

What we're doing to protect our workplace, our community and our environment.



## Environmental Management System Plan

By Jackie Couture  
Safety & Occupational Health Specialist

USDA-ARS Northern Plains Agricultural Research Laboratory, Sidney, MT

## **NPARL: A Tradition of Environmental Stewardship**

While this plan outlines a number of new steps to be undertaken by personnel at the USDA-ARS Northern Plains Agricultural Research Laboratory (NPARL) in Sidney, MT to address environmental concerns – in particular, the requirements of Executive Order (E.O.) 13423 titled “Strengthening Federal Environmental, Energy, and Transportation Management,” and ISO 14001 NPARL staff have - already instituted many lab, field and administrative practices addressing that same issue.

For example, over the past decade and more NPARL has been:

- a. Recycling paper products, cardboard, used oil, solvent waste, batteries, electronic waste, etc.
- b. Practicing energy conservation.
- c. Practicing hazardous chemicals and hazardous waste disposal reduction.
- d. Using or purchasing environmentally (green) friendly products where possible.

In the past several years, NPARL has added electronics recycling to this list, participating annually in a community-wide electronics recycling event that was originally initiated by Sidney ARS personnel.

These existing practices have proven successful because of the ongoing support from NPARL management and staff to do what we can to protect the environment and maintain a safe and healthy workplace. That commitment to sound environmental stewardship and to workplace and public health and safety is also reflected under these new guidelines.

# POLICY STATEMENT

## Policy

The USDA-ARS Northern Plains Agricultural Research Laboratory, Sidney, MT (NPARL) will continue to integrate environmental stewardship into its operations. NPARL will manage its operations and programs in a manner that protects the environment and the safety and health of its employees, and the health of the public.

## Implementation

In support of this policy, NPARL will:

- Comply with all Federal, State, and local environmental laws and regulations.
- Create and maintain an Environmental Management System (EMS) Committee, which will be lead by the EMS Manager and EMS coordinator, and will include Research Leaders from both units, Administrative Officer, Information Technology Specialist, Utility Systems Repair Operator, Purchasing Agent, and Technical Information Specialist.
- Use cost-effective practices to eliminate, minimize, or mitigate environmental impacts.
- Use environmentally preferred materials if those materials meet technical specifications.
- Establish appropriate objectives and performance indicators to guide and measure the effectiveness of our environmental management programs.
- Provide environmental management training for all staff.
- Reduce the amount of waste at our facility, reuse and recycle whenever possible, and support pollution prevention.
- Monitor and report our environmental performance through an annual audit conforming to ISO 14001 standards.
- Maintain or improve all property under the stewardship of the NPARL (including land, water, wildlife, and natural resources) in an environmentally sensitive manner.
- Develop and support energy conservation practices.

  
*Dr. Robert Evans, ASRU Research Leader*

  
*Dr. John Gaskin, PMRU Research Leader*

## **Introduction**

The USDA-ARS Northern Plains Agricultural Research Laboratory (NPARL) in Sidney, MT conducts research on soil and water stewardship and the biological and cultural management of insects, pathogens and weeds within production systems that enhance profitability and environmental quality. In keeping with this stewardship emphasis, NPARL established its Environmental Management System (EMS) in October 2005 and updates it annually in accordance with Executive Order (E.O.) 13423 entitled “Strengthening Federal Environmental, Energy, and Transportation Management.” NPARL also regularly reviews its EMS plan and procedures to ensure that they conform to International Standard Organization (ISO) 14001 standards.

## **Scope**

The principles in the Environmental Management System will apply to all NPARL employees and research units that are located at the Sidney, Montana location.

### **I. Administrative Responsibilities**

1. Research Leaders have the ultimate responsibility for instituting the NPARL EMS, and shall provide leadership in, and support for EMS compliance.
2. The Location EMS Manager and EMS Coordinator will monitor for compliance with the objectives of the EMS and provide EMS training for staff. All EMS documents are maintained and stored by EMS Coordinator at <P:\Safety\EMS\NPARG>
3. The EMS Committee will provide guidance in implementing tasks and will update the EMS in response to changing regulations or directives. The Committee will and does meet monthly in conjunction with another lab site meeting. In addition, the EMS coordinator attends monthly NPA EMS teleconferences to keep the committee abreast of any new EMS information. The NPARL EMS committee will also audit, review and revise any component of the EMS plan annually or as needed.
4. The EMS Committee performs self declaration annually for the past three years. The agency has developed the Declaration of Conformance Protocol and checklist to assist locations in conforming to the ISO 14001 standard. The conducting of second party audit for each location’s EMS has been identified as the next step to promoting to uniformity and solidifying the principals of EMS. Agency requirement has issued that all ARS locations will have a second party audit performed with use of EMS Declaration of Conformance Protocol.
5. The NPARL Research Leaders shall ensure that the EMS objectives are followed within their Research Units.

6. Supervisors/worksite coordinators have the responsibility to ensure that their workers are trained in and follow the policies of the EMS.
7. Individual employees shall be responsible for following the directives and objectives of the EMS in their day-to-day work activities.
8. All levels of administration will strive to maintain the quality of the EMS by a continual process of “plan, do, check, and improve”. This is practiced with a self audit performed by EMS committee and in future, will include a second party audit performed according to Area Office recommendations.

## **II. Standard Operating Procedures**

The following specific measures, organized into six broad categories, will be undertaken where possible to address environmental and health and safety issues arising from operations at NPARL. All Departmental guidance, P&P’s, FAR and Executive Orders requirements will be implemented. Throughout, we will make every effort to reclaim, recycle or reuse items wherever possible.

### **1. Heat, Electricity and Water Conservation**

- a. We shall continue the practice of relamping existing fluorescent bulbs with new more energy efficient (green tip) bulbs and non-PCB energy efficient ballasts.
- b. We will use power factor correction capacitors, variable speed drives, energy efficient motors, more efficient roof insulation, and in-floor heating (in new buildings) as well as caulking leaks to increase energy efficiency.
- c. We will purchase new energy efficient units and make improvements to existing units when replacing or renovating growth chambers.
- d. We will purchase more energy efficient units when replacing freezers, incubators, ovens, or refrigerators.
- e. We will encourage employees to consolidate autoclave waste to reduce the number of days the equipment is in use, generally to twice a week.
- f. Employees will be encouraged to turn off electrically powered equipment when leaving for the day.
- g. HVAC filters will be replaced on a monthly basis or as needed to lower energy usage.
- h. The HVAC will be set at 68 F in winter and 75 F in summer.
- i. Underground sprinklers will be set on timers to conserve water and energy. In addition all employees are directed to report any running toilets or leaking faucets or sprinklers to maintenance personnel for immediate repair to conserve water.
- j. Employees will be encouraged to shut off lab equipment (fume hoods, laminar flow hoods, biological safety cabinets) when not in use and to lower sashes on newer equipment to activate its energy saving mode.

- k. Lights will have motion sensors that will shut them off automatically when no movement is detected for 15 minutes. Employees will also be encouraged to shut off hallway lights when extra lighting is not needed.
- l. We will purchase Energy STAR products and will enable the energy saving features.
- m. We will purchase 100% E-PEAT (Silver or better) registered computers, flat screen monitors and other electronic products.
- n. Employees will be encouraged to shut monitors off if gone for a week or more.
- o. Where feasible NPARL maintains computer workstations with shared monitors to save energy and reduce e-waste.
- p. We will strive to build “Green Buildings” when feasible for new construction. Definition of a green building includes: a sustainable structure that is designed, built, renovated, operated or reused in an ecological and resource-efficient manner. Green buildings are designed to meet certain objectives such as protecting occupant health; improving employee productivity; using energy, water, and other resources more efficiently; and reducing the overall impact to the environment.
- q. We have annual goals to decrease energy usage by 2-5% and long term goals to install geothermal energy for all existing buildings when it becomes economically feasible.

## **2. Recycling**

- a. We will recycle paper, magazines, phone books, newspapers, etc. We use a center 45 miles away and haul every two weeks at no cost to the government.
- b. Refrigerants will be reclaimed and recycled from non-working or obsolete refrigeration units. The reclaimed refrigerant will then be reused in existing units requiring the same refrigerants.
- c. Obsolete or non-working refrigerators, freezers and refrigeration equipment will be brought to the local landfill for recycling.
- d. We will recycle cardboard through the local Richland Opportunities Inc. (ROI) Recycling Program.
- e. Nickel-cadmium, lithium, and mercury containing batteries will be placed into e-cycling (electronic waste) box. This procedure is cost efficient and proper disposal.
- f. Alkaline batteries will be returned to vendors for recycling under the “Big Green Box” program.
- g. Vehicle batteries will be transferred to a local commercial vendor for recycling.
- h. Used vehicle oil will be transferred to a local farm equipment supplier to be reused in an EPA approved oil burning furnace.
- i. Used fluorescent bulbs containing mercury will be recycled.
- j. 100 pounds of aluminum cans will be donated for recycling to local Boy Scout troops or to ROI, the funds from which are used to help with their recycling and other programs.

- k. Pop can tops are donated to Ronald McDonald house for support of kidney dialysis programs.
- l. All out-dated electronic equipment (including computers, monitors, and components) will:
  - 1. Have data storage devices purged of information and data according to DOD 5220.22-M sanitization requirements.
  - 2. Be placed on the government surplus property list and then donated to schools, other Federal or state agencies. "E-rase your E-waste" brochures will be included with all electronic equipment that is donated or purchased from NPARL to help educate the public about local recycling options for electronics.
  - 3. Be recycled via a contracted recycling firm specializing in electronic waste. (Note: NPARL held its first e-cycling event - open to the community - in June 2005. To date that event has collected more than 82,000 lbs. of e-waste for recycling.)

### 3. Procurement

- a. Credit card holders will purchase environmentally preferred products and follow all ARS P&P's and FAR requirements.
- b. We will purchase items made of recycled material whenever practical, including such things as printer cartridges, tissue paper, and toilet paper.
- c. We are committed to purchasing office paper products containing at least 30% recycled paper. One ream of 30% recycled paper saves about 12,500 BTU's of energy, 1.6 pounds of Greenhouse gases and 6.4 gallons of waste water.
- d. When in need of uncommon chemicals, employees will be encouraged to determine whether the compounds are available elsewhere on site before purchasing.
- e. We will purchase Energy STAR compliant and green products wherever practical.
- f. When purchasing electronics we will meet the **Electronic Product Environmental Assessment Tool** (EPEAT) standards for registered products, unless there is no EPEAT standard for such products. EPEAT is an easy to use environmental procurement tool designed to help institutional purchasers compare and select desktop computers, laptops and monitors based on their environmental attributes.
- g. Employees are encouraged to use alternative fuels such as E85 and bio diesel where available, in all flexi fuel vehicles.

