



Future Vision Statements by Environmental Impact Category

Future Vision - Energy

Islands - Demand is reduced through behavioral practices and technology, and the islands of the park are energy independent.

Mainland - Demand is reduced through behavioral practices and technology. Energy that is procured is the cleanest option possible. Any new buildings are constructed with LEED certification in mind and optimal energy efficiency, to the extent possible. Fossil fuels for heating are replaced with more efficient sources. These practices extend to rented facilities as well.

Future Vision - Hazardous Materials and Spills

The very minimum amount of hazardous materials are used; alternative non-toxic products are explored and used whenever feasible. Spills are prevented through planning and practices.

Future Vision - Natural Resources and Ecological Integrity

Ecological integrity is present in the park to the maximum extent possible in the light of climate change. Disturbance processes still function. Vegetation change is identified through monitoring. Introduction of invasive exotic plant and animal species are quickly identified through monitoring, and mitigated. NPS activities do not augment the expansion of exotic species. Overabundant native wildlife are quickly identified and mitigated. The visitors to the park understand and embrace stewardship and act accordingly.

Future Vision - Procurement

Procurement practices consider the entire cost of a purchase including but not limited to travel to a site to purchase

Future Vision - Transportation

Workbook Navigation

The tabs correspond with the numbered and colored sections in the IEP Framework document.

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-  4. GOALS, OBJECTIVES & PROGRESS
-  5A. RESPONSIBILITIES–GOALS
-  5B. RESPONSIBILITIES–IEP MANAGEMENT
-  5C. RESPONSIBILITIES–ENVIRONMENTAL COMPLIANCE
-  6A. DOCUMENTS
-  6B. RECORDS & REPORTS
-  8. TRAINING REQUIREMENTS

Visitors - Visitors are educated and sensitive regarding impacts of travel to the environment. As such the maximum number use low impact transportation methods to arrive at the park including mass transportation, car pooling, or energy efficient vehicles. While in the park visitors travel via low impact methods such as mass transportation, sailboats, kayaking, bicycling, and hiking.

NPS - Transportation is minimized wherever possible using a variety of methods including staying on islands for longer projects, using technology rather than travel for distant meetings, or accomplishing multiple things with one trip. The most efficient method of travel is always considered and where reduction is not possible offsets are utilized to minimize the park's contribution to pollution and greenhouse gas emissions to the maximum amount possible.

Future Vision - Waste Management

Solid (trash and garbage) and liquid waste (vehicle and equipment fluids) are minimized at the source through: 1. life cycle management of items (maintaining minimal inventory and using items within their expiration date), 2. completing routine maintenance, 3. purchasing practices that result in "buy only what is needed" efforts, and purchasing quality items, and 4. maximum recycling efforts. Sanitation waste is minimized in the back country through the use of composting toilets where feasible, and in the front country and mainland through the use of technology where possible to minimize volume.

Future Vision - Water

NPS and visitor activities do not contribute to the contamination of Lake Superior. Energy use associated with water is minimized: fossil fuels are not used for water heating; island staff and visitors filter their own water so potable water transportation is minimized. Zero groundwater and bacterial contamination (associated with composting toilets) occurs in the park. Structures and footprint are minimal; a "pack in, pack out" policy exists on most islands. Water consumption is reduced to the minimum needed for a given task and options to reuse grey water are explored and implemented where ever feasible.

Future Vision - Training and Outreach

Training for NPS employees effectively addresses safety in a manner that successfully reduces the likelihood of accidents and injuries. Training relative to environmental management is effective and results in employees that understand and embrace actions that result in protection of the environment. Outreach to the public is effective and results in educated visitors who embrace stewardship and act accordingly.

Documents, Spreadsheets, and Spreadsheet Purpose

Documents

Integrated Environmental Plan Procedures

Spreadsheets

[Integrated Environmental Plan Workbook](#)

Impacts and Future Vision

Regulatory Requirements

Spreadsheet Purpose

This spreadsheet serves to identify broad future vision statements, provide



3. IMPACTS

This key identifies the impacts associated with the Goals and Objectives in the next tab.

Key	Negative Impacts
AP	Air Pollution
FF	Use of Fossil Fuels
FO	Dependency on Foreign Oil
HW	Hazardous Waste
SW	Solid Waste
TC	Use of Toxic Chemicals
UW	Universal Waste
WP	Water Pollution
TBD	not sure what impact

Note that this is a simplified representation of the impacts originally identified by APIS staff and detailed in the associated spreadsheet titled APIS Activities, Impacts & Desired Conditions.


