



Gap Analysis Check List

Please carefully read and answer the questions below as accurately as possible.

EMS Participant Area Name:

1. Does your organization have a documented (i.e., written) environmental policy statement? Mission statements, vision statements, or other documented declarations may contain information similar to an environmental policy statement.

- Yes Comments:
- No. Go to Question 2.
- Partial

Does your environmental policy statement or other declarations include the following:

- a. A statement of intentions and principles relating to environmental conservation?
- b. An acknowledgement for taking action and for setting environmental goals?
- c. A commitment to continual improvement?

- Yes Comments:
- No
- Partial

Has the policy or declaration been communicated to staff?

- Yes Comments:
- No
- Partial

2. Has your organization identified effects it has or may have on the environment? This would include both adverse and beneficial effects. For example, “our organization increases air pollution because of our air emissions from the use of diesel generators” or “our organization increases environmental stewardship because of our environmental outreach training to the community.”

- Yes Comments:
- No. Go to Question 3.
- Partial



Have you determined which of those environmental causes and effects are the most significant to your organization?

- Yes
- No
- Partial

Comments:

Have you documented which ones are significant and which ones are not?

- Yes
- No
- Partial

Comments:

3. Have you identified your legal requirements and other requirements applicable to your operations and facilities? Legal and other requirements include federal, state, and local environmental regulations, permits, worker health and safety regulations, voluntary environmental commitments, and internal environmental mandates.

- Yes
- No. Go to Question 4.
- Partial

Comments:

Are the requirements documented?

- Yes
- No
- Partial

Comments:

Does your organization have a method for evaluating changes to your legal and other requirements?

- Yes
- No
- Partial

Comments:

4. Has your organization established goals relevant to the following:
- a. An environmental policy statement, mission statement, solid waste comprehensive plan, or other declarations?
 - b. Your organization's effects on the environment (as mentioned above)?
 - c. Views of interested parties?
 - d. Other applicable factors?

For example, "our organization is going to minimize the landfill's impact on water quality."

- Yes Comments:
 No. Go to Question 7.
 Partial

Have detailed and quantifiable targets been established to achieve the stated goals? For example, "our organization is going to minimize the landfill's impact on water quality by reducing the amount of disturbed land by 8 acres by 2015."

- Yes Comments:
 No
 Partial

5. Has a plan been established and documented that details the actions necessary to achieve the organization's goals and targets (as mentioned above)?

- Yes Comments:
 No. Go to Question 7.
 Partial

Does the plan identify individuals and schedules necessary to carry out and complete the plan?

- Yes Comments:
 No
 Partial

6. Are key resources (e.g., finances, facilities, partners, equipment, etc.) identified in the plan?

- Yes Comments:
 No
 Partial

Is the plan periodically reviewed and updated as conditions dictate? Is the plan reviewed and updated (if necessary), for example, because of changes in budgets or staff availability?

- Yes
- No
- Partial

Comments:

7. Does your organization have an established method for handling communications among internal individuals and entities (i.e., those that have responsibilities directly within the organization)?

- Yes
- No
- Partial

Comments:

Has a method been established to ensure that all responsible parties are familiar with your organization's environmental commitments and have they received training necessary to perform their duties?

- Yes
- No
- Partial

Comments:

Has a method been established for handling communications with external groups and organizations having an interest, stake, or role in your organization's environmental commitments?

- Yes
- No
- Partial

Comments:

8. Does the organization have a method for evaluating and measuring performance related to its specific environmental goals and targets (as mentioned above)?

- Yes
- No
- Partial
- N/A

Comments:

9. Is there a method for periodically evaluating (i.e., assessing or auditing) the overall function of the organization's environmental program (e.g., budget, goals, personnel, environmental impacts, etc.)?

- Yes Comments:
- No. Go to Question 10.
- Partial

Have evaluations (i.e., assessments or audits) been completed in the past?

- Yes Comments:
- No
- Partial

10. Does your organization have a method for re-evaluating and modifying its environmental program with the purpose of improving and strengthening it on an ongoing basis?

- Yes Comments:
- No. Done.
- Partial

Does the method address areas where your environmental program has met, exceeded, or failed to meet expectations?

- Yes Comments:
- No
- Partial

Does the method identify root causes of those outcomes and develop additional goals and activities appropriate to each?

- Yes Comments:
- No
- Partial