### 4. Environmental Practices

- a. Ozone-depleting chemicals such as R-11 or R-12 (Chlorofluorocarbon) will be replaced with environmentally acceptable refrigerants such as R-22, R-123 and R-134A (Hydrochlorofluorocarbon).
- b. Lab generators will be maintained to prevent unwanted air effluent.

- c. We will use non-hazardous ice melting compounds on sidewalks and parking lot surfaces.
- d. We will use environmental coolants where possible in the HVAC and other equipment requiring a coolant.
- e. Light ballasts containing PCB's will be removed and disposed of properly to prevent any harm to human health or the environment.
- f. All biological products (ex: plants, soil, containers, etc.) will be autoclaved to prevent any adverse impact on the environment.
- g. Employees are encouraged to use teleconferencing and carpooling when possible to reduce energy use and expense.
- h. Employees will be encouraged to limit non-essential travel involving USDA fleet vehicles or employee-owned vehicles.
- i. Employees are encouraged to use alternative fuels such as E85 and bio diesel where available, in all flexi fuel vehicles.

## **5. Hazardous Chemical Waste Reduction**

- a. Researchers will be educated and reminded to purchase only needed quantities of chemicals.
- b. We will encourage the replacement of existing chemicals with less hazardous chemicals when possible.
- c. We will convert from alkyd to latex-based paints, where practical.
- d. We will convert to biodegradable solvents where possible.
- e. We will use less solvent and cleanser where practical when rinsing and cleaning equipment.
- f. We will recycle used hexane and methylene chloride under an existing program with Montana State University
- g. Researchers will be encouraged to transfer excess chemicals to other researchers rather than dispose of them as hazardous waste.
- h. We will reduce pesticide use by mixing only needed quantities or by converting to less hazardous pesticides.
- i. We will employ bio-control methods before pesticides, where possible.

## **6. Miscellaneous Related activities**

- a. We will provide information on proper handling of asbestos, lead paint, and waste building products and will require proper and environmentally friendly disposal of these same products.
- b. Existing asbestos tiles will be treated with special care and will be removed when funding is available. In the meantime, all employees will be made aware of the location of any asbestos tiles on site and will be encouraged to report any tiles showing wear to safety personnel for removal to avoid the introduction of airborne fibers into the work environment.
- c. We will limit and monitor the types and quantities of hazardous substances being disposed of in the sanitary sewer and the storm sewer.

- d. We will continue to recycle or reuse products whenever possible.
- e. All biological products will be autoclaved before disposal to prevent any type of impact to the environment.
- f. We will use electronic file record keeping when practical to replace paper copies, and encourage double-sided printing and copying when paper copies are necessary.
- g. Employees will be encouraged to adopt healthy and energy-saving practices such as riding bicycles or walking to work. (Note: Several NPARL employees already do this, riding their bikes in the summer months and walking in winter.)
- h. We will encourage employee participation in the “Adopt a Highway Program,” under which employees pick up garbage along a 2-mile section of highway twice a year. This is done on a volunteer basis and the employees perform the clean up of the highway on their own time. NPARL employees have participated in this program for the past several years.
- i. We encourage employees to practice environmental safety and conservation at work and home by providing informational resources including pamphlets outlining this plan and a list of websites with additional energy saving and recycling tips (see next page and appendices).

*EMS Program, August 2005  
Updated September 2008*

## Helpful Web Sites

Check out these web sites for more information!

[www.federalectronicchallenge.net](http://www.federalectronicchallenge.net)

[www.epa.gov/wastewise/](http://www.epa.gov/wastewise/)

[www.epa.gov/rcc/plugin/reuse.htm](http://www.epa.gov/rcc/plugin/reuse.htm)

[www.energy.gov/engine/content.do](http://www.energy.gov/engine/content.do)

[www.buildinggreen.com](http://www.buildinggreen.com)

[www.energystar.gov](http://www.energystar.gov)

[www.mygreenelectronics.org](http://www.mygreenelectronics.org)

[www.energyhog.org](http://www.energyhog.org) (Fun consumer webpage)

[www.energysavers.gov/](http://www.energysavers.gov/) (Consumers)

[www.eere.energy.gov/consumer](http://www.eere.energy.gov/consumer)

[www.energysavers.gov/homeowners.html](http://www.energysavers.gov/homeowners.html)

# **NPARL Environmental Management System**

## **• *Appendices and Support Materials* •**

### *Guiding Policies for NPARL's EMS Plan:*

ARS & NPA EMS Policy Statements  
NPARL FACILITY/ORGANIZATION ENVIRONMENTAL  
MANAGEMENT SYSTEM (EMS) METRICS 2007

### *Identifying NPARL Need for EMS Program:*

NPA Appropriate Facilities  
List of Potential Location Research Program and Facility Activities,  
Aspects and Their Impacts on the Environment

### *Compliance policies/plans/projects for NPARL EMS program:*

Nine Steps to Environmental Compliance  
2008 ARS EMS Self-Declaration Checklist  
2009 NPARL EMS Committee Members  
2009 NPARL Annual Environmental Goals  
2009 NPARL Positive Aspects of EMS  
2007 NPARL Funds for Environmental Compliance  
2008 Affirmative Procurement and Federal Credit Card Holders  
2009 Emergency Response Plan

### *Additional Resources Used:*

List of Internet Resources



## **Agricultural Research Service Environmental Management System Policy Statement**

The Agricultural Research Service (ARS) conducts research to develop solutions to agricultural problems of high national priority. In conjunction with this mission, ARS is committed to protecting human health and the environment; meeting or exceeding Federal, State, and local laws, regulations, codes, and guidelines; and employing sustainable pollution prevention practices. Whenever feasible, ARS will utilize pollution prevention initiatives as the means for achieving compliance. We will strive to minimize impacts and continually improve our environmental performance by:

- Maintaining a policy of commitment to environmental excellence.
- Developing annual goals, objectives, and targets to advance our program performance in terms of both regulated and unregulated impacts.
- Considering environmental impacts when making policy, planning, purchasing, and operating decisions.
- Identifying and complying with pertinent requirements in Federal, State, and local laws and regulations; permits; Department of Agriculture and ARS policies and procedures; and industry codes that we must adhere to.
- Requesting the necessary resources to successfully carry out our goals, objectives, and targets.
- Making personnel aware of their environmental roles and responsibilities, providing appropriate training, and holding employees accountable for their performance and actions, including recognizing them for outstanding performance.
- Effectively communicating with employees, partners, stakeholders, customers, and the general public, our commitment to the environment and soliciting their input in developing and achieving our goals and objectives.
- Routinely monitoring our environmental operations and conducting periodic inspections, audits, and reviews to ascertain that we meet applicable standards and to evaluate our program effectiveness.
- Correcting identified deficiencies in a timely manner and taking appropriate steps to prevent their recurrence.
- Clearly documenting and reporting the progress and achievements related to this policy.

James H. Bradley /s/ James H. Bradley  
*Deputy Administrator*



# **Northern Plains Area Environmental Management System Policy Statement**

The NPA will integrate environmental stewardship into its operations, and will manage its operations and programs in a manner that protects the environment, the safety and health of its employees, and the public. To ensure continuous improvement, the program will be reviewed and evaluated annually.

In support of this policy, the NPA will:

- Comply fully with all Federal, State, and local environmental laws and regulations.
- An Area EMS team will be formed to plan the EMS implementation. The Area EMS manager will lead the Environmental Management System (EMS) Program team. Team members will be from each location and will meet monthly by teleconference.
- Locations may use location safety committees to accomplish EMS activities.
- All appropriate staff members will be trained on all applicable laws and regulations.
- Use cost-effective practices to eliminate, minimize, or mitigate environmental impacts.
- Use environmentally preferred materials if those materials meet technical specifications.
- Establish appropriate objectives and performance indicators to guide and measure the effectiveness of our environmental management programs.
- Provide environmental management training.
- Reduce the amount of waste at our facilities, reuse and recycle whenever possible, and support pollution prevention.
- Monitor and report our environmental performance through annual environmental performance reviews.
- Maintain or improve all property under the stewardship of the NPA (including land, water, wildlife, and natural resources) in an environmentally sensitive manner.
- Develop and support energy conservation practices.



**FACILITY/ORGANIZATION  
ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)  
METRICS  
FOR **FISCAL** YEAR 2007  
(Oct 1, 2006 - Sept 30, 2007)**

(Note: These metrics will be used for Years 2006 through  
2008.)  
CY 2006  
FY 2007  
FY 2008

These metrics are provided to allow agencies and facilities that are implementing an Environmental Management System to plan for reporting **FISCAL** year 2007 progress, performance and successes. Each agency will be requested to provide a summary of this information for its appropriate facilities.

**I. FACILITY/ORGANIZATION-LEVEL INFORMATION**

Please provide the following facility/organizational background information.

Facility Name:	NPARL – Sidney MT
Point of Contact:	Jackie Couture – EMS Coordinator
POC E-mail:	Jackie.Couture@ars.usda.gov
Self-Declared?:	YES
Self-Declaration Basis:  (CY 2006 which was Jan 1 - Dec 31, 2006)	Indicate if the self-declaration is based on a 1 <sup>st</sup> party audit (Jan 1 Dec 31, 2007)

## II. ENVIRONMENTAL MANAGEMENT SYSTEM SCORECARD METRICS

Instructions for Questions 1-7: For each topic listed, please indicate the one statement which best describes the status of your appropriate facility EMS **during this reporting period**, FISCAL year 2007 (Oct 1, 2006 to Sept 30, 2007). *When reporting for fiscal year 2007, do not report on actions taken after September 30, 2007.*

For the purpose of this report, it is assumed that agencies and/or facilities are pursuing conformance with the requirements of Executive Order 13148 and are using an accepted EMS framework as called for in the Order. As a matter of policy, most Federal agencies are using a framework that closely resembles the ISO 14001 EMS Standard and the questions below are relevant to the various phases of EMS implementation. If your agency has not used such a framework, please describe the framework used and respond to the questions to the extent practicable.

