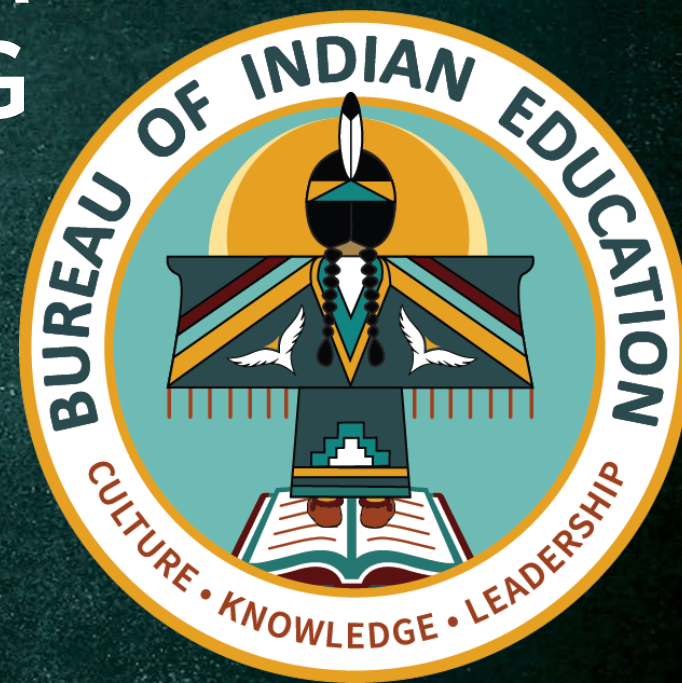




U.S. Department of the Interior
Bureau of Indian Education

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ANNUAL ENVIRONMENTAL MANAGEMENT SYSTEM AWARENESS TRAINING





OBJECTIVE

To provide an understanding of how BIE implements the EMS in accordance with the BIE EMS Manual.

MEETING TIPS FOR ONLINE TRAINING

- ❖ 1). Place yourself on “Mute” to prevent background noise.
- ❖ 2). Use the “Chat with all” feature to ask questions.
 - ❖ Note: All participants will be able to see your comments or questions.
- ❖ 3). Every participant will receive a certificate of completion.



BIE BRANCH OF ENVIRONMENTAL MANAGEMENT (BIE BEM) WHO WE ARE...

Albuquerque Office

John Clymo, Program Manager, Supervisory Environmental Protection Specialist

Candace DeSantis, Lead Environmental Protection Specialist

Karlisa Benally, Environmental Protection Specialist

Priscilla Avila, Environmental Protection Specialist

Henryetta Price, Environmental Protection Specialist

Rochelle Mariano, Program Support Assistant

Bloomington Office

Russell Brigham, Environmental Protection Specialist

Gallup Office

Karmen Billey- Badonie, Environmental Protection Specialist



AGENDA

- EMS Overview
- Benefits of Implementing an EMS
- EMS Process
- EMS Elements
- EMS SharePoint Website



WEBINAR OBJECTIVES

- ❖ Understand what an EMS is
- ❖ Understand EMS elements
- ❖ Expectations for the use of BIE's new EMS website





PURPOSE

- ❖ Monitor and verify compliance with Federal, State, and Local environmental regulations
- ❖ Promote improved environmental performance at BIE facilities
- ❖ Educate and promote awareness of environmental compliance and pollution prevention, and sustainability
- ❖ Enhance implementation of Environmental Management Systems (EMS)

WHAT IS AN EMS?

- An **Environmental Management System (EMS)** is a set of processes and practices that enable an organization to reduce its **environmental** impacts, fulfill compliance obligations, minimize risk, and increase opportunities for operating efficiency
- EMS provides a framework for the **management** of an organization's **environmental** programs in a comprehensive, **systematic**, planned, and documented manner
 - Includes organizational structure, planning, and resources for developing, implementing, and maintaining policy for **environmental** protection

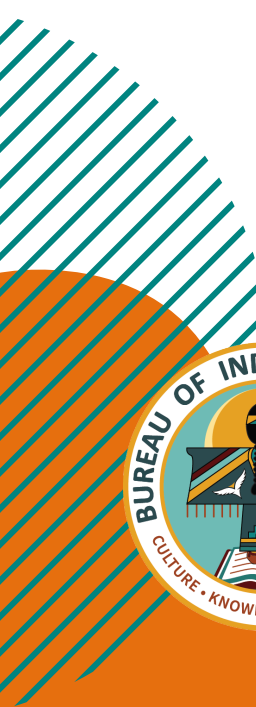


BENEFITS OF IMPLEMENTING EMS

- ✓ Improves environmental compliance in operations and activities
- ✓ Captures program/operation institutional knowledge
- ✓ Reduces environmental liability
- ✓ Reduces cost for cleanup of environmental contamination
- ✓ Improves communication
- ✓ Improves operational productivity
- ✓ Proactive vs. Reactive



A decorative graphic consisting of a grid of yellow dots on the left and several horizontal brown bars of varying lengths on the right. The dots are arranged in a 5x8 grid. The bars are positioned to the right of the dots, with some bars spanning the width of the dot grid and others being shorter.



