Middle Georgia State University
Environmental Management System
(EMS)

June 2017 Updates

EHS Office

Steering Committee Charter
Environmental Management System
Middle Georgia College/Macon State College

1. INTRODUCTION

In response to the Board of Regents' Environmental Management System (EMS) initiative, the Middle Georgia College/Macon State College (MGC/MSC) Environmental Management System Steering Committee (Committee) is hereby formed and designated as the primary body of the Colleges charged with oversight of EMS activities at the Colleges. This Charter broadly defines the Committee's roles with respect to environmental management. However, nothing in this Charter shall be construed to over ride required authority of the Committee.

2. DISCUSSION

The Committee members will be assigned by name rather than position. Upon completion of the consolidation of the Colleges the membership will be defined by position or name as appropriate.

3. MEMBERSHIP

The committee shall be comprised of:

David Foster (MGC)
David Sims (MSC) Co-Chair
Dr. Eric Sun (MSC)
Gene Cravey (MGC)
Gil Calhoun (MGC) Co-Chair
Laura Gay (MSC)
Rick Krontz (MGC)
Ron Ardelean (MGC)
Scott Douglas (MSC)

4. PRIMARY RESPONSIBILITIES

The primary responsibilities of the Committee with regard to the EMS at the College are broadly summarized as follows:

a. Develop procedure and policy guidelines.
b. Identify and gather data on how operations affect the environment.
c. Understand and articulate what legal and other requirements apply.
d. Prioritize what to work on and establish working groups to address prioritized issues.
e. Compile documentation provided by the various working groups.
f. Meet with working groups at least quarterly to track progress.
g. Insure working group efforts are appropriately directed.

5. ANNUAL CHARTER REVIEW AND EVALUATION

The Committee shall assess its activities annually with respect to the responsibilities outlined in this Charter and shall take action, as needed, in response to this assessment. This assessment shall include a review of the adequacy of the Committee Charter. Recommended revisions to the Charter shall be submitted to the President for approval.

W. Michael Stoy 3/28/12

Dr. W. Michael Stoy, President — Date
Middle Georgia College

Jeffery S. Allbritten 4/12/12

Dr. Jeffery S. Allbritten, President — Date
Macon State College

EMS Procedure	1.0
Effective Date:	
Reviewed/ Revised:	12/22/16
Subject:	Environmental Management

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Introduction and Overview

Welcome to the Middle Georgia State University's Environmental Management System (EMS). This Manual is designed to serve as a guide to the EMS and all of its related components. It provides an overview of the EMS, and a discussion of its components. The Manual provides an understanding of MGA's environmental requirements and the tools available to meet those requirements. MGA's faculty, staff, and students should become familiar with the Manual to assist them in complying with environmental requirements and good practices.

The EMS consists of various components set out in three sections:

1. Planning and Preparing for Managing Environmental Concerns
- 1.1. Environmental Policy
  - 1.1.1. BOR Environmental Policy
  - 1.1.2. MGA Environmental Policy
- 1.2. Procedure for Identification of Aspects/Impacts
  - 1.2.1. Environmental Aspects and Impacts Assessment Table
- 1.3. Regulatory and Other Requirements
  - 1.3.1. List of Environmental Regulations and Other Requirements
- 1.4. Procedure for Evaluation of Aspects/Impacts
  - 1.4.1. Significant Aspects Evaluation Results
- 1.5. Setting Objectives and Targets

2. Taking Action to Address Environmental Concerns
- 2.1. Roles and Responsibilities
  - 2.1.1. List of Roles and Responsibilities
- 2.2. Operational Controls
  - 2.2.1. List of Operational Controls
- 2.3. Communication
- 2.4. Training
  - 2.4.1. List of Training
- 2.5. Documents and Document Control
  - 2.5.1. List of Controlled Documents
- 2.6. Records
  - 2.6.1. List of EMS Records
- 2.7. Emergency Preparedness

3. Checking and Reviewing
- 3.1. Environmental Monitoring and Measuring

3.1.1. Monitoring and Measuring Chart
3.2. Corrective and Preventive Actions
3.3. Environmental Inspections and Self-Audits
3.4. Senior Administration Environmental Review

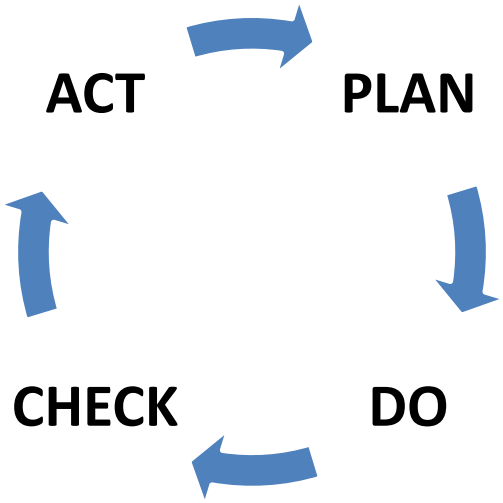
Reading the Manual will provide an overview on the purpose, approach, and tools MGA is using to help meet and surpass its environmental requirements, as well as information on particular components of the EMS.

EMS Framework and Document Structure

Overall EMS Framework

The focus of this EMS is to help ensure that the MGA meets all of its regulatory requirements and improves its performance in non-regulated environmental arenas such as recycling and energy usage.

The basis of the EMS is a commitment to continual improvement. This EMS is based on the "Plan, Do, Check, and Act" model. A visual representation of this model is set out below.



An EMS is a systematic approach to environmental performance. It consists of various components that together ensure effective environmental performance through accountability, assigned responsibilities, employee involvement, written policies, training, corrective action, senior management review and senior staff involvement. All components will work together to continually improve MGA's environmental performance.

Goals and Objectives

MGA has built this EMS on a number of practices that are already in place to meet federal and state regulatory requirements, as well as USG and MGA policies.

Another reasons for this EMS is to allow MGA to identify its most significant environmental aspects and to address them by establishing objectives and targets. This is a priority for the institution. In addition, by including pollution prevention in this process, MGA can improve operating efficiencies and achieve cost savings by implementing waste reduction and energy efficiency opportunities.