 4. GOALS, OBJECTIVES & PROGRESS

This tab tracks progress of the current years goals. Completed goals are copied directly into the Accomplishments tab of the Environmental Stewardship Matrix

Goal Heading	Unique ID	Objective	Target/Metric	Start Date	Status	Last Progress Update	Completion Date	Responsible Party-Leader/ Goal Member	Impact s	Future Vision	Resources Needed	Documents & Records	Notes
GOAL 1	2016.1	REDUCING ENERGY USE	Materials and supplies for island facility projects will be hauled in one trip via the new Landing Craft Mechanized (LCM) vessel and not through multiple trips with smaller vessels (an estimated cost savings will be provided at the end of the work season).	4/28/2016	in progress			Chief of Facility Management / Supervisor Marine & Grounds and Marine Mechanic	FF, FO	Energy, Transportation			
GOAL 2	2016.2	SHARING PARK SUSTAINABILITY STORIES	Interpretation and Education staff will review and post to Facebook at least 2 Park sustainability stories provided by Park divisions in FY16.	3/5/2016	inprogress			Chief of Interpretation and Education / GT representative from each Division	SW, UW	Training and Outreach			
GOAL 3	2016.3a	OTHER PARK-GENERATED CLIMATE CHANGE/SUSTAINABILITY EMS GOALS	The Green Team will lead a review and finalize the Park's BMPs.					Green Team Chair/Green Team	TBD	Training and Outreach			
GOAL 3	2016.3b	OTHER PARK-GENERATED CLIMATE CHANGE/SUSTAINABILITY EMS GOALS	Planning and resource Management will treat perwinkle (vinca) at Michigan light station where it has spread from the light station yard into the surrounding forested area.					Chief of Planning and Resource Management / Biologist	TBD	Natural Resources and Ecological Integrity			
GOAL 3	2016.3c	OTHER PARK-GENERATED CLIMATE CHANGE/SUSTAINABILITY EMS GOALS	Planning and Resource Management will pro-actively remove and treat new occurrence of invasive buckthorn from Devils light station grounds and survey the surrounding area for any other infestations.					Chief of Planning and Resource Management / Biologist	TBD	Natural Resources and Ecological Integrity			
GOAL 3	2016.3d	OTHER PARK-GENERATED CLIMATE CHANGE/SUSTAINABILITY EMS GOALS	Protection will conduct a field exercise in FY 16 that will serve as the Park's HAZWOPER refresher.					Chief of Protection / Park Rangers (P)	WP	Hazardous Materials and Spills, Training and Outreach			



5A. RESPONSIBILITIES–GOALS

This tab lists the divisions and staff position responsible for carrying forward progress on the Goals, Objectives & Progress tab of the IEP.

UniqueID	Description of Duties	Responsible Position
GOAL 1: REDUCING ENERGY USE		
2016.1	Goal Leader	Chief of Facility Management
2016.1	Goal Team Members	Supervisor Marine & Grounds and Marine Mechanic
GOAL 2: SHARING PARK SUSTAINABILITY STORIES		
2016.2	Goal Leader	Chief of Interpretation and Education
2016.2	Goal Team Member	Green Team representative from each Division
GOAL 4: OTHER PARK-GENERATED CLIMATE CHANGE/SUSTAINABILITY EMS GOALS		
2016.3a	Goal Leader	Green Team Chair
2016.3a	Goal Team Member	Green Team
2016.3b,c	Goal Leader	Chief of Planning and Resource Management
2016.3b,c	Goal Team Member	Biologist
2016.3d	Goal Leader	Chief of Protection
2016.3d	Goal Team Member	Park Rangers (P)


 **5B. RESPONSIBILITIES-IEP MANAGEMENT**

This tab lists the staff members responsible for maintaining the APIS IEP.

Responsibility	Description	Responsible Person or Group
Integrated Environmental Plan		
IEP Expediter	<p>Coordinates IEP progress including:</p> <ul style="list-style-type: none"> • Maintains the Annual IEP Calendar, and sends out (or arranges for) timely reminders to responsible parties as necessary to ensure completion of activities (June, September and December) • Coordinates with Goal Leaders and others with IEP responsibilities as necessary to carry out intention of IEP. • Reports on status of IEP activities and get approval of progress reports from SEMS Committee and Superintendent and seeks management support as necessary. • Report IEP progress reports to all APIS staff after approval by SEMS. 	Green Team Member: Sustainability Coordinator
IEP Training Coordinator	Maintain Training tab of the IEP Workbook and ensure Training Leaders carry out or arrange for required or planned training as specified in the IEP	Green Team Member: Sustainability Coordinator
IEP Record Keeper	Maintain and update the Documents, Records, and Reports tab in the IEP Workbook	Green Team: Sustainability Coordinator
IEP External Communications Leader	Create or authorize external communications, and authorize messages and content to be communicated via publications, IEP web page, or through other public forums	Superintendent and Public Information Officer
IEP Internal Communications Leader	Internal IEP training and communications	Green Team Leader
IEP Webmaster	Maintain IEP Internet web pages	Internet Webmaster: Ojibwe Cultural Specialist
IEP Intranet	Maintain IEP Intranet page	Intranet Webmaster: IT Specialist
Goal Leader	<p>Oversee steps to achieve the associated objectives and targets to fulfill assigned goal:</p> <ul style="list-style-type: none"> • Will ensure that staff are aware of their roles and responsibilities to achieve the objectives and targets supporting their goal. • Will report progress to the SEMS Committee as specified in the IEP Annual Calendar. • Will provide a year-end summary of efforts to accomplish the objectives and targets supporting the goal to the SEMS Committee. 	See Tab 5a. For specific assignments.
Goal Team Member	Support Goal Leader on specific tasks to achieve associated objectives and targets to fulfill assigned goal.	See Tab 5a. For specific assignments.
Environmental Coordinator	Point of contact for environmental compliance audits and coordination of environmental management responsibilities. Identifies legal requirements, maintains Legal and Other Requirements workbook and review and update annually; recommend changes to Green Team.	Chief of Facility Management