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EMS ELEMENTS

- Scope
- Environmental Policy
- Roles, Responsibilities, and Authorities
- Aspects and Impacts
- Compliance Obligations
- Objectives and Targets
- Training
- Communication
- Documented Information
- Operational Controls
- Emergency Preparedness and Response
- Monitoring and Measurement
- Internal Audit
- Nonconformity, Corrective and Preventive Action
- Management Review



EMS SCOPE

- BIE Central Office
- Education Resource Centers
- BIE Funded Schools and Dormitories



ENVIRONMENTAL & SUSTAINABILITY POLICY STATEMENT

- Will define the intentions and direction of BIE related to environmental performance
- Will include commitments to pollution prevention, compliance, continual improvement, and senior leadership participation
- Will be made available on BIE's new EMS SharePoint site



ROLES, RESPONSIBILITIES, & AUTHORITIES

Senior Line Officials should ensure staff are assigned and aware of their environmental roles and responsibilities, e.g.:



Who is your AHERA designated person?



Who conducts water sampling?



Who manages your hazardous and universal waste?



Who is your water operator?



Who conducts lagoon inspections and maintenance?



Who inspects your bulk fuel storage containers?



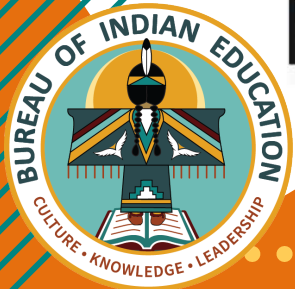
Who inspects and maintains your radon mitigation system?



Who submits your annual EPCRA Tier 2 report?



Who maintains your SDS & chemical hygiene plan?



ASPECTS AND IMPACTS

Environmental Aspect

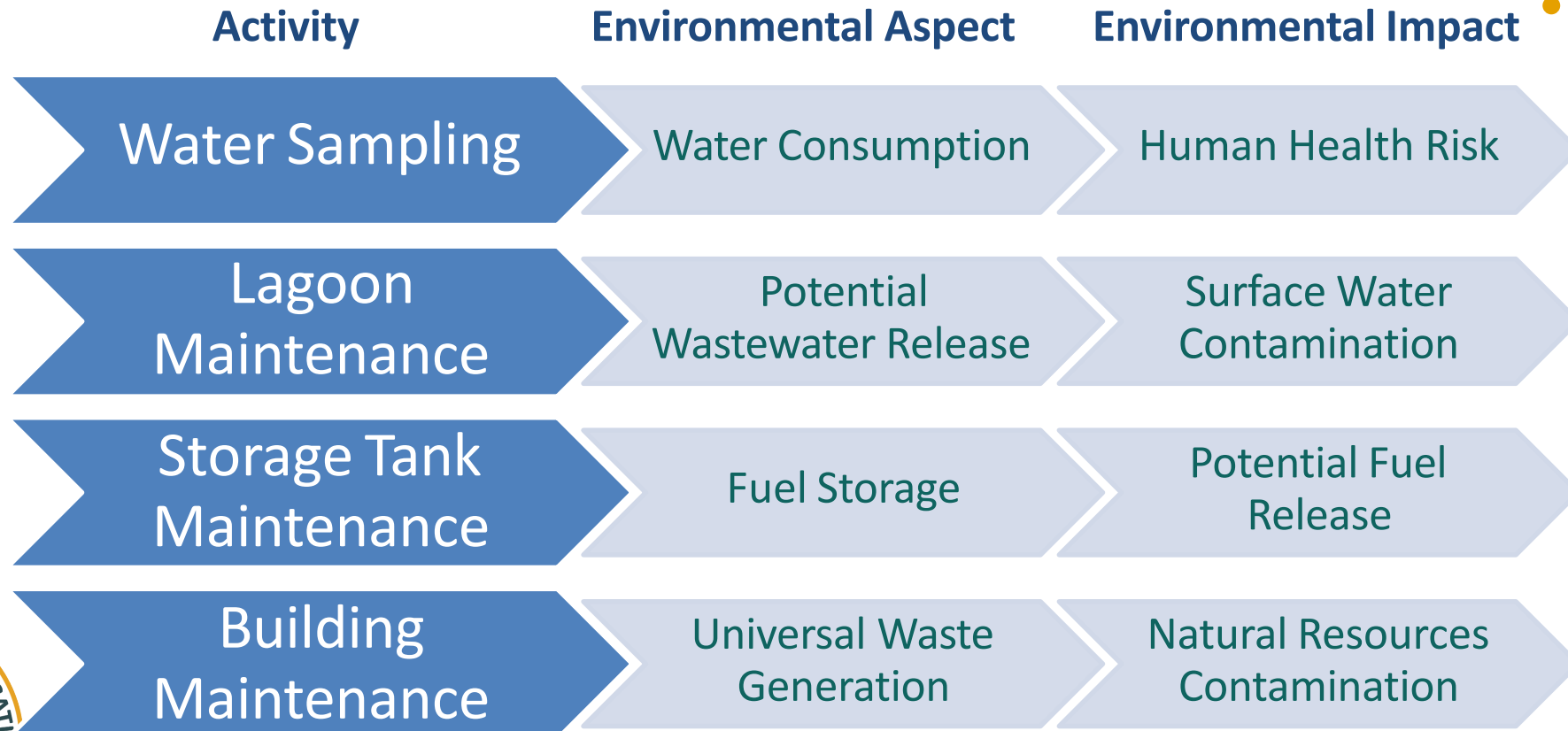
- Element of activity that interacts with the environment
- Fuel storage, wastewater lagoon, generating waste