EMS Procedure	1.1
Effective Date:	
Reviewed/Revised:	12/19/16
Subject:	Environmental Policy

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure for Environmental Policy

PURPOSE

This procedure documents how Middle Georgia State University (MGA) develops, maintains, communicates, reviews and revises its environmental policy for its Environmental Management System (EMS).

PROCESS

Step 1

University System of Georgia Board of Regents (BOR) has developed and adopted an Environmental and Occupational Safety Policy (Environmental Policy).

Step 2

Middle Georgia State University will review the BOR Environmental Policy, modify it if needed, and adopt it as the MGA's environmental policy. Every two years, MGA's EMS Coordinator and other EMS Participants will review the Environmental Policy to be sure that it remains appropriate to the activities occurring at MGA.

Middle Georgia State University may develop and adopt an additional environmental policy specific to MGA to supplement the BOR Environmental Policy.

Step 3

The EMS Coordinator and other EMS Participants will make the Environmental Policy available to all applicable personnel at MGA in the following ways:

InsideMGA

EMS Webpage

EMS Procedure	1.1.1
Effective Date:	
Reviewed/Revised:	12/19/16
Subject:	BOR Environmental Policy

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

University System of Georgia Board of Regents
Environmental and Occupational Safety Policy

9.12.4 Environmental and Occupational Safety

The Board of Regents is committed to achieving excellence in providing a safe working and learning environment, and supporting environmentally sound practices in the conduct of institutional activities. Each institution shall, at a minimum, comply with applicable environmental and occupational safety laws and regulations, and shall designate a key member of its administrative leadership team to oversee compliance. In the absence of specific laws or regulations, each institution will follow industry standards and good management practices.

Each institution shall maintain policies and procedures to govern activities to meet the goal of comprehensively integrating occupational safety and environmental considerations, and will periodically review and update such policies and procedures.

The USG chief facilities officer is responsible for developing standards, guidelines, and processes to promote, support, and access the implementation of environmental and occupational safety management programs and initiatives.

The USG chief facilities officer shall require institutions to provide reports related to environmental and occupational safety performance and shall report such data to the Board on an annual basis (BOR Minutes, June 2009).

http://www.usg.edu/policymanual/section9/policy/9.12_management_and_operations/#p9.12.4_environmental_and_occupational_safety

EMS Procedure	1.1.2
Effective Date:	
Reviewed/ Revised:	12/19/16
Subject:	MGA Environmental Policy

MIDDLE GEORGIA STATE UNIVERSITY
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Middle Georgia State University's Environmental Policy

Middle Georgia State University is committed to achieving excellence in providing a safe working and learning environment, and supporting environmentally sound practices in the conduct of institutional activities. MGA shall, at a minimum, comply with applicable environmental and occupational safety laws and regulations, and shall designate a key member of its administrative leadership team to oversee compliance. In the absence of specific laws or regulations, the university will follow industry standards and good management practices.

Middle Georgia State University shall maintain policies and procedures to govern activities to meet the goal of comprehensively integrating occupational safety and environmental considerations, and will periodically review and update such policies and procedures.

The Middle Georgia State University's EMS coordinator is responsible for developing standards, guidelines, and processes to promote, support, and assesses the implementation of environmental and occupational safety management programs and initiatives.

The Middle Georgia State University's EMS coordinator shall require responsible parties to provide reports related to environmental and occupational safety performance and shall report such data to the President's Cabinet on an annual basis.

EMS Procedure	1.2
Effective Date:	
Reviewed/ Revised:	12/19/16
Subject:	Identify Aspects/Impacts

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure for Identification of Aspects/Impacts

PURPOSE

This procedure documents how Middle Georgia State University identifies aspects and impacts applicable to activities and operations that occur at MGA.

This procedure for the identification of environmental aspects shall be limited to those environmental aspects that Middle Georgia State College can control and over which it can be expected to have an influence within the scope of the EMS.

PROCESS

Step 1

The USG Board of Regents (BOR) is committed to achieving excellence in providing a safe working and learning environment, and supporting environmentally sound practices in the conduct of institutional activities.

MGA is committed to complying with applicable environmental and occupational safety laws and regulations. In the absence of specific laws or regulations, MGA will follow industry standards and good management practices.

MGA conducts a variety of activities that could have an impact on the environment. Some activities such as the handling of hazardous waste, the storage of oil, or the generation of air emissions are governed by federal, state, or local regulations. MGA will also evaluate other activities such as solid waste production or energy consumption, which are not subject to regulations, but are still activities that can impact the environment.

Based on the BOR Policy, MGA has designated the Director of Risk Management as the key member of its administrative leadership team to oversee compliance with environmental requirements.

MGA has designated the Environmental Health and Safety (EHS) Coordinator as the EMS coordinator. MGA has designated a workgroup consisting of representatives from key departments to continually develop the EMS:

- Environmental Health and Safety Coordinator
- Director of Plant Operations (Macon and Warner Robins Campuses)
- Director of Plant Operations (Cochran, Dublin, and Eastman Campuses)
- Art Department Representative

- Natural Sciences Department Representative
- Eastman Campus Representative

This workgroup compiles a list of the activities and related environmental aspects and impacts that are present at MGA.

That list is set out in the Environmental Aspects and Impact Assessment Table (1.2.1).

The results of the workgroup's meetings are kept in the EHS Office and on the EMS website.

The EMS Coordinator will convene the group **every two years** to review the activities, aspects and impacts, and update the list.