### 1. ENVIRONMENTAL ASPECTS. In fiscal year 2007

- A. Significant environmental aspects were not identified during this reporting period or previously.
- B. Significant environmental aspects were identified during this reporting period or previously; an established procedure was not used for this process.
- C. An established procedure was used to identify significant environmental aspects during this reporting period or previously; however, previously identified significant environmental aspects were not reevaluated during this period.
- D. Environmental aspects identified in a previous year were reevaluated during this reporting period using an established procedure and updated (added/deleted/modified) as appropriate.**

### 2. GOALS, OBJECTIVES, AND TARGETS. In fiscal year 2007

- A. Measurable environmental goals, objectives, and targets were not identified, reviewed, and updated as appropriate during this reporting period.
- B. Measurable environmental goals, objectives, and targets were identified, reviewed, and updated as appropriate; 0-49% of targets were on schedule during this reporting period.
- C. Measurable environmental goals, objectives, and targets were identified, reviewed, and updated as appropriate; 50-79% of targets were on schedule during this reporting period.
- D. Measurable environmental goals, objectives, and targets were identified, reviewed, and updated as appropriate; 80-100% of targets were on schedule during this reporting period.**

### 3. OPERATIONAL CONTROLS. In fiscal year 2007

- A. Documented operational controls to address significant aspects consistent with goals, objectives, and targets were not established during this reporting period or previously.

- B. Documented operational controls to address significant aspects consistent with goals, objectives, and targets were established during this reporting period or previously and have been partially implemented.
- C. Documented operational controls to address significant aspects consistent with goals, objectives, and targets were established during this reporting period or previously and are fully implemented.
- D. During this reporting period, previously documented operational controls to address significant aspects consistent with goals, objectives, and targets were fully implemented; in addition, they were reviewed during the year, and/or updated (i.e. supplemented, revised, deleted) as appropriate.**

4. ENVIRONMENTAL TRAINING. [Note: These metrics pertain to competence training for those whose tasks have the potential to cause significant environmental impacts] **In fiscal year 2007**

- A. Training requirements to ensure individual competence and responsibility were not identified during this reporting period or previously.
- B. Training requirements to ensure individual competence and responsibility were identified during this reporting period or previously but training was not available and/or carried out.
- C. Training requirements to ensure individual competence and responsibility were identified during this reporting period or previously and training was available and carried out, and recorded during this reporting period.
- D. Training procedures were established to ensure that training requirements for individual competence and responsibility were identified; training was available and carried out during this reporting period; training is recorded and tracked; and training requirements are monitored, revised, and refresher training provided, as appropriate, to maintain competence.**

5. CONTRACTS. [Notes: An “appropriate contract” is one whose actions may have potential impact on the environmental aspects identified by the applicable EMS. Appropriate contracts may include legal arrangements with concessionaires.] **In fiscal year 2007**

- A. Facility has not carried out a process to identify appropriate contracts in which to include EMS requirements.
- B. Facility has carried out a process to identify appropriate contracts, but has not modified appropriate contracts to include EMS requirements.
- C. All new and renewed appropriate contracts were in the process of including EMS requirements during this reporting period; contractors were required to fulfill defined roles and specified responsibilities.
- D. EMS requirements were included in all appropriate contracts and contractors fulfilled defined roles and specified responsibilities during this reporting period.**

6. EMS AUDIT/EVALUATION PROCEDURES. **In fiscal year 2007**

- A. EMS audit/evaluation procedures were not established during this reporting period or previously.

- B. EMS audit/evaluation procedures were established during this reporting period or previously but no audit was conducted during this reporting period.
- C. EMS audit/evaluation procedures were established during this reporting period or previously; an audit was conducted during this reporting period; nonconformities are not yet being addressed or corrected.
- D. EMS audit/evaluation procedures were established during this reporting period or previously and an audit was conducted during this reporting period; nonconformities were addressed or corrected.**

7. DATE LATEST FACILITY-WIDE INTERNAL EMS AUDIT/EVALUATION WAS COMPLETED (I.E., SELF-DECLARATION): Self Declaration 11/7/07 also performed along with annual Safety inspections

8. MANAGEMENT REVIEW. **In fiscal year 2007**

- A. Senior leadership review of the EMS was neither planned/scheduled nor conducted during this reporting period.
- B. Senior leadership review of the EMS was planned/scheduled, but was not conducted during this reporting period
- C. Senior leadership review of the EMS was conducted during the current reporting period: recommendations for continual improvement were not addressed by top management during this reporting period.
- D. Senior leadership review of the EMS was conducted during this reporting period and top management responded to recommendations for continual improvement.**

**FACILITY STATUS DETERMINATION:** To following is provided to assist in determining your facility's status.

Green	At least 5 D's, no more than 1 B, and no A's; or At least 4 D's, and no A's or B's (i.e., all the rest C's.)
Yellow	At least 4 C's or D's, and no more than 1 A.
Red	Neither Green or Yellow.

### III. QUESTIONS ON ENVIRONMENTAL MANAGEMENT SYSTEM EFFECTIVENESS (SINCE IMPLEMENTATION OF THE EMS)

For each item in Part 1 & 2, please mark the number that best represents your answer:

1 = Not at all    2 = A little bit    3 = Somewhat    4 = Quite a bit    5 = A great deal    NA = Does not apply

For example, if you saw a great reduction in risk to your mission, mark "5." If you saw no reduced risk, mark "1."

1	Reduced risk to facility mission	1	2	3	4	5	<input type="radio"/>
2	Improved fiscal efficiency or cost avoidance	1	2	3	4	5	<input type="radio"/>
3	Greater understanding of environmental issues at all levels of the organization.	1	2	3	4	5	<input type="radio"/>
4	Greater empowerment of individuals to contribute to improving the organization's environmental footprint	1	2	3	4	5	<input type="radio"/>
5	Greater integration of environment into organizational culture or operations	1	2	3	4	5	<input type="radio"/>
6	Greater integration of environment into real property asset management	1	2	3	4	5	<input type="radio"/>
7	Improved community relations	1	2	3	4	5	<input type="radio"/>
8	Improved effectiveness in overall mission	1	2	3	4	5	<input type="radio"/>
9	Improved cooperative conservation with other groups	1	2	3	4	5	<input type="radio"/>
10	Other (specify) _____	1	2	3	4	5	<input type="radio"/>

#### 2. BENEFIT OF EMS ON ENVIRONMENT AND ENVIRONMENTAL ISSUES:

Please estimate the effect of EMS (since implementation) on your facility's or organization's environmental issues to include:

							N/A
1	Improved overall compliance management	1	2	3	4	5	<input type="radio"/>
2	Improved overall personnel health and safety	1	2	3	4	5	<input type="radio"/>
3	Improved overall pollution prevention	1	2	3	4	5	<input type="radio"/>
4	Improved water quality	1	2	3	4	5	<input type="radio"/>
5	Improved air quality	1	2	3	4	5	<input type="radio"/>
6	Improved hazardous material management	1	2	3	4	5	<input type="radio"/>
7	Improved hazardous waste management	1	2	3	4	5	<input type="radio"/>
8	Improved solid waste management	1	2	3	4	5	<input type="radio"/>
9	Improved conservation of natural resources	1	2	3	4	5	<input type="radio"/>
10	Improved conservation of energy in facilities	1	2	3	4	5	<input type="radio"/>
11	Improved conservation of fuel in vehicles	1	2	3	4	5	<input type="radio"/>
12	Improved conservation of water	1	2	3	4	5	<input type="radio"/>
13	Reduced number of permits needed to operate	1	2	3	4	5	<input type="radio"/>
14	Other (specify) _____	1	2	3	4	5	<input type="radio"/>

#### **IV. QUESTIONS ON ENVIRONMENTAL MANAGEMENT SYSTEM EXPERIENCES**

**1. EMS BENEFITS/SUCSESSES:**

Please provide up to 3 bullet statements identifying benefits/successes associated with EMS implementation at your facility.

**Went from CRT monitors to Flat screen monitors to which helped with ergonomics for all employees, space saver, significant energy savings with Flat screen opposed to CRT monitors and kept the heavy metals from entering any landfill to which extended the life of the landfill , because we e-cycled all electronic equipment in 2005, 2006 and 2007 to which totaled 6,206 lbs of ewaste (NPARRL alone kept more than 859 lbs of lead out of landfill), that our location had kept over the years with this we established successful e-waste program that included the community. Most electronics purchased are Energy star/EPEAT products and have energy saving devices that are activated.**

**Use of lesser toxic materials such as use propylene glycol vs. ethylene glycol for HVAC, replace CFC's with HCFC's when units fail they are recovered and replaced, replace PCB ballast with electronic ballasts when fails, energy conservation and purchasing environmentally friendly product where possible. New shop has radiant floor heating using the ground water source heating with assistance of water heater (geothermal).**

**All of these examples listed above will show our locations employee's commitment to do what we can to protect the environment and maintain a safe and healthy workplace and public health and safety.**

**2. EMS BEST PRACTICES/LESSONS LEARNED:**

Please provide up to 3 bullet statements identifying EMS implementation best practices/lessons learned.

**Making changes takes a lot of time and money to implement. You cannot change all things that are recommended at once because of expense and time. Get employees and the community involved where possible. With our E-rase program we have several community and local government groups and individuals involved that provide extra hands, heads and funds for putting on this community event.**

**3. EMS CHALLENGES:**

Please provide up to 3 bullet statements identifying EMS implementation challenges.

**One of the challenges we find is staying on top of the Environmental purchases be it electronic equipment to janitorial supplies. As a small, rural community we don't have access to the same services and facilities that labs in larger cities do, so it can take a bit of research to find what we need.**

4. EMS BENEFITS TO AGENCY MISSION:

Please provide up to 3 bullet statements identifying how EMS implementation has enabled your organization or agency to operate more effectively in accomplishing its missions

(e.g., reduced number of off-normal events that disrupt agency schedules or operations; greater interoperability among sites; better relations with host communities, states, and their elected representatives; greater speed and agility in responding to unexpected events; improved ability to write performance based contracts; etc.).

