

## APPENDIX B

### EMS Implementation Major Task Checklist

EMS IMPLEMENTATION MAJOR TASKS  
“DOUBLECHECK” LIST

Check (√)	PHASE I MAJOR TASKS
	Defined a “workable” fenceline or EMS scope - Think big, start small!
	Reached out to potential mentors and outside resources
	Developed an initial plan and strategic outline
	Secured top management support, both political and operational
	Opened lines of communication with managers and personnel within the defined fenceline
	Designated your EMR(s) as your organization’s “EMS Champion”
	United a Core Team with defined roles and responsibilities
	Assembled Implementation Teams as needed, including “shop floor” personnel
	Provided ALL Team Members with authority AND time, and reinforced this commitment from management
	Provided ALL Team Members with adequate awareness training
	Rewarded/Recognized Team Members dedication to EMS
	Conducted an initial Gap Analysis and analyzed findings
	PHASE II MAJOR TASKS
	Designated a team to oversee identifying Environmental Aspects & Impacts
	Defined your “Environmental Footprint” - Remember that this is an iterative process
	Defined criteria for determining “significant” impacts.
	Identified the “hotspots” or aspects that have significant impacts
	Developed a realistic and reflective environmental policy
	Team members, employees, and management have endorsed the environmental policy
	The environmental policy has been communicated to and understood by all personnel
	The environmental policy is available to the public
	Applicable local, state, and federal regulations have been identified
	Designated appropriate individuals to track and record regulatory compliance issues
	Regulatory requirements have been communicated to all personnel
	Objectives and Targets have been clearly defined
	Objectives and Targets have been approved by top management

EMS IMPLEMENTATION MAJOR TASKS  
“DOUBLECHECK” LIST

	<b>PHASE III MAJOR TASKS</b>
	Operational controls related to significant impacts and legal requirements have been clearly identified
	Designated operational controls are included in documented procedures
	Reviewed and/or refined existing Standard Operating Procedures
	Keeping it simple!
	Detailed a procedure for how operations and documentation will be controlled
	Roles and responsibilities are clearly defined, particularly with respect to significant aspects
	EMS Awareness Training has been facilitated to everyone
	Job specific training related to significant aspects has been conducted (i.e. competency training)
	Internal and external lines of communication have been opened
	Documents and records are current, legible, easily accessed, and archived
	Potential emergency situations have been identified and response mechanisms have been implemented
	Environmental Management Programs have been developed for your objectives and targets
	<b>PHASE IV MAJOR TASKS</b>
	Examined your activities to identify what is already monitored and measured
	Performance indicators have been identified
	Double checked that what you monitor and measure adds value
	Programs and/or controls are in place to ensure regulatory compliance
	A documented process is in place to regularly assess your compliance status
	Equipment used to monitor and measure is regularly calibrated
	Nonconformances will be systematically examined for root causes, corrected, and prevented from reoccurring
	All nonconformances are classified and documented
	A systematic, objective, and documented Internal EMS Audit procedure has been implemented
	An Internal EMS Audit Team has been designated and trained
	Acknowledged that Internal Audits are iterative learning processes
	Management is committed to and involved with Internal Audit
	Management review is conducted at appropriate intervals
	Management decisions are recorded, implemented, and tracked