EMS Procedure	1.2.1
Effective Date:	
Reviewed/ Revised:	12/19/16
Subject:	Aspects/Impacts Table

MIDDLE GEORGIA STATE UNIVERSITY
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Environmental Aspects and Impacts Assessment Table

Operation (We provide _____)	**Activity** (We do _____)	**Aspect** (Which results in _____)	**Impact** (That has an effect on _____)
Laboratories and classrooms	- Teaching experiments	- Use of chemicals - Hazardous waste - Water use - Energy use - Waste water - Biological waste - Air Emissions - Possible Spills	- Indoor air quality issues - Water quality issues - Exposure - Possibly unsafe working conditions - Outdoor air quality - Possible soil/ground water contamination
Art Department	- Painting (acrylic-based) - Printing (solvent based) - Ceramics - Photography (wet) - Graphic Design	- Use of chemicals - Energy use - Water use - Dust and air emissions - Possible spills - Hazardous waste - Use of recycled material (ink cartridges)	- Indoor air quality - Outdoor air quality - Possibly unsafe working conditions - Resource use - Water quality issues - Possible soil/ground water contamination
Food Services	- Purchasing food from local growers - Disposal of food scraps - Washing dishes - Storing used cooking oil	- Electricity use - Water use - Solid waste - Food waste - Possible spills - Hazardous waste	- Outdoor air quality - Resource use (water, energy) - Landfill space - Water quality issues - Possible soil/ground water contamination
Grounds	- Application of fertilizer and pesticides Watering grounds Pruning, mowing Landscaping Operating greenhouse Organic gardening	- Fuel use - Fertilizer/ Pesticide use - Yard waste - Possible spills - Hazardous waste	- Outdoor air quality - Pollutant runoff - Possible soil/ground water contamination

Dormitories/ Residences	- Providing lights, HVAC - Providing water - End of year cleaning - Painting - Making repairs - Bathroom facilities	- Electricity use - Water use - Waste water - End of year solid waste - Cleaning chemical use - Possible lead paint disturbance	- Outdoor air quality - Resource use (water, energy) - Use of publicly operated treatment works - Landfill space - Exposure to chemicals - Potential asbestos exposure - Potential lead paint exposure
Heating Plant	- Providing heat - Providing cooling - Purchasing fuel - Purchasing energy	- Fuel use - Water use - Storing fuel - Possible spills - Air emissions	- Resource use - Outdoor air quality
Building Maintenance	- Interior cleaning - Pest control - Painting - Repairs - Renovations - Refrigerant use and recovery	- Water use - Energy use - Chemical use - Waste disposal - Air emissions - Hazardous waste	- Resource use - Outdoor air quality - Landfill space - Hazardous waste disposal (oil-based paints, solvents) - Possible soil/ground water contamination
Construction, Demolition	- Removal of building materials - Renovating buildings - New building construction	- Use of materials - Use of heavy equipment - C&D waste disposal - dust and air emissions - Asbestos abatement - Disturbing soil	- Outdoor air quality - Possible asbestos exposure - Possible unsafe working conditions - Storm water runoff
Vehicles	- Operate vehicles	- Fuel use - Air emission - Waste generation - Spills	- Outdoor air quality - Resource use - Water quality issues - Possible soil/ground water contamination
Flight Instruction	- Operate aircraft	- Fuel use - Air emission - Waste generation - Spills	- Outdoor air quality - Resource use - Water quality issues - Possible soil/ground water contamination
Aircraft Maintenance	- Repair aircraft - Paint aircraft	- Air emission - Waste generation - Spills - Use of chemicals - Energy use -Waste Water - Water use	- Indoor air quality issues - Water quality issues - Exposure - Possibly unsafe working conditions - Outdoor air quality - Possible soil/ground water contamination

EMS Procedure	1.3
Effective Date:	
Reviewed/ Revised:	12/19/16
Subject:	Regulatory and Other Requirements

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure to Identify Environmental Regulatory and Other Requirements

PURPOSE

This procedure documents how Middle Georgia State University identifies environmental laws and regulations applicable to activities and operations that occur at MGA.

It is the policy of MGA to maintain compliance with all environmental laws and regulations, and to stay current with environmental best management practices.

PROCESS

Step 1

There are numerous environmental laws and regulations at the federal, state, and local levels. In addition, the USG Board of Regents has adopted certain environmental procedures for the USG institutions to follow. Further, the institution has adopted certain environmental procedures for MGA's personnel to follow. It is essential that MGA personnel understand which laws and regulations, USG procedures, and MGA procedures apply to campus activities and also what these laws, regulations and procedures specifically require.

MGA's Environmental Health and Safety Office maintains a comprehensive listing of applicable laws and regulations.

Step 2

The job of monitoring regulations for changes belongs to the EHS Office in its role as primary interface between MGA and the regulations. Each responsible party at MGA should maintain good lines of communication with the EHS Office and keep them informed of changes in chemical use, waste streams, or processes with environmental aspects.

MGA's EHS Office serves as a resource to track regulatory developments by subscribing to environmental newsletters and regulatory bulletins, attending relevant conferences and seminars, and monitoring agency web sites. The EHS Office will also coordinate programs to train MGA personnel on regulatory requirements.

The BOR provides guidance to MGA on interpretation of environmental laws and regulations, and their applicability to MGA.

MGA personnel who become aware of a new or revised law or regulation that may apply to the university should notify the EHS Office.

EMS Procedure	1.3.1
Effective Date:	
Reviewed/ Revised:	12/19/16
Subject:	Regulations

MIDDLE GEORGIA STATE UNIVERSITY
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List of Environmental Regulations and Other Requirements

Middle Georgia State University has identified the following environmental regulations and other requirements to be applicable while conducting environmental activities at MGA.

Legal Category	Potential Area of Campus Where Applicable	Brief Description	Regulatory Citation	Requirement
Hazardous Waste	All Campuses	Management and Disposal of Hazardous Waste	40 C.F.R Parts 260-265 and 268; GA DNR EPD Rule 391-3-11-.08 and .10	Generators must determine if waste is hazardous, and then follow the applicable requirements (storage, manifest, pre-transport, record keeping, training and special requirements)
Universal Waste Management	All Campuses	Collect and store Universal Waste (Batteries, Thermostats, and Mercury-containing Material and Lamps)	40 C.F.R. Part 273; GA DNR EPD Rule 391-3-11-.18	Management (collecting and handling) of certain widely generated wastes (batteries, thermostats, and mercury-containing material and lamps)
Waste Water Discharge	Cochran Laboratories and Physical Plant buildings	Sewer use conditions set by the city of Cochran	Cochran Code Sections 60-176 through 60-182	Adhering to local discharge limits
Waste Water Discharge	Dublin Laboratories and Physical Plant buildings	Sewer use conditions set by the city of Dublin	Dublin Code Sections 24-83 through 24-89	Adhering to local discharge limits
Waste Water Discharge	Eastman Laboratories and Physical Plant buildings	Sewer use conditions set by the city of Eastman	Eastman Code Selections 38-157 through 38-165	Adhering to local discharge limits
Waste Water Discharge	Macon Laboratories and Physical Plant buildings	Sewer use conditions set by Macon Water Authority	Macon Water Authority Rules Governing Use of Public Sewer	Adhering to local discharge limits
Waste Water Discharge	Warner Robins Laboratories and Physical Plant buildings	Sewer use conditions set by city of Warner Robins	Warner Robins Ordinance 56-97	Adhering to local discharge limits
Hazardous Chemical Inventory and Reporting	Throughout the Campuses	Specific amounts of certain hazardous chemicals are subject to planning and reporting	Federal Emergency Planning and Community Right-to-Know Act (EPCRA). 40 C.F.R. Parts 355 and 370, and USG BOR Policy	Reporting hazardous chemicals and extremely hazardous substances (EHSs) present or released above a threshold to SERC, LEPC and local fire department. Providing SDS one time and filing annual Tier II Report by March 1.