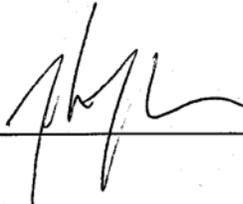
**The Ewaste event and other EMS practices at NPARL have improved the employee's commitment to environmental stewardship and awareness, also NPARL has received support from the community.**

Location Coordinator/ASRU RL



Date: 11/24/07

Pest Management RL



Date:

26 NOV 2007

**NPA Appropriate Facilities**

**N=16**

**No shading indicates plan for that unit**

**Shading indicates units grouped within a single plan**

Office of the Area Director	Fort Collins	CO
Great Plains Systems Research	Fort Collins	CO
Water Management Research	Fort Collins	CO
Soil Plant Nutrient Research	Fort Collins	CO
Crops Research Lab	Fort Collins	CO
National Center for Genetic Resources Preservation	Fort Collins	CO
Central Great Plains Research Station	Akron	CO
Northern Grain Insects Research Laboratory	Brookings	SD
High Plains Grasslands Research Station	Cheyenne	WY
US Meat Animal Research Center	Clay Center	NE
Northern Crop Science Laboratory	Fargo	ND
Biosciences Research Laboratory	Fargo	ND
Arthropod-Borne Animal Diseases Research Laboratory	Laramie	WY
Grand Forks Human Nutrition Research Center	Grand Forks	ND
Wheat, Sorghum & Forage Research (Keim Hall)	Lincoln	NE
Soil & Water Conservation Research (Keim Hall)	Lincoln	NE
Midwest Livestock Insects Research	Lincoln	NE
Administrative Office	Logan	UT
Forage & Range Research	Logan	UT
Pollinating Insect Biology, Management Systematics Research	Logan	UT
Poisonous Plant Research	Logan	UT
Northern Great Plains Research Laboratory	Mandan	ND
Grain Marketing & Production Research Center	Manhattan	KS
Fort Keogh Livestock and Range Research Laboratory	Miles City	MT
Northern Plains Agricultural Research	Sidney	MT



## List of Potential Location Research Program and Facility Activities, Aspects and Their Impacts on the Environment.

### **Summary of NPARL Activities Addressed in this Enclosure:**

- Laboratory Research Utilizing Hazardous Chemicals
- Laboratory Research Utilizing Radioactive Materials
- Laboratory Research Utilizing Biological Materials
- Research and Facility Maintenance Involving Use of Agricultural Pesticides
- Facility Construction Projects (New)
- Facility Construction Projects (Renovation)
- Use of Computer and Electronic Equipment
- Grounds Maintenance, Lawn and Ornamental Care
- Production and Maintenance of Drinking Water Supply
- Use of Water for Research Purposes (Aquatic Research, Irrigation)
- Temperature Control Inside Location Buildings
- Government Vehicle and Motorized Equipment Usage
- Wastewater Discharge from Location Activities
- Facility Maintenance Operations

## Activity: Laboratory Research Utilizing Hazardous Chemicals

Aspect	Impacts
Purchasing Hazardous Chemicals	<p data-bbox="647 373 1333 415">Depletion of natural resources in the following ways:</p> <ul data-bbox="745 449 1333 632" style="list-style-type: none"><li data-bbox="745 449 1333 518">(a) Energy utilized in chemical manufacturing; and,</li><li data-bbox="745 522 1333 632">(b) Energy requirements for chemical storage (e.g., use of electricity for low-temperature refrigeration or ventilation).</li></ul> <p data-bbox="647 667 1333 737">Generation of hazardous waste by the following activities:</p> <ul data-bbox="745 772 1333 1031" style="list-style-type: none"><li data-bbox="745 772 1333 842">(a) Duplicate purchasing of hazardous chemicals already on location inventory;</li><li data-bbox="745 846 1333 915">(b) Large-scale purchasing of unusable quantities of chemical; and,</li><li data-bbox="745 919 1333 1031">(c) Chemical is not used, resulting in chemical entering hazardous waste stream due to expired use date.</li></ul>
Use of Hazardous Chemicals	<p data-bbox="647 1073 1333 1115">Contamination of land, water, and air.</p> <p data-bbox="647 1150 1333 1192">Depletion of natural resources in the following ways:</p> <ul data-bbox="745 1226 1333 1507" style="list-style-type: none"><li data-bbox="745 1226 1333 1325">(a) Energy utilized in laboratory manipulations (e.g., use of electricity for electrophoresis, centrifugation, fumehood operation, etc.);</li><li data-bbox="745 1329 1333 1360">(b) Use of water, plastic ware, and paper; and,</li><li data-bbox="745 1365 1333 1507">(c) Increased chemical consumption due to use of macro chemical methodologies rather than employing use of newer microchemistry techniques.</li></ul> <p data-bbox="647 1543 1333 1585">Contamination of land, water, and air.</p> <p data-bbox="647 1621 1333 1663">Generation of hazardous wastes and the cost for disposal.</p> <p data-bbox="647 1698 1333 1766">Chemical release or spills and the cost for HAZMAT or emergency spill response team clean-up and disposal.</p>

**Activity: Laboratory Research Utilizing Radioactive Materials**

<b>Aspect</b>	<b>Impacts</b>
Use of Radioactive Materials - ECD and 2 Neutron Soil Probe Gauge	Depletion of natural resources.
	Contamination of facilities, land, water, and air.
	Radioactive material releases.

**Activity: Laboratory Research Utilizing Biological Agents**

<b>Aspect</b>	<b>Impacts</b>
Production of Biological Agents soil & plant materials	Release or spill resulting in contamination of plants, soil and land.
	Depletion of natural resources .

**Activity: Research and Facility Maintenance Involving the Use of Agricultural Pesticides**

<b>Aspect</b>	<b>Impacts</b>
Application & Disposal of Agricultural Pesticides	Pesticide rinsate generation (container and spray equipment cleaning) and spills.
	Contamination of surrounding land, surface or ground water, and air (pesticide drift).
	Pesticide toxicity to wildlife.
	Generation of hazardous and universal waste (unused pesticide products) and cost to facility for waste disposal.
	Participate in Montana Pesticide Waste Disposal Program. With this program you properly dispose of any pesticide that is outdated, unaware of name, unwanted or unused at lower cost than hazardous waste cost. NPARL has policy if

pesticides are older than 5 years they need to be disposed of through the pesticide waste program. **POSITIVE.**

---

**Activity: Facility Construction Projects (New)**

---

<b>Aspect</b>	<b>Impacts</b>
Construction of New Facilities	Depletion of natural resources (construction materials, fossil fuels). <b>NEGATIVE</b>  Land and waterway contamination (run-off from construction sites). <b>NEGATIVE</b>

---

**Activity: Facility Construction Projects (Renovation)**

---

<b>Aspect</b>	<b>Impacts</b>
Renovation of Existing Facilities	Generation of hazardous waste (PCB containing materials, asbestos containing materials, mercury containing materials). <b>RECYCLED OR DISPOSED OF PROPERLY. POSITIVE.</b>  Generation of solid waste. <b>NEGATIVE</b>  Depletion of natural resources. <b>NEGATIVE</b>

---

**Activity: Use of Computer and Electronic Equipment**

---

<b>Aspect</b>	<b>Impacts</b>
Purchase, Operation, and Disposal of Electronic Equipment <b>NPARL Recycles Ewaste</b>	Depletion of natural resources. <b>NEGATIVE.</b> <b>Purchasing EPEAT Silver Rated electronics a Positive.</b> Generation of recyclable waste (electronics waste, lead acid batteries, toner cartridges, paper). <b>RECYCLE A POSITIVE.</b>

---

**Activity: Grounds Maintenance, Lawn and Ornamental Care**

<b>Aspect</b>	<b>Impacts</b>
Mowing and Planting	Depletion of natural resources (pesticide, fertilizer, and water use). Use of these resources are at minimal and no waste. <b>POSITIVE</b>
	Depletion of natural resources (fossil fuels for equipment operation). <b>NEGATIVE</b>

**Activity: Use of Water for Research Purposes (Aquatic Research, Irrigation)**

<b>Aspect</b>	<b>Impacts</b>
Production and High Volume Usage of Water for Research Purposes	Depletion of natural resources (surface or groundwater usage requirement). <b>NEGATIVE</b>
	Depletion of natural resources (use of fossil fuel for pumping). <b>NEGATIVE</b>
	Contamination of land and water (nutrient run-off). <b>NEGATIVE</b>

**Activity: Temperature Control Inside Location Buildings**

<b>Aspect</b>	
Operation and Maintenance of Air Conditioning Systems	Ozone depletion (release of refrigerant containing ozone depleting substances). Reuse of old refridgerant (recycle) or replace with EPA approved refrigerant. <b>POSITIVE</b>
	Depletion of natural resources (fossil fuel). <b>NEGATIVE</b>

**Activity: Government Vehicle and Motorized Equipment Usage**

---

<b>Aspect</b>	<b>Impact</b>
Motor Vehicle Activities	Generation of used oil, oil contaminated rags, used antifreeze, tires, batteries. Used oil is given to local farm supply to reuse used oil. <b>POSITIVE</b>
	Generation of hazardous waste (parts cleaners, solvent degreasers). <b>NEGATIVE</b>
	Contamination of land and waterways (fuel storage, fuel transfer operations, vehicle washing operations). <b>NEGATIVE</b>
	Air emissions.
	Depletion of natural resources (fossil fuel, lubricants, tires).
	<b>NEGATIVE</b>

---

**Activity: Wastewater Discharges from Location Activities**

---

<b>Aspect</b>	<b>Impact</b>
Laboratory Sink and Building Floor Drain Discharge into the Sanitary Sewer	Potential impacts at treatment plant. No Solvents are allowed to be disposed of in local sewer. <b>POSITIVE</b>

**Activity: Facility Maintenance Operations**

---

<b>Aspect</b>	<b>Impact</b>
Generation of Waste from Facility Maintenance Activities	Generation of hazardous waste (spent fluorescent lamps, PCB containing lamp ballasts, spent solvents, paints). <b>Recycled a Positive.</b>  Generation of asbestos-containing waste floor tiles only. <b>NEGATIVE. As floor tiles are replaced they will be Disposed of properly.</b>  Generation of universal waste (used oils, mercury-Containing equipment). <b>REUSE OR Recycled a Postive.</b>

---

Location: **NPARR - SIDNEY MT**  
**EO 13148 SECTION 503 PRIORITY CHEMICAL LIST**

Use	Chemical	Alternatives	Limitations/Exceptions	Reporting Threshold	Amounts Reporting (in Pounds (lbs))
Temperature and pressure measuring devices (medical and industrial)	Mercury	Aneroid manometers - digital and electronic temperature measuring devices	Exempt where called for in 3 <sup>rd</sup> party specification or certification (ASTM, NIST,EPA)	All Amounts	.0722119
Switches	Mercury	Electronic thermostats - mechanical switches, ultrasonic and photoelectric sensors	ONLY for new construction, renovation in facilities and replacement in hardware etc.	All Amounts	.0595
Electroplating processes	Cadmium	Alternative metal coatings, metal deposition, flame coating, limited area plating		All Amounts	.022
Tin/Lead Soldering (Electrical & electronic components)	Lead	Tin copper eutectic, Tin silver eutectic	ONLY for repair and rework operations only.	All Amounts	NA
Pesticide	Napthalene	Integrated Pest Management including process changes		All Amounts	3
Insulating material (dielectric fluids in transformers and ballasts)	PCBs ≥ 500 ppm	Early retirement of existing PCB containing equipment		All Amounts	11.64

**EO 13148 SECTION 503 PRIORITY CHEMICAL LIST**

12/2004

Note  
 11/8/2005 5:11:04 PM  
 sculture Options

Mercury switches can contain 3 grams of mercury which is .0068 lbs.  
 PCBS in ballast can contain 0.25lbs and transformers can have 3 lbs,  
 T8 lights can have 14 mg of mercury which is .0000309 lbs, T12 have 22.8 mg which is .000053,  
 metal halide has 1 mg



## Nine Steps to Environmental Compliance

1. **Find out what you do and have.** This includes:

- *Looking around the property* for obvious potentially hazardous conditions or regulated units, such as underground storage tanks, hazardous waste generation, oil spills, incinerators, fumehoods, archaeological sites, wetlands, etc.
- *Identifying existing and planned buildings* including support facilities (e.g., a historical building, a planned Biolevel 4 laboratory, paint shop, welding shop, electrical substation, pesticide washdown area, dishwashing).
- *Identifying the operations* carried out or planned (e.g., Biolevel 4 research, pesticide application, etc.).

