

ARS □ CSREES □ ERS □ NASS

Manual

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This Manual describes the structure of the REE Safety, Health, and Environmental Management Program, including Purpose and Scope; Organizational and Communication Structures; Program Authorities; Education and Training Requirements; and Program Elements.

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1. Introduction

This Manual has been prepared to serve as a reference for management officials, supervisors, and employees. It incorporates elements of various regulations and Executive orders that require the head of each Federal agency to establish a Safety, Health, and Environmental Management (SHEM) Program. When REE is operating in jurisdictions with more stringent safety, health, and environmental requirements, they will be applied.

The SHEM Program is the REE mission area's plan to effect optimal achievement of error-free and, therefore, accident-free task performance that involves employee, machine, and environmental relationships. Within the REE mission area, the SHEM Program encompasses the related functional areas of safety management, occupational health management, environmental management, and industrial hygiene. ARS has developed separate Radiation Safety and Biological Safety Programs; however, these programs collaborate closely with the SHEM program.

2. Applicability

The contents of this Manual are applicable to all REE mission area agencies; i.e., ARS, CSREES, ERS, and NASS, under the direction of the administrators whether accomplished by agency personnel, cooperators, or contractors. Exceptions to the provisions of this Manual require the ARS Administrator's approval. Waivers must be documented and copies furnished to the next higher management level. In all instances, however, program coverage consistent with the intent of the pertinent provisions must be provided.

3. REE Policy Statement

It is REE's policy to eliminate or minimize losses incurred by the agencies, individual employees, and the general public as a result of actions or incidents involving or producing injury, illness, and property/environmental damage in the workplace by:

- Implementing the agencies' program for safety, health, and environmental management.
- Complying with the spirit and letter of safety, health, and environmental legislation and related standards, orders, rules, and regulations.
- Establishing procedures to prevent accident-related losses for procurement, repair, storage, waste management/disposal, and salvage operations.

- Providing supervisory/employee education/training opportunities for communicating program function components.
- Properly assigning, directing, and training REE employees in SHEM-related activities.
- Developing supervisory safety-, health-, and environmental-related knowledge and skills.
- Compensating for human factors/errors that have an undesirable effect upon an agency's mission.
- Developing occupant emergency plans for emergency situations.
- Developing and implementing program promotional activities.
- Analyzing work assignments to identify potentially hazardous conditions or adverse environmental consequences.
- Developing standard operating procedures that minimize or eliminate potentially hazardous conditions or adverse environmental effects.
- Analyzing the relationship of the employee, machine, and environment for the identification of potentially hazardous conditions or adverse environmental effects.
- Protecting employees from hazardous conditions through isolation, guarding, shielding principles or substitution, or personal protective equipment.
- Developing policies and procedures that minimize or eliminate potentially hazardous conditions or adverse personal effects through chemical labeling, hygiene, proper storage and disposal, and by inventorying chemicals and hazardous substances/materials.
- Developing procedures for researching, measuring, and reporting of safety-, health-, and environmental-related data.
- Developing programs for reviewing, inspecting/auditing, and complying with the SHEM Program.
- Incorporating the SHEM Program components into daily routines.

REE agencies must take appropriate action to correct deficiencies and provide a consistent level of program support to implement and maintain an acceptable SHEM Program as required by Federal, State, and local regulations.

Safety Management

The objective of the safety management function is the establishment, measurement, and appraisal of functions, methods, and programs for identifying, analyzing, and correcting problems associated with management functions that result in accidents/incidents having an adverse effect on the best utilization of an agency's employees and property.

Occupational Health Management

The objective of the occupational health management function is to promote healthful working conditions by establishing programs to recognize and evaluate occupational health hazards. This recognition and evaluation will ultimately lead to and direct control mechanisms against those hazards.

Environmental Management

The objective of the environmental management function is to develop, implement, manage, and evaluate programs to:

- protect the human and natural environment;
- provide stewardship of natural and other resources under an agency's control;
- prevent, control, and abate pollution at/from agency facilities;
- protect agency personnel from administrative, civil, and criminal penalties and liability; and
- comply with substantive and procedural environmental requirements associated with environmental and project planning, property disposal, facility construction, and operation and program execution.

Industrial Hygiene (IH)

IH is the scientific discipline devoted to protecting the health and well-being of people at work by anticipating, recognizing, evaluating, and controlling adverse environmental conditions or stresses in the workplace. The IH process evaluates potentially hazardous workplace conditions that can cause adverse effects on the safety and health of humans or the environment.