Storage of oil above 1320 gallons in above ground tanks	Macon, Cochran, and Eastman	Requires a facility storing oil to prepare a Spill Prevention, Control, and Countermeasure Plan	Federal Clean Water Act 40 CFR Part 112	Procedures for storing and handling oil, planning for possible spills and conducting training
Air Emissions	In buildings where air emissions sources are located	Management of air emission	40 C.F.R. Parts 52, 60, 63 and 82; GA DNR EPD Rule 391-3-1	Regulates major sources and modifications to major sources in "attainment" areas; regulates certain boiler equipment; regulates Title V and synthetic minor facilities; and regulates use of refrigerants
Asbestos Management	In buildings where asbestos is present	Management of asbestos and record keeping	40 C.F.R. Parts 61 and 763; GA DNR EPD Rule 391-3-14	Procedures for handling asbestos waste properly and maintaining certain records
Pesticide Program	In buildings where pesticides are stored and locations where pesticides are applied	Management of pesticides	40 C.F.R. Parts 160, 162, 170, 171, and 172; GA DA Rule 40-21-2 to 21-9	Procedures for storage, use and record keeping for pesticides and restricted use pesticides
Lead-based Paint	Residences that have a separate bedroom and day care centers	Notice concerning lead-based paint and managing lead-based paint activities	40 C.F.R. Part 745; GA DNR EPD Rule 391-3-24	Disclosures to residents of "lead-based paint" housing and regulations for lead-based paint activities
Storm Water	All Campuses	Management of discharges to "waters of the United States" and "waters of the State"	40 C.F.R. Part 122; GA DNR EPD Rule 391-3-6; GA General Permits for Storm Water Discharge	Preventive measures to avoid discharge of pollutants to waters of the US or the State
TSCA Polychlorinated Biphenyls (PCBs)	Transformers and equipment using hydraulic fluid, and locations where PCB wastes are stored	Management of equipment containing PCBs and of PCB waste	40 C.F.R. Part 761	Label PCB transformers; handle, store. label and dispose of PCB waste
Used Oil	Locations where used motor oil is stored	Management of used motor oil	40 C.F.R Part 279; GA DNR EPD Rule 391-3-11-.17	Label, store and dispose of used oil properly
Employee Right-to-Know	Throughout the Institution Where Employees Exposed to Toxic/Hazardous Chemicals in the Workplace	Employee Access to Safety Data Sheets (SDS) Chemical Container Labeling and Employee Training	29 C.F.R Section 1910.1200 and GA Public Employee and Hazard Chemical Protection and Right to Know Act	Inform employees on chemical hazards found in the workplace; label chemical containers; SDS made available to Employees
Safe Drinking Water	Cochran campus	Ensure that drinking water provided by institution meets safety standards	40 CFR 141-149; GA DNR EPD Rule 391-3-5	Pretreatment and testing of water; reporting to consumers

EMS Procedure	1.4
Effective Date:	
Reviewed/ Revised:	12/22/16
Subject:	Evaluate Aspects/Impacts

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure for Evaluation of Aspects/Impacts

PURPOSE

This procedure documents how Middle Georgia State University evaluates aspects and impacts applicable to activities and operations that occur at MGA.

This procedure for the evaluation of environmental aspects shall be limited to those environmental aspects that MGA can control and over which it can be expected to have an influence within the scope of the EMS.

PROCESS

Step 1

The USG Board of Regents (BOR) is committed to achieving excellence in providing a safe working and learning environment, and supporting environmentally sound practices in the conduct of institutional activities.

MGA is committed to complying with applicable environmental and occupational safety laws and regulations. In the absence of specific laws or regulations, MGA will follow industry standards and good management practices.

Based on the BOR Policy, MGA will manage all significant environmental impacts to provide a safe working and learning environment.

Based on the BOR Policy, MGA has designated the Director of Risk Management as the key member of its administrative leadership team to oversee compliance with environmental requirements.

MGA conducts a variety of activities that could have an impact on the environment. Some activities such as the handling of hazardous waste, the storage of oil, or the generation of air emissions are governed by federal, state, or local regulations because of the potential impact on the environment. Other activities such as solid waste production or energy consumption, are not subject to regulations, but are still activities that can impact the environment and which MGA wants to evaluate.

Step 2 – Process for Evaluating Aspects/Impacts

The EMS Coordinator will convene a workgroup consisting of representatives from key departments.

The workgroup includes the following persons:

- Environmental Health and Safety Coordinator
- Director of Plant Operations (Macon and Warner Robins Campuses)
- Director of Plant Operations (Cochran, Dublin, and Eastman Campuses)
- Art Department Representative
- Natural Sciences Department Representative
- Eastman Campus Representative

This workgroup uses a list of criteria created by the original EMS workgroup to be used to evaluate the environmental aspects and impacts that are present at MGA.

The workgroup determines that aspects/impacts with a total score of 7 and above will be "significant".

The workgroup evaluates and scores the environmental aspects and impacts using the Evaluation Form (1.4.1).

The results of the workgroup's meetings and the Evaluation Form are kept at in the EHS Office and on the EMS webpage.

The workgroup will report its results to the Director of Risk Management, who oversees environmental concerns.

