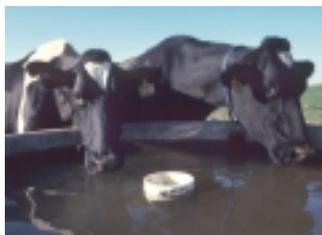


MY EMS:

An Environmental Management Systems (EMS) Workbook for

< Insert farm or ranch name here. >



Developed by the **Partners for Livestock EMS Project**

Approved by: _____ Date: _____
< Signature >

Approved by: _____ Date: _____
< Signature >

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Disclaimer

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My EMS Workbook

Purpose

This workbook is meant to be a flexible template guiding the development of your EMS. As you work through the process and apply it to your operation, you will find that some steps require a great deal of effort while others can be handled with few written details. An EMS is a long-term process, a way of planning, implementing, checking, and improving your unique system. For that reason, you are encouraged to change these materials as needed to enable your EMS to be efficiently integrated into your long-term environmental stewardship efforts.

The workbook is divided into five sections: Environmental Policy Statement Plan, Implement, Check and Correct, and Review and Improve. Each section contains a varying number of work sheets to guide you through each step of the EMS process. As you systematically continue through the workbook, you will complete

- Two work sheets to develop your Environmental Policy Statement.
- A minimum of four work sheets to develop your Plan.
- Five work sheets to Implement the plan.
- One work sheets as you Check and Correct the plan.
- One work sheet as you Review and Improve the plan.



Work Sheet 2. My Environmental Policy Statement

Purpose

This work sheet contains your environmental policy statement, which contains the baseline stewardship commitments for your operation and framework for your objectives. It needs to be communicated with those internal and also external to your operation.

Possible Topics:

Farm or ranch description and purpose?

Environmental issues significant to the farm or ranch?
(from “Handout 1. ID of Significant Environmental Issues.”)

Stewardship commitments
(from “Handout 2a. Example Stewardship Commitments”)

Signature: _____ Date: _____



Work Sheet 3. Communications

Purpose

To outline and assign responsibilities related to communication regarding the EMS and environmental performance. Change or add to these responsibilities as needed.

Internal Communication Responsibilities

All key personnel are responsible for regularly communicating with each other in the development, implementation, maintenance, and improvement of the EMS. They also are responsible for informing, encouraging, and listening to all other farm/ranch staff to help ensure proper implementation and recognition of needed improvements. Specifically,

_____ is responsible for familiarizing new employees with the policy statement, appropriate EMS plans, and the employee’s individual responsibilities.

_____ is responsible for evaluating if employees have the necessary skills or knowledge to carry out their assigned responsibilities.

_____ are responsible for maintaining awareness about environmental regulations that may apply to the operation and regularly updating the farm manager (if they are two different people) about potential regulatory compliance issues.

External Communication Responsibilities

_____ is responsible for responding to communication (complaints, requests) from external persons and will do so within ____ days.

_____ (Optional) We actively seek opportunities to share our environmental stewardship efforts with others. (In the space below, list tours or open houses you host and descriptions of your outreach efforts such as newsletters or a website. Use the back of this page if more space is needed).

_____ (Optional) We strive to improve our communication and public image with our neighbors and surrounding communities. In the space below, list the activities you plan to implement (see “Handout 3. External Communication Ideas” for ideas).

Activity	Implementation Date	
	Proposed	Actual



Work Sheet 4. What Are My Priorities?*

Directions: List your significant issues from “Work Sheet 1” in the first column, then fill in the information requested in the other three columns. When finished, circle or somehow distinguish priorities that will be expanded into a stewardship plan (“Work Sheet 6. Stewardship Plan for . . .”).

Significant Environmental Issues (from Work Sheet 1)	Legal Requirements What plans are already developed or requirements do you need to meet as part of your permit or other legal obligations? (See “Handout 4. Environmental Regulations Affecting Animal Feeding Operations.”)	Incentive Program Obligations Do you participate in any cost share or incentive programs (EQIP, CRP, buffer strip program) that are related to this significant issue?	Assessment and Proactive Efforts Hae you already internally identified actions of interest or improvements needed?

*A priority can be related items within a box, a single box, a group of boxes, a row, column, or any grouping that makes sense to you.



Work Sheet 6. Stewardship Plan for:

(List priority selected from “Work Sheet 4.”)