Radiation Safety Program

The Radiation Safety Program is administered by USDA's Radiation Safety Staff (RSS). The purpose of this program is to safeguard personnel, property, and the community at large from the potential hazards of radiation from all possible sources and, thereby, minimize legal risks associated with the presence or use of ionizing radiation. Specific program policy guidelines can be found in the USDA's Radiation Safety Handbook and on the RSS Web site.

Biological Safety Program

The National Biosafety Officer in the ARS Homeland Security Office administers the ARS Biological Safety Program. The purpose of this program is to prevent or minimize employee exposure or the accidental release to the environment of hazardous biological agents through the promotion of safe laboratory practices, procedures, and proper use of containment and facilities by REE employees, students, visitors, cooperators, and contractors.

Chapter 9, Biohazard Containment Design, of Manual 242.1, "ARS Construction Project Design Standard," addresses requirements and considerations for design of containment facilities. The chapter discusses hazard classification and choice of containment; architectural, mechanical, and electrical design features; testing and certification requirements for critical components of the containment in system; and bid document preparation. Specific program policy/guidelines can be found in the "USDA Safety and Health Manual" and in USDA Directive 9610-001, "USDA Security Policies and Procedures for Biosafety Level 3 Facilities."

4. Maintenance of this Manual

The Safety, Health, and Environmental Management Branch (SHEMB), Facilities Division (FD), is responsible for the issuance of any amendments to this Manual. The Manual will be updated as required to maintain compliance with new or revised policies, standards, or regulations.

Where references are made to Web sites, a hard copy will be made available to anyone not having access to the information. Contact your servicing Area Safety and Health Manager (ASHM) representative.

5. Definitions

The intent of this section is to promote a common understanding of technical terms and definitions among the safety, health, and environmental professionals of the REE mission area. The following is a list of terms and definitions pertinent to the technology and practice of SHEM within the REE agencies.

- Accidents - Incidents occurring due to errors in performance of specific tasks by employees and/or machines in a particular workplace; sustained because of ineffective adjustments to hazards; manifested by losses incurred; and observable in the form of symptoms such as pain, injury, damage, destruction, occupational-acquired illness, and

interruption of the research mission.

- Environmental Compliance - At a minimum, complying with the letter and spirit of applicable pollution control standards. In order to ensure compliance, regulated units are to be identified, and operations are to be monitored and periodically reviewed.
- Environmental Management - The sum of environmental planning, protection, and compliance activities integrated into overall management procedures.
- Environmental Planning - Systematic, interdisciplinary application of the natural and social sciences and the environmental design arts to achieve the National Environmental Policy Act (NEPA) objectives of better decisions, a hard look at short- and long-term environmental effects of an agency's actions, consideration of environmental factors at the earliest stages of project planning, and minimization of environmental impact.
- Environmental Protection - Preserving and enhancing the quality of the natural environment through affirmative management activities consistent with conservative environmental and ecological values.
- Hazards - Chemical, biological, radiological, physical, or behavioral obstruction of safe task performance by employees and/or machines which might allow an unfavorable extent of chance danger, peril, or risk to effect an incident resulting in unwarranted losses.
- Industrial Hygiene – The scientific discipline devoted to protecting the health and well-being of people at work by anticipating, recognizing, evaluating, and controlling adverse environmental factors or stresses arising in the workplace.
- SHEM Program - REE's plan is designed to effect optimal achievement of error-free and, therefore, accident-free task performance, which involves employee, machine, and environmental relationships. Within the REE mission area, the SHEM Program encompasses the related functional areas of safety management, occupational health management, environmental management, and IH.

6. Authorities

Authority for programs to prevent accidents/incidents involving people, personal property, and the environment, with respect to the operations of the Federal Government, is provided in various authorities, laws, standards and Executive orders.

In some jurisdictions, more stringent State or local standards may govern research activities. The following list contains only those minimum Federal requirements that apply REE-wide.

Some of the authorities behind the SHEM Program are:

- 7 Code of Federal Regulations (CFR), Part 2, Delegations of Authority by the Assistant Secretary for Administration;