2. **Find out what you do or have that is or may be regulated.** This could include, but is not limited to:

- Construction projects
- Research projects
- Sewage disposal
- Solid waste disposal (e.g., landfills)
- Surface impoundments
- Septic tanks/injection wells
- Hazardous waste
- Infectious/medical waste
- Radiological mixed waste
- Waste oil
- Underground storage tanks
- Above ground storage tanks
- Air pollutant emissions
- Incinerators
- Fuel burning equipment
- Irrigation water withdrawals
- Drinking water supply
- Wastewater discharges
- Stormwater discharges
- Hazardous substances
- Asbestos use or removal
- Polychlorinated biphenyls
- Pesticide use
- Land use
- Historical/archaeological sites
- Spills and other releases
- Wetlands
- Endangered species/critical habitat

3. **Find out what and whose rules may or do apply.** These may include:
  - Federal (USDA, EPA, Fish and Wildlife Service, Army Corp of Engineers, DOT, FAA, GSA, DOE, OMB, etc.)
  - State
  - Local (County)
  - Regional or intrastate
  - International
  
4. **Find out the what, when, and how of a regulatory/compliance requirement.** Review the regulations and compare them to the actual facility/operation to determine:
  - if a permit is required;
  - if records/periodic reports are required;
  - if an external review or approval is required before an operation is put on line;
  - if public hearings are required;
  - what procedures have to be followed; and,
  - when actions (i.e., reporting, recording, reviewing, etc.) are required to happen.
  
5. **Define who will be responsible for doing what, when and how.** This step includes:
  - Assigning responsibilities.
  - Developing a detailed plan of action with milestones, statement of work, cost estimate, etc.
  - Giving/getting authority, approvals, any needed permits, and funding for the needed project.
  - Identifying/committing required resources in the applicable timeframes.
  
6. **Do it!!** This includes executing the plan of action and other items in Step 5.
  
7. **Check for rule changes now and again.** This step is critical because:
  - something previously unregulated may come under regulation; and,
  - requirements may change.
  
8. **Keep doing it!** There is no such thing as "laurels" when it comes to environmental compliance. Credibility, however, is a useful, gainable item.
  
9. **Document the other 8 steps.** Being able to demonstrate that environmental requirements were identified and met is often just as important as actually meeting them.

Agricultural Research Service  
**Environmental Management System**

## **Declaration of Conformance Protocol**

**Purpose:** This document establishes the protocol for Environmental Management System (EMS) Declaration of Conformance within the Agricultural Research Service (ARS).

**Background:** Executive Order (E.O.) 13423, “Strengthening Federal Environmental, Energy, and Transportation Management,” which supersedes E.O. 13148, requires “appropriate facilities,” to develop and implement an EMS by December 2008. ARS Headquarters, Area Offices and Locations have been designated “appropriate facilities” and are required to have an EMS in place.

An important component of a successful EMS is declaration of conformance, which is a public statement that a facility conforms to nationally accepted standards. Declaring conformance of an EMS can help assure stakeholders, the general public, and surrounding communities, of our commitment to sound environmental management. Additionally, many States have recognition programs that provide increased regulatory flexibility for facilities with an EMS.

**Policy:** It is ARS policy that each facility declares that their EMS conforms to the International Standards Organization (ISO) 14001 standard. Facilities in non-conformance will develop an action plan and correct the deficiency(s) in a timely manner.

**Roles and Responsibilities:** EMS roles and responsibilities are in ARS Manual 230.0M, “Safety, Health, and Environmental Management Program.” Additional EMS guidance can be found in the “ARS EMS Implementation Guide”. Both documents are located at the ARS Administrative and Financial Management webpage at <http://www.afm.ars.usda.gov/>.

**ARS Standards:** The Agency has developed the Declaration of Conformance Protocol and attached Checklist to assist Locations in conforming to the ISO 14001 standard.

To utilize ARS’ Declaration of Conformance Checklist, Auditor(s) will have received, at a minimum, basic EMS training. Auditors should respond “yes”, “no” or indicate “not applicable” under the Comments column. Auditors should provide the source(s) of information used for answering each question. If the facility answers “no” to a question, milestones for correcting the deficiency should be developed in the “Corrective Actions with Milestones” sections provided. Corrective actions should be completed no later than July 1<sup>st</sup> of each year following the annual EMS declaration of conformance. The EMS Declaration of Management Review form at the end of the checklist should then be completed, summarizing the findings of the EMS audit. The Senior Management Official at the facility (e.g., Research Leader, Center Director, etc.) will review the checklist and sign the EMS Declaration of Management Review form.

**Other Standards:** Facilities desiring to declare conformance using other methods are acceptable as long as the requirements are at least as stringent as ISO standards.

**Reporting:** Annually, each facility will report on the EMS declaration of conformance activities that have taken place during the past calendar year. Locations will provide a copy of the ARS EMS Declaration of Management Review to the Area Office. Areas will consolidate the information into a summary report for the Facilities Division, Safety, Health and Environmental Management Branch (SHEMB). SHEMB will consolidate the Area information into the overall Agency report for the Department. Additionally, each Area will provide a follow-up report to FD, SHEMB, by July 30<sup>th</sup> of each year indicating the status of corrective actions at each of its facilities.

**Evaluation:** SHEMA and Area Offices will utilize the information to develop a plan for providing assistance, conducting higher level audits, and enacting system improvements.

# ARS Environmental Management System Declaration of Conformance Checklist v2008

## SECTION 1. Maintaining a Policy of Commitment to Environmental Excellence

QUESTION:	YES	NO	Source of Y/N Conclusion			Comments
			Document	Interview	Personal Observation	
1.1 Has the Location developed an EMS policy statement specific to its mission and environmental activities?	JC		JC			<b>EMS Coordinators initials represent the EMS committee's answers. EMS committee reviews all EMS documents and audit checklist annually.</b>
1.1.1 Does the policy statement contain, at a minimum, a commitment to environmental compliance, pollution prevention and conservation practices, and continual improvement?	JC		JC			
1.2 Has the policy statement been signed by the current Senior Management Official at the Location?	JC		JC			
1.3 Is the policy statement reviewed annually and updated if necessary?	JC		JC			
1.4 Have efforts been made to communicate the policy statement to employees and contractors at the Location?	JC		JC			
1.5 Is the policy statement available to the public (e.g., by posting on a bulletin board in a publicly accessible location or posted to the Location web page)?	JC		JC			<b>Policy Statement is at the entrance of South building, on employee boards and on location Safety Website.</b>

**Corrective Action with Milestones.** For each question marked "No" above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).

## ARS Environmental Management System Declaration of Conformance Checklist v2008

### SECTION 2. Considering environmental impacts when making policy, planning, purchasing, and operating decisions.

QUESTION:	YES	NO	Source of Y/N Conclusion			Comments
			Document	Interview	Personal Observation	
2.1 Has the facility established a written procedure to identify its significant environmental aspects and impacts?	JC		JC			
2.2 Has the facility identified and/or reevaluated its significant environmental aspects and impacts this calendar year?	JC		JC			

**Corrective Action with Milestones.** For each question marked “No” above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).

## ARS Environmental Management System Declaration of Conformance Checklist v2008

### SECTION 3. Identifying and Complying with Pertinent Requirements in Federal, State, and Local Laws and Regulations; Permits; Department of Agriculture and ARS Policies and Procedures; and Industry Codes That We Must Adhere To

QUESTION:	Y E S	N O	Source of Y/N Conclusion			Comments
			Document	Interview	Personal Observation	
3.1 Does the facility have a written procedure to identify and access applicable regulatory requirements, policies, and standards?	JC		JC			
3.2 Are applicable legal and other requirements (e.g., Departmental guidance, ARS P&Ps, FAR, and Executive Orders) taken into account as part of the implementation and maintenance of the facility's EMS?	JC		JC			<b>NPARL has updated purchasing program to follow legal requirements including electronic purchases to meet EPEAT silver standards to which is above the FAR requirement of Bronze.</b>

**Corrective Action with Milestones.** For each question marked “No” above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).