5C. RESPONSIBILITIES–ENVIRONMENTAL COMPLIANCE

Title	Responsible Staff Member	Description of Responsibilities
Emergency Management		
Emergency Coordinator	Chief of Protection	Provide basic response training procedures for Non-First Responders and update the Emergency Operations Plan and reviews Spill Prevention Control and Countermeasures Plan annually. Responsible for emergency response plans and for coordinating park's response to emergencies, including hazardous chemical spills.
Spill Prevention, Control, and Countermeasure (SPCC) Coordinator	Chief of Facility Management	Maintains and implements the park's SPCC Plan under direction of Emergency Coordinator.
Hazardous Materials		
Hazard Communication (HAZCOM) Coordinator	Chief of Facility Management	Provide training on HAZCOM plan, review and update HAZCOM plan.
Chemical Inventory Coordinator	Marine Mechanic	Ensure Supervisors update MSDS binders and the Chemical Inventory spreadsheet; distribute MSDS binders
Integrated Pest Management		
Integrated Pest Management (IPM) Coordinator	Biologist	Responsible for pesticide management in conformance with NPS-77, including seeking authorization for pesticide use through the Regional Pesticide Use Proposal System (PUPS) and entering annual pesticide use data into the PUPS as required by the Regional Integrated Pest Management (IPM) Coordinator.
Applicator	Biologist	Application procedures in accordance with federal and Wisconsin requirements.
Waste		
Waste Coordinator	Chief of Facility Management	Provide HAZCOM, HAZMAT, Solid Waste, and Liquid Waste Training, and updating specifications for contracting, records maintenance, updating plans
Sustainable Operations		
GHG Emissions Inventory and Monitoring Coordinator	Chief of Facility Management	Coordinates activities to ensure annual goals, objectives, and targets related to greenhouse gas reduction are carried out.
Energy Management Coordinator	Chief of Facility Management	Responsible for conformance with energy management requirements of EO 13423 and EO 13514 and for maintaining data necessary for completing the annual sustainable practices report.
Environmental Purchasing Coordinator	Chief of Business Services	Responsible for conformance with environmental purchasing requirements of EO 13423 and EO 13514 and coordinates environmental purchasing training for all park staff who have purchasing authority.
Waste Reduction/Recycling Coordinator	Park Property Manager: FMSS Specialist	Leads parks solid waste management and recycling programs; maintains solid waste disposal records and contract information as well as data on materials recycled for annual sustainable practices report.

A. DOCUMENTS

This table lists important environmental documents, where they are located, who is responsible for them, and details on deadlines/important dates.