- 7 CFR 331;
- 10 CFR, Chapter I, Part 19, Notices, Instructions, and Reports to Workers, Inspection and Investigation; Part 20, Standards for Protection Against Radiation; and Part 30, Rules of General Applicability to Domestic Licensing of Byproduct Material;
- 9 CFR 121;
- 20 CFR, Part 10, Federal Employees' Compensation Act;
- 29 CFR, Part 1605, Equal Employment Opportunity Commission;
- 29 CFR, Part 1928, Occupational Safety and Health Standards for Agriculture;
- 29 CFR, Part 1910, Occupational Safety and Health Standards;
- 29 CFR, Part 1926, Safety and Health Regulations for Construction;
- 29 CFR, Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs;
- 40 CFR, Parts 1 to end, Protection of the Environment;
- 49 CFR, Subtitle B, Chapter I, Subchapter C, Parts 171-178, Hazardous Materials Regulations;
- 49 CFR 173, Department of Transportation (DOT) safety regulations;
- 5 United States Code (U.S.C.) 552a, Privacy Act of 1974;
- 29 U.S.C. 668, 673, Sections 6, 19, and 24 of the Occupational Safety and Health Act (OSHA Act) of 1970 (84 Stat. 1609, 1614, Federal Agency Safety Programs and Responsibilities);
- 42 U.S.C. 9601, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Title III; Superfund Amendments and Reauthorization Act of 1986;
- 42 CFR Part 73;
- Public Law (P.L.) 91-190, NEPA;
- HHS Publication # (CDC) 93-8395;
- Title VII, Civil Rights Act of 1964;
- Executive Order (E.O.) 13148, Greening of the Government;
- E.O. 13101, Greening the Government Through Waste Prevention, Recycling, and

Federal Acquisition;

- E.O. 13123, Greening the Government through Efficient Energy Management;
- E.O. 13134, Developing and Promoting Biobased Products and Bioenergy;
- E.O. 13149, Greening the Government Through Federal Fleet and Transportation Efficiency;
- E.O. 13150, Federal Workforce Transportation;
- E.O. 12196 dated February 26, 1980, Occupational Safety and Health Programs for Federal employees;
- Policies and Procedure (P&P) 450.1, “HRD, REE Services Branch, Workers’ Compensation Program;”
- Department Manual 5600-1, “Environmental Pollution Prevention, Control, and Abatement;”
- REE P&P 600.12, “Guidelines and Precautions to Be Taken By Personnel In Storing, Using, Handling, and Disposing of Agricultural Chemical Pesticides;”
- Department Regulation 4430-003, “Workers’ Compensation Program;” and
- P&P 235.0, “Occupational Medical Surveillance Program.”

7. Abbreviations

- ACM - Asbestos-Containing Material
- AD - Area Director
- A-E - Architect-Engineer
- AFM - Administrative and Financial Management
- AFV - Alternative Fuel Vehicles
- APD - Acquisition and Property Division
- ARS - Agricultural Research Service
- ASHM - Area Safety and Health Manager
- CAA - Clean Air Act
- CARE - Consolidated Assistance Review and Evaluation
- CDSO - Collateral Duty Safety Officer
- CEPS - Cluster Environmental Protection Specialist
- CEQ - Council on Environmental Quality
- CERCLA - Comprehensive Environmental Response, Compensation, and Liability Act
- CFC - Chlorofluorocarbon
- CFR - Code of Federal Regulations
- COR - Contracting Officer’s Representative

- CORE - Calendar of Reporting Events
- CRIS - Current Research Information System
- CSREES - Cooperative State Research, Education, and Extension Service
- CWA - Clean Water Act
- DAAFM - Deputy Administrator, Administrative and Financial Management
- DAD - Deputy Area Director – Business Management
- DEA - Drug Enforcement Administration
- DOD - Department of Defense
- DOL - Department of Labor
- DOT - Department of Transportation
- EA - Environmental Assessment
- EAP - Employee Assistance Program
- EIS - Environmental Impact Statement
- EMS - Environmental Management System
- E.O. - Executive Order
- EPA - Environmental Protection Agency
- EPCRA - Emergency Planning and Community Right-to-Know Act
- ERS - Economic Research Service
- FD - Facilities Division
- FECA - Federal Employees Compensation Act
- FOIA - Freedom of Information Act
- FONSI - Finding of No Significant Impact
- FWS - Fish and Wildlife Service
- GSA - General Services Administration
- HRD - Human Resources Division
- HWC - Hazardous Waste Cleanup
- IAG - Interagency Agreement
- IH - Industrial Hygiene
- IT - Information Technology
- MOU - Memoranda of Understanding
- MPG - Miles per Gallon
- MSDS - Material Safety Data Sheets
- NASS - National Agricultural Statistics Service
- NEPA - National Environmental Policy Act
- NRC - Nuclear Regulatory Commission
- OAR - Onsite Assistance Review
- ODS - Ozone-Depleting Substance
- OEP - Office of Extramural Programs
- OMB - Office of Management and Budget
- OMSP - Occupational Medical Surveillance Program
- OSHA - Occupational Safety and Health Administration
- OSHAct - Occupational Safety and Health Act
- OWCP - Office of Workers' Compensation Program
- P&P - Policies and Procedures
- P.L. - Public Law
- PPE - Personal Protective Equipment
- RCRA - Resource Conservation and Recovery Act

