

Facilitated EMS Implementation For Business

In Four Sessions:

| June 15-16, 2004 | September 15-16, 2004 |
| December 8-9, 2004 | March 15-16, 2005 |

Held at the Discovery Center | 4750 Troost Avenue | Kansas City, Missouri

BROUGHT TO YOU BY:



Kansas SBEAP
Small Business Environment
Assistance Program



Missouri
Department of
Natural Resources



IOWA WASTE
REDUCTION CENTER,
University of Northern Iowa



Bridging
The Gap



Kansas
Department of
Health and
Environment



Environmental
Protection
Agency,
Region 7



FACILITATED EMS IMPLEMENTATION FOR BUSINESS

The sponsoring organizations are announcing quarterly training sessions for businesses to facilitate development of an EMS. The classes will provide step-by-step EMS implementation training. The EMS training seminar developed through business specific initiatives will be presented in four quarterly training sessions offered at the Discovery Center in Kansas City, Missouri. The modular components streamline the effort and expense for small and medium-sized businesses. The modules are supported by technical assistance throughout the process. The workshops and assistance service are offered for \$200 per person.

Facilitated development of an EMS includes classroom presentation, group exercises and application of the EMS components through homework. This methodology has proven to be valuable for the participants as it guides them through the development and implementation of the EMS.

EPA, State and RAB certified auditors are available to review work and provide guidance as each business develops its unique system.

Session info

SESSION I - JUNE 15-16, 2004

The first session will begin with a brief EMS overview.

The Environmental Policy statement will be discussed in terms of required components and core values. Other topics include the EMS scope, the role and responsibility of the EMS representative, and selection of the Core Team. Legal and Other Requirements will be presented in terms of how to identify legal requirements and possible sources of relevant information. The majority of this session will be spent on identification of Aspects and Impacts. These terms will be defined and a process will be presented to assist participants with this complex task.

SESSION II - SEPTEMBER 15-16, 2004

The second session will focus on Significance Ranking of impacts.

Several methods will be presented and the participants will apply these models to the impacts identified in Session I. A discussion of Objectives, Targets, and Environmental Management Programs will be presented. Also in Session II, Operational Controls and Monitoring and Measurement will be discussed. Selection of metrics will be presented to help participants gauge the effectiveness of the EMS.

SESSION III - DECEMBER 8-9, 2004

The third session will cover Structure and Responsibility and the importance of distributing responsibility and identifying resources needed to implement the EMS.

Training, Awareness, and Competence will be discussed in terms of identifying training needs and assuring competence. Methods and procedures for Communication, Document Control, and Records will also be presented. Emergency Preparedness and Response will be discussed in terms of what is already occurring and what new procedures may be required to implement an EMS.

SESSION IV - MARCH 15-16, 2005

Nonconformance and Corrective and Preventive Action will be presented.

Internal Audits and internal audit team selection will be covered in Session IV. Management Review will be discussed in terms of its importance to the overall success of the EMS and ways to include the review in current business structure.

FACILITATED EMS IMPLEMENTATION FOR BUSINESS:

SESSION I: JUNE 15 - 16, 2004

June 15, 2004: 8am – 5pm

- 8:00Environmental Policy
- 10:45EMS Scope
- 11:30Lunch
- 12:30EMS Representative's Role
- 1:00EMS Core Team
- 1:30Legal and Other Requirements
- 3:00Aspects and Impacts

June 16, 2004: 8am – 2pm

- 8:00Aspects and Impacts
- 11:30Lunch
- 12:30Aspects and Impacts
- 1:30Schedule and Homework Assignments

SESSION II: SEPTEMBER 15 - 16, 2004

September 15, 2004: 8am – 5pm

- 8:00Review Homework
- 9:00Significance Ranking of Impacts
- 11:30Lunch
- 12:30Objectives & Targets
- 3:00Environmental Management Programs

September 16, 2004: 8am – 2pm

- 8:00Operational Controls
- 11:30Lunch
- 12:30Monitoring & Measurement
- 1:30Schedule and Homework Assignments



If your facility is looking for a proven, efficient way to improve your environmental performance while improving your bottom line, an EMS may be right for you.

