

**U.S. Environmental Protection Agency
ENVIRONMENTAL SCIENCE CENTER, FORT MEADE, MARYLAND**

**ESC EP04.02
Environmental Management System Procedure for:**

Environmental Training

Effective Date: February 23, 2007

Issued by:

Robin Costas / Lynda Podhorniak

EMS Co-coordinators

Review Date:	EP04.02
By:	
Changes:	

1 Purpose

The purpose of this procedure is to provide guidelines for the conduct of periodic environmental awareness and competency training.

2 Scope

The Environmental Science Center (ESC) will conduct two types of training: general awareness and competence training. General awareness training is given to help ensure that all ESC occupants are aware of the importance of conformance with the environmental policy and procedures and with the requirements of the environmental management system, their roles and responsibilities in achieving conformance with the environmental policy and procedures and with the requirements of the environmental management system, and the potential consequences of departures from specified operating procedures. Competence training is applicable to all employees whose work may directly create a significant environmental impact.

3 Procedures

a) Specific Procedure

General Awareness Training

There are two types of general environmental awareness training available for the ESC staff. **New employee awareness training** will be conducted for all new employees as part of the initiation of the environmental management system. New employees will receive this training as part of the new employee orientation process. For convenience, it will be held in combination with the Safety orientation. On a periodic basis, determined by top management, all employees will also receive mandatory **refresher environmental awareness training** that re-emphasizes the above stated elements.

1) New Employee Awareness Training

For security guards (security is 24/7), a letter attached with Post Orders indicates that the new security guards are required to attend the new employee Safety/EMS orientation. An email notification will be sent to the security officer who oversees the security staff from the Deputy Facility Manager announcing that the orientation is scheduled for either 9:00 am or 3:00 pm on the last Thursday of each month with some exceptions. All new weekend and evening guards will be provided an EMS training puzzle to complete while they are on their shift as well as employees routinely not at the ESC during normal working hours. The Deputy Facility Manager will track the completed new employee training in an electronic spreadsheet tracking form (I:OPM\OPM Databases\). In addition, the completed puzzles and sign-in sheets will be located in A132 (Safety/EMS orientation file).

For all other employees, the Deputy Facility Manager will maintain a list of all new employees and will send an e-mail notification including date/time to those who need to attend the new-hire Safety/EMS training with a copy to their supervisor. With some exceptions, new employees will only be issued a “Visitor” building access badge until the Safety/EMS orientation has been completed. After the scheduled training session, the list of attendees will be e-mailed to the Deputy Facility Manager by the Safety/EMS instructors for the purpose of tracking. With some exceptions, supervisors will receive immediate e-mail notification from the Deputy Facility Manager indicating those new employees who did not attend the scheduled training. A copy of the e-mail will be sent to the employee stating they will be notified of the next scheduled training and a reminder of the importance of the training. The Deputy Facility Manager will track the completed new employee training in an electronic spreadsheet tracking form (I:\OPM\OPM Databases\). In addition, the sign-in sheets will be located in A132 (Safety/EMS orientation file).

2) **Refresher Environmental Awareness Training**

Employees will be expected to complete the mandatory refresher environmental awareness training as scheduled by the ESC Management. The training is in the form of a Powerpoint presentation, updated as needed, located at J:\EMS -Environmental Management Systems\Training\Refresher Training. The presentation will be sent out by the EMS coordinator with instructions to complete by the assigned date. The Deputy Facility Manager will track when each employee completes the training. As time runs out, the Deputy will send reminder notifications to the employees, and to their managers, if necessary. A list of the completed training will be kept in A132 (Safety/EMS orientation file).

Environmental competence training

Personnel that are performing tasks which can cause significant environmental impacts shall be competent on the basis of appropriate education, training and/or experience. When competence training is determined to be necessary, such personnel shall receive general awareness training and focused competence training to include:

- The significant environmental impacts, actual or potential, of their work activities and the environmental benefits of improved personal performance
- The proper procedures for conducting environmental monitoring and measuring
- Their roles and responsibilities in achieving conformance with the

environmental policy and procedures and with the requirements of the environmental management system, including emergency preparedness and response requirements

→The potential consequences of departure from specified operating procedures

The details/requirements for competence training will be specified in each Operational Control (OC) and in the master list of "Training Requirements" found on the shared local area network (LAN). When competence training is required, it will be conducted before the employee begins the assigned function.

b) Responsibilities

- The Facility Staff will notify the Safety, Health, and Environmental Management (SHEM) Manager and the EMS Coordinator when a new employee is hired.
- The immediate supervisor, SHEM Manager and/or the EMS Coordinator will determine how and when the competence training will be delivered.
- It is the responsibility of the immediate supervisor to ensure that any required training is conducted. The EMS Coordinator and/or SHEM Manager will report to an employee's supervisor when repeated attempts to provide training have failed.
- The EMS Coordinator, the EMS Team and the ESC Board of Directors shall determine the frequency of general awareness training.

4 Documentation

Records of all EMS related training shall be maintained by the EMS Coordinator, Deputy Facility Manager, or the SHEM Manager. Training records specific to operational controls that are conducted by on-site contractors are maintained by the Project Officer that is responsible for the contract (e.g., O/M&R contractors, hazardous waste removal contractors, analytical services contractors). Training records specific to operational controls that are conducted by EPA staff or grantees are maintained by the SHEM Manager.