- R&M - Repair and Maintenance
- REE - Research, Education, and Economics
- RPMB - Real Property Management Branch
- RSS - Radiation Safety Staff
- SHEM - Safety, Health, and Environmental Management
- SHEMB - Safety, Health, and Environmental Management Branch
- SOW - Statement of Work
- TEP - Technical Evaluation Panel
- USC - United States Code
- UST - Underground Storage Tank

8. SHEM Standards

Basic REE responsibilities for safety, health, and environmental standards are as follows:

- The Chief, SHEMB, FD, acting under authority delegated by the Administrator of ARS, will develop safety, health, and environmental policies and procedures for general application. The chief will also serve as the primary interpreter of Federal/State/local safety-, health-, and environmental-related standards as to their applicability to REE operations. The chief will provide guidance and assistance necessary to ensure adequate compliance with applicable safety, health, and environmental standards by program officials throughout REE.

- The AD's, DAD's, Center Directors, State Directors, and Location Coordinators will maintain, or have accessibility to, a complete and current set of applicable standards. The ASHM or Headquarters' safety, health, and environmental representative should be consulted when determining applicable standards for a given location/operation. These officials will provide other managerial support of the requirements and ensure compliance through resource allocation and policies.
- The Area/Center/location CDSO's, ASHM's, CEPS', Safety Specialists, or Industrial Hygienists will provide guidance and assistance necessary to ensure adequate compliance with all applicable safety, occupational health, environmental, and IH standards by program officials in their areas of concern.
- Supervisory and managerial personnel will be knowledgeable of standards that apply to their work areas and will ensure that employees under their supervision know and follow applicable standards.
- All employees will be knowledgeable about and will follow the standards that apply to their areas of work.

Procedures for Adoption

- E.O. 12196, Occupational Safety and Health Programs for Federal Employees, requires the Secretary of Labor to provide consultation to agencies as necessary and appropriate to ensure agency standards are consistent with OSHA standards.
- To meet the requirements of E.O. 12196, the REE agencies will adopt OSHA standards published as 29 CFR 1910, 1918, 1926, 1928, and 1960 as REE standards unless a request for an exception is submitted through the DAAFAM to the DOL.
- The DAAFAM will submit new safety and health standards that conflict with OSHA standards to OSHA for approval. Requests will include:
 - copies of the standard proposed for adoption, arranged to correspond to appropriate subparts of OSHA standards; and
 - information supporting the standard's proposal (i.e., past accident experience, how the proposal is as effective as OSHA standards, and why the OSHA standards conflict with effective REE operations).

New, Amended, or Supplementary Standards

- The Chief, SHEMB, FD, through the DAAFAM, may amend or develop new standards for special application to working conditions.
- The Chief, SHEMB, FD, through the DAAFAM, may adopt supplementary standards for application to working conditions for which no OSHA standard exists.

- The above procedures will be followed when new, amended, or supplementary standards are required to address occupational health, IH, and environmental issues.

Conflicting Standards

- Where REE agency employees are engaged in joint operations with other Federal agencies or primarily work in the facility of another agency, the ARS Administrator, or his designee, will consult with the head of the other agency to resolve potential conflicts between REE safety, health, and environmental standards and standards of that agency. ASHM's will coordinate these situations and report such conflicts to the Chief, SHEMB, FD, through the DAD.
- If an REE agency owns the land and/or buildings of a facility shared by another Federal agency, State agency or university, or other cooperator, REE standards will prevail until conflicting standards are resolved and a memorandum of understanding/research agreement or similar document is prepared.
- When the REE agency is required by law to comply with requirements of another Federal authority (e.g., GSA) and compliance conflicts with REE agency safety, health, and environmental standards, the ARS Administrator, or his designee, will inform the head of the Federal authority of the conflict so that efforts for resolution may be made. Each ASHM will monitor and report these situations to the DAAF through the Chief, SHEMB, FD, through the AD/DAD.

Emergency Temporary Standards

- The REE agency will adopt OSHA emergency temporary standards that apply to REE activities. Applicable management officials will immediately ensure that employees exposed to hazards receive the protection provided by OSHA emergency temporary standards.
- OSHA emergency temporary standards will remain effective as REE agency standards until the Secretary of Labor publishes a permanent standard or REE agency standards are adopted which are consistent with these OSHA standards.
- The Chief, SHEMB, FD, may develop REE agency emergency temporary standards when necessary to protect REE employees from imminent danger.

