptor Pairs:	H,H	H,L	L,L
Likelihood and	M,H	M,M	M,L
Magnitude	H,M	L,H	L,M

Environmental aspects that have activities and related impacts described with the high significance descriptors are considered significant aspects. In addition, other criteria may

be used to establish significant aspects. The full list of significant environmental aspects criteria is below:

Significant Environmental Aspects Criteria
High significance descriptor
Legal or other requirement
Existing Location program
Aggregate of impacts is significant and/or EMS Committee determines need for significance

When the significance criteria are applied to the body of knowledge regarding activities, aspects, impacts, legal requirements, external communication, and existing Location programs, the result is the determination of significant aspects. In cases where the ranking was different among committee members, the general consensus was given as the final rank of the Impact. The EMS Committee has determined the following environmental aspects:

Environmental Aspects
Priority Chemical Reduction
Purchasing of Hazardous Chemicals
Use of Hazardous Chemicals
Application of Hazardous Chemicals
Office Products/Paper Consumption
Use of Electronic Equipment
Generation of Waste (Hazardous, Universal, and Solid)
Temperature Control of Buildings
Ground Maintenance
Motor Vehicle Activities
Custodial Operations

Annually, environmental aspects are chosen from the list above and recognized as significant for that year. Targets are set for each significant aspect chosen in order to address the potential impacts associated with them.

The analyses of environmental aspects are reviewed by the EMS Committee on a regular basis (at least annually) to ensure that information is current and to determine whether the scope of significant aspects has changed. New developments and new or modified activities, products, and services are considered during the regular review. The complete list of Activities/Aspects/Impacts and their ranking, as well as, a list of significant aspects chosen for each fiscal year may be viewed on the Tifton EMS webpage. See <http://www.ars.usda.gov/Services/docs.htm?docid=12538> for more information.

5.2 Legal and Other Requirements

The legal and other requirements that apply to the EMS are a combination of federal and state statutes, federal executive orders, and internal USDA, ARS policies. Legal and other requirements are determined for each significant aspect. Environmental programs are in place to ensure that compliance is maintained for federal and state statutes and that progress toward significant compliance with federal executive orders and internal USDA, ARS policies is achieved.

The registry of legal and other requirements is maintained through the Area Office and can be accessed via the Internet (ARS EMS Sharepoint, SHEM Manual 230, etc.) or by contacting the Area EMS Coordinator. The Location Coordinator is ultimately responsible for environmental compliance, while the EMS Coordinator and Committee members are responsible for conducting environmental compliance evaluations and recommending remedial actions. The EMS Coordinator relies on information gained from the USDA, ARS, SAA Director, and other sources to ensure that the appropriate

compliance requirements are identified and addressed. Periodic audits will be performed by designated ARS staff. Corrective actions are coordinated by the EMS Coordinator based on audit findings. As directed by the Location Coordinator, the EMS Committee and/or EMS Coordinator may initiate and complete required corrective actions. Location staff who are directly associated with the noncompliance are responsible for completing corrective actions. The EMS Coordinator is responsible for all records pertaining to environmental compliance.

5.3 Objectives and Targets

Environmental Objective - Overall environmental goal, arising from the energy and environmental policy, that an organization sets itself to achieve, and which is quantified where practicable (ISO 14001: 1996).

Environmental Target - Detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives (ISO 14001.. 1996).

The EMS committee constructs objectives and targets for each significant environmental aspect. Objectives and targets are updated annually with the significant environmental aspects. Objectives and targets are developed considering where the greatest environmental performance improvements can be made and estimates are determined of the resources needed to achieve the objectives and targets. The EMS committee reviews

the resource estimates and decides which targets to pursue considering the operational and resource constraints that exist at that time. After the decision is made regarding which targets will be pursued, the EMS committee is responsible for documenting existing programs that are in place to address targets and for recommending to the Location Coordinator any new initiatives that are expressed in the targets. The status of the programs associated with annual targets is reported at quarterly EMS committee meetings. The minutes of the meetings may be viewed on the Tifton EMS webpage. See the address at the end of this section.

The Agency has established guidelines for determining objectives and targets and also for prioritizing those objectives and targets once they have been established, as part of the USDA/ARS EMS Implementation Guide; Section 6. The entire USDA/ARS EMS Implementation Guide along with the Tifton EMS Annual Targets can be viewed on the Tifton EMS webpage. See <http://www.ars.usda.gov/Services/docs.htm?docid=12538> for more information.