# ARS Environmental Management System Declaration of Conformance Checklist v2008

## SECTION 4. Developing Annual Goals, Objectives, and Targets to Advance Our Program Performance in Terms of Both Regulated and Unregulated Impacts

QUESTION:	YES	NO	Source of Y/N Conclusion			Comments
			Document	Interview	Personal Observation	
4.1 Has the facility developed measurable annual goals and objectives?	JC		JC			
4.1.1 Are the goals and objectives documented and based in part on: <ul style="list-style-type: none"> <li>• Significant environmental impacts associated with facility and research-related operations;</li> <li>• Deficiencies noted by employees discovered during day-to-day monitoring activities;</li> <li>• Regulatory issues and trends discovered during internal and external inspections, reviews, or audits;</li> <li>• Pollution prevention and conservation initiatives; and/or,</li> <li>• Agency-wide emphasis programs, including the new sustainable practices goals in Section 2 of Executive Order 13423.</li> </ul>	JC		JC			<p><b>Examples: Watering of lawn is performed at night to prevent excessive evaporation, lights in hallways are off, fume hood sashes shut when not in use, automated light switches, HVAC goes into unoccupied mode after normal working hours, use less toxic materials in lab and maintenance, recycle batteries, electronics, cans, paper, etc.. Purchasing bio products and flexi fuel vehicles. Had Energy Audit performed by MDU full report not received but the auditor implied NPARL was energy efficient.</b></p>
4.1.2 Have goals and objectives been approved and endorsed by the Senior Management Official at the facility?	JC		JC			
4.2 Have the goals and objectives been prioritized based on guidance in the ARS EMS Implementation Guide or some other prioritization method the facility has developed?	JC		JC			
4.3 Have responsibilities for goals and objectives been assigned?	JC		JC			<p><b>EMS committee and the EMS coordinator documents the goals.</b></p>
4.4 Have milestones for completion been established?	JC		JC			<p><b>Examples: Refrigerants will be reclaimed and recycled from non-working or obsolete refrigeration units. The reclaimed refrigerant will then be reused in existing units requiring the same refrigerants. Ozone-depleting chemicals such as R-11 or R-12 (Chlorofluorocarbon) will be replaced with environmentally acceptable refrigerants such as R-22, R-123 and R-134A (Hydrochlorofluorocarbon).</b></p> <p><b>EWASTE Program expanded to purchasing of electronics.</b></p>

# ARS Environmental Management System Declaration of Conformance Checklist v2008

## SECTION 4. Developing Annual Goals, Objectives, and Targets to Advance Our Program Performance in Terms of Both Regulated and Unregulated Impacts

4.5 Is progress towards achieving milestones reviewed periodically and documented?	JC		JC			<p><b>Example: Ewaste report is written annually for community event to which is given to Montana DEQ and posted on location safety website.</b></p>
--	----	--	----	--	--	--

**Corrective Action with Milestones.** For each question marked “No” above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).

# ARS Environmental Management System Declaration of Conformance Checklist v2008

## SECTION 5. Requesting the Necessary Resources to Successfully Carry Out Our Goals, Objectives, and Targets

QUESTION:	Y E S	N O	Source of Y/N Conclusion			Comments
			Document	Interview	Personal Observation	
5.1 Has an individual been delegated authority and assigned overall responsibility for the EMS (i.e., EMS Coordinator) by the Senior Management Official at the facility?	JC		JC			EMS Coordinator has been delegated to Safety Specialist since 2005.
5.2 Has an EMS Committee been established by the Senior Management Official at the facility?	JC		JC			NPARL Committee consist of EMS coordinator, Location Coordinator, RL, AO, IT Specialist, Info Specialist, Utility Repairer and Purchasing Agent. Since 2005.
5.3 Has the establishment of the EMS Coordinator and EMS Committee been documented in writing via ARS Form 309 or through some other means?	JC		JC			Since 2005.
5.4 Has the EMS Committee met on a recurring basis (i.e., not less than three times per year)?	JC		JC			EMS committee meets monthly.
5.5 Has the Senior Management Official at the facility dedicated other resources (e.g., financial, materials, equipment) to support the facility's EMS efforts?	JC		JC			
5.6 As necessary, has the facility requested, through the Annual Resource Management Plan (ARMP) budget process, funding and resources needed to: prevent or correct human health issues; prevent or clean up environmental releases; correct compliance issues or violations; ensure continued compliance with new regulatory requirements; and, support pollution prevention, conservation initiatives, including resources for the new sustainable practices goals in Section 2 of EO 13423, and other projects that will enhance the overall environmental program?	JC		JC			Projects are added to ARMPS annually by Location Coordinator, AO and RL.  NPARL has no projects where funding is needed in ARMPS for any environmental or safety corrections.
5.7 Where environmental projects have been identified in the ARMP High Priority Requirements List (HPRL), has the compliance status been identified in the project narrative, and for pollution prevention and conservation projects, has a cost payback period or the environmental benefits been included in the project narrative, to ensure they receive appropriate consideration.	JC		JC			NPARL has not had a HPRL project.

**Corrective Action with Milestones.** For each question marked "No" above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).

## ARS Environmental Management System Declaration of Conformance Checklist v2008

### SECTION 6. Making Personnel Aware of Their Environmental Roles and Responsibilities, Providing Appropriate Training, and Holding Employees Accountable for Their Performance and Actions, Including Recognizing Them for Outstanding Performance

QUESTION:	YES	NO	Source of Y/N Conclusion			Comments
			Document	Interview	Personal Observation	
6.1 Do the EMS Coordinator and other key personnel who have a critical role in carrying out the facility's EMS have environmental duties in their performance plan? "Key" personnel may include employees who must adhere to environmental regulations through licenses, training, etc. Examples could include: Incinerator Operators, Pesticide Applicators, Wastewater Treatment Operators, and Water System Operators.	JC		JC			EMS coordinator
6.2 Are the performance ratings of the EMS Coordinator and other key personnel who have a critical role in carrying out the facility's EMS based in part on their environmental duties?	JC		JC			
6.3 Is there a written procedure in place to ensure that employees receive EMS awareness training?	JC		JC			<b>In written EMS Program and EMS Policy Statement</b>
6.4 Have current and newly hired employees received EMS awareness training?	JC		JC			<b>EMS training is performed annually and new hires on their first day.</b>
6.5 Does the facility have a written procedure to identify environmental training requirements/needs for each position at the facility?	JC		JC			<b>All employees are trained on EMS and EMS committee members have taken 3 EMS courses on Aglearn.</b>
6.6 Are environmental training requirements/needs documented and tracked via Individual Development Plans (IDPs), ARS Form 48, or equivalent?	JC		JC			<b>Electronic format by EMS coordinator and AO has aplearn documentation.</b>
6.7 Has completed environmental training been documented?	JC		JC			<b>Electronic Format</b>
<p><b>Corrective Action with Milestones.</b> For each question marked "No" above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).</p>						

## ARS Environmental Management System Declaration of Conformance Checklist v2008

### SECTION 7. Effectively communicating with employees, partners, stakeholders, customers, and the general public, our commitment to the environment and soliciting their input in developing and achieving our goals and objectives.

QUESTION:	YES	NO	Source of Y/N Conclusion			Comments
			Document	Interview	Personal Observation	
7.1 Does the facility have a procedure for communicating reportable events (e.g., fatalities, environmental spills, external regulatory inspections or NOV's, etc.) within the organization (i.e., to the Senior Manager at the facility and the next higher level of management)?	<b>JC</b>		<b>JC</b>			<b>Written procedures are in EMS program, COOP, CHP, etc.</b>
7.2 Does the Location have an Occupant Emergency Plan or COOP that establishes procedures to identify and respond to emergency situations?	<b>JC</b>		<b>JC</b>			<b>Have Occupant Emergency Plan and COOP.</b>
7.3 Does the facility periodically test and document such emergency procedures?	<b>JC</b>					
7.4 Does the facility have a documented procedure on dealing with communications (e.g., local community concerns, FOIA requests, regulatory agency requests, etc.) from external parties?	<b>JC</b>					<b>Location works closely with Richland County Local Emergency Planning Committee.</b>

**Corrective Action with Milestones.** For each question marked "No" above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).

## ARS Environmental Management System Declaration of Conformance Checklist v2008

### SECTION 8. Routinely Monitoring Our Environmental Operations and Conducting Periodic Inspections, Audits, and Reviews to Ascertain That We Meet Applicable Standards and to Evaluate Our Program Effectiveness

QUESTION:	YES	NO	Source of Y/N Conclusion			Comments
			Document	Interview	Personal Observation	
8.1 Does the facility maintain procedures for monitoring and measuring operations of significant environmental impacts (e.g., energy usage, water usage, toxic and hazardous materials usage, etc.)?	JC					<b>AO monitors the energy use and water usage. All chemical purchase follow the Hazardous Material and controlled substance List 1 &amp; 2 and will be purchased through Purchasing Agent.</b>
8.2 As required by Agency policy, has the facility conducted an annual compliance inspection (e.g., ARS Inspection/Abatement Program) that includes an environmental component in the current fiscal year?	JC		JC			<b>Safety Specialist/EMS Coordinator and CD Biological Safety Officer.</b>
8.3 Have written report(s) of compliance inspections / audit findings been provided to the Senior Management Official at the facility?	JC		JC			<b>Annually Safety Inspections are posted on Employee boards.</b>

**Corrective Action with Milestones.** For each question marked “No” above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).

# ARS Environmental Management System Declaration of Conformance Checklist v2008

## SECTION 9. Correcting Identified Deficiencies in a Timely Manner and Taking Appropriate Steps to Prevent Their Recurrence

QUESTION:	YES	NO	Source of Y/N Conclusion			Comments
			Document	Interview	Personal Observation	
9.1 Does the facility have a written procedure for ensuring that deficiencies are corrected?	JC					<b>No Deficiencies at this time</b>
9.2 Have deficiencies been corrected in a timely manner or has a corrective action plan been developed for long-term improvements?	JC					<b>Corrective action plan is developed.</b>
9.3 Have corrective actions been documented?	JC					<b>Corrective action will be documented but no deficiencies at this time.</b>
9.4 Do the findings identify the root cause of deficiencies and the procedures/actions needed to prevent recurrence?	JC					<b>Findings would be placed into the Safety Health and Environmental Investigative Report form.</b>

**Corrective Action with Milestones.** For each question marked “No” above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).

# ARS Environmental Management System Declaration of Conformance Checklist v2008

## SECTION 10. Clearly Documenting and Reporting the Progress and Achievements Related to This Policy

QUESTION:	YES	NO	Source of Y/N Conclusion			Comments
			Document	Interview	Personal Observation	
10.1 Has measurable EMS performance information been identified, collected, and provided to allow the Senior Management Official to carry out an annual EMS review?	JC		JC			
10.2 Does the Senior Management Official at the facility annually evaluate the progress made on implementing the EMS?	JC		JC			<b>EMS committee with Senior Management discuss the progress of EMS projects at Monthly meetings.</b>
10.3 Did the Senior Management Official at the facility respond to recommendations for continual improvement and are the Senior managers aware of any external EMS communications, including complaints?	JC		JC			
10.4 Does the facility have a written record and document control system explaining where EMS documents will be legible, kept, maintained/updated, stored?	JC		JC			<b>EMS coordinator stores and maintains all EMS documents on local Public drive accessible to all employees and has on NPA EMS share point site.</b>

**Corrective Action with Milestones.** For each question marked “No” above, please reference the question number and provide a description of the corrective action(s) to be taken along with the anticipated completion date(s).