Access to Standards

- The DAAFM will notify appropriate USDA safety and health officials of final adoption, revision, modification, or revocation of REE agency safety, health, and environmental standards.
- The Chief, SHEMB, FD, will provide REE agencies and Areas/locations with instructions for obtaining current safety, health, and environmental standards applicable to their operations.

NOTE: Locations may establish safety, health, and environmental regulations applicable to unique local working conditions, provided such regulations do not conflict with, and are not less stringent than, established REE standards or policies. Location safety, health, and environmental regulations are not considered as standards for the purposes of this Manual.

Environmental Standards

- The REE agency will adopt environmental-related standards associated with applicable rules, regulations, codes, and laws listed in 40 CFR and in the Authorities Section of this chapter. The REE agency will also adopt, where appropriate, Federal, State, county, and local environmental standards.

Distribution

- Each location will maintain a complete and current set of:
 - applicable safety, health, biological, radiological, and environmental standards; and,
 - REE Manual 230.0, “Safety, Health, and Environmental Management Program.”
- These items will be readily accessible to all employees. The items may be available in either paper, electronic, or other media formats.
- A list of all possible applicable standards for a given location would be very long if all the statutes, laws, regulations, policies and procedures, etc., on the books were included. The ASHM, CEPS, or Headquarters’ safety, health, and environmental representative should be consulted when determining which location operation requires compliance with a specific standard.

9. Public Relations/Freedom of Information Act (FOIA) Requests and Record Retention

Members of the general public and news media may be concerned about SHEM issues.

Each REE location, Area, and Headquarters' office should follow written policies and procedures of their respective Information Staffs in the event of contact by someone from the community, an interest group, or the news media. There should be one spokesperson at each level, which, if not the highest management official at that level, has authority to speak for the responsible management official at that level. Contractors should never be allowed to speak on behalf of an REE agency. Prior to furnishing information to the media or public, the next highest line official should be apprised of the information released. Additionally, the Information Staff should be notified for specific guidance.

All FOIA inquiries must be directed to the ARS Information Staff for resolution.

NOTE CONCERNING RECORD RETENTION: The sensitive nature and liability associated with safety, health, and environmental records makes it imperative that they be maintained in accordance with ARS Manual 251.8, "Records Management." It is REE policy to retain safety, health, and environmental records for a period of 30 years. At this time, records will be reevaluated to determine if they should be retained. Exceptions to this policy can be found in ARS Manual 251.8, "Records Management." Waivers may be obtained with the written permission of the Records Management Officer.

10. Annual Goals and Objectives

It is REE policy that each REE agency, Area, and location develops annual goals and objectives for eliminating and/or minimizing losses as a result of accidents/incidents causing injury, illness, or property/environmental damage in the workplace. Goals and objectives should be approved and endorsed by the senior management official within the organizational unit (e.g., the Research Leader/Center Director at the location level). Goals and objectives encompass all aspects of the program including the following components: occupational safety, industrial hygiene, environmental management, radiological safety, biological safety, and pesticide safety as applicable.

By November 30 of each year, each REE agency, Area, and location will establish annual goals and develop intermediate objectives to meet those goals. Objectives should be clear, specific statements of measurable results that are to be accomplished within a specified time period (i.e., plan of action with milestones). These objectives also provide the basis for resource allocation.

Goals and objectives should focus on continual program improvement, and they should be based in part on: deficiencies noted by employees or discovered during day-to-day monitoring activities; trends discovered during internal and external inspections, reviews, and audits; injuries/illnesses which occurred during the previous year as documented on OSHA form 300, Log and Summary of Occupational Injuries and Illnesses; medical surveillance records; IH surveys; environmental releases and/or regulatory issues; pollution prevention initiatives; and agencywide emphasis programs.

11. Responsibilities

Each function (individual program) within the SHEM Program carries additional specific responsibilities. Please refer to the individual program for details.

The ARS Administrator will:

- Initiate and maintain/oversee comprehensive and viable SHEM, Biosafety, and Radiation Programs, consistent with the requirements set forth in applicable Federal/State/local legislative and Executive mandates.
- Serve or designate, as required by USDA regulations, a Deputy Administrator to serve as the REE agencies' Designated Safety and Health Official and provide the necessary staffing, education/training, equipment, financial resources, and management support to develop and manage a comprehensive and effective REE-wide program.
- Ensure that REE agency employees are furnished with places and conditions of employment that are free from recognized hazards that may contribute to the occurrence of occupational-related injury, illness, death, or property/environmental damage.
- Ensure that administrative procedures and professional services are available for the recognition and treatment of employees' personal difficulties that may affect their safety, health, or productivity.
- Ensure prompt response to all reports of unsafe or unhealthful conditions, and establish procedures designed to ensure that no employee is subject to any interference, discrimination, or other type of reprisal for reporting such conditions or participating in REE SHEM Program activities.
- Ensure that periodic inspections of all agency workplaces are performed by qualified and properly equipped personnel and provide for adequate employee representation during inspections, and ensure that appropriate corrective actions are taken in response to those inspections.
- Ensure prompt abatement of unsafe and unhealthful working conditions, and ensure proper posting of notices for identified unsafe and unhealthful conditions that cannot be abated immediately.

