## Environmental Management System Status Worksheet

| Member Name: Texas A&M University Corpus Christi | Prepared By: Nathaniel C. Galvan |

### Section 1. Introduction to the EMS Manual and EMS Core Team

#### Key Contact and Advisory Council
- Member assigns these persons. Keeps a current roster with contact information and submits it to System Offices.
  - • CEO letter assigning council 10-Oct-2007
  - • Committee roster 5-Sep-2012
  - • Meeting schedule (min 2/yr), agendas & notes 9-Nov-2012

(DUE to SRM now and then annually by 30-SEP)

#### EMS Core Team
- Member identifies and assigns a Core Team. Keeps a current roster with contact information and submits it to System Offices.
  - • Core Team roster 1-Sep-2013
  - • Meeting schedule (min 4/yr), agendas & notes 1-Sep-2013

(DUE to SRM now and then annually by 30-SEP)

### Section 2. EMS Scope and Structure

#### Level 1. (EMS governing documents)
- Member adopts key Level 1 documents and templates (System EMS Manual; L2 Document Template; Document and Record Control Guidance).

#### Level 2. (Program documents)
- After risk-based priority planning (i.e., aspects & impacts and objectives & targets), member adopts System program documents and/or creates their own.
  - • Adopt EMS hierarchy. See Section 6 below

#### Level 3. (Work instructions, protocols and/or procedures implementing Level 2 programs)
- Member adopts System procedures and/or creates their own.

#### Level 4. (Data, records, inspections, lab reports)
- Records developed via implementation of Level 2-3 programs and work instructions.

### Section 3. Approach to Developing the EMS
- Review and adopt EMS approach of planning and implementation, using the simplified box model, to (1) control impacts, (2) comply with applicable legal requirements, (3) conform to organizational requirements, and (4) continually improve performance
  - • Adopt EMS policy statement to include these four elements (See Section 7 below) and conduct cyclical planning, implementation and review (see Sections 7, 8, 9 & 16 below)

### Section 4. Environmental Vision and Policy
- Member prepares and has approved by CEO a policy statement
  - • Approved policy statement 12-Dec-2012

(Submit to SRM before end of FY13, plus submit updates only as they occur)

- List a review schedule - can be done via a footer or end note; requires an external L4 record of review, update and approval
  - • Policy review plan and schedule (triennial review) Reporting and scheduling instructions.

- Outside of the statement itself, provide a plan or means to communicate the policy statement to the member community and the public - e.g., Annual CEO statement; include in new employee orientation (oral and written); environmental stewardship/EMS website; social media updates
  - • Brief policy communication plan 1-Jul-2013

- Also see “Communication” below

### Implementation Status

<table>
<thead>
<tr>
<th>Implementation or Revision Date</th>
<th>Status Summary</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-Oct-2007</td>
<td>Environmental Memorandum TAMUS</td>
<td></td>
</tr>
<tr>
<td>5-Sep-2012</td>
<td>EAC Roster 2013</td>
<td></td>
</tr>
<tr>
<td>9-Nov-2012</td>
<td>EAC 2013 Meeting Schedule</td>
<td></td>
</tr>
<tr>
<td>1-Sep-2013</td>
<td>Perspective Core Team Members Being Selected</td>
<td></td>
</tr>
<tr>
<td>1-Sep-2013</td>
<td>Looking into having an Academic EM Core Team and Staff EM Core Team and separate meetings</td>
<td></td>
</tr>
<tr>
<td>1-Sep-2013</td>
<td>Reporting and scheduling instructions. No action required.</td>
<td></td>
</tr>
</tbody>
</table>

(Enter File Names of Documents)
### Section 5. Leadership Roles and Responsibilities

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Team prepares and maintains a list of EMS-related tasks. Core Team manages implementation, completion and/or maintenance of objectives &amp; targets as</td>
<td>1-Jul-2013</td>
<td>EMS Task &amp; Duty Roster</td>
</tr>
<tr>
<td>Core Team assigns EMS responsibilities and develops communications methods, communicates requirements, and documents communications</td>
<td>1-Sep-2013</td>
<td>Framework of EMS / compliance communications (e.g., email groups; list serve; newsletter; management software; web-site)</td>
</tr>
<tr>
<td>Core Team ensures continuity of EMS leadership as appointed by the member CEO.</td>
<td>1-Sep-2013</td>
<td>Plan of succession (a brief stand-alone statement or incorporate into a core team by-laws or mission/organization statement)</td>
</tr>
</tbody>
</table>