The EMS Coordinator will convene the group **every year** to review the activities, aspects and impacts, and update the list.

EMS Procedure:	1.4.1
Effective Date:	
Reviewed/ Revised:	12/22/16
Subject:	Significant Aspects Evaluation

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

SIGNIFICANT ASPECTS EVALUATION RESULTS

Aspects	Staff / Student Exposure	Environmental Impact / Exposure	Potential for fines/penalties	Total
Air emissions	2	2	1	5
Asbestos abatement	1	1	1	3
Biological waste	2	0	0	2
Construction and demolition waste disposal	1	1	1	3
Compressed gas use	1	1	1	3
Chemical use	3	1	2	6
Cleaning chemical use	2	1	1	4
Disturbing soil	0	1	0	1
Dust generation	1	0	0	1
End of year solid waste (dorms)	0	1	0	1
Energy use	1	1	1	3
Fertilizer/ Pesticide use	1	1	1	3
Food waste	0	1	0	1
Fuel use and storage	2	2	2	6
Possible lead paint disturbance	0	0	0	0
Hazardous waste generation	3	3	3	9
Possible Spills	1	1	1	3
Solid waste	0	1	0	1
Use of heavy equipment	0	1	0	1
Use of materials	0	1	0	1
Use of recycled materials	0	1	0	1
Waste water	0	1	1	2
Water use	0	1	1	2
Yard waste	0	1	0	1

Impact Scoring 0 - 3 0 - no impact; 1 - low impact; 2 - moderate impact; 3 - high impact

EMS Procedure 1.5
Effective Date:
Reviewed/ Revised: 06/28/17
Subject: Setting Objectives & Targets

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure for Setting Objectives and Targets

PURPOSE

This procedure documents how Middle Georgia State University sets EMS objectives and targets applicable to activities and operations that occur at MGA.

PROCESS

Step 1

The EMS Coordinator and EMS Workgroup are responsible for developing the EMS objectives and targets. The EMS Coordinator will seek input from the following departments to ensure that objectives and targets are achievable:

Natural Sciences, Art, Aircraft Structural Technology, Aircraft Maintenance Technology, Flight, Aircraft Maintenance, Plant Operations, Health Sciences, Athletics, Theatre/Drama, and the Health Clinic.

Objectives are goals that are consistent with the USG's environmental policy, applicable federal and state regulations, and MGA's environmental policy and university priorities.

Targets are detailed goals that support a particular objective. Targets should be realistic, measurable, related to baseline data, normalized when possible, and have a designated time frame.

Step 2

Objectives and targets will be linked to significant environmental aspects and compliance issues identified by MGA.

The EMS Coordinator and workgroup will develop an action plan for each objective. Each action plan will describe specific actions needed to achieve the objective and targets, the resources needed for each action, the person(s) responsible for each action and the deadline(s).

Step 3

Progress in achieving EMS objectives and targets will be tracked by the EHS Coordinator.

Every year, the EMS Coordinator and the workgroup will review objectives, discuss the impact of actions taken, determine if existing objectives should be modified, and develop new EMS objectives when needed. The EMS Coordinator will prepare a status report of progress made on each objective and target for the Director of Risk Management to review and assess.

Documentation concerning objectives and targets will be kept at the EHS Office and retained for at least five years.

EMS Procedure 2.1
Effective Date:
Reviewed/ Revised: 06/28/17

Subject: Roles and Responsibilities

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure for Identifying and Assigning Roles and Responsibilities

PURPOSE

This procedure documents how Middle Georgia State University identifies and assigns the organizational roles and personnel responsibilities for MGA's EMS.

Step 1

MGA will designate an EMS Coordinator whose role is to oversee and lead EMS development and implementation. The EMS Coordinator and other EMS Participants selected by the EMS Coordinator are responsible for implementing the EMS.

Step 2

The EMS Coordinator will develop and assign EMS roles and responsibilities and document them through the EMS webpage.

The EMS Coordinator will communicate EMS roles and responsibilities.

Step 3

With input from the EMS workgroup, the EMS Coordinator will review and update the EMS roles and responsibilities **once a year**.

Step 4

Roles and responsibilities documentation will be retained at the EHS office for at least 2 years.

EMS Form 2.1.1
Effective Date:
Reviewed/ Revised: 06/28/17
Subject: Roles/Responsibilities

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

List of Roles and Responsibilities

Listed below are the EMS organizational roles and responsibilities for MGA's EMS.

BOARD OF REGENTS

Role: Oversees environmental issues across the University System.

Responsibilities: Issue and review the USG Environmental and Occupational Safety Policy.

PRESIDENT/SENIOR ADMINISTRATION

Role: Oversee environmental issues across institution.

Responsibilities: Provide necessary resources and support to ensure implementation of EMS.
Provide necessary resources and support for efforts to maintain compliance with environmental regulations, policies and best practices.

DEANS/DEPARTMENT HEADS

Role: Oversee environmental issues across their departments or organizational units.

Responsibilities: Implement applicable parts of EMS in their areas.
Assign responsibilities to appropriate personnel who assist in the implementation of the EMS.
Ensure that personnel under their supervision are adequately trained.

FACULTY LIAISON

Role: Communicate between EMS committee and academic community.

Responsibilities: Communicate with Deans and Chairs about EMS procedures and policies.
Conduct surveys and data collection (e.g. Environmental aspects and Impacts assessment table) as necessary and appropriate.
Provide faculty and staff in service training to educate personnel of environment program, policies, and procedures.
Work with faculty administrative personnel to ensure that log books are maintained.
Communicate faculty concerns and suggestions to the EMS workgroup.

DIRECTORS/SUPERVISORS

Role: Oversee environmental issues across their departments or organizational units.

Responsibilities: Implement applicable parts of EMS in their areas.
Assign responsibilities to appropriate personnel who assist in the implementation of the EMS.

Ensure that personnel under their supervision are adequately trained.

EHS COORDINATOR

Role: Manage/implement designated regulatory programs address environmental and EMS issues that arise in their area.

Responsibilities: Coordinate and implement compliance efforts for designated regulatory programs.
Coordinate and implement complying with applicable regulatory requirements and best practices.
Take required training.
Maintain EMS related records.
Manage contract service providers for waste disposal.