- Ensure that safety-, health-, and environmental-related education and training are provided for all REE agency employees (with special emphasis on supervisory personnel, collateral duty safety and health personnel, representatives of employees, members of safety and health committees, employees performing hazardous work assignments and duties, new employees, and employees assigned specific SHEM and operational duties and responsibilities).
- Ensure participation by and consultation with employees or their representatives in safety, health, and environmental operations and activities.
- Ensure that safety, health, and environmental responsibilities are integrated within the performance standards of all managers, supervisors, and employees.
- Furnish, upon USDA's request or as directed, all safety-, health-, and environmental-related reports (annual, evaluation, investigation, etc.); statistical reports (injury, illness, property/environmental damage, loss, costs, etc.); and/or hazardous waste cleanup/funding reports.

Administrators, Associate Administrators, Deputy Administrators, Associate Deputy Administrators, Assistant Administrators, Civil Rights Directors, National Program Leaders, and Headquarters' Staffs and Divisions or Their Subordinate Staffs will:

- Recommend actions, based on input from knowledgeable personnel that enable REE to comply with the intent, purposes, and standards of impacting safety, health, and environmental legislation.
- Provide coordination and consultative assistance to subordinates under their jurisdiction to help them develop safety, health, radiation, biological, and environmental strategies to meet the requirements of USDA, REE policies and impacting laws, standards, and regulations.
- Include adequate funds for compliance with safety, health, and environmental standards in budgets under their jurisdiction.
- Ensure that all necessary actions are taken for the prevention, control, and abatement of potentially hazardous conditions for all operations and activities under their jurisdiction.
- Develop improvement plans and provide followup reports for corrective action measures to meet standards.
- Participate in REE-wide development of program implementation plans (i.e., goals, objectives, milestones) designed to ensure compliance with applicable Federal, State, and local regulations, REE Policies and Procedures, and Executive Orders.
- Provide review and comments, as requested, on safety, health, and environmental issues.
- Immediately notify the appropriate management official responsible for resource

allocations whenever unsafe, unhealthful, environmentally damaged, or potential pollution situations arise so that appropriate actions can be taken.

- Ensure through the Biological Safety Officer that all safety, health, and environmental concerns are addressed during the design/construction of biosafety facilities and within research procedures and new programs that require compliance with biosafety levels.
- Establish policy to ensure that research operations are in compliance with NEPA provisions.

AD's, DAD's, Associate Area Directors, under the direction of the ARS Administrator will:

- Exercise primary responsibility to initiate, operate, and direct a comprehensive and viable Area Safety, Health, Radiation, Biological, and Environmental Management Program, consistent with the requirements set forth in applicable legislative/Executive mandates and Manual 230.0, "Safety, Health, and Environmental Management Program."
- Provide the necessary staffing, education/training, equipment, financial resources, and management support to develop and manage a comprehensive and viable program.
- Provide all supervisory personnel and employees immediate access to applicable safety, health, and environmental standards and program elements.
- Ensure that all accidents, injuries, illnesses, and environmental releases are properly reported; appropriate forms are prepared; investigations are performed to identify causes and to determine corrective actions; and corrective actions are taken to prevent recurrence.
- Establish Area goals and objectives for reducing or eliminating accidents, injuries, illnesses, and damage to the environment consistent with REE-wide goals/objectives set forth by the ARS Administrator.
- Inform and hold subordinate supervisors accountable for implementing and monitoring REE program requirements and for ensuring that they and their employees are properly trained and prepared to carry out these responsibilities.
- Compile and approve in a timely manner overall agencywide/Areawide safety, health, and environmental reports, inventories, and statistics required by the ARS Administrator.

- Develop safety, health, and environmental duties and responsibilities in position descriptions of line managers, staff officials, and employees.
- Comply with all NEPA requirements related to construction and program issues; conduct all required environmental assessments, environmental impact statements, categorical exclusions, etc.; and record, sign, forward, and maintain copies of all project documents.
- Establish a comprehensive Environmental Management System (EMS) Areawide program as outlined in this Manual and in the EMS Implementation Guide.