Document	Location	Responsible Staff Member	Review Interval	Upcoming Revision Date	Archive Date
IEP Management					
Environmental Commitment Statement (ECS) (APIS SO#31)	P:\Approved APIS Documents\SOs\Converted to PDF\SO_31.pdf	Green Team (Leader) updates and Superintendent Signs	4 Years	Due May 2020	Most Recent update May 4, 2016
External Environmental Management System (EMS) Evaluation - Site Audit	Documents, Records and Reports\Audits\2012 EMS and Site Audit\2012 site Audit findings	Chief of Facility Management and Green Team Leader	Required every 4 years, see Fed Center Report inform. This is the site audit.	FY2016	EMS and site audit May 8-10, 2012, also 2011
External Environmental Management System (EMS) Evaluation - EMS Audit and Action Plan and IEP review by Management	\\NPAPISMBRS2HQ\Share\Integrated Environmental Plan\Documents, Records and Reports\Audits\2015 EMS Audit\AmecFW-Baker APIS EMS Evaluation FINAL (1).pdf	Chief of Facility Management and Green Team Leader	Required every 3 years, see Fed Center Report inform. This is the EMS portion only, not the site Audit	FY2016	EMS and site audit 2015, 2012, also 2011
Impacts & Future Visions	S:\Integrated Environmental Plan\IEP Impacts Future Vision Current.xls	Green Team	5 years	Due FY2015	2010
Integrated Environmental Plan (IEP)	This is the document you are currently in: S:\Integrated Environmental Plan\IEP Workbook Current.xls	Green Team	Quarterly (June, Sept & Dec Progress Reports)	On-going Updates	Biannually (February and October)
Integrated Environmental Plan (IEP) Procedures	S:\Integrated Environmental Plan\IEP Procedures Current.doc	Green Team & SEMS approval	5 years	Due FY2016	11-Apr
Laws Regulations & Policies	S:\Integrated Environmental Plan\Legal and Other Requirements Current.xls	Chief of Facility Management	6 months (December and August)	On-going Updates	Every year in September
Management Review Summary & Certification	In the 8/4/2011 meeting in this folder \Share\Sustainability\Green Team\Minutes\Archives\2011.zip	Green Team Leader Coordinates & Management Squad approval	annual	September Green Team meeting	8/4/2011 Green Team notes
Management Review Meeting Minutes	S:\SAFETY\Safety and Sustainability Committee Minutes\2011\Aug 10, 2011.docx	Green Team Leader	annual	9/16/12 SEMS meeting	8/10/11 SEMS notes
Stewardship Matrix	S:\Integrated Environmental Plan\Env Stewardship Matrix Current.xls	Green Team	6 months (December and August)	On-going Updates	Biannually (February and October)
Compliance					
Chemical Inventory	This is an access database RP-Share\MSDS Database\APIS SDS Database.accdb	Safety Officer	bi-annual	2013	2011
Emergency Operations Plan (EOP)	P:\Approved APIS Documents\Plans\Protection\Emergency Operations Plan 2014.doc	Chief of Protection	every 4 years	2018	2014
EPA Identification Number	S:\Integrated Environmental Plan\Documents, Records and Reports\HAZ Waste\EPA Number & Generator Status\EPA Number.doc (Central files A7615)	Chief of Facility Management	this ID stays the same, but the generation status may change	Temporary change in generation status due to HAX on island sites; once mitigation complete (estimated to be in 2013) park will go back to Very Low Generation status. FM Manager will need to update status with state of WI.	2008

Hazardous Waste Generator Status	S:\Integrated Environmental Plan\Documents, Records and Reports\HAZ Waste\Temporary Generator Status\Temp Generator Status 2011.pdf	Chief of Facility Management	as needed	Temporary: Large Quantity	2011
	S:\Integrated Environmental Plan\Documents, Records and Reports\HAZ Waste\Temporary Generator Status\Temp Large Qty Gen 2011.pdf				
Green Procurement Plan	P:\Approved APIS Documents\Plans\Green\APISGreenProcurementPlan_2015.pdf	Chief of Business Services	as needed	n/a	11/19/2015
Emergency Response Plan (ERP)	P:\Approved APIS Documents\Plans\Facilities\Emergency Response Plan.pdf	Chief of Facility Management	currently 2 yrs	12/27/2012	current version is 12/27/2010
Hazard Communication (HAZCOM) Plan	P:\Approved APIS Documents\Plans\Facilities\HAZCOM Plan - final 5-4.pdf	Chief of Facility Management	as needed	as needed	current version is 5/1/12(names only)
Hazardous Waste Management Plan	n/a. APIS has no Plan	Chief of Facility Management	n/a	n/a	n/a
Integrated Pest Management (IPM) Plan	P:\Approved APIS Documents\Plans\PRM\Revised IPM plan 2002.doc	Park Biologist	as needed	New Plan currently being written by Great Lakes Network Office.	current IPM Exotic Plants Plan is from 2002
Integrated Solid Waste Alternatives Program (ISWAP)	P:\Approved APIS Documents\Plans\Facilities\APIS ISWAP_2015.pdf	Chief of Facility Management	unknown	as needed	2015
Internal Environmental Audit Report	This is something APIS can do on their own, but has not done yet. Or this could be a record of the closing of findings on the WASO website.	Chief of Facility Management (suggest change this to green team)	Suggestion is to take one part of the EMS and work on that each year. Findings should be sent to Jim C.	n/a	n/a
Master Material Safety Data Sheet (MSDS) Binder	Sheets are at all locations that chemicals are stored. (in process, all MSDS sheets will be link in inventory that can be printed for binders: see Chemical Inventory link above)	Safety Officer	as needed	as needed	n/a
MWR Env Compliance Audit Report (Site audit)	Documents, Records and Reports\Audits\2012 EMS and Site Audit\2012 Audit findings	Chief of Facility Management	MWR's Environmental Audit Program evaluates each park on a 4-year cycle.	May 2012. This is a site visit with Auditor agency, PRIZIM.	2002, 2008
National Pollutant Discharge Elimination System (NPDES) Permit (Stormwater)	Central Files A90	Chief of Facility Management	as needed during construction projects	as needed	2005 RA and Meyers, our last stormwater, but can't find records
Respiratory Protection Program	Central Files A7615 and SO#39 P:\Approved APIS Documents\SOS\Converted to PDF\SO_39.pdf	Buildings & Utilities Supervisor	March 1 annually	March 1 annually	9/25/2012
Spill Prevention, Containment & Countermeasure (SPCC) Plan	S:\Spill Prevention, Control, and Countermeasures (SPCC) Plan\SPCC 2010.pdf	Chief of Facility Management	as needed	This is currently being updated by Peter Steinkopf (new names for Coordinator and Emergency Commander). This does NOT require MWR approval since only names changed.	2011
Underground Injection Control (UIC) Permit	Central Files D5039 "sewer systems" This is not acutally a permit. 2 documents at link below S:\Integrated Environmental Plan\Documents, Records and Reports\LSB Injection Well	Chief of Facility Management	?	?	Feb. 2011
UIC Registration Forms	Central Files D5039 "sewer systems"	Chief of Facility Management	?	?	?
Park Policies					
EO 13693	https://www.fedcenter.gov/programs/eo13693/	President	n/a	n/a	n/a

