

USDA\ARS Tifton, GA
Environmental Management System FY06 Management Review

The EMS management review is completed annually to provide a summary of progress, achievements, non-conformances, etc. that have occurred during the fiscal year. The report also summarizes the proposed targets for the upcoming year.

- I. EMS Committee Members (Oct. 1, 2005 – Sept. 30, 2006)
Tamara Snipes – EMS Coordinator/Committee Chair (CPMRU)
Tom Hendricks – Collateral Duty Safety Officer (CPMRU)
Patty Timper – Research Plant Pathologist (CPMRU)
Laura Marshall – Hydrologist (SEWRU)
Lorine Lewis – Biological Science Technician (SEWRU)
Kathy Marchant – Office Automation Clerk (CGBRU)
Jackie Merriman – Biological Lab Technician (CGBRU)
Tom Maze – Purchasing Agent (ADMIN)
Tim Strickland (Ad hoc) – Location Coordinator

II. FY06 Objectives and Targets Summary

Target 1: Implement EMS.

Proposed Completion Date: 12/31/05

Summary: The EMS was implemented successfully by 12/31/05. This was done by drafting an EMS manual and policy statement. All employees were trained using the training CD that was provided by the Area Office. A committee was formed and the activities, aspects, and impacts for the location were listed and ranked per Section 5.1 of the EMS manual. Annual targets were assigned.

Target 2: Train all employees on EMS.

Proposed Completion Date: 12/31/05

Summary: All employees were successfully trained by the proposed completion date using the training CD that was provided by the Area Office. A PowerPoint presentation has since been created to replace the original training CD that was issued. The new training presentation is user friendly and contains location specific information. The Training Procedure for New Employees (TIF-EP-02) was developed and links new employees to the documents that they need to view in order to be in compliance with EMS. After training has been completed, a signed form is returned to the EMS Coordinator for archival. All employees are required to receive EMS annual refresher training. For FY07, we will offer training through USDA/UGA Safety Week. An Environmental Management Program (TIF-EMP-01) was also written which gives a program description, significance, legal requirements, etc. An Operational Control needs to be written for training since the program is established and running smoothly.

Target 3: Standardize solid waste recycling procedures for all USDA facilities.

Proposed Completion Date: 9/30/06

Summary: The committee met with Bert Crowe, Recycling Superintendent, from the City of Tifton to help develop a recycling plan. We learned that in addition to the paper, cardboard, and aluminum products that we were currently recycling that we could also add glass, plastics, steel, and tin. The city now provides pickup for all items and provides recycling bins at no cost to USDA. We developed EMS Procedures for recycling glass/plastic (TIF-EP-01), and paper/office supplies (TIF-EP-03). These procedures inform employees of what can or cannot be recycled, contact information, and where drop off points are located. Environmental Management Program TIF-EMP-02 was created to give a program description, significance, legal requirements, etc. This program was completed by the 9/30/06 proposed completion date. Operational Controls need

to be written for this program since it is established and running smoothly. The program is managed by EMS committee member Patricia Timper.

Target 4: Complete the Pesticide Operating Manual that applies to field research.

Proposed Completion Date: 9/30/06

Summary: This document is being written by EMS Committee Member Tom Hendricks and is in the last stages of revision. Tom and several others are working together to draft and revise this document. It was not completed by the proposed 9/30/06 deadline and will be extended into FY07 until completed. Once completed, it will be distributed to employees and posted on the EMS website. As this was not completed by the set date, a Nonconformance/Corrective Action Form was issued (TIF-CA-01).

Target 5: Document Hazardous Waste Procedures and develop baseline data based on disposal in recent years.

Proposed Completion Date: 9/30/06

Summary: The hazardous waste management program is managed by Collateral Duty Safety Officer and EMS Committee Member Tom Hendricks. This is a well established program that only needed documenting for EMS purposes. The Environmental Management Program for generation of hazardous waste (TIF-EMP-04) was written and gives a program description, significance, legal requirements, etc. However, an Environmental Procedure (EP) and Operational Control (OC) still need to be written for hazardous waste. The Hazardous Waste Environmental Procedure should give a brief program overview such as facts, contact information, storage location, etc. that can be easily accessed by employees who may have a question or concern. The Operation Control should address how the program is maintained.

