

# New Employee EMS Training Instructions

Welcome to USDA\ARS! As part of the new environmental initiative, we are required to train **ALL EMPLOYEES** (full or part-time, federal or state) that work in federal facilities regarding environmental policies. All of the documents for training can be found on the main Tifton EMS webpage, <http://www.ars.usda.gov/Services/docs.htm?docid=12538>.

Please review each item listed below:

- Tifton EMS Manual
- Tifton EMS Policy
- Tifton EMS Awareness Training

This initial training is intended to make you aware that USDA has policies in place to support environmental issues. These policies affect all employees. Please see your supervisor for specific environmental concerns that relate to your job requirements.

Print this page. This sheet will serve as proof of training. After reviewing the items listed above, please sign, date, and return to Russell Scarborough, Safety and Occupational Health Specialist. If there are any questions, feel free to contact me at 386-3092.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Research Unit

\_\_\_\_\_  
Date