Superintendent's Order (SO) 17 Fuel and Oil	P:\Approved APIS Documents\SOs\Converted to PDF\SO_17.pdf	Superintendent	as needed	no upcoming review planned	last revision 7/9/2003
SO 39 Documented Safety Plan	P:\Approved APIS Documents\SOs\Converted to PDF\SO_39.pdf	Superintendent	March 1 annually	March 1 annually	9/25/2012
SO 45 Boat Transportation Efficiency	P:\Approved APIS Documents\SOs\SO_45.doc	Chief of Planning and Resource Management	as needed	review planned 2013	last revision 6/18/2009;
SO 46 Snowmobile Use and Operation	P:\Approved APIS Documents\SOs\SO_46.doc	APIS Snowmobile Safety Officer	as needed	2020	last revision, 3/14/16
BMPs	S:\Integrated Environmental Plan\APIS Env Stewardship Matrix Current.xls	Green Team Updates and Superintendent	Annually	n/a	n/a
General Management Plan (GMP)	S:\GMP\Final GMP 2011\APIS-FINAL-GMP-WMP-EIS-for-CD-April-2011-SECURED.pdf	Superintendent	15-20 years	n/a	n/a
Climate Friendly Action Plan	P:\Approved APIS Documents\Plans\Green\APIS Climate Friendly Action Plan - Final.pdf	Superintendent	n/a	n/a	2008

 **INTRO & INDEX**

 **3. IMPACTS**

 **4. GOALS, OBJECTIVES & PROGRESS**

 **5A. RESPONSIBILITIES–GOALS**

 **5B. RESPONSIBILITIES–IEP MANAGEMENT**

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 **6A. DOCUMENTS**

 **6B. RECORDS & REPORTS**

 **8. TRAINING REQUIREMENTS**



 **6B. RECORDS & REPORTS**

This tab lists important environmental records, where they are located, who is responsible for them, and when updates occur.

*Note that Training Records appear under a separate tab.

Record/Report	Location	Responsible Staff Position	Update Interval	Date of Most Recent Update	Internet Website Link
General					
IEP Management					
IEP Meeting Minutes (Sustainability Committee/Green Team Minutes)	Park Intranet S:\Sustainability\Green Team\Minutes	Chairman of the Green Team	monthly	updated monthly, archived yearly	
Annual IEP review by Management	..\SAFETYSEMS Committee Minutes\2012\August 8, 2012 .docx	Chairman of the Green Team	annual	8-Aug-12	
IEP Workbook Goals Progress Tracking	see this excell file tab "4. Goals, Objectives, and Progress"	Green Team	quarterly	ongoing	
Office of Management and Budget (OMB) Sustainability and Energy Scorecards	this can be found online at the website link	N/A	this is new in 2011 and will be annual report	2010 is most recent report. This is a DOI report that is for the entire agency. We used to report directly to OMB but no longer do. Our Sustainable Practices Report (listed in other below) directly contributes to this Scorecard.	http://www.whitehouse.gov/administration/eop/ceq/sustainability/omb-scorecards
	http://www.doi.gov/greening/prfm_matrix/index.html				http://www.doi.gov/greening/prfm_matrix/index.html
Compliance					
Emergency Management					
Tier I or Tier II Reports (This is a required report for having 10,000 lbs or more of fuel)	Documents, Records and Reports\Teir 2 report\Teir 2 report.PDF	Chief of Facility Management	annually on March 1	done for reporting period 1/1/2013 to 12/31/2013	
TRI Form R Reports Toxic Release Inventory Program. (if more than the threshold quantity of a toxic chemical is intentionally released to the environment.) (For APIS this relates to Green Ammunition. We submit the Green Ammo report, which in turn submits Form Rs for lead to EPA.	Green Ammunition reports in Central files L76 "Enviro Impact: General Information" and XS34 "Firearms, Ammunition and Defensive Equipment",	Chief of Facility Management	Green Ammo Report Due Annually --TRI Form R Reports Due July 1 (if needed)	UPSATE:this no longer printing out report, online survey only. Annual	http://www.epa.gov/tri/report/index.htm