LABORATORY/ART STUDIO STAFF

Role: Address environmental and EMS issues that arise in their area.

Responsibilities: Comply with applicable regulatory requirements and best practices.
Identify environmental issues.
Notify EHS office of EMS related issues that arise.
Take required training.

PLANT OPERATIONS STAFF

Role: Address environmental and EMS issues that arise in their area.

Responsibilities: Complying with applicable regulatory requirements and best practices.
Identifying environmental issues
Notify EHS office of environmental and EMS related issues that arise.
Take required training.
Maintain EMS related records.
Manage contract service providers.

HUMAN RESOURCES STAFF

Role: Oversees and manages hiring and orientation of employees.

Responsibilities: Maintain training records.
Inform new employees of environmental policies and principles.

COMMUNICATIONS STAFF

Role: Oversees and manages communication within MGA and with wider community.

Responsibilities: Assist with providing information to external parties about EMS.
Respond to inquiries about EMS policy or EMS/environmental issues.

EMS Procedure	2.2
Effective Date:	
Reviewed/ Revised:	12/22/16
Subject:	Operational Controls

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure for Identifying Operational Controls

PURPOSE

This procedure documents how Middle Georgia State University identifies operational controls needed to address the risks posed by significant aspects and impacts that occur at MGA.

This procedure is used to document and track which significant environmental aspects/impacts at MGA need operational controls.

PROCESS

Using the list of significant environmental aspects developed from the aspects review completed as part of Section 1.4 (Aspects Evaluation), the EMS Coordinator with the assistance of appropriate departmental and facility staff, will:

- Identify the operations at MGA with significant aspects/impacts for which operational control is achieved through existing procedures.
- Identify the operations at MGA with significant aspects/impacts that require new procedures to achieve operational controls.
- Determine the level of detail, training required, and frequency of review and revision for each operational control; details will be recorded in the procedure for each operation.

Documentation of operational control will be retained by the EMS Coordinator.

EMS Form:	2.2.1
Effective Date:	
Reviewed/Revised:	12/22/16
Subject:	List of Operational Controls

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANGAGEMENT SYSTEM

List of Operational Controls

Middle Georgia State University has identified the following groups and methods of communication for handling information concerning environmental matters at MGA.

Name of Control	Associated Risk/Aspect	Department	Responsible Party	Type of Control	Location Where Records are Kept
Cochran/Dublin Campuses Chemistry Chemical Hygiene Plan	Chemical Use Hazardous Waste Generation	Science & Engineering	Lab Technician	Written Instructions Labeling Inspections	Lab Tech Office
RTK Training Plan	Chemical Use Fuel Use/Storage Hazardous Waste Generation	EHS	EHS Coordinator	Training	EHS Office/USG Training Database
Fume Hoods/Biosafety Cabinets	Chemical Use Hazardous Waste Generation	Science & Engineering	Lab Technician	Physical Control	Lab Tech Office
Oil SPCC Plan (Cochran, Eastman, Macon)	Chemical Use Fuel Use/Storage	EHS	EHS Coordinator	Written Instructions Inspections Training	EHS Office

EMS Procedure	2.3
Effective Date:	
Reviewed/ Revised:	12/22/16
Subject:	Communication Procedure

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure for Handling Communication

PURPOSE

This procedure documents how Middle Georgia State University handles communication of information relating to environmental issues at MGA.

This procedure is used to document and track how communication occurs.

Step 1: The EMS Coordinator and workgroup will identify groups, including faculty, students, staff and contractors who are involved with operations that can impact the environment.

Step 2: The EMS Coordinator and workgroup will determine the type of information that needs to be communicated including information regarding the environmental policy, individual EMS responsibilities, specific targets and measurements, or other goals.

Step 3: Depending on the audience and information to be communicated, the EMS Coordinator will determine methods of internal communication. These forms of internal communication may include in-person training, meetings, emails, intranet, websites, newsletters, or bulletin board postings.

Step 4: The EMS Coordinator will determine the frequency of internal communication depending on the types of information being communicated.

Step 5: The EMS Coordinator and workgroup will ensure that adequate internal communication occurs.

Step 6: Internal communications will be planned using the Communication Planning (2.3.1) form. A review of how communication occurs will take place at least **every two years**. Records of all decisions concerning internal communication will be retained for at least 4 years and will be kept in the EHS Office.

EMS Procedure	2.4
Effective Date:	
Reviewed/ Revised:	06/28/17
Subject:	Training

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure for Identifying Training Needs

PURPOSE

This procedure documents how MGA handles identifying training needs relating to environmental issues at MGA.

This procedure is used to develop and implement a training program that 1) promotes awareness; 2) provides task-specific training as part of operational controls; and 3) provides training required by regulations.

PROCESS

Step 1: The EMS Coordinator and workgroup will identify training needs for each employee by identifying training needs related to: 1) awareness training; 2) task-specific training to help meet operational controls, and objectives/targets; and 3) training that s required by regulations.

Step 2: The EMS Coordinator and workgroup will review the work and activities of faculty, laboratory personnel, students and staff, and develop training plans for specific jobs or groups of jobs. Training plans will be developed, reviewed and revised when one of the following occurs: a job's role or responsibility changes; a new position is created; a department or unit plans to use a new type of process, equipment or material; or a new regulation goes into effect. Copies of the training plans and the reviews will be kept in the EHS Office for at least two years.

Step 3: The EMS Coordinator will arrange for and/or conduct needed training according the schedule identified in the individual training plans.

Step 4: The EMS Coordinator will (or arrange for someone to) document the training course, dates and attendees for training that has occurred. Training documentation will be kept at the EHS Office for at least two years.

Step 5: The EMS Coordinator and workgroup will evaluate the effectiveness of the training **annually** to ensure that the training is achieving the desired objectives; appropriate changes will be made based on the review. Documentation of the review will be kept at the EHS Office for at least two years.

EMS Form 2.4.1
Effective Date:
Reviewed/ Revised: 06/28/17
Subject: Training

MIDDLE GEORGIA STATE UNIVERSITY
EMERGENCY MANAGEMENT SYSTEM

List of Training

Middle Georgia State University has identified the following training related to the EMS and environmental matters that occurs at MGA, along with the frequency of the training, the attendees receiving the training and the method of providing the training.