Environmental Impact

- Change to the environment caused by the activity
- Landfill consumption, air pollution, water discharge



ASPECTS AND IMPACTS



COMPLIANCE OBLIGATIONS

Legal requirements that BIE must comply with and other requirements that BIE must or chooses to comply with

- Federal laws and regulations
- Executive Orders
- State and Tribal environmental regulations (*Note: State and Tribal laws may be more stringent than federal laws*)
- DOI and IA policies
- Operating and Discharge Permits

Identify and communicate legal and other requirements to affected staff

- Hazardous waste? Resource Conservation and Recovery Act (RCRA)
- Asbestos? Asbestos Hazardous Emergency Response Act (AHERA)
- Water system? Safe Drinking Water Act (SDWA)



OBJECTIVES & TARGETS

- An **environmental objective** is a statement of an environmental goal consistent with the environmental policy that DOI Bureaus commit to achieve.
- An **environmental target** is a detailed performance requirement that needs to be met to achieve an objective.



TRAINING

- Staff need to be trained and competent to perform duties
- Some training is mandatory and required by law
- Identify training for staff
- Document and track training

Examples include:

- Asbestos two-hour awareness and designated person
- Water operators
- Wastewater operators
- Waste handling, storage, and disposal
- Spill response



COMMUNICATION

- Effectively communicate EMS and environmental information with internal and external stakeholders
- Communication includes:
 - Roles and responsibilities
 - Procedures for environmental compliance
 - Regulatory requirements (e.g., annual consumer confidence report, AHERA annual notification letters, etc.)
 - Results of audits and inspections
 - Responses to regulators and notices of violations/deficiencies



DOCUMENTED INFORMATION

- **Documents** include policies, procedures, manuals, and plans
- Documents describe how you do something (e.g., evacuate a building, take a water sample, label a waste container, conduct an inspection)
- Examples include:
 - Asbestos Management Plan
 - Water monitoring schedule
 - Spill Prevention, Control, and Countermeasure Plan (SPCCP)
 - Standard operating procedures (SOPs)
- **Records** provide evidence of conformance and demonstrates that a plan, procedure, regulatory requirement, etc. was followed.
 - Sampling results, inspection forms and logs



OPERATIONAL CONTROLS

- Operational controls are documented plans and procedures that help personnel control their operations and activities
- Operational controls include:
 - Work instructions
 - SOPs
 - Operating and/or permit limits
 - Plans (e.g., Asbestos Management Plan, SPCCP, etc.)
 - Equipment (e.g., secondary containment)



- ❖ Fire
- ❖ Weather emergency
- ❖ Spills/releases
- ❖ Active shooter threat

**Kindergarten
Ground Floor**

The floor plan illustrates the layout of the Kindergarten Ground Floor, including various rooms, exits, and emergency procedures. The rooms are arranged as follows:

- Top Left:** BEDROOM, ROOM, RECEPTION, TELEPHONE EXCHANGE, SHOWER, TOILET.
- Top Right:** GAME ROOM, CRAFT ROOM, TOILET, KITCHEN, LOGOPEDIC ROOM, DIRECTORS OF OFFICE.
- Center:** BOILER ROOM, SWITCHBOARD, LOGISTICS MANAGER, REFRIGERATOR, STORAGE.
- Bottom Left:** RECEPTION, MIRROR YEA ROOM, POOL, ROOM, GYM.
- Bottom Right:** RECEPTION, INFANTS, TODDLERS.

Exits: Emergency Exit (top center and top right), Main Exit (bottom center), and several other exits marked with green arrows.

Emergency Procedures:

IN CASE OF FIRE PLEASE BE QUIET!

1. NOTIFY THE FIRE DEPARTMENT BY CALLING 9-1-1
2. LEAVE BUILDING IMMEDIATELY FOLLOWING EXIT SIGNS
3. LEAVE BUILDING IMMEDIATELY FOLLOWING EXIT SIGNS

IN CASE OF ACCIDENT PLEASE BE QUIET!

1. NOTIFY THE FIRE DEPARTMENT BY CALLING 9-1-1
2. LOCALIZE AN ACCIDENT
3. EVACUATE PEOPLE FOLLOWING EXIT SIGNS



MONITORING & MEASUREMENT

Continually monitor performance:

- EMAP Compliance Audits (every 3 years)
- Internal periodic monitoring conducted by the school
 - Sampling
 - Boiler maintenance
 - SPCC inspections



EXTERNAL AUDIT'S

- An **external audit** is a systematic, independent, and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.



NON-CONFORMITY & CORRECTIVE AND PREVENTIVE ACTION

- A **non-conformity** is the non-fulfilment of a requirement, i.e., failure to conform with voluntary requirements such as contracts, agreements, codes, and standards.
- **Corrective actions** are implemented and/or overseen by the manager/supervisor in the affected area where the nonconformity or noncompliance occurred.
- **Preventive action** is implemented to prevent recurrence of the original nonconformity or noncompliance by eliminating the root cause.



ROOT CAUSES

A **root cause** refers to the fundamental reason for a problem or non-conformity. It's the underlying issue that, if addressed, will prevent the problem from occurring again. Root cause analysis is a critical step in corrective and preventive actions because it helps identify the real issue rather than just addressing symptoms.

- ❖ For example, if a school fails a water sampling test, the root cause might be inadequate staff training on sampling procedures, rather than just faulty equipment.
- ❖ Another example could be repeated spills during hazardous waste handling. The root cause could be a lack of proper containment or outdated spill procedures, rather than just employee error."

