

Documenting Your Environmental Management Plan

a Workbook for Small Business



A New Draft Publication from the EPA Small Business Division

Documenting Your Environmental Management Plan - A Workbook for Small Business is for small business owners who worry that what they don't know can hurt them and want to move away from "fire fighting" environmental issues. It shows them how to get to a proactive stance without disrupting their-day-to-day business operations. It will help them formalize environmental management activities while increasing productivity and lowering costs.

The Workbook allows the small business owner to get environmental management issues organized one step at a time. Each section includes an explanation of what needs to be done, worksheets to help the business owner complete the tasks, and examples of completed documentation from two hypothetical small businesses: a furniture refinishing company and a marina. The examples show how that portion of the environmental management plan (EMP) might look once it is done. Business owners who complete all the worksheets will be in a strong position to obtain environmental management system (EMS) certification or other outside recognition should they choose to.

The Workbook will be available this summer. To obtain a copy contact:

**US EPA, Small Business
Division Hotline at
1-800-368-5888**

The sections of the *Workbook* parallel a typical environmental management system approach:

- *Environmental Policy:* Its purpose, what elements it should have, and how to develop one.
- *Responsibilities:* Why everyone in the company needs to understand their environmental responsibilities, how to distinguish between critical and important ones, and how to document them.
- *Getting it Written Down – Environmental Manual:* A method to document what environmental activities are already being done, and how to find and address gaps to assure compliance.
- *Making Progress Over Time – Setting Goals:* How to set goals that are both realistic and inspiring.
- *Keeping Track of Information – Recordkeeping:* What records need to be kept; provides a sample master file list and explains a simple way to put files in order.
- *Keeping Track of Information – Document Control:* How to assign responsibility for and set up a system to keep key documents up to date and available.
- *Master Schedule of Reports, Notifications, and Permits:* How to set up a system so that these items are produced and filed with the appropriate authority in a timely way.
- *Communication:* How to develop a plan to communicate the environmental management plan within and outside of the business to enhance environmental efforts.
- *Training:* How to identify who needs training, what training they need, and how to keep track of the training program.
- *Keeping the EMP Alive and Well – Monitoring and Corrective Action:* How to make goals more powerful by linking them with targets, how to conduct audits and performance checks, and how to follow up on problems detected and prevent them from recurring.

The Workbook goes hand in hand with the *Practical Guide to Environmental Management for Small Business* (Guide). The Guide describes a common sense process for improving the business's environmental management activities. The Workbook shows small business owners the steps to take while going through the process and provides a place to keep and organize all of the information they compile while doing it.