Energy					
Energy Use Data	<p>APIS "energy spreadsheet" compiled by Facility Management. APIS leases many of its office buildings, so we now don't get bills for electric. The electric bills go directly to contracting. Or is the the EMP Energy Management Repot. Also in same file in IEP folder</p> <p>S:\Integrated Environmental Plan\Documents, Records and Reports\Energy Data & Spreadsheet\FY 11\Fuel Propane Electricity Recyclables 2011 Final.xls</p>	Chief of Facility Management (New Chief no longer keeps this up)	annual	<p>2011 --Data used for various reports, including the Clip Tool for CFP and Sustainability Report.</p> <p>New Chief of Facility is not keeping up the "energy spreadsheet" he does his reports by hand, then enters them into the reporting websites, It will be up to the Green team members doing the CLIP to gather this informaiton and put it in a spreadsheet for postarity.</p>	
Energy Management and Conservation Program Reporting (EMDRS)	Central Files A2621	Chief of Facility Management	Annual, November	This is connected to the PFMD (Park Facility Management Division, WASO)	http://pfmd2.nps.gov/emp/energy/emdrs/
Hazardous Materials and Spills					
24 Hour Responder Training Records	personel folders or in the traning database. P:\Training Roster\Training_log.accdb	Chief of Business Services	annual	annual	
SPCC Plan Updates	this is for any updates to the SPCC Plan	Chief of Facility Management	as needed	updates can be hand written in scanned to file if needed.	
Integrated Pest Management					
Certifications	personel folders or in the traning database. P:\Training Roster\Training_log.accdb	Biologist	every 5 years	Biologist was not able to get her cert this year because of travel restricitons	
Disposal Documentation	APIS has not disposed of any pesticides	Biologist	n/a	Biologist will develop a spreadsheet in the event of disposal of pesticides	
Pesticide Use Proposals	these are handled through the Pesticide Use Permit System (PUPS)	Biologist	annual	Biologist has access to the PUPS System	
Pesticide Use Log	these are handled through the Pesticide Use Permit System (PUPS)	Biologist	annual	Biologisthas access to the PUPS System	
Procurement					
Credit Card Logs	credit card logs are with credit card files in Budget Assistant's, office.	Chief of Business Services	monthly	updated monthly, kept for 3 years.	
Transportation					

Electronic Leak Detection Check	Central Files D5041	Marine & Grounds Supervisor	Monthly tests. Presented to Fire Marshal yearly	UST Sensor Report done by Marine Mechanic . 2011 was last year of this because we have no more USTs.	
Leak Detection: Fuel Transfer/Delivery Tickets	Central Files A7615, this is "Section 3a and 3b" of the SPCC Plan. "3a" is for AST at Roys and LSB and "3b" is for delivery to AST indoors, or exterior to residences	Marine & Grounds Supervisor	When fuel is delivered	Since 2012 audit : 6/4/12	
Leak Detection: Monthly Inventory	Central Files A7615, this is "Section 4: SPCC Facility Inspection Log" of the SPCC Plan	Marine & Grounds Supervisor	monthly	Since 2012 audit : 5/16/12	
UST Disposal Closure & Removal Records	Central Files D5041	Marine & Grounds Supervisor	as needed	2012 final closure of USTs	
	T:\Integrated Environmental Plan\Documents, Records and Reports\HAZ Waste\LSB Fuel Tank Project 2011 2012				
UST Inventory Registration Records	Central Files D5041	Marine & Grounds Supervisor	as needed	Not sure what this is. Is it when the tanks were put in?	
FAST Report	Central Files S2621	Chief of Facility Management	Annual, end of FY	This is completed online by park and managed by MWR, Fleet Management.	
Waste					
Hazardous Waste Manifests	Central Files A7615 (some older files are in D5041 and need to be moved over to A7615)	Chief of Facility Management	as needed	2011 (Hanson site)	
	S:\Integrated Environmental Plan\HAZ Waste\Haz Waste Manifests				
Inspection Logs	this would be required inspections for large generator, not sure if we need to do these as temporary large generator	Chief of Facility Management			
Non-hazardous Disposal Records	Central Files A7615	Chief of Facility Management	as needed	suggest delete this line, it is almost the same as Solid waste, or make more clear.	
Recycling Records	Central files - D5031 'recycling', e-recycling S7421, also Waste Mgmt - Energy Spreadsheet(on Facilities Drive)	Chief of Facility Management	As Occurs and reported annually in various energy reports (i.e. Clip Tool, etc.)	recycling file in D5031, e-recycling is kept with property disposal records; Waste Management recycling dumpsters at RP - record of amounts kept on park Energy Spreadsheet, as well as through our contracted amounts (budget)	

