EMS Worksheet

1. Environmental Policy

/__/ Yes /__/ No	Does your EMS include a written environmental policy that has been defined by top management?
/__/ Yes /__/ No	Does your policy commit your facility to compliance with both your legal requirements and your voluntary commitments?
/__/ Yes /__/ No	OR Do you have programs and procedures in place that achieve compliance with both your legal requirements and your voluntary commitments?
/__/ Yes /__/ No	Does your policy commit your facility to preventing pollution at its source wherever possible?
/__/ Yes /__/ No	Does your policy commit your facility to continuously improve your environmental performance, even in areas where you do not have regulatory requirements?
/__/ Yes /__/ No	Does your policy commit your facility to sharing information with your community about your environmental performance and about how your EMS operates? OR Do you have programs and procedures in place that implement your commitment to share information with your community about your environmental performance?

2. Planning

/__/ Yes /__/ No	Have you conducted an analysis of all your facility's aspects, both regulated and unregulated?
/__/ Yes /__/ No	Have you determined which aspects are significant?
/__/ Yes /__/ No	Does your EMS include an inventory of all your legal requirements at the Federal, State, tribal or local level?
/__/ Yes /__/ No	Does your EMS include procedures for integrating changes to your legal requirements or voluntary commitments into the EMS?
/__/ Yes /__/ No	Does your EMS include measurable objectives and targets and active, documented programs to meet your policy commitments?

3. Implementation and Operation

/__/ Yes /__/ No	Is there top management commitment to your EMS (e.g,, a top manager with responsibility and authority for implementing your EMS)?
/__/ Yes /__/ No	Does your EMS establish roles and responsibilities for meeting the objectives and targets of the EMS, including compliance with legal requirements?
/__/ Yes /__/ No	Does your EMS establish procedures for achieving and maintaining compliance with legal requirements and meeting performance objectives?
/__/ Yes /__/ No	Does your EMS establish procedures for communicating EMS information throughout your organization, including information about your facility's environmental performance?
/__/ Yes /__/ No	Does your EMS hold managers and employees accountable for meeting EMS requirements?
/__/ Yes /__/ No	Does your EMS establish procedures for controlling EMS documents that include who will maintain the documents and where they will be stored?
/__/ Yes /__/ No	Does your EMS include specific training for those who have direct responsibility for achieving legal compliance or the objectives and targets in the EMS?
/__/ Yes /__/ No	Does your EMS document all of the following:
/__/ Yes /__/ No	- your environmental policy?
/__/ Yes /__/ No	- your significant environmental impacts?
/__/ Yes /__/ No	- your objectives and targets
/__/ Yes /__/ No	- the manager in charge of the EMS?
/__/ Yes /__/ No	- your compliance audit program?
/__/ Yes /__/ No	- your EMS audit program?
/__/ Yes /__/ No	- overall authority in the EMS?
/__/ Yes /__/ No	Does your EMS include operation and maintenance programs for equipment and other activities that are related to legal compliance and achieving the objectives and targets in the EMS?
/__/ Yes /__/ No	Does your EMS include an emergency preparedness program?

4. Checking and Corrective Action

/__/ Yes /__/ No	Does your EMS include an ongoing program for assessing facility performance and for preventing and detecting nonconformance with your EMS?

/__/ Yes /__/ No	Do you have an EMS audit program?
/__/ Yes /__/ No	Does your EMS include an ongoing program for preventing and detecting noncompliance with legal requirements?
/__/ Yes /__/ No	Does your EMS include a compliance audit program?
/__/ Yes /__/ No	Does your EMS include an active program for prompt corrective action of noncompliance with legal requirements and of nonconformance with EMS requirements?

5. Management Review

/__/ Yes /__/ No	Do you have a documented management review of the performance and effectiveness of your EMS in meeting the EMS policy commitments?

6. Aspect Analysis

/__/ Yes /__/ No	Have you done a comprehensive review of all activities conducted at your facility that could impact the environment? Note: An aspect is any part of a facility's activities, products or services that could have an impact on the environment. An aspect analysis includes both regulated and unregulated activities and products and their associated impacts.

7. Significant Aspects

/__/ Yes /__/ No	Have you classified your aspects based on their potential harm to the environment, on community concerns, and/or on other objective factors? Note: Some of your aspects should be classified as "significant" because they have the greatest potential to cause a significant environmental impact. Your EMS should include a consistent method for determining which of the aspects are significant. In addition to environmental risk, this method may consider other factors such as regulatory requirements, community concerns, or opportunities for pollution prevention.

8. Aspect Analysis Update

Month: Year:	When did you last update your aspect analysis? As part of your EMS implementation cycle, your aspect analysis should be reviewed and updated to insure that it continues to accurately reflect your facility's activities.

9. EMS Cycle

/__/ Yes /__/ No	Have you completed at least one EMS cycle (plan-do-check-act)? A complete cycle includes: - Defining and documenting your EMS; - Identifying significant aspects and legal requirements; - Setting measurable objectives and targets; - Establishing roles and responsibilities for meeting EMS and legal requirements; - Conducting training for personnel on EMS and legal requirements; - Taking steps to meet the established objectives and targets; - Evaluating your progress in meeting established objectives and targets; - Conducting an EMS audit; - Completing a compliance audit; - Correcting any areas of EMS non-compliance or legal non-compliance; and - Completing a management review of the EMS and its results

10. EMS and Compliance Audit

/__/ Yes /__/ No	Have you completed an audit of the EMS and an audit of compliance with applicable Federal, State, tribal and local environmental requirements? These audits may have been performed by someone in your facility or parent company or by an independent auditor. This question does not refer to inspections by government agencies.

11. EMS Assessment

/__/ Yes /__/ No	Have you completed an objective self-assessment or third-party assessment of your EMS? If yes, indicate the protocol used in the appropriate space on the application.