

<b>EMS Operational Control - 02 Employee Awareness Training</b>		
<b>A. Significant Environmental Aspect:</b>	<b>B. Activity group:</b>	<b>C. Document Control Code:</b>
No significant aspect. Training is required annually as part of the EMS.	<ul style="list-style-type: none"> <li>All activity groups.</li> </ul>	TIF-OC-02 Revision 0
		<b>D. Date:</b> 1/11/07 <b>Effective Date:</b> 1/11/07
<b>1. Title:</b> Employee Awareness Training – Operational Control – 02		
<b>2. Activities (and corresponding written controls, where applicable):</b> Occupants of the USDA ARS Tifton Location South Atlantic Area, as a result of their daily activities in the office, laboratory, field, and shop, whether positive or negative, potentially impact the environment. All employees are required to be trained on EMS policies and procedures, regardless of employer, if they are housed in federal facilities. Training shall be held annually and documented. New employees receive documented training, via the EMS webpage, as they are hired.		
<b>3. Operational Controls such as technological, operational, procedural (and corresponding written controls, where applicable):</b>		
<ul style="list-style-type: none"> <li>The EMS Committee Members shall provide yearly EMS Awareness Training. This will likely coordinate with UGA's Annual Safety Week.</li> <li>Employees are responsible for registering, receiving training, and submitting the appropriate training documentation.</li> <li>RL's and/or Supervisors are responsible for new employees receiving the proper training and submitting training documentation.</li> </ul>		
<b>4. Maintenance plan (s) for the Operational Controls and actions to be taken if controls fail:</b>		
<ul style="list-style-type: none"> <li>Problems receiving the required EMS training should be reported to the EMS Coordinator.</li> <li>If this Operational Control fails, we will investigate and take corrective actions. If only a few individuals are not compliant, we will educate them about the training policy and inform their supervisor. If the failure is more widespread, we will institute additional training for the entire location.</li> </ul>		
<b>5. Corresponding Environmental Management Program:</b> Training, TIF-EMP-01, New Employee EMS Training Instructions, TIF-EP-02		
<b>6.1 Record (s)</b>	<b>6.2 Person Responsible and Record Location:</b>	
<ul style="list-style-type: none"> <li>New employee EMS training;</li> <li>Annual EMS employee records (date/attendance);</li> <li>The contents of the awareness training</li> </ul>	EMS Coordinator or designee	
<b>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).</b>		
<b>7.1 Title</b>	<b>7.2 Responsibility</b>	
EMS Coordinator	Responsible for a-d (listed above)	
Research Leaders/Supervisors	Responsible for their employees receiving the required training.	
All Staff	Responsible for receiving the required training.	

**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 training requirements should be given by the first line supervisor during the training period of a new occupant.

Annually, the EMS Coordinator or EMS Committee Members will provide awareness training. 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>)