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# Environmental Management Planning Workbook

*Helping you organize and arrange your environmental  
information*



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# Developing an Environmental Management Plan Workbook

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## Building an Environmental Team

Form an environmental stewardship team. Include representatives from management, custodial, maintenance, purchasing, marketing and public relations, accounting, and food service just to name a few. Use the following chart to organize your team members. Responsibilities on the team may include regulatory, pollution prevention, emergency response, documenting the plan, etc.

Employee Name	Title	Responsibility on the Team

## Environmental Policy Worksheet

Policy statements are important to an organization because they help anchor the organization on a core set of beliefs. These environmental guiding principles keep all members of an organization pointed toward the same objective. They provide an opportunity for outside interests to understand the focus of the organization and for what it stands. These policy statements do not need to be long. In fact, it is often more preferable to keep the policy concise and focused so it is easy to read and becomes an effective tool in understanding the organization's commitment. When properly developed, an environmental policy should commit the organization to:

- Compliance with legal requirements and voluntary commitments.
- Minimizing waste and preventing pollution.
- Continual improvement in environmental performance, including areas not subject to regulations.
- Sharing information on environmental performance with the community

Step 1: Brainstorm words or phrases that describe your organization's relationship to the environment.

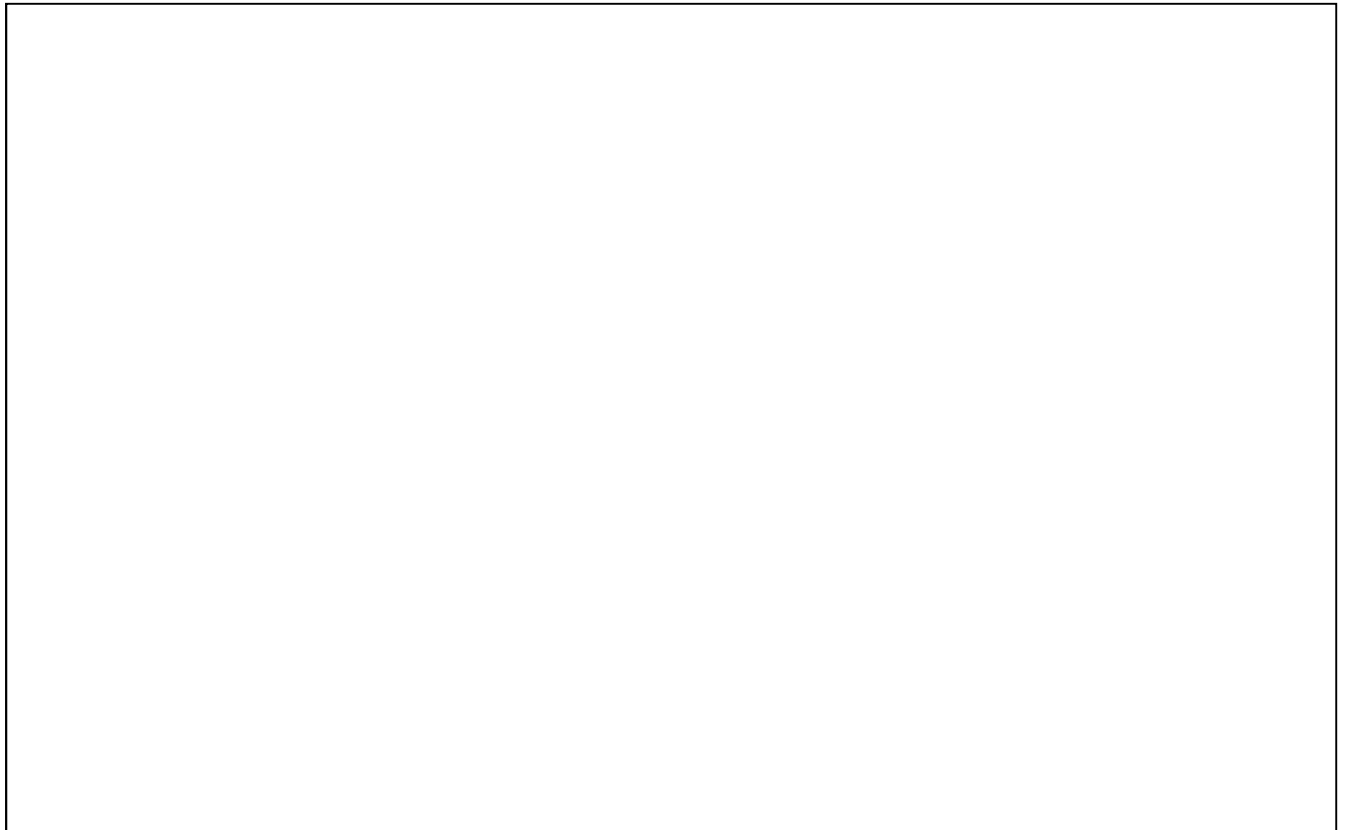
Step 2: Describe the values your organization ?

Step 3: Describe in one or two statements your company's environmental objectives and/or commitments

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Step 4: Describe in one or two statements how you will achieve your objectives and/or commitments

**Putting It All Together:** Incorporate Steps 1-4 into one comprehensive policy statement.

A large, empty rectangular box with a thin black border, intended for the user to write a comprehensive policy statement that incorporates the previous steps.

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**Approval:**

Did you get approval on this statement by management? Management approval and support is key to success when implementing a new policy.

Describe how you plan on informing and engaging employees about this new policy. Employee support is essential to success.