Also, there have been some significant clean-ups done on the campus and we need to document this for EMS purposes. Over the past few years, there have been several labs that were vacated with expired or unwanted chemicals in need of disposal. We need to establish a baseline of what is and has been disposed of in order to document in measurable terms for EMS. As this was not completed by the set date, a Nonconformance/Corrective Action Form was issued (TIF-CA-01).

Target 6: Document Universal Waste Procedures and start tracking shipments.

Proposed Completion Date: 9/30/06

Summary: The universal waste management program is managed by Collateral Duty Safety Officer and EMS Committee Member Tom Hendricks. This is an established program that only needed documenting for EMS purposes. Environmental Procedure TIF-EP-04 was written for universal waste recycling and disposal. This procedure informs employees of what can or cannot be recycled and contains contact information. The Environmental Management Program for generation of universal waste (TIF-EMP-03) was written and gives a program description, significance, legal requirements, etc. Operational Controls need to be written for this program since it is established and running smoothly. Also, we need to start documenting our universal waste disposals to track number of disposals per year, what was disposed of and the quantity, and how we properly disposed of the items. Although progress was made on the development and documentation of the universal waste program, it was not completed by the proposed date. A Nonconformance/Corrective Action Form was issued (TIF-CA-01).

Target 7: Develop an EMS Coding System for tracking EMS related purchases in CATS.

Proposed Completion Date: 9/30/06

Summary: At the November 2, 2005 EMS committee meeting, a possible coding system was presented. It was taken from the system used by EPA for tracking purposes. The Environmental Management Program for purchasing of hazardous chemicals (TIF-EMP-06) was written and gives a program description, significance, legal requirements, etc. The EMS Coding system was not revisited and nothing further has been done at this time. As this was not completed by the set date, a Nonconformance/Corrective Action Form was issued (TIF-CA-01). The EMS tracking system will be managed by Purchasing Agent and EMS Committee Member Tom Maze as he is most familiar with the purchasing software.

The targets that were not completed by the proposed date or were partially completed will be carried over into FY07 until they reach completion.

III. FY06 EMS Highlights and other Accomplishments

October 2005

An EMS Coordinator conference call was held to give a brief summary of the development and current status of our EMS program.

November 2005

A committee meeting was held on November 2, 2005. Bert Crowe discussed the recycling program and the services offered by the City of Tifton. Patty Timper agreed to manage the program and the process began to formalize recycling procedures. A recycling flyer was sent to all employees to inform them of the new recycling requirements, collection points, and contact information.

Tom Hendricks, CDSO, responded to the Self-Certification for Small Quantity Generators of hazardous waste that was issued by the Georgia Department of Natural Resources Environmental Protection Division. The purpose was to determine the compliance of Georgia's SQGs with Georgia's hazardous waste regulations and to measure the effectiveness of the self-certification process.

The New Employee Training Program was created in order to ensure that employees receive the proper EMS training when they are hired. Instructions for training requirements were sent to each RL office.

The Self-Declaration checklist was completed and sent to the Area Office.

December 2005

A committee meeting was held on December 8, 2005.

An EMS Coordinator conference call was held to report the status of the Self-Declaration Checklist. We had completed our requirements by the time the conference call took place.

Began sending EMS documents to OIT for the EMS webpage.

February 2006

The EMS webpage is in development.

The first pickup was scheduled for recycled glass and plastic. Pickups have since been scheduled on an as needed basis.

We were contacted by Mike Dobbins about having an Environmental Management Review done at this location.

The Tifton EMS Awareness Training presentation was created and replaced the training CD that was provided by the Area Office. The new training program is user friendly and is location specific.

March 2006

A committee meeting was held on March 8, 2006.

Committee members were introduced to the Area EMS Sharepoint website.

The required deadline was met for the population of the EMS Location Sharepoint folders. Each location was required to populate their folder with a minimum of the following items; policy

statement, committee member designation, aspects/impacts, goals, committee meeting minutes, awareness training, annual reports, and the self-declaration checklist.

A duty statement for the EMS Coordinator was incorporated into the annual performance plan.