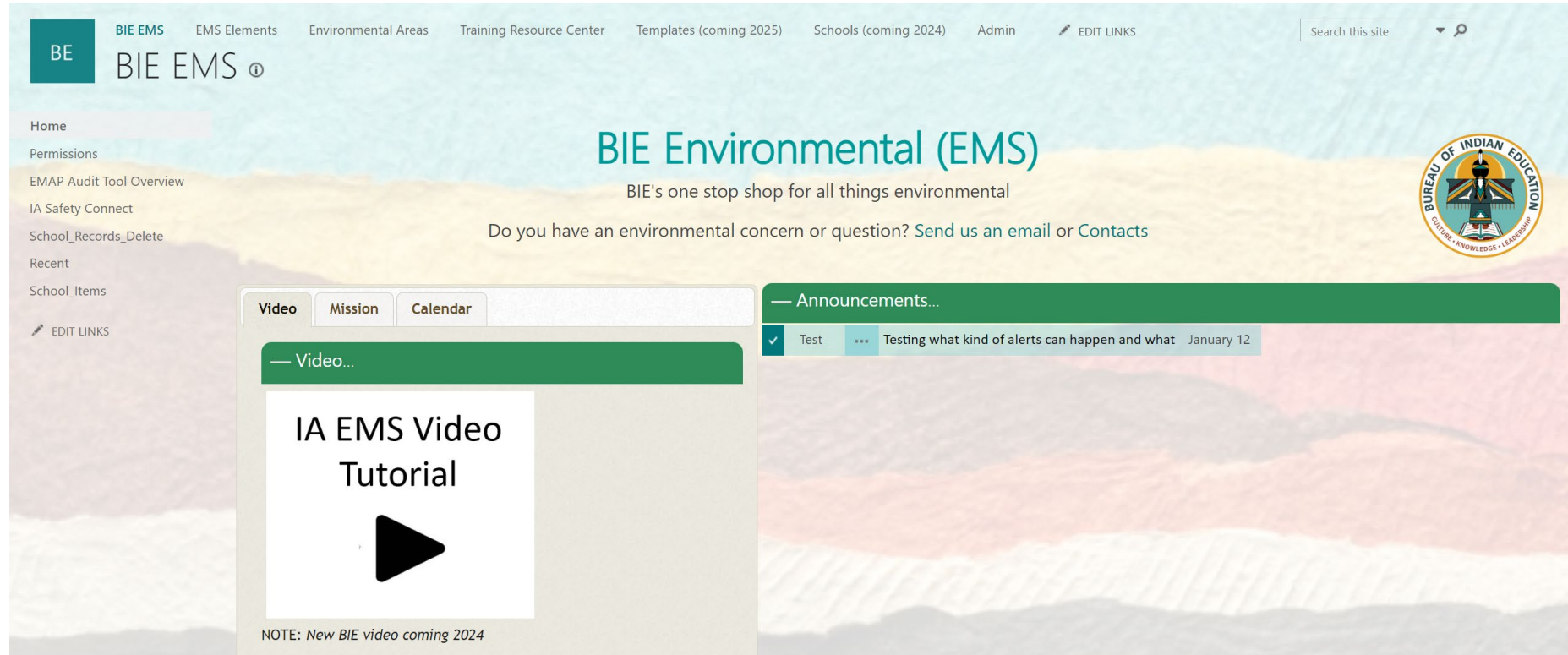


MANAGEMENT REVIEW

- Senior Management must annually review the EMS to ensure it is suitable, adequate, and effective
- Management review includes:
 - Status of previous management reviews
 - Objective and targets performance
 - Environmental reporting and EMS information requests
 - Results of compliance and EMS audits and status of corrective actions
 - Adequacy of existing resources
 - Recommendations for future actions and improvements



EMS SHAREPOINT SITE



The screenshot displays the BIE EMS SharePoint site. The top navigation bar includes links for BIE EMS, EMS Elements, Environmental Areas, Training Resource Center, Templates (coming 2025), Schools (coming 2024), Admin, and an EDIT LINKS button. A search bar is located on the right. The left sidebar lists navigation options: Home, Permissions, EMAP Audit Tool Overview, IA Safety Connect, School_Records_Delete, Recent, and School_Items, along with another EDIT LINKS button. The main content area features the title 'BIE Environmental (EMS)' and the subtitle 'BIE's one stop shop for all things environmental'. Below this, a message asks if the user has an environmental concern or question, directing them to 'Send us an email or Contacts'. A circular logo for the Bureau of Indian Education is positioned on the right. The central content area has tabs for Video, Mission, and Calendar. The 'Video' tab is active, showing a video player with the title 'IA EMS Video Tutorial' and a play button. A note below the video states 'NOTE: New BIE video coming 2024'. To the right of the video player is an 'Announcements...' section with a table containing one announcement: 'Testing what kind of alerts can happen and what' dated 'January 12'.

BE BIE EMS EMS Elements Environmental Areas Training Resource Center Templates (coming 2025) Schools (coming 2024) Admin EDIT LINKS

Search this site

Home

Permissions

EMAP Audit Tool Overview

IA Safety Connect

School_Records_Delete

Recent

School_Items

EDIT LINKS

BIE Environmental (EMS)

BIE's one stop shop for all things environmental

Do you have an environmental concern or question? [Send us an email](#) or [Contacts](#)

— Video...

IA EMS Video Tutorial

NOTE: New BIE video coming 2024

— Announcements...

✓	Test	...	Testing what kind of alerts can happen and what	January 12
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QUESTIONS?



BIE BEM PROGRAM CONTACTS



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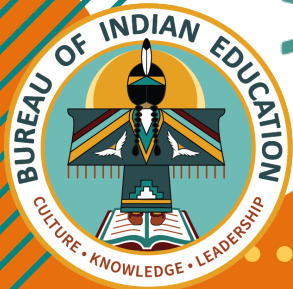
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Mvto HiyHiy LemLmts Wado
DaWaEh Miigwech Wopila
Pinangigi Wimblahoho
Quyana Baasee AnaaBasee
Ahéhee HiriweTudahe
Pilamiya
Nya:Weh Aho
Thank You Tansi