## Environmental Regulatory Requirements and Responsibilities

Use the following charts to identify your regulatory responsibilities and who is responsible for those within the organization. A good place to start is by looking at all of the permits that the organization is currently operating under.

### Identification of Permits\Registrations

Permit Type	Permit Number	Physical Location of Permit	Expiration Date	Renewal Date	Responsible Person

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Use the following charts to identify your regulatory responsibilities and who is responsible for those within the organization. These may be regulations such as EPCRA, SPCC, or Emergency Response. They also may include any location government regulations.

**Identification of Regulatory Obligations that Do Not Require a Permit or Registration**

Regulation Name	Citation	Responsible Employee Switch?	Requirement



**Identification of Monitoring Requirements**

Please fill this section out for each permit or regulation identified above.

Permit Type (if applicable): \_\_\_\_\_

Permit Number (if applicable): \_\_\_\_\_

Regulatory Citation	Monitoring Requirement	Monitoring Parameter	Monitoring Frequency	Regulatory Limit for Parameter	Responsible Employee	Contract Laboratory Name (If Applicable)

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### Laboratory Contact Information

Please fill out this section for each laboratory used for the monitoring requirements identified above.

Laboratory Name	Contact Person	Email	Phone	Mailing Address

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**Identification of Recordkeeping Requirements**

Please fill this section out for each permit identified above.

Permit Type: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Regulatory Citation	Monitoring Requirement	Recordkeeping Requirement	Responsible Employee	Physical Location of Records

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### Identification of Reporting Requirements

Please fill this section out for each permit identified above.

Permit Type: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Regulatory Citation	Monitoring Requirement	Reporting Requirement	Responsible Employee	Frequency	Physical Location of Report	Report Due Date

## Identification of Environmental Impacts

Use this section and charts to identify the environmental impacts, both regulatory and non-regulatory, of your organization's activities, products, services, etc.

### Process Impacts

Process	Environmental Impact	Measure of Impact	Target Goal	Deadline

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**Employee Activity Impacts**

Activity	Environmental Impact	Measure of Impact	Target Goal	Deadline

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**Product or Service Impacts**

Product or Service	Environmental Impact	Measure of Impact	Target Goal	Deadline

## Implementation and Operation

A key portion of the EMP is how it defines the activities the organization will perform to meet its environmental objectives and targets. This section should identify specific tasks each person is responsible for, ensure task completion and set targets and deadlines for each of the identified activities. In addition, this area should specify the employee training, communication and outreach activities that are necessary to ensure successful implementation of the plan.

Use the following charts to identify specific activities based on the goals identified above. You may need to make several copies of these charts.



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**Identification of Process Activities**

Process Description: \_\_\_\_\_

Environmental Impact: \_\_\_\_\_

Measure of Impact: \_\_\_\_\_

Target Goal: \_\_\_\_\_

Significance Rating: \_\_\_\_\_

Difficulty Rating: \_\_\_\_\_

Activity to Achieve Goal	Responsible Employee	Deadline

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**Identification of Employee Activities**

Employee Activity Description: \_\_\_\_\_

Environmental Impact: \_\_\_\_\_

Measure of Impact: \_\_\_\_\_

Target Goal: \_\_\_\_\_

Significance Rating: \_\_\_\_\_

Difficulty Rating: \_\_\_\_\_

Activity to Achieve Goal	Responsible Employee	Deadline

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**Identification of Product/Service Activities**

Product or Service Description: \_\_\_\_\_

Environmental Impact: \_\_\_\_\_

Measure of Impact: \_\_\_\_\_

Target Goal: \_\_\_\_\_

Significance Rating: \_\_\_\_\_

Difficulty Rating: \_\_\_\_\_

Activity to Achieve Goal	Responsible Employee	Deadline

### Identification of Training Requirements

Please fill out this table and identify both regulatory and non regulatory training requirements for staff.

Training Name	Provider	Voluntary or Regulatory Requirement (Please Specify)	Staff Targeted for Training	Frequency	Physical Location of Training Certificates	Responsible Employee

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### Communication and Outreach Plan

Please fill out this table and identify the specific communication and outreach activities

Activity	Target Audience	Frequency	Responsible Employee

## Checking and Corrective Action

The EMP should describe the process that will be followed to verify that the plan is being properly implemented and describe how implementation problems will be corrected in a timely manner. Routine evaluation and continual improvement to the process are necessary to make sure that the plan successfully leads the organization toward completion of environmental objectives and targets.

Use the following charts to identify audit schedules and corrective actions for this plan.

**Plan Audit Schedule**

Environmental Management Plan Area	Audit Type (Performance Check, Targeted Audit, Full Audit)	Auditor Name	Frequency	Audit Date	Audit Report Location

**Corrective Action Worksheet**

Environmental Management Plan Area	Identified Area of Concern	Suggested Corrective Action	Deadline	Responsible Employee



## **Management Review and Commitment to Improvement**

Routine management review and support is a necessary and meaningful tool for the organization. This section should identify the routine management evaluations that will be conducted to ensure that the plan is appropriate and effectively implemented and helps the organization meet its environmental objectives.

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## Environmental Management Plan Review Questions

### Step 1

Take time to review the *EMP* as well as results of audits and performance monitoring conducted over the past year or so.

### Step 2

Consider these questions:

*Are we achieving compliance with environmental regulations? If not, why not?*

*Is our environmental policy still appropriate for our business' activities and culture?*

*Are we meeting our goals and targets? If not, why not?*

*Are our goals and targets still adequate for keeping our business on track with our environmental policy?*

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### Environmental Management Plan Review Schedule

Plan Review Dates	Suggested Changes	Responsible Employee	Date Incorporated into Plan