## ARS Environmental Management System Declaration of Management Review Form v2008

**Facility Information.**

Facility Name: USDA/ARS Northern Plains Agricultural Research Laboratory

City: Sidney State: MT Zip Code: 59270

**Type of Audit.** Please check only one:

- 1<sup>st</sup> party. An internal evaluation conducted by the participants within the scope of the EMS under consideration (e.g., EMS Coordinator, EMS committee members, etc.)
- 2<sup>nd</sup> party. An independent evaluation conducted by reviewers from outside the scope of the EMS under consideration (e.g., other Agency personnel, Contractors, Regulators, etc.) has determined the EMS is / is not in conformance.
- 3<sup>rd</sup> party. An independent evaluation conducted by an American National Standards Institute – Registrar Accreditation Board. This formal process is conducted in conformance with ISO 14001 Standards (i.e., for facilities that elect to use this standard.) This results in the facility being fully ISO 14001 certified.
- A 2<sup>nd</sup> party audit has not yet been conducted; therefore, conformance cannot be declared.

**Reviewer(s):**

Name (print):	Title:	Signature (optional):
<u>Jackie Couture</u>	<u>EMS Coordinator</u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

**Corrective Actions.** For each question answered "No" in the above checklist, please list the question number for the deficiency and the anticipated corrective action date (e.g., Q 6.1 - 05/01/06). Deficiencies should be corrected by no later than July 1<sup>st</sup>.

---



---

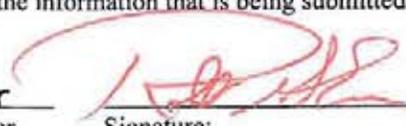


---



---

**Attestation:** As the Senior Management Official, I certify that I have reviewed the information that is being submitted and determined that it is complete, factual, and accurate.

Dr. Robert Evans                      Location Coordinator                        
 Name (print): Dr. Robert Evans                      Title: Location Coordinator                      Signature:





**LOCATION ENVIRONMENTAL MANAGEMENT SYSTEM COMMITTEE**

<p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Post a copy in a prominent place for employee's information by October 15 of each year.</li> <li>2. Send a copy to the Area Safety, Health and Environmental Office by October 1 of each year.</li> <li>3. Provide updated copies as changes in appointments or membership occur.</li> </ol>	<p><b>DATE 10/01/2008</b></p> <p>No. of permanent full-time employees at location <b>45</b></p>	<p><b>LOCATION NAME &amp; ADDRESS</b>  <b>USDA/ARS/NPARL</b>  <b>1500 North Central Ave.</b>  <b>Sidney, MT 59270</b></p>
--	---	---

**Committee Members/Representative**

<b>NAME</b>	<b>PHONE</b>	<b>JOB SERIES AND TITLE</b>	<b>OFFICE ADDRESS</b>
<b>EMS Coordinator - Jackie Couture *</b>	<b>406-433-9422</b>	<b>Safety Occupational Health Specialist GS-0018</b>	<b>1500 North Central Ave. Sidney, MT 59270</b>
<b>Recorder – Barbara Flammond *</b>	<b>406-433-9432</b>	<b>Administrative Officer GS-0341</b>	<b>Same as above</b>
<b>Robert Evans *</b>	<b>406-433-9496</b>	<b>RL ASRU/Location Coordinator GS-0890</b>	<b>Same as above</b>
<b>John Gaskin</b>	<b>406-433-9486</b>	<b>RL PMRU GS-0430</b>	<b>Same as above</b>
<b>Kevin Dahl *</b>	<b>406-433-9409</b>	<b>IT Specialist GS-2210</b>	<b>Same as above</b>
<b>Beth Redlin *</b>	<b>406-433-9416</b>	<b>Tech Info Specialist GS-1412</b>	<b>Same as above</b>
	<b>406-433-9421</b>	<b>Utility System Repairer WG-4742</b>	<b>Same as above</b>
<b>Kelly Roberts</b>	<b>406-433-9480</b>	<b>Purchasing Agent</b>	<b>Same as above</b>
<b>(*) Continuing members</b>			

<b>SUBMITTING OFFICIAL (Name, title, &amp; mailing address)</b>  <b>Robert Evans, Location Coordinator</b> <b>1500 North Central Ave.</b> <b>Sidney, MT 59270</b> <b>406-433-9496</b>	<b>CONTACT (Name &amp; title)</b>  <b>Jackie Couture, EMS Coordinator</b>  <b>PHONE: 406-433-9422</b> <b>FTS: 406-433-9422</b>	<b>COOPERATOR/UNIVERSITY SAFETY OFFICE SERVICING LOCATION (Name and title, if applicable)</b>  <b>na</b>
--	---	--



<p style="text-align: center;"><b>Year</b></p> <p style="text-align: center;"><b>Environmental Goals</b></p>	<p>2009</p> <p>First Party (self) Audit Energy audit with MDU Executive 13423 Implement assures conforms to ISO 14001.</p> <p>Place floor heating in New Greenhouses with new construction. Estimated cost: \$4,000.00</p> <p>Remodel building #1 to be energy efficient windows and doors. Retrofit building #1 &amp; old greenhouse, heating system with closed loop geothermal. Guess Cost\$50,000</p> <p>Purchase flat screen monitors for computers over 5 years old. As computers become obsolete they will be replaced with energy efficient monitors/cpu.</p> <p>Pollution Prevention</p> <p>Procurement environmentally preferable purchasing.</p> <p>Electronic and Pesticide wastes are disposed of with community collection programs.</p> <p>Purchase only green tip florescent lights.</p> <p>Recycle paper/cans/oil/batteries Purchase Energy Star products only. Print on both sides of paper Practice Green Chemistry</p> <p>Bio Alternatives Replace 4 boilers in building #1 with 1 boiler that is energy efficient.</p>	<p>2010</p> <p>Second Party Audit Executive 13423 monitor</p> <p>Pollution Prevention</p> <p>Purchase flat screen monitors for computers that have been purchased in past 3 years. As computers become obsolete they will be replaced with energy efficient monitors/cpu.</p> <p>Replace Fume hoods in Lab 29, 14, &amp; 3 to be energy efficient.</p> <p>Electronic and Pesticide wastes are disposed of with community collection programs.</p> <p>Recycle paper/cans/oil/batteries</p> <p>Purchase Energy Star products &amp; EPEAT (silver or greater) only.</p> <p>Print on both sides of paper Procurement environmentally preferable purchasing.</p> <p>Practice Green Chemistry</p> <p>Bio Alternatives</p> <p>Install hand dryers in the bathrooms.</p> <p>Occupant sensors for labs to save energy cost to which will activate the HVAC and fume hood from occupied and unoccupied.</p>	<p>2011</p> <p>Third Party Audit Executive 13423 monitor</p> <p>Pollution prevention</p> <p>Retrofit buildings #3,4 &amp;5 heating system with closed loop geothermal Guess Cost#50,000.00</p> <p>Replace Fume hoods in Lab 29, 14, &amp; 3 to be energy efficient.</p> <p>Electronic and Pesticide wastes are disposed of with community collection programs.</p> <p>Purchase Energy Star &amp; EPEAT(silver or greater) products only.</p> <p>Print on both sides of paper Procurement environmentally preferable purchasing.</p> <p>Recycle paper/cans/oil/batteries</p> <p>Practice Green Chemistry</p> <p>Bio Alternatives</p> <p>Install hand dryers in the bathrooms</p>	<p>2012</p> <p>Audit</p> <p>Executive 13423 monitor</p> <p>Replace Fume hoods in Lab 29, 14, &amp; 3 to be energy efficient.</p> <p>Recycle paper/cans/oil/batteries</p> <p>Electronic and Pesticide wastes are disposed of with community collection programs.</p> <p>Purchase Energy Star products &amp; EPEAT(silver or greater) only.</p> <p>Print on both sides of paper Procurement environmentally preferable purchasing.</p> <p>Practice Green Chemistry</p> <p>Bio Alternatives</p> <p>Remodel building #1 to</p> <ul style="list-style-type: none"> <li>• Asbestos tiles removed properly.</li> </ul> <p>Install hand dryers in the bathrooms</p>	<p>2013</p> <p>Audit</p> <p>Executive 13423 monitor</p> <p>Retrofit building #18 heating system with closed loop geothermal Guess Cost#70,000.00</p> <p>Recycle paper/cans/oil/batteries</p> <p>Electronic and Pesticide wastes are disposed of with community collection programs.</p> <p>Purchase Energy Star &amp; EPEAT(silver or greater) products only.</p> <p>Procurement environmentally preferable purchasing.</p> <p>Print on both sides of paper</p> <p>Practice Green Chemistry</p> <p>Bio Alternatives</p> <p>Remodel building #1 to</p> <ul style="list-style-type: none"> <li>• Asbestos tiles removed properly.</li> </ul>

Facilities Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_



## **NPARL Positive Aspects of EMS**

Past/Current practices: Worked to reduce wastes and increase efficiency for many years. NPARL started purchasing paper products and remanufactured toner cartridges since 1999. We have increased recycling and reuse of materials and reduced solid and hazardous wastes.

Future practices: Mandated purchasing environmental preferable products such as Energy Star, EPEAT and other FEMP. Promote use of less hazardous chemicals and reduce, reuse or recycle of waste through each employee's daily practices. Strive to incorporate the use of advanced technologies and practices for energy efficiency, water conservation, and use of solar and other renewable energy.

### **Past /Current Practices:**

Recycle paper, magazines, and pop cans/tops

Power saving light switches

Green light bulbs are purchased and used for energy saving/recycled through company

Used oil is brought to local implements to dispose of properly or reused

Batteries are recycled (recharge)or returned (auto)when purchase of new battery

Use the less toxic chemicals for experiments when possible and amount needed only (waste reduction/prevention)

Pesticides, herbicide and insecticides are used in less toxic form and only as needed (waste reduction/prevention)

Biocontrol is main aspect for PMSRU

Fumehood have energy saving devices in Building #18 & Rm #23

HVAC is kept at 69 degrees and has unoccupied mode to save energy when not in use

HVAC maintained changing filters either once a month or as recommend to save energy

Underground sprinklers are on timer

Coffee pots, equipment, etc are all on timers to save energy

Use of propylene glycol is used for coolant for less toxic effect to environment

All computers, copiers, etc are Energy Star products. This is purchasing requirement/regulation.

Paper products that are purchased contain recycled content.

Purchasing product with a high percentage of recycled content is encouraged.

All bio agricultural agents (plants, soil, etc)/lab supplies are autoclaved (environmental)

Computer products are recycled to meet MT regulations brought to landfill (no program)

Toner cartridges are sent back to distributor to be recycled/disposed of properly.