Solid Waste Generation Records (see energy report we don't get receipts this will be used to make Sustainable Practices report)	Central Files D5031 " Sanitary Matters: Solid Waste Disposal Program"	Chief of Facility Management	annual	Waste Mgmt - garbage dumpsters, park Energy Spreadsheet and contracted amounts. Auditors will be working with park on creating ISWAP (Integrated Solid Waste Alternatives Program).	
Universal Waste Shipments	Reported in "Sustainable Practices Report" below, also A7615 and also for radio batteries Central Files S7421 attached to disposal records	Chief of Facility Management	annual, or as needed	annual	
Used Oil Disposal Records	Central Files A7615 (some older files are in D5041 and need to be moved over to A7615)	Chief of Facility Management	as needed	May-12	
Waste Determination (this is records of lab reports or other records determining if materials are hazardous)	L7617 "statements and studies concerning NPS areas: NPS/NEPS"	Chief of Facility Management	as needed	12/20/07 Hanson site soil tests	
EDL (Environmental and Disposal Liabilities Assessment)	Central files L7617	Chief of Facility Management	Quarterly, but not 1st quarter (March, June, September)		http://ecl.doi.gov/login.cfm
Other					
DOI Sustainability Reporting(formerly EMS Scorecard)	(this was EMS scorecard) this is EMS reporting(the 4 questions)	Chief of Facility Management	it is now 2x per year	this has be done online by Facilities	http://www.doi.gov/greening/sustainability_plan/index.htm ↓
Correcting Environmental and Safety Audit Findings	this reported on website, and email reply to ??	Chief of Facility Management	2 times a year	Last update was in September 2012 Reply due: 3/1/12 and 8/ 1/12 Response required	
Greenhouse Gas Inventory (Climate Friendly Parks)	S:\Climate Friendly Parks	Chief of Facility Management	4 years, next due for 2014	2010 Data entered into Clip Tool, report written compairing 2006 and 2010	
Travel Green Wisconsin Updates	S:\Integrated Environmental Plan\Documents, Records and Reports\Travel Green Wi	Chief of Facility Management	bi-annual	2011	
Sustainable Practices Report (central files D5031)	S:\Integrated Environmental Plan\Documents, Records and Reports\Sustainable Practices Reports\Sustainable Practices 2014.pdf	Chief of Facility Management	Annual	DOI Sustainable Practices Database - Solid Waste & Chemical Management. Data used for OMB report.	http://www.nbc.gov/spreport/
NPS Required Radon Housing Tests	Central Files A7615	HSP/Util + Housing Officer	last update was 2006	WASO did not send kits 2011. APIS has Kits in place that they will turn in this year 2012	
DNR Required Potable Water Reports	Central Files D5039. Summary table is what is put in computer database for DNR annually.	HSP/Util	annual	Cross Connection control, High Capacity, and Analytical Summary - Annual	
NPS Required Potable Water Reports	Central Files D5039. Chlorine and Bacteriology	HSP/Util	annual	Chlorine reading are taken daily on islands. Current year data is in Fabian Basina's office at Roys Point.	



8. TRAINING REQUIREMENTS

This tab lists all environmental management-related trainings, a brief description of the training, if it's a requirement or BMP, who should attend (by position), the location of the list of attendees, and when the training should be reviewed/updated.

See APIS training database for Documented training. [Link provided.](#)

<http://inside.nps.gov/waso/custommenu.cfm?lv=4&org=1092&id=6788> envoi checklists these checklists help with required EMS trainings