5.4 Environmental Management Programs

EMP's are in place for each significant environmental aspect. The programs are designed to manage the activities that substantially contribute to the impacts of the significant aspects and to achieve EMS targets and objectives. At any given time, an EMP is comprised of existing program components and/or new program components that will result from targets. The details of the EMP's including individual responsibilities and operational controls are documented in the EMP Forms. The EMS Coordinator is

responsible for maintaining the EMP Forms. As EMP's are developed, they are listed on the Tifton EMS webpage. See <http://www.ars.usda.gov/Services/docs.htm?docid=12538> for more information.

6.0 EMS Implementation and Operation

The EMS is implemented and operated through a responsibility structure set forth by the EMS Committee.

6.1 Structure and Responsibility

The following individuals and groups have specific responsibilities within the structure of the EMS:

Individual/Group	Responsibilities
EMS Coordinator	Implement and maintain the EMS for continued conformance to Executive Order 13148. Prepares non-conformance corrective actions. Reports to Location Coordinator. Held accountable through annual performance reviews.
Location Coordinator	Has overall responsibility of the EMS program.
EMS Committee	Directly participate in the design, implementation, and operation of the EMS. Held accountable through annual performance reviews.
EMS Internal Audit Designee (s)	Conduct internal audits to determine system conformance.
Area Director of ARS, SAA	Responsible for environmental compliance and decisions regarding the allocation of EMS resources.
Research Leaders /Supervisors	Ensures that the staff is aware of and comply with EMS policies and procedures. Incorporate EMP activities as priority items for facilities maintenance funding. Management of the facility operation and maintenance.
Tifton Staff	Be familiar with EMS structure, points of contact, policies, and procedures contained in the EMS documents. Actively implement EMP on a daily basis.

6.2 EMS Training

Several types of training are employed in the Tifton EMS:

Type of EMS Training	Training Recipients	Training Purpose
EMS Implementation	EMS Committee	Detailed EMS Training
EMS Internal Audit	EMS Internal Audit Designee(s)	Planning and conducting internal EMS audits
EMS Awareness	All staff stationed at the facility	Overview EMS, Importance of conformance to EMS policy, Roles and responsibilities, Targets and objectives
EMS Procedure-Specific	Staff whose jobs are directly associated with EMS procedures	Roles and responsibilities

6.3 EMS Awareness

Ongoing awareness of the EMS is achieved using several modes of communication; email, flyers, posters, annual refresher training as part of UGA Safety Week, new employee awareness training, Tifton EMS webpage, etc. EMS Awareness sessions are conducted for all individuals stationed at the facility. These sessions are designed to cover basic information about the general structure and purpose of the EMS, as well as specific information regarding the Tifton EMS. All staff is encouraged to participate by offering ideas to improve environmental performance.

6.4 EMS Competence

Actual competencies are determined by knowledge, skills, and abilities when an individual is hired for a given job. Competencies are further developed through formal training and/or on-the-job training to comply with EMS policy.

6.5 EMS Communications

Several modes of communication are used among the levels and functions of the Location and with stakeholders to remain current on EMS activities. These communications include but are not limited to:

- ° Written EMS procedures
- ° EMS Committee Meetings
- ° Staff meetings
- ° Bulletins
- ° Emails
- ° Tifton EMS webpage

Any written inquiries from external parties regarding environmental performance or other aspect of the EMS are forwarded to the Location Coordinator and/or the Area Office. The EMS Coordinator is responsible for providing a documented response in a timely manner.

6.6 System Documentation

The key EMS documents include:

EMS Document	Document Control Code	Document Purpose
EMS Manual	TIF- EM-xx	To describe the overall structure and function of the EMS.
Environmental Management Program Forms	TIF- EMP-xx	To document the specific content of the EMS components relative to each identified significant aspect.
Corrective Action Forms	TIF- CA-xx	To initiate the process of investigating the need for changes to EMS procedures.
Operational Control Forms	TIF-OC- xx	To document actions taken for each significant aspect
Audit Corrective Action Form	TIF- ACA-xx	To define audit findings and responses to the findings.
Procedures	TIF- EP-xx	To standardize specific procedures to be followed.
Suggestion and Idea Forms	TIF- SI-xx	To receive suggestion and ideas to improve environmental performance.

A document control system is utilized to ensure that only the most recent versions of the EMS Manual and the EMS Procedures are available for reference. Versions of current EMS documents are maintained and are accessible to all staff. Obsolete documents are stamped "OBSOLETE" and are removed and archived by the EMS Coordinator according to Location record control procedures.