Center Directors, Location Coordinators, and Research Leaders will:

- Implement, manage, monitor, and comply with all applicable Federal and State regulations and REE SHEM Program policies, procedures, and standards to ensure safe, healthful, and environmentally protected workplaces.
- Inform and hold subordinate supervisors responsible for implementing and managing the REE safety, health, and environmental requirements, and ensure that they and their employees are properly educated, trained, and prepared to carry out these responsibilities.
- Provide equipment, facilities, necessary financial resources training, and management support to subordinate employees to ensure compliance with the safety, health, and environmental policies and regulations described above.
- Seek out and utilize trained safety, health, industrial hygiene, biological, environmental, and radiological personnel, or acquire such personnel by direct hire or contract to assist in solving safety, health, environmental, biological, and radiological problems to provide a safe working environment.
- Furnish location employees with places and conditions of employment that are free from recognized hazards. Ensure recognized hazards are abated, and, if abatement is beyond the resources or ability of center/location, will request resources from the next higher management level to abate them. If abatement cannot be immediately achieved, provides training/personal protective equipment to work around them.
- Ensure that administrative procedures and professional Employee Assistance Programs (EAP) are available for the identification and treatment of employees' work-related and/or personal difficulties that may affect their safety, health, or productivity.
- Respond promptly to all reports of unsafe or unhealthy conditions that threaten people, property, or the environment, and establish procedures designed to ensure that no

- employee is subject to any interference, discrimination, or other type of reprisal for reporting such conditions or participating in REE SHEM Program activities.
- At least annually, inspect all location workplaces through qualified and properly equipped personnel, and provide for adequate employee representation during inspections.
- Provide prompt abatement of unsafe and unhealthy working conditions that threaten people, property, or the environment. Request resources from the next higher management level to abate hazards or conditions beyond the ability of center/location to abate, and ensures proper posting of notices for identified unsafe and unhealthful conditions that cannot be abated immediately.
- Provide for all regulatory required, and site specific safety, health, and environmental education/training including periodic updates for all location employees, including themselves, (with special emphasis on supervisory personnel, collateral duty safety and health personnel, representatives of employees, members of safety and health committees, employees performing hazardous work assignments and duties, new employees, and employees assigned specific safety, health, and environmental duties and responsibilities) to ensure all employees are current with program requirements and policies.
- Require participation by, and consultation with, employees or their representatives (i.e., unions) in the locations' safety, health, and environmental operations and activities.
- Integrate safety, health, and environmental responsibilities into the performance standards of all managers, supervisors, and employees under their jurisdiction, and appraise their performance accordingly.
- Obtain the necessary data and furnish all safety, health, and environmental reports (annual, evaluation, accident/illness/injury, facility, investigation, etc.); statistical reports (injury, illness, property/environmental damage, loss, costs, etc.); and hazardous waste cleanup (HWC)/funding reports to the next higher management organizational level.
- Recommend actions that enable REE to comply with the intent and purposes of applicable standards impacting safety, health, and environmental legislation.
- Report within required deadlines any and all environmental releases (i.e., any spilling, leaking, pumping, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment) to appropriate Federal, State, or local regulatory officials and Area/Headquarters' officials.
- As required, provide support and make formal recommendations to the appropriate official concerning environmental issues and building permit procedures related to NEPA.
- Develop, implement, and maintain a viable EMS as outlined in section 38 of this Manual and in the EMS Implementation Guide.

The DAAFM will:

- Recommend actions that enable REE agencies to comply with the intent, purposes, and standards of safety, health, and environmental legislation.
- Recommend policies and procedures on safety, health, and environmental standards and program elements to comply with Federal laws and regulations.
- Inform agency line/staff officials of changes in safety, health, and environmental management standards and program elements to comply with Federal laws and regulations.
- Provide oversight to ascertain that applicable safety, health, and environmental concerns/provisions are observed in agency acquisition, construction, personnel, information technology (IT), property (real/personal), contracting, and financial processes.
- Ensure the compilation and distribution of REE-wide safety, health, and environmental reports, inventories, and statistics as required.
- Administer funds appropriated to ARS for HWC and compliance purposes, and provide guidance to officials on programming and budgeting for SHEM Program operations/activities.
- Ensure that reviews, inspections/audits, evaluations, and followup of needed corrective actions of agency operations/activities are performed to ascertain that they are in compliance or are being brought into compliance insofar as feasible with applicable Federal, State, and local safety, health, and environmental standards. Assist in requesting resources from the next higher management level to abate hazards or conditions beyond the ability of REE locations, Areas, or divisions to abate.
- Ensure, through USDA, RSS, that all safety, health, and environmental concerns are addressed within the Radiation Safety Program, as required by current Federal laws and regulations.