www.epa.gov/sectors/pubs.html

Meat Processor



A Plan-Do-Check-Act approach

**SESSION III:
DECEMBER 8 - 9, 2004**

December 8, 2004: 8am – 5pm

- 8:00Review Homework
- 9:00Structure and Responsibility
- 11:30Lunch
- 12:30Training, Awareness and Competence
- 3:00Communication

December 9, 2004: 8am – 2pm

- 8:00Documents; Records
- 11:30Lunch
- 12:30Emergency Preparedness and Response
- 1:30Schedule and Homework Assignments

**SESSION IV:
MARCH 15 - 16, 2005**

March 15, 2005: 8am – 5pm

- 8:00Review Homework
- 9:00Nonconformance and Corrective
and Preventive Action
- 11:30Lunch
- 12:30Internal Audits

March 16, 2005: 8am – 2pm

- 8:00Management Review
- 11:30Lunch
- 12:30Review

Our EMS process influenced us to introduce aeration at our wastewater treatment plant and we're projecting annual savings of \$300,000. We also installed a new sludge press that we expect to save us \$150,000 per year and a plastic waste compactor that should save us \$100,000 per year.

Dave Frotz, Excel Corporation

EMS is a
**Good
Business
Decision**

Lodging:

Contact MDNR for Lodging Info

MISSOURI DEPARTMENT OF NATURAL RESOURCES

Phone: (573) 526-6627 or 1-800-361-4827

Email: daniela.heppard@dnr.mo.gov

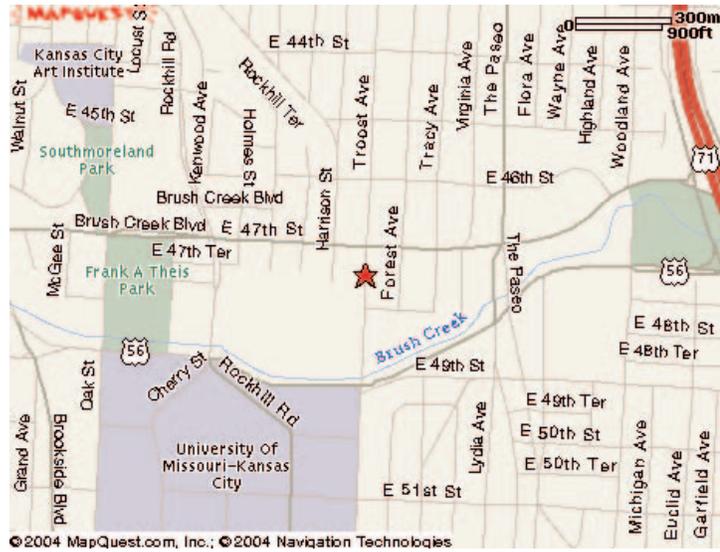
training location:

DISCOVERY CENTER

4750 Troost Ave.

Kansas City, Missouri 64110

Map to Discovery Center:



registration:

Please print or type.

Name _____

Company _____

Company Address _____

City _____ State _____ Zip _____

Phone () _____ Email _____

Payment Method:

Check/Money Order Visa Mastercard

\$200 per person fee for the sessions.

Registration is requested two weeks prior to the event. Online registration at www.iwrc.org/programs/emsclasses.cfm, or mail your payment and this form to: Missouri Department of Natural Resources, Environmental Assistance Office, P.O. Box 176, Jefferson City, MO 65102. Check method of payment on the form. Make checks payable to Missouri Department of Natural Resources. If paying by credit card, MDNR will contact you by phone to collect your card information and authorization before order is processed.

For more information:

Missouri Department of Natural Resources

Phone: (573) 526-6627 or 1-800-361-4827 | Fax: (573) 526-5808 | Email: daniela.heppard@dnr.mo.gov

Facilitated EMS Implementation For Business

one-on-one consultation
throughout the development process.

Facilitated EMS Implementation for Business: A training process resulting in the completion of an environmental management system (EMS) written plan.

“

This EMS has already realized \$637,000 savings and provides a system to evaluate current and new environmental impacts and investigate future projects for continual improvement.

Meat Processor

”