All EMS documents are periodically reviewed by the EMS committee. The EMS Manual is written and revised by the EMS committee and offered for comment to the entire Tifton staff. The EMP and Corrective Action Forms are constructed and maintained by the EMS committee and are available during management reviews.

Documents are stored to protect them against damage, deterioration, and loss. The EMS Coordinator has overall responsibility for the control of EMS documents. See <http://www.ars.usda.gov/Services/docs.htm?docid=12538> for more information.

6.7 Operational Control

Operational controls are in place for those activities associated with identified significant environmental aspects. New operational controls can result from the completion of objectives and targets. Aspect-specific operational controls are listed on specific forms as outlined in section 5.4. Internal procedures and other relevant documents are listed on the forms. Location staff and on-site contractors (such as hazardous waste removal contractors, analytical services contractors) are given instructions on operational control procedures during meetings and/or training sessions. Any such meetings or training sessions will be recorded and those records will be maintained by the EMS Coordinator.

6.8 Emergency Preparedness and Response

Emergency preparedness and response procedures are documented in the Occupant Emergency Plan (OCE) and the Laboratory Safety Plan (LSP). All staff at the Location is instructed on emergency procedures. Training on emergency procedures is provided to all new employees. Periodic refresher training is provided for all employees.

7.0 Checking and Corrective Actions

The EMS Committee checks on the operation of the EMS and strives to continually improve environmental stewardship in the operations of the facility.

7.1 Monitoring and Measuring

Monitoring and measuring of operations and activities relative to significant aspects is conducted primarily by the EMS Committee. The records associated with monitoring, measuring, and calibration of monitoring equipment are specified in the EMPs and are maintained by the EMS Coordinator.

7.2 Nonconformance and Corrective and Preventive Action

When nonconformances are detected, corrective action is initiated by the EMS Coordinator. Implementation of the EMS system-level corrective actions is the responsibility of the EMS Coordinator and is tracked using the EMS Corrective Action Form. The EMS Coordinator will provide recommendations to the Research Leader/Supervisor for corrective actions as needed. The EMS Committee is responsible for coordinating completion of agreed corrective actions within the Location.

Preventive actions are documented in the OCFs for each significant environmental aspect. Examples of preventive actions include use of regular inspections, maintenance of monitoring equipment, training, and environmental audits.

7.3 Records

The specific records associated with each significant environmental aspect are listed on the EMP Forms. The EMS Coordinator maintains the system-level EMS records (e.g., EMS manual, aspect analysis data, EMS committee meeting minutes). The disposition of EMS records follows the USDA, ARS record control policies.

7.4 Systems Audits

Systems audits are used to ensure conformance to E.O. 113148: 2000 and to identify continual improvement opportunities. Two types of EMS audits may be conducted at the facility: internal (conducted by staff members) and external third-party audits. The EMS Coordinator is responsible for assigning the internal auditor(s) and ensuring the auditor(s) receive training. The auditor(s) conducts the audit and submits a written report to the EMS Committee. The EMS Committee reviews the report and constructs a corrective action response (if needed), which includes recommendations and resource estimates for corrective actions. It is the responsibility of the EMS Committee to ensure that needed corrective actions are completed in a timely manner.

The facility may be audited by a third party to determine conformance of the EMS to E.O. 13148:2000. Similar to internal audits, it is the responsibility of the EMS

Coordinator and the EMS Committee to ensure that corrective actions are completed and documented through changes to EMS documents and that any new procedures are communicated to the appropriate individuals. All audit reports and corrective action plans are retained as EMS records.

8.0 Management Review

Yearly reviews of the EMS are conducted by the EMS Committee. The purpose of these reviews is to examine the performance of the EMS and its ability to meet the commitments stated in the EMS Policy. During the review, the committee will also review the policy statement and discuss targets or projects for the next fiscal year. The results of the management review are documented in meeting minutes with a formal review also being written. Implementation of annual objectives/goals are reviewed periodically and documented in meeting minutes. In addition, the EMS Committee provides periodic EMS updates to the staff to maintain an ongoing awareness. See <http://www.ars.usda.gov/Services/docs.htm?docid=12538> for more information.