Training	Frequency	Attendees	Method of providing training	Notes/Review
Right To Know	Annually	All MGA faculty and staff	Online through USG or conducted in person by EHS	Employees are notified annually by the EHS Coordinator to complete training
Hazardous Waste Awareness	Annually	MGA Natural Sciences & Art Studio faculty, Eastman Campus employees, Plant Operations staff, Police staff	Online through USG or conducted in person by EHS	Employees are notified annually by the EHS Coordinator to complete training
Bloodborne Pathogens	Annually	MGA faculty/staff who may come into contact with Bloodborne pathogens (Police, Health Services, Microbiology Faculty)	Online through USG	Employees are notified annually by the EHS Coordinator to complete training
Spill Prevention, Control, and Countermeasures	Annually	Plant Operations staff on the Macon, Eastman, & Cochran Campuses	In person by EHS	Employees are notified annually by the EHS Coordinator or Supervisor to complete training

EMS Procedure 2.5
Effective Date:
Reviewed/ Revised: 06/28/17
Subject: Controlled Documents

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure for Managing Controlled Documents

PURPOSE

This procedure documents how Middle Georgia State University manages controlled documents relating to environmental issues at MGA.

This procedure is used to ensure that faculty, students, and staff know and have access to current guidance, procedures, and documents.

Step 1: The EMS Coordinator is responsible for EMS document control.

Step 2: The EMS controlled documents will be designated by headers and/or footers with the following:

- Effective date
- Approval/review/revision signature and date
- Document number
- Subject

Step 3: The EMS Coordinator will maintain a list of EMS controlled documents.

Step 4: The EMS Coordinator and workgroup will review the controlled documents **at least annually**, unless specified otherwise elsewhere in the EMS documents, and will revise the controlled documents as needed.

Step 5: The EMS Coordinator will maintain the master copy of each EMS controlled document. The EMS Coordinator will be responsible for distributing new and collecting obsolete documents.

Step 6: The EMS Coordinator will update the list of EMS controlled documents whenever one is revised.

EMS Procedure 2.5.1
Effective Date:
Reviewed/ Revised: 06/28/17
Subject: List of Controlled Documents

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

List of EMS Controlled Documents

Middle Georgia State University has identified the following controlled documents related to the EMS and environmental matters that occurs at MGA.

All controlled documents are kept in the EHS Office and on the EMS Webpage.

Controlled Documents	Original Effective Date	Date Reviewed
1.1 Procedure for Environmental Policy	1/1/13	12/19/16
1.1.1 BOR Environmental and Occupational Safety Policy	1/1/13	12/19/16
1.1.2 MGA Environmental Policy	1/1/13	12/19/16
1.2 Procedure for Identification of Aspects/Impacts	1/1/13	12/19/16
1.2.1 Environmental Aspects and Impacts Assessment Table	1/1/13	12/19/16
1.3 Regulatory and Other Requirements	1/1/13	12/19/16
1.3.1 List of Environmental Regulations and Other Requirements.	1/1/13	12/19/16
1.4 Procedure for Evaluation of Aspects/Impacts	1/1/13	12/22/16
1.4.1 Significant Aspects Evaluation Form	1/1/13	12/22/16
1.5 Setting Objectives and Targets	1/1/13	06/28/17
2.1 Roles and Responsibilities	1/1/13	06/28/17
2.1.1 List of Roles and Responsibilities	1/1/13	06/28/17
2.2 Operational Controls	1/1/13	12/22/16
2.2.1 List of Operational Controls	N/A	12/22/16
2.3 Procedure for Handling Communication	1/1/13	12/22/16
2.4 Procedure for Identifying Training Needs	1/1/13	06/28/17
2.4.1 List of Training	N/A	06/28/17
2.5 Procedure for Managing Controlled Documents	1/1/13	06/28/17
2.5.1 List of EMS Controlled Documents	1/1/13	06/28/17
2.6 Procedure for Managing Records	1/1/13	06/28/17
2.6.1 List of EMS Records	1/1/13	06/28/17
2.7 Emergency Preparedness	1/1/13	06/28/17
3.1 Environmental Monitoring and Measuring	1/1/13	06/28/17
3.1.1 Monitoring and Measuring Chart	1/1/13	06/28/17
3.2 Corrective and Preventive Actions	1/1/13	06/28/17
3.3 Environmental Inspections and Self-Audits	1/1/13	12/22/16
3.4 Senior Administration Environmental Review	1/1/13	06/28/17

EMS Procedure	2.6
Effective Date:	
Reviewed/ Revised:	06/28/17
Subject:	Records

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure for Managing Records

PURPOSE

This procedure documents how Middle Georgia State University manages records relating to environmental issues at MGA.

Step 1: The EMS Coordinator is responsible for EMS records management.

Step 2: The EMS Coordinator will maintain a list of:

- EMS records
- Person(s) responsible
- Location where maintained
- Length of time retained

Step 3: The EMS Coordinator will maintain a list of EMS records.

Step 4: The EMS Coordinator and workgroup will identify and note on the records list any restrictions on records necessary for security.

Step 5: The EMS Coordinator and workgroup will review the records and purge obsolete records **at least every three years**.

EMS Procedure 2.6.1
Effective Date:
Reviewed/ Revised: 06/28/17
Subject: List of Records

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

List of EMS Records

Middle Georgia State University has identified the following records related to the EMS and environmental matters that occurs at MGA.