Flat Screen monitors we have 36. Energy efficient.

Energy Efficient motors are purchased when possible

Floor heating has been installed in new shop

New furnaces are 92% energy efficient.

All refrigerant equipment using R-12 is changed to a new environmentally friendly refrigerant (R-401A).

All florescent lighting is changed out to electronic ballasts and T-8 lamps energy saving and environmental friendly compare to past sources.

Boiler & HVAC chemicals are purchased with the knowledge of products are environmental friendly.

Will replace CRT monitors with flat LCD screen monitors for energy savings, ergonomic and less impact on environment.



FY 07 Sidney Funds Used for Environmental Compliance (12/07)

**Hazardous Waste Disposal;** \$900.00 (containers, disposal, etc)

**Paper & Computer Recycling;** \$2254.00 Jackie brings to Williston

**Pollution Prevention/equipment/supplies/and other;** \$13,311.00 (equipment, design work, filters for HVAC, lights epa approved, water treatment supplies, Janitorial supplies, HEPA filters for insect rearing building, autoclave supplies, bio cabinets and fume hood maintenance)

**Individual Project:** \$0

**Emergency Spill Response & Prevention;** \$

**Personnel time;** \$40,000 (Maintenance (65%time) and Safety(50% time)

**Training/Conferences/travel;** \$3000.00 (Safety Specialist and Maintenance travel costs EMS Audit Class, hazmat & radiation)

**Audit/Inspection/Assessment;** IT Specialist & Safety Specialist did audit on Electronic recyclers \$500.00

Grand Total: **\$50,611.00**

Wish list for geothermal system for new quarantine facility estimated cost \$50,000

We only use energy efficient lights and star energy products.

## **Affirmative Procurement and Federal Credit Card Holders**

### **Executive Order 13423 and the Federal Government's Mandatory Environmentally Preferable Purchasing Program**

Environmentally Preferable Purchasing includes a multitude of attributes. Some are:

- Recycled Content
- Biobased Products
- Reduced Toxicity
- Energy Star® or Energy Saving products

#### Purchasing Recycled Content Products

- The Resource Conservation and Recovery Act (RCRA), 1976, first required affirmative procurement of recycled products.
- Applies to any Federal agency or contractor using appropriated Federal funds
- Applies for procurements exceeding \$10,000 in a year for the entire agency
- The Agency must follow the EPA Comprehensive Procurement Guidelines
- Unless the product is at an unreasonable price, will not meet reasonable performance requirements and is unavailable in a reasonable timeframe at a sufficient level of competition.
- Recovered Materials Advisory Notices (RMANs) provide recycled content recommendations and guidance on buying recycled content products
- Visit <http://www.epa.gov/cpg/>
- Go to mandatory sources first (JWOD, Unicor, Small Business, etc.)
- Document recycled procurement

#### Federal Biobased Product Procurement Preference Program – Biopreferred<sup>SM</sup>

- The 2002 Farm Bill required USDA to develop a Federal Biobased Product Procurement Preference Program. Formerly FB4P.
- Biobased – A commercial or industrial product (other than from food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, or marine) or forestry materials.
- Visit <http://www.biobased.oce.usda.gov/fb4p/>
- Use biobased if comparable in cost, quality, and availability to non-biobased
- Recycled trumps biobased

#### Reduced Toxicity

- Enhances indoor air quality, health and safety
- Low Volatile Organic Compounds (VOCs)
- Low/no Urea Formaldehyde
- Reduce hazardous materials
- Non Ozone-depleting compounds. Visit the Significant New Alternatives Policy (SNAP) website at <http://www.epa.gov/ozone/snap/>

#### Energy Star® or Energy and Water Efficient products

- Include requirements for Energy Star® Visit <http://www.energystar.gov/>
- Energy Star® is a government-backed program helping businesses and individuals protect the environment through superior energy efficiency
- For FEMP designated energy efficient products see <http://www1.eere.energy.gov/femp/procurement/>
- Use the Electronic Product Environmental Assessment Tool (EPEAT) at <http://www.epeat.net/>.
- Use WaterSense<sup>SM</sup> labeled products, <http://www.epa.gov/watersense/index.htm>

#### More information:

- Refer to the EPA Environmentally Preferable Purchasing website at <http://www.epa.gov/epp/>
- OFEE Green Purchasing Program website at <http://www.ofee.gov/gp/gp.htm>.
- Consider life cycle cost, recyclability, and ultimate disposal in purchase decisions.
- GSA [www.gsa.gov](http://www.gsa.gov)
- DLA [www.dscr.dla.mil](http://www.dscr.dla.mil)
- EPA <http://notes.erg.com>
- CA Waste Management Board's Recycled Content Database [www.ciwmb.ca.gov/rcp/](http://www.ciwmb.ca.gov/rcp/)

#### Recycled product categories

- Construction
- Landscaping
- Non-paper office
- Paper and paper products
- Parks and Recreation
- Transportation
- Vehicular
- Miscellaneous

#### Biobased product resources

- For a list of categories for designated biobased products visit <http://www.biobased.oce.usda.gov/fb4p/DesignationItemList.aspx>
- For product manufacturers see the Biobased catalog at <http://www.biobased.oce.usda.gov/fb4p/Catalog.aspx>

## **EMERGENCY Response**

Emergencies, both major and minor, are a part of our everyday lives. We deal effectively with them if we are prepared and in control. The LOCATION COORDINATOR or person in charge will be responsible to guide fire and law enforcement officers on arrival.

Safety requires that all tenants be well informed of the proper steps to take in the event of an emergency. Studies prove that panic in an emergency is a major cause of injury or death.

All occupants should familiarize themselves with the information in these Emergency Procedures.

Anyone having knowledge of any accidental release to environment or unsafe working environment at the NPARL should inform the LOCATION COORDINATOR, Robert Evans at **406-433-9496 Work Or 406-488-8806 Home.**

We appreciate your cooperation and look forward to working with you as a team to produce a safe and comfortable work environment.

### **Emergency Assembly Points**

Assemble in the North parking lot for all North buildings and South parking lot for all South buildings. All employees will assemble and be accounted. The LOCATION COORDINATOR will then give further instructions.

Accounting of the building occupants at the assemble point is the responsibility of the secretary, or state administrative assistant in the absence of the secretary or state administrative assistant, whoever is responsible for answering the telephone will be responsible for count of occupants in all buildings. **Location Emergency phone number to receive updated emergency information (406) 433-9411.**

### **Severe Weather Instructions**

There is two weather radios and emergency alert web source that is on constant alert to notify if severe weather is approaching this area. The alert from the radio and the person receiving the alert will notify the LOCATION COORDINATOR and send e-mail to all employees. When hazardous conditions develop during regular working hours, the LOCATION COORDINATOR will decide whether or not to dismiss employees. If weather continues to next day or day there will be a recorded message with information of closure of the location can be heard if dial (406) 433-9411 or you can contact your supervisor for further instructions to prevent unnecessary travel. If dismissal is necessary, the LOCATION COORDINATOR will assign employees to assist in notification of all employees.

When conditions permit work activities to resume at NPARL, the LOCATION COORDINATOR will activate the Emergency Preparedness Plan to notify employees to return to work. The LOCATION COORDINATOR's Secretary is responsible for updating phone numbers on the Emergency Preparedness Plan.

## **HAZARDOUS CHEMICAL LEAK OR SPILL**

Safety equipment stations contain materials and commercial spill kits (with instructions) consistent with the hazards to handle chemical spills and leaks where chemicals are used. First aid kits, eyewash stations, and emergency showers are strategically located through the facility.

### **General Spill Procedures:**

- If a chemical spill occurs, the following general procedures may be used but should be tailored to individual needs:
- Attend to any persons who may have been contaminated. Rinse contaminated personnel for 15 minutes. Affected personnel should be assisted to hospital/clinic for further medical treatment.
- Notify persons in the immediate area about the spill.
- Evacuate all nonessential personnel from the spill area.
- If the spilled material is flammable, turn off ignition and heat sources.
- Spill control materials are provided in labs of North building and outside of labs in South building. These are to be used by lab technicians only to contain or neutralize small spills. Lab technicians will place the spill cleanup material into proper secondary containment and will contact safety specialist to dispose of material properly. Contact Safety Specialist if large spill.
- Avoid breathing vapors of the spilled material. Use a respirator appropriate to the hazard if necessary.
- Establish exhaust ventilation if it is safe to do so.
- Notify victim supervisor, Research Leader and Safety Officer immediately.
- If outside, move to upwind side of spill.

## **MEDICAL EMERGENCY**

### **Life Threatening Medical Emergencies: CALL 911**

1. Notify the Sidney Health Center **406-488-2120**. Calmly describe the type of medical emergency. After hours, or on weekends and holidays, contact Sidney Health Center **406-488-2100**.
2. Keep the person warm and comfortable.
3. Remain calm.

For other medical situations, notify the Sidney Health Center at **406-488-2100**. The Health Center is located 216 14<sup>th</sup> Ave. South West. Of Sidney, Montana. **(Sidney, Montana USDA/ARS hours are from 6:00 am to 6:00 pm Monday thru Friday).**

## **Internet Resources:**

### **NPA Safety Sharepoint Page: password protected**

<https://sps.arsnet.usda.gov/sites/Safety/NPA/default.aspx>

### **Energy Star:**

[http://www.energystar.gov/index.cfm?c=power\\_mgt.pr\\_power\\_management](http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_management)

### **EPEAT:**

<http://www.epeat.net>

**EPA:** <http://www.epa.gov/ems/>

### **US Department of Energy**

<http://www.energy.gov/engine/content.do>

<http://www.energysavers.gov>

### **Building Green**

<http://www.buildinggreen.com>

### **Geothermal**

<http://www.geothermal.com>

### **Northwest Energy Efficiency Alliance**

<http://www.nwalliance.org/projects/projectdetail.asp?PID=27>

### **American Council for an Energy-Efficient Economy**

[http://aceee.org/ogeece/ch1\\_index.htm](http://aceee.org/ogeece/ch1_index.htm)

### **Federal Electronics Challenge**

<http://www.federalectronicchallenge.org/>

### **National Recycling Coalition**

<http://www.nrc-recycle.org/howto/index.htm>

### **National Safety Council**

<http://www.nsc.org/xroads/electronics.cfm>

### **E-rase Your E-waste**

<http://www.ars.usda.gov/Main/docs.htm?docid=8445>

**FedCenter Gov**

<http://www.fedcenter.gov/>

**Office of Federal Environmental Executive**

<http://www.ofee.gov/>