### Section 6. Documentation and Document Control

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create, approve and maintain controlled documents. Use the Document and Record Control Guidance for naming and numbering.</td>
<td>1-Jul-2013</td>
<td>Demonstrated use of Document and Record Control Guidance</td>
</tr>
<tr>
<td>Follow the Level 2 Document Template for organization and content.</td>
<td>1-Jul-2013</td>
<td>Demonstrated use of Member L2 Document Template</td>
</tr>
<tr>
<td>Establish and maintain file management system for keeping Level 1-4 documents and records</td>
<td>5-Apr-2013</td>
<td>Filing structure consistent environmental manual outline found in the Document and Record Control Guidance</td>
</tr>
</tbody>
</table>

### Section 7. Environmental Planning Process

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collect data about, list and rank environmental interfaces</td>
<td>1-Jul-2013</td>
<td>Document: Annual update to aspects and impacts identification &amp; ranking</td>
</tr>
<tr>
<td>Identify goals, objectives and targets, based on ranking of interfaces.</td>
<td>1-Jul-2013</td>
<td>Document: Annual update to objectives &amp; targets (plans) and recap of prior fiscal year</td>
</tr>
<tr>
<td>Establish, implement and maintain environmental management programs (EMPs).</td>
<td>5-Apr-2013</td>
<td>Regulatory applicability assessment</td>
</tr>
<tr>
<td>Establish, implement and maintain environmental management programs (EMPs).</td>
<td>5-Apr-2013</td>
<td>Compliance status</td>
</tr>
<tr>
<td>Establish, implement and maintain environmental management programs (EMPs).</td>
<td>5-Apr-2013</td>
<td>Compliance priorities</td>
</tr>
</tbody>
</table>

### Section 8. Emerging Issues, and Regulatory Review, and Other Requirements

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign regulatory reviewer (System Environmental Manager supported by key domain experts and an assigned local regulatory reviewer)</td>
<td>Reporting and scheduling instructions.</td>
<td></td>
</tr>
<tr>
<td>Identify, review and resolve the legal registry; identifies compliance gaps and sets compliance program priorities (done with direct assistance from System Offices)</td>
<td>5-Apr-2013</td>
<td>Reporting and scheduling instructions.</td>
</tr>
<tr>
<td>Update legal registry</td>
<td>Reporting and scheduling instructions.</td>
<td>Update as needed with support and initial documentation supplied by System Environmental Manager; DUE to SRM; triennial review schedule</td>
</tr>
<tr>
<td>Communicate relevant compliance information</td>
<td>Reporting and scheduling instructions.</td>
<td>Descriptive section. No input required here. See actions required under referenced section.</td>
</tr>
</tbody>
</table>

### Section 9. Operational Alignment with Environmental Programs and Priorities

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
<th>Notes</th>
</tr>
</thead>
</table>
Maintain/update key environmental programs.  
- Key Level 2 program documents (e.g., Haz Waste; SPCC; Air Authorizations; Universal Waste; Asbestos) and permits  
  1-Sep-2013  
  Program Document Updated with TAMUS document system

Core Team prepare or delegate new priority-based Environmental Management Programs (EMPs) identified via environmental planning (see Section 7 above)  
- New Level 2 priority programs  
  FUTURE INITIATIVE

Implement EMPs (for existing EMPs, identify, prepare and implement inspections, maintenance, operations and/or training records, as required - forms, etc.)  
- Respective Level 3 work instructions; forms and spreadsheets for Level 2 programs.  
  6-Jan-2014  
  Subject to change dependent on TAMUS use of iForm
- Respective Level 4 records for Level 2 programs and Level 3 work instructions: Maintenance, inspections, measurements & testing, regulatory submittals  
  6-Jan-2014  
  Subject to change dependent on TAMUS use of iForm

Set requirements for and monitor vendors  
- Vendor environmental requirements and oversight (especially important with advent of facilities outsourcing)  
  SHORT-TERM PRIORITY INITIATIVE DUE TO CURRENT OUTSOURCING TRENDS (IN PLACE BY FY14)

Section 10. Emergency Preparedness and Response  
Identify required emergency management plans  
Core team coordinates plan additions or updates with Member emergency management team  
- Integrate with emergency plans  
  1-Jul-2013

Section 11. Training, Awareness and Competence  
Designate a training coordinator  
List required training  
Provide content of training  
Assign or provide system for assigning training to appropriate individuals  
Administer and record training through TrainTraq  
- Records of assignments & training  
  FUTURE INITIATIVE, TO BE INTEGRATED WITH OVERALL EHS TRAINING ORGANIZATION