1. What is the environmental objective of this plan?

2. How will I measure performance?

3. Are legal requirements associated with this issue?

Description or Permit Title/Agency	Date Issued	Renewal Date	File Location

4. What will be done?

List critical steps. ¹	Who is responsible?	Deadline/Frequency?

¹If an existing environmental permit or plan has already been developed, reference the permit or plan and summarize the most critical steps associated with the permit or plan.



Work Sheet 6. Stewardship Plan for:

(List priority selected from “Work Sheet 4.”)

1. What is the environmental objective of this plan?

2. How will I measure performance?

3. Are legal requirements associated with this issue?

Description or Permit Title/Agency	Date Issued	Renewal Date	File Location

4. What will be done?

List critical steps.¹

Who is responsible?

Deadline/Frequency?

¹If an existing environmental permit or plan has already been developed, reference the permit or plan and summarize the most critical steps associated with the permit or plan.



Work Sheet 6. Stewardship Plan for:

(List priority selected from “Work Sheet 4.”)

1. What is the environmental objective of this plan?

2. How will I measure performance?

3. Are legal requirements associated with this issue?

Description or Permit Title/Agency	Date Issued	Renewal Date	File Location

4. What will be done?

List critical steps. ¹	Who is responsible?	Deadline/Frequency?

¹If an existing environmental permit or plan has already been developed, reference the permit or plan and summarize the most critical steps associated with the permit or plan.



Work Sheet 8b. EMS Records

Purpose

This work sheet summarizes the locations and retention times of important EMS records maintained by the operation.

Record	Location of File	How long are these records retained?
Assessment Results (summarized on "Work Sheet 5")		
Training Needs (summarized on "Work Sheet 7")		
Environmental Records (summarized on "Work Sheet 8")		
Standard Operating Procedures (SOPs) (summarized on "Work Sheet 9")		
Emergency Response Plans (ERPs) (summarized on "Work Sheet 10")		
Completed Audit Checklists		
Completed Management Review Checklists		

Briefly describe how you protect your important records from loss or destruction.

Experts recommend that records be retained for at least 3 to 5 years, although some records may be retained indefinitely if useful. Regulatory agencies generally specify a minimum retention time for required records; check your requirements to ensure compliance.



Work Sheet 9. Standard Operating Procedures (SOPs)

Purpose

This work sheet summarizes the SOPs that have been or will be developed and the information needed to ensure they are accessible, understandable, and up-to-date.

Directions: List SOPs you have already developed and answer the questions at the top of each column. Also list activities for which you plan to develop an SOP and fill in the relevant information as each task is completed. Make additional copies or insert a blank piece of paper as needed.

SOP Title (activity)	Who will develop it and when?	Where is it posted?	Do appropriate personnel understand it?	The date of the most current version is?

- _____ To ensure accuracy, our SOPs are reviewed annually (during the management review).
- _____ We will inform affected personnel, in a timely manner, about changes made to SOPs.
- _____ As soon as possible after their date of hire, we will inform and train new employees about SOPs relevant to their job responsibilities.



Work Sheet 10. Emergency Response Plans (ERPs)

Purpose

This work sheet summarizes the operation’s ERPs and the information needed to ensure they are easily accessible, understandable, and up-to-date.

Directions: List ERPs already developed and answer the questions at the top of each column. Also list emergency situations for which you plan to develop an ERP and fill in the relevant information as each task is completed. Make additional copies or insert a blank piece of paper as needed.

Emergency Situation	Who will develop new plans and when?	Where is it posted?	Does everyone know where it is and understand it?	Has the plan been rehearsed? (if practical)	How often will the plan be reviewed?
					Next:

- _____ As new employees are hired, they will be informed of these plans.
- _____ We will inform all staff, in a timely manner, about changes made to the content or location of plans.



Work Sheet 11. Audit

How often will audits be conducted? _____

EMS Element Audited	Most Recent Audit was:	Next Audit will be:
Overall EMS (Use "Handout 11a. Audit Checklist: Overall EMS" or substitute your own checklist.)		
Use "Handout 11b. Audit Checklist: Stewardship Plans" or substitute your own checklist for each of the following:		
Stewardship Plan for:		



Work Sheet 12. Management Review

How often will management reviews be conducted? _____

EMS Element Reviewed	Most Recent Review was:	Next Review will be:
Overall EMS (Use "Handout 12a. Management Review Checklist: Overall EMS" or substitute your own checklist.)		
Use "Handout 12b. Management Review Checklist: Stewardship Plans" or substitute your own checklist for each of the following:		
Stewardship Plan for:		