A conference call was held to further discuss Tifton's involvement with the EPA Environmental Management Review. The decision was made to participate in the review and April 10-13, 2006 was designated for the review to take place.

April 2006

The EPA Environmental Management Review was held on April 10-13, 2006 and was lead by Anthony Shelton, Region 4 EPA representative, and Alexis Kingham, environmental contractor with Prizim. During the visit, they reviewed all the EMS documents and conducted a facility tour. They held several interviews with various scientists and technicians to get an idea of the type of work done in Tifton and the level of EMS awareness at the location. A formal report was submitted with favorable reviews. There were minor issues that needed to be addressed. Those issues have since been addressed. The biggest problem was with employee awareness. Steps are currently being taken to provide better training and on-going awareness to employees.

The Water Management Plans were completed for all research units.

Georgia Clean Day was held on April 19, 2006. We were able to use this great resource to rid the location of any old, canceled, suspended, unusable or unwanted pesticides at no charge. This program has been used several times and we will continue to do so as long as the state continues to fund the program.

May 2006

The official response to the EMR was submitted to Anthony Shelton and the Area Office. We agreed with the changes that were suggested and each has been addressed. The complete EMR can be found on the EMS web page.

The new employee training program is now completely web based and is working well. Documents were updated to include web training instructions.

June 2006

A committee meeting was held on June 14, 2006.

The web page has been completed with all current EMS documents added for employee access. The web page will be updated as new documents are created. Employees were sent an email with the location of the EMS webpage and a brief description of what it contains.

September 2006

The location took advantage of the City of Tifton's e-Cycling event held on September 9, 2006. The arrangements were made for pickup of any used or unwanted electronic equipment. We were able to safely recycle several computers, monitors, keyboards, mice, phones, radios, copiers, etc., at no charge. We were pleased to learn that the city hopes to offer this program again in the future.

Three 550 gallon underground storage tanks were removed due to lack of use.

IV. Objectives and Targets for FY07

Significant Environmental Aspect: Priority Chemical Reduction

Objective: Reduce the amount of mercury containing devices in USDA facilities.

Target: Replace and recycle mercury thermometers, mercury containing switches or pressure measuring devices.

Projected Completion Date: September 30, 2007

Significant Environmental Aspect: Priority Chemical Reduction

Objective: Reduce the amount of lead containing devices in USDA facilities.

Target: Inventory water coolers to check for lead containing components and dispose of any other lead containing items found on site such as lead/tin solder, etc.

Projected Completion Date: September 30, 2007

Significant Environmental Aspect: Employee Awareness

Objective: Reeducate all employees that work in federal facilities about EMS.

Target: Reintroduce employees to EMS and its importance through the required annual training presented at UGA/USDA Safety Week, brochures, flyers, posters, website, etc.

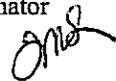
Projected Completion Date: September 30, 2007

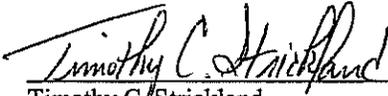
(Employee Awareness was made a significant aspect as a result of the EMR and the recommendations of EPA to reeducate employees on EMS related issues and policies.)

V. Report Comments

We need to address e-Cycling and set policies for proper disposal. I tend to think of e-Cycling as part of universal waste when, in fact, it is not. This likely contributed to proper documentation not being done. Also, e-Cycling wasn't specifically named as a target which may have also contributed to proper documentation being overlooked even though the program was being established. Although, we are doing a great job with the e-Cycling program it should be better documented. We should work on this, as well as, completing the FY06 unfinished target projects as soon as possible. A change for FY07 was the appointment of committee members to specific targets. Since committee members are directly responsible for the development of their assigned program, we shouldn't have programs being overlooked as with the e-Cycling program. Overall, I think the EMS development has been a success so far.

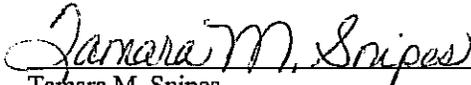
Tamara M. Snipes, EMS Coordinator





Timothy C. Strickland
Location Coordinator, Tifton GA

11/13/2006
Date



Tamara M. Snipes
EMS Coordinator, Tifton GA

11/14/06
Date