Section 12. Communication and Public Relations  
Prepare a communications plan (possibly in coordination with Office of Marketing and Communications)  
- Environmental stewardship "branding" strategy (e.g., A&M-Corpus Christi's "Islander Green" http://islandergreen.tamucc.edu)  
  FUTURE INITIATIVE

Prepare means and procedures for communications (e.g., Internet, email, social media, press releases, etc.)  
- Specific communication and update protocols and schedules  
  FUTURE INITIATIVE

Run sensitive communications, especially external communications, through proper channels  
- Records of assignments & training  
  FUTURE INITIATIVE

Maintain documents/records of communications  
- Communications records  
  FUTURE INITIATIVE

Section 13. Collecting, Trending and Reporting Data  
Identify data to be collected / monitored  
- Meaningful performance trends such as energy and water use, solid waste diversion rate, recycling rates, training statistics, peer institution benchmarking, etc.  
  FUTURE INITIATIVE
### Section 14. Nonconformance and Corrective and Preventive Action

<table>
<thead>
<tr>
<th>Activity</th>
<th>Details</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devise metrics to interpret and visualize performance</td>
<td>• Temporal trends, indices, comparisons, etc. visualized and published via communication program (see Section 12 above) (e.g., tables, charts, graphs)</td>
<td>FUTURE INITIATIVE</td>
</tr>
<tr>
<td>Implement tools</td>
<td>• Data capture, visualization and publication</td>
<td>FUTURE INITIATIVE</td>
</tr>
<tr>
<td>Create nonconformance tracking form / system</td>
<td>• SAP or generalized documented procedure for follow-up &amp; corrective actions (may be an adaptation or adoption of member EHS SAP covering all inspection protocols)</td>
<td>1-Jul-2013 Subject to change dependent on TAMUS use of iForm</td>
</tr>
<tr>
<td>Identify and analyze nonconformance</td>
<td>• List of environmental EMPs requiring inspections / testing, along with references to associated inspection/test records</td>
<td>1-Jul-2013 LAB SSA LOG 2013</td>
</tr>
<tr>
<td>Follow-up to ensure corrective actions are taken</td>
<td>• Records of reinsertions / follow-ups</td>
<td>1-Jul-2013</td>
</tr>
<tr>
<td>Trend nonconformance to identify systemic risks</td>
<td>• Data analysis (e.g., risk-based assessment)</td>
<td>FUTURE INITIATIVE</td>
</tr>
<tr>
<td>Identify and implement preventive measures as appropriate to address significant trends</td>
<td>• Add, modify or update operational alignment (see Section 9) or training (see Section 11) as needed to address trends</td>
<td>FUTURE INITIATIVE</td>
</tr>
<tr>
<td>Communicate nonconformance to management</td>
<td>• Communications records covering specific instances or broad trends of nonconformance.</td>
<td>FUTURE INITIATIVE</td>
</tr>
</tbody>
</table>

### Section 15. EMS Internal Audit and Environmental Compliance Audit

<table>
<thead>
<tr>
<th>Activity</th>
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<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct internal EMS audit follow-up on audit findings and observations</td>
<td>• Unified single-event or multiple EMS audits (triennial EMS audit)</td>
<td>Scheduling Instructions.</td>
</tr>
<tr>
<td>Conduct triennial environmental compliance audit and follow-up</td>
<td>• Unified single-event or multiple compliance audits (triennial compliance audit)</td>
<td>FUTURE INITIATIVE</td>
</tr>
</tbody>
</table>

### Section 16. Required Reports and Management Review

<table>
<thead>
<tr>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>Develop a compliance and reporting calendar, including internal scheduled activities (e.g., monthly inspections and/or testing; reviews) as well as required external reporting (e.g., Tier 2 report)</td>
<td>• Compliance calendar</td>
<td>1-Jul-2013 Environmental Compliance Calendar</td>
</tr>
<tr>
<td>Prepare and submit rule-required reports</td>
<td>• Submittals for use in annual System Risk Management Report to the Chancellor and BOR; regulation or permit-required reports (e.g., public water systems; hazardous waste; Tier 2) - schedules and due-dates will vary.</td>
<td>1-Jul-2013 multiple</td>
</tr>
<tr>
<td>Conduct triennial management review</td>
<td>• Cross-functional management review facilitated by Core Team (triennial management review)</td>
<td>FUTURE INITIATIVE Scheduling Instructions.</td>
</tr>
</tbody>
</table>