Record	Person Responsible	Location	Retention Period	Security Measures
Right to Know Training Records	EHS Coordinator	EHS Office/USG Database	For each employee, term of employment	None
Oil SPCC plan training records	EHS Coordinator	EHS Office	12 years	None
Lab/Shop Inspection Records	EHS Coordinator	EHS Office	5 years	None
Fume Hood and Biosafety Cabinet Certifications	Lab Tech / Plant Operations	Lab Tech Office / Plant Operations Office	3 years	None
Safety Equipment Testing and Inspection Records	Department Supervisors	Department Offices	3 years	None
EMS Committee Charter	EHS Coordinator	EHS Office/EMS Webpage	indefinitely	None
EMS Committee meeting minutes	EHS Coordinator	EHS Office	5 years	None
EMS Target Documents	EHS Coordinator	EHS Office	4 years	None
Hazardous Waste Manifests	EHS Coordinator	EHS Office	indefinitely	None

EMS Procedure 2.7
Effective Date:
Reviewed/ Revised: 06/28/17
Subject: Emergency Preparedness

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure for Emergency Preparedness, Planning, and Response

The EMS workgroup recognizes and appreciates the work of the Department of Public Safety and the Safety Committee in producing the Emergency Response Plan (ERP) for MGA. That document is the controlling document on emergency planning at MGA. The EMS committee will review the ERP and any emergency event reports **at least annually** and make recommendations to the safety committee as necessary.

EMS Form	3.1
Effective Date:	
Reviewed/ Revised:	06/28/17
Subject:	Monitoring/Measuring

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure for Conducting Monitoring and Measuring

The EMS Coordinator and EHS Office will be responsible for a monitoring and measuring plan that includes the items listed on the following chart (3.1.1). They will review the data at least every four months, and ensure that all relevant personnel receive training on monitoring and measuring tasks. The EMS Coordinator and workgroup will review and revise the monitoring and measurement **annually**. All documentation related to monitoring and measurement will be kept in the EHS for at least three years.

EMS Procedure 3.1.1
Effective Date:
Reviewed/ Revised: 06/28/17
Subject: Monitoring and Measuring Chart

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Monitoring and Measuring Chart

Middle Georgia State University has identified the following items to monitor and measure in relation to objectives and targets and environmental targets.

Items to Monitor or Measure	Frequency of Measurement	Responsible Department
Hazardous waste collection areas	Monthly	Natural Sciences/Plant Operations
Universal waste collection areas	Monthly	Plant Operations
Aboveground Storage Tanks	Monthly	EHS
Labs/Shops	Quarterly	EHS
Transformers	Yearly	Plant Operations
Safety Data Sheets	Quarterly	Each Department

EMS Procedure 3.2
Effective Date:
Reviewed/ Revised: 06/28/17
Subject: Corrective and Preventive Actions

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure for Identifying Non-Compliances/Non-Conformances, and Taking Corrective and Preventive Actions

This procedure documents how Middle Georgia State University identifies non-compliance/non-conformance issues, and how corrective and preventive action measures are undertaken.

The following actions will occur to identify non-compliance/non-conformance issues:

Step 1: The EMS Coordinator will document the non-compliance/non-conformance issues on the "EMS Corrective Action Form" if the non-compliance is found outside of the quarterly lab/shop inspections by the EHS Coordinator. If non-compliance if found during inspections, then the issues will be noted on the EHS inspection forms, which are kept in the EHS office.

Step 2: The EMS Coordinator will share documentation of the issue with the person responsible for the area.

Step 3: The person responsible for the area will report the status of ongoing corrective actions or follow-up checks to confirm continued compliance for the following 60-90 days.

Step 4: Completed corrective action forms or other documentation will be kept in the EMS Office for at least 2 years after completion of the corrective action. The EMS Office will review the forms to evaluate any trends and the effectiveness of actions.

Step 5: At least annually, the EMS Coordinator and workgroup, together with other campus personnel involved with corrective and preventive action will evaluate the effectiveness of the procedure, and make any needed revisions.

EMS Corrective and Preventive Action Form

Date Problem Identified _____ Problem Identified by _____

Due Date for Correcting Issue _____ Responsibility of _____

Nature of Problem (describe existing or anticipated problem)

Most likely root cause(s)

Possible Solutions to Correct Problem and to Prevent Recurrences

Possible Solutions	Action Steps	Date Due	Date Completed

Responsible Person: _____

Signature and Date: _____

EMS Procedure	3.3
Effective Date:	
Reviewed/ Revised:	12/22/16
Subject:	Conducting Audits

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure for Conducting Audits

PURPOSE

This procedure documents how Middle Georgia State University schedules, conducts, and reports periodic internal and external audits related to its EMS and to EHS matters.

Step 1: The EMS Coordinator and workgroup will select an audit team to conduct an audit. If there is more than one auditor, the EMS Coordinator will designate a Lead Auditor. The Lead Auditor will be responsible for orienting the audit team, for coordinating the audit process and coordinating the preparation of the audit report.

Step 2: The auditors will not work in or oversee the activities they audit, and will be objective and unbiased to ensure objectivity. Each auditor will have appropriate audit training, work experience, knowledge, and audit skills.

Step 3: The Lead Auditor will ensure that the team is adequately prepared to initiate the audit. The EMS Coordinator or EHS Office staff will provide relevant policies, procedures, standards, regulatory requirements and previous audit reports to the audit team.

Step 4: The Lead Auditor will prepare a written audit plan for the audit. The EMS Coordinator and workgroup will inform the Lead Auditor as to whether the audit is announced or is a surprise. If it is announced, the EMS Coordinator will notify the departments to be audited a reasonable time prior to the audit.

Step 5: Personnel in the departments being audited are responsible for any follow-up corrective actions needed as a result of the audit.

Step 6: The audit team will submit the audit report to the EMS Coordinator, who will distribute it as determined by the EMS Coordinator and workgroup. Copies of the audit report will be kept in the EHS Office for at least 3 years after completion of the audit. The EHS Office will review the audits to evaluate any trends and to check on any outstanding required corrective actions.

Step 7: **At least annually**, the EMS Coordinator and workgroup will evaluate the effectiveness of the procedure, and make any needed revisions.

EMS Procedure 3.4
Effective Date:
Reviewed/ Revised: 06/28/17
Subject: Conducting Administration Review

MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Procedure for Conducting Administration Review

The EMS Coordinator in conjunction with the workgroup will submit a report on EMS activities to the President's Cabinet annually. This report will be given to the cabinet by the Director of Risk Management. This report will include monitoring and measuring results, progress on objectives and targets, corrective and preventative actions taken, as well as any audit results from the previous year. A copy of this report and the minutes from the cabinet meeting will be kept in the EHS Office. The EMS workgroup will review this procedure **annually**.