Timothy C. Strickland

Dr. Timothy C. Strickland, Location Coordinator
Tifton, Georgia
USDA, ARS, SAA

1/30/2007
Date

Tamara Snipes

Tamara Snipes, EMS Coordinator
Tifton, Georgia
USDA, ARS, SAA

1/31/07
Date

**USDA, ARS, SAA Tifton Location
Environmental Management System Committee Members**

NAME	UNIT	ASPECT REPRESENTED	PHONE	MEMBER SINCE
Tamara Snipes Chemist/EMS Coordinator	CPMRU	Lab	229-387-2344	June 2005
Laura Marshall Hydrologist	SEWRU	Lab/Field	229-386-3598	June 2005
Regina Hornbuckle Physical Science Technician	SEWRU	Lab	229-386-3390	January 2007
Kathy Marchant Office Automation Clerk	CGBRU	Office	229-386-3176	June 2005
Jackie Merriman Biological Lab Technician	CGBRU	Lab	229-386-3353	June 2005
Tom Hendricks Chemist/CDSO	CPMRU	Lab	229-387-2392	June 2005
Patricia Timper Research Plant Pathologist	CPMRU	Lab/Office	229-386-3188	October 2005
Tom Maze Purchasing Agent	ADMIN	Procurement	229-386-3496	June 2005
Tim Strickland Location Coordinator	SEWRU	ALL	229-386-3664	June 2005

**USDA, ARS, SAA Tifton Location
EMS Nonconformance / Corrective Action Form**

Corrective Action Control Number: TIF-CA-	
Completed By:	Date Recorded:
Observed Nonconformance:	
Cause of Nonconformance:	
<i>The rest of the form to be filled out by EMS Coordinator/Committee Member</i>	
Corrective Action Needed:	
Projected Date(s) for Completion:	
Responsible Individuals:	
Corrective Actions Completed:	
Date(s) Completed:	
Completion Determined By:	Date:

**USDA, ARS, SAA Tifton Location
EMS Suggestion and Idea Form**

Suggestion and Idea Control Number: TIF-SI-	
Completed By:	Date Recorded:
Suggestion / Idea (include cost information where appropriate):	
<i>The rest of the form to be filled out by EMS Coordinator/Committee Member</i>	
Activities Involved:	
Aspects Involved:	
Will an action plan be developed by the EMS Committee: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete below.	
Projected Date(s) for Completion:	
Responsible Individuals:	
Actions Completed:	
Completion Determined By:	Date:

ENVIRONMENTAL MANAGEMENT PROGRAM - ###	
A. Significant Environmental Aspect:	B. Document Control Code: TIF-EMP-##
	C. Date:
1. Objective(s):	
2. Target(s):	
3. Reason for Significance:	
4. Legal or Other Requirements:	
5. Program Description, Budget, and Responsibility:	
6. Other Documents Related to this EMP (Operational Control or Environmental Procedure):	
7. Records and Documents: Person Responsible and Location	
8. Person(s) Responsible for Program Management:	

EMS Operational Control - XX		TITLE
A. Significant Environmental Aspect:	B. Activity group: •	C. Document Control Code: TIF-OC-xx Revision 0
		D. Date: Effective Date:
1. Title:		
2. Activities (and corresponding written controls, where applicable):		
3. Operational Controls such as technological, operational, procedural (and corresponding written controls, where applicable): •		
4. Maintenance plan (s) for the Operational Controls and actions to be taken if controls fail: •		
5. Corresponding Environmental Management Program:		
6.1 Record (s)	6.2 Person Responsible and Record Location:	
7. Responsibilities: (a. to ensure controls are in place; b. to ensure controls keep working; c. to take action when controls fail; d. to create and keep records relative to operational controls).		
7.1 Title	7.2 Responsibility	
8. Competence of operators on the basis of training, education or experience: The operators in this case would be occupants of USDA ARS facilities at the Tifton Location. Verbal instruction on recycling should be given by the first line supervisor during the training period of a new occupant. Periodically, the EMS Coordinator or designee will provide training on this Operational Control via PowerPoint Presentation (formal and self guided) and reminder e-mails. The Tifton EMS web site also contains training material and information related to this Operational Control. (http://www.ars.usda.gov/Services/docs.htm?docid=12538)		

**USDA, ARS, SAA Tifton Location
EMS Audit Corrective Action Form**

Audit Type: _____ Document Control Number: TIF-ACA-_____

Audit Date: _____ Form Completed by: _____

Auditors and Affiliation: _____ Status: _____

Audit Findings			
Observed Nonconformance	Cause of Nonconformance	Corrective Action Needed and Date Completed	Responsible Person/Group