



# Environmental Management System Pilot Program



## Gap Analysis Check List

1. Does your organization have an environmental policy statement?

- Yes Comments: As far as I know, not specifically  
 No  
 Partial

2. Does your environmental policy statement include the following:

- a. A statement of intentions and principles in relation to your overall environmental performance?  
b. A framework for action and setting environmental objectives and targets?  
c. A commitment to continual improvement?

- Yes Comments:  
 No  
 Partial

3. Has the policy been communicated to staff?

- Yes Comments: It is communicated to staff and employees that environmental rules need to be followed  
 No  
 Partial

4. Has your organization identified and evaluated the actual or potential aspects and impacts to the environment, whether adverse or beneficial, from its activities services and facilities?

- Yes Comments: The land fill seems to be the most likely to have impacts on the environment  
 No  
 Partial

5. Have your significant impacts to the environment been identified? Are they documented?

- Yes Comments: Land fill  
 No  
 Partial

6. Have the legal requirements for your operations and facilities, including the following been identified:

- a. Relevant environmental laws?  
b. Regulations and permits?  
c. Worker health and safety regulations?

- Yes Comments: Our safety coordinator keeps up with worker health and safety requirements and the land fill is continually monitoring operations with the help of employees, staff, engineering and I DNR  
 No



Partial

7. Are the legal and other requirements documented?

Yes Comments:

No

Partial

8. Is there a process for tracking any changes to the legal and other requirements described above?

Yes Comments: *Comprehensive plan, engineering, DNR, and Staff*

No

Partial

9. Have objectives been established that are relevant to the following:

- a. The environmental policy statement?
- b. Environmental issues and impacts previously identified?
- c. Views of interested parties?
- d. Other applicable factors?

Yes Comments:

No

Partial

10. Have detailed and quantifiable targets been established to achieve the stated objectives?

Yes Comments: *we have State mandates*

No

Partial

11. Has an action plan defining actions necessary to achieve the objectives and targets been established?

Yes Comments: *hand Fall Camp Area Plan*

No

Partial

12. Does the action plan identify a schedule, key resources, including fiscal matters, specific skills, facilities, partners, or other additional needs, necessary to carry out and complete the plan?

Yes Comments:

No

Partial

13. Does the action plan identify a schedule for periodically reviewing and updating, as conditions dictate, the objectives and targets?

Yes Comments:



No

14. Has a process been established for internal communication with individuals, organizations, and entities that have a role or responsibility within the action plan?

Yes Comments:

No

Partial

15. Has a process been established to ensure that all responsible parties are familiar with the EMS and have the training necessary to capably execute their roles?

Yes Comments:

No

Partial

16. Has a process for external communication been established to reach out to those groups and organizations having an interest, stake, or role in your ongoing EMS program?

Yes Comments:

No

Partial

17. Have procedures been established and implemented for receiving and responding to relevant communication from external interested parties?

Yes Comments:

No

Partial

18. Has a documented process for monitoring key activities and measuring performance related to specific environmental objectives and targets been established?

Yes Comments:

No

Partial

19. Has a documented procedure for assessing the function of each EMS component and its effectiveness based on performance measurements been established?

Yes Comments:

No

Partial

20. Has an assessment been completed?

Yes     Comments:

No

Partial

21. Has your organization defined an approach to reevaluating and modifying its EMS with the purpose of improving and strengthening it on an ongoing basis?

Yes     Comments:

No

Partial

22. Does this approach address areas where the EMS has met, exceeded, or failed to meet expectations?

Yes     Comments:

No

Partial

23. Does this approach identify root causes of those outcomes and develop additional goals and activities appropriate to each?

Yes     Comments:

No

Partial