Training	Description	Required ?	Required Attendees	Training Coordinator	Frequency
Emergency Management					
Emergency Operations Plan (EOP)	From RM50, no length or type mandated. The purpose of this program is to provide guidance to office managers and office staff on the elements of safe office work. See email from Chris about what it should include.	Required	All staff	Chief of Protection	Annual
Hazardous Materials and Spills					
24 Hour First Responder Training	24 Hour First Responder Training HAZWPR	Required	Selected Staff ID'ed in Training Log	Chief of Facility Management	Once/Employee
8 Hour Refresher for First Responders	8 Hour Refresher for First Responders HAZWPR - This can be done in-house	Required	Selected Staff ID'ed in Training Log	Chief of Facility Management	Annual
Fuel Station Spill Prevention	For all employees who use fuel stations.	Required	Maintenance Staff	Safety Officer	Annual
HAZCOM: 1 hour refresher	This is a HazCom Refresher at annual All-Employee training, mostly going over MSDS sheets	Required	All staff	Chief of Facility Management	Annual
HAZCOM: 4 hour course	not currently provided	Required	All Permanent Staff	Chief of Facility Management	Once/Employee
SPCC: Quarterly PAC meetings	Port Authority meeting, agencies that have connection to harbors, going over threats, incidents, spill, accidents, research and audits etc..	Not Required	Lead Field Staff	Chief of Facility Management	1-4/Year
Spill Prevention, Containment & Countermeasure (SPCC) Plan: Annual Refresher	Park staff who are required to respond to oil spills, or could reasonably be expected to witness and report a spill, must receive training on the contents of the Plan and its attachments at least once a year. This training should ensure that the Park staff members have an adequate understanding of their responsibilities with respect to implementation of the Plan. In addition to a review of spill prevention, containment, and cleanup methods, the training should highlight any past spill events or failures and recently developed precautionary measures. Staff responding defensively to an oil spill must receive HAZWOPER First Responder Operations Level training.	Required	Selected Staff ID'ed in Training Log	Chief of Facility Management	Annual
Integrated Environmental Plan					
Environmental BMPs	no documented training on BMPs	BMP	All Staff	SEMS Committee	n/a
Environmental Commitment Statement (ECS)	no documented training on ECS	BMP	All Staff	Superintendent	n/a
Environmental SOS	no documented training on Environmental Sos	BMP	All Staff	SEMS Committee	n/a
Environmental Management System (Integrated Environmental Plan (IEP))	general training for all staff, done at all employee training	Required	All Staff	SEMS Committee	Annual
Integrated Pest Management					
Applicator	State Self Study Course	Required for Restricted Pesticides	Biologist/Applicator	Biologist	renewed every 5 yrs
Orientation to NPS IPM	one-time Online DOI Learn course (in order to enter into PUPS)	Required	IPM Coordinator	Biologist	as needed
Integrated Pest Management (IPM) Plan	40 Hour NPS Course put on by MWR	Required	Biologist/Applicator	Biologist	Once/Employee
Other					
Executive Order (EO) 13693	currently no documented training: Awareness of Sustainability Provisions Including: Green Procurement, Energy Conservation, Waste Reduction,	Required	All Staff	Chief of Facility Management	Annual
Procurement					
Green Procurement Plan	Ensure that training on the provisions of Executive Orders are provided for program managers, contracting personnel, procurement and acquisition personnel, facility managers, contractors, concessioners and other personnel as appropriate P:\Approved APIS Documents\Plans\Green\APIS Green Procurement Plan_2015.docx	Required	Purchase Card Holders	Chief of Business Services	Annual
Transportation					
Waste					
Excess Property	only informal and as-needed training provided - Policy to Reduce Spills from Unused Equipment	BMP	New Supervisors	Property Officer	informal and as-needed

online training websites

green purchasing webinars <http://inside.nps.gov/waso/custompages.cfm?prg=1226&id=10288&lv=4&pgid=4114>

Hazardous Waste	For Large Quantity Generators: classroom or on-the-job training on hazardous waste management that, at a minimum, ensures that they can respond effectively to hazardous waste emergencies. The training program must be directed by an individual who has been trained in hazardous waste management procedures. An annual review of the initial training is required. Small Quantity Generators: all park personnel are thoroughly familiar with proper waste handling and emergency procedures relevant to their responsibilities during both normal operations and emergencies. (NOTE: NPS policy is that Conditionally Exempt Small Quantity Generator parks meet all SQG requirements, including training.)	Required	Maintenance Staff	Maintenance Supervisors	Annual
Solid Waste and Recycling	no documented training provided:--Disposal Procedures & Goals	BMP	All Staff	Supervisors	Annual
Universal Waste	Employees who handle or have responsibility for managing universal waste must be informed of proper handling and emergency response procedures applicable to the universal waste they may handle.	Required	All Staff	Supervisors	Annual
Oil Pollution Prevention	Parks that store petroleum in quantities exceeding the thresholds outlined in 40 CFR 112 are required periodically instruct personnel in the operation and maintenance of equipment to prevent discharges of oil. Training requirements must be identified in the park's Spill Prevention, Control and Countermeasure (SPCC) Plan.	Required			
Used Oil	no current annual training provided:--Regulatory Requirements	BMP	New Maintenance Staff	Marine Mechanic	Once/Employee
Hazardous Materials Transportation	DOT regulations at 49 CFR 173.1 require all parks involved in the transportation of hazardous materials or the offering of hazardous materials for disposal to perform personnel training as outlined in the regulations. These training requirements address proper hazardous materials packaging and labeling	Required			
Water					
Semiannual Potable Water	"Small Systems Water Operator Certification" every 3 yr. 6 Continuing Education Units must be earned during the 3 years.	Required	Licensed Utility Technicians	State Trainers	Annual
Pump Installer License	for installing or repairing anything prior to pressure tank on water systems	Required	Don Pratt	Chief of Facility Management	Annual
Semiannual Wastewater	no APIS employee holds license for wastewater	Required	Licensed Utility Technicians	State Trainers	Annual
Other					