FD-SHEMB will:

- Develop, implement, manage, and monitor all applicable safety, health, and environmental standards and programs as required by Federal laws and regulations.
- Ensure that all supervisory personnel and employees know of their right to have access to applicable safety, health, and environmental standards and program elements.
- Ensure that supervisors and employees properly report all accidents, injuries, illnesses, and environmental releases; complete the appropriate forms within prescribed deadlines; perform investigations to identify causes and determine corrective actions; and ensure

corrective actions are implemented.

- Recommend actions that enable REE to comply with the intent, purposes, and standards of safety, health, and environmental legislation.
- Establish and recommend REE policies and procedures on safety, health, and environmental standards and on the various program components.
- Identify and prepare correspondence and information through the DAAFM and agency line/staff officials concerning changes in SHEM standards and program elements that need to be implemented in the agency. Serve as liaison with USDA officials and external regulatory offices to determine legislation; regulatory requirements; or changes in safety, health, and environmental regulations that impact agency programs.
- Advise other functional areas of safety-, health-, and environmental-related concerns/provisions which must be included in acquisition, construction, personnel, IT, property (real/personal), contracting, and financial processes.
- Obtain the necessary data and compile REE-wide safety, health, and environmental reports, inventories, and statistics as required.
- Recommend actions and provide guidance to line officials on programming and budgeting for SHEM activities.
- Conduct periodic reviews and make written assessments of the agencies' efforts to implement the REE SHEM Program.
- Establish REE-wide procedures for inspecting and evaluating the effectiveness of the REE SHEM program at all organizational levels.
- Ensure, through the responsible property management officials, that safety, health, and environmental concerns are addressed in the acquisition and disposal of real and personal property.
- Provide, except where delegated to the ARS Area Office, operational safety, health, and environmental project management for FD facility projects in excess of \$1 million for construction and in excess of \$100,000 for architect-engineer (A-E) requirements.
- Provide policy direction and support to program officials concerning HWC funding projects, monitor Area utilization of the funding and ensure that required Status of Funds reports are prepared by ARS Area officials, and prepare REE's response to USDA.
- Provide policy direction and guidance to the ARS Area/location staff and line officials in their preparation of Statements of Work (SOW) for preliminary assessments, site inspections, or other preremedial/remedial work for Area pollution prevention/abatement/remediation projects, and serve as a Technical Evaluation Panel (TEP) member as required.
- Provide policy direction and guidance to ARS Area/location officials in their preparation

of Federal reporting requirements.

- Serve as the EMS Program Manager and provide policy direction and guidance to Area/location officials in establishing and maintaining their respective EMS.

ARS DAD's will:

- Assist line managers in identifying and allocating necessary staffing, education/training, and financial resources to develop and manage a comprehensive and viable Area SHEM program.
- Provide administrative management assistance to the AD in establishing Area goals/objectives for reducing or eliminating accidents, injuries, illnesses, or damage to the environment.
- Provide administrative management assistance in compiling Areawide safety, health, and environmental reports, inventories, and statistics required by the Administrator.
- Recommend actions that enable the AD to comply with the intent, purposes, and standards of impacting safety, health, and environmental legislation.
- Assist in the development of improvement plans and followup reports for corrective action measures to meet safety, health, and environmental standards.
- Provide all supervisory personnel and employees immediate access to applicable safety, health, and environmental standards and program components.
- Ensure that all accidents, injuries, illnesses, and environmental releases are properly reported; that appropriate forms are prepared; and that investigations are performed to identify causes and determine corrective actions.
- Participate in the development of an Agencywide/Areawide SHEM Program to ensure compliance with regulations.
- Monitor Area HWC fund spending to ensure compliance with USDA HWC spending guidelines, ensure quality and accuracy of HWC Status of Funds reports for all Agencywide/Areawide projects, and ensures HWC activities are conducted and the findings reported to Headquarters as required.
- Administratively supervise (or delegate the responsibilities); assign tasks; and monitor the performance of individual ASHM's, CEPS', Industrial Hygienists, and other safety, health, and environmental employees under their supervision. Assignments will be congruent with Areawide/agencywide program goals, priorities, and objectives, unless the location situation/condition requires immediate attention.

ARS Location Administrative Officers will:

- Assist line managers in identifying and allocating necessary staffing, education/training, and financial resources to develop and manage a comprehensive and viable REE location program.
- Provide administrative management assistance to the Center Director/Location Coordinator/Research Leader in establishing location goals/objectives for reducing or eliminating accidents, injuries, illnesses, or damage to the environment.
- Provide administrative management assistance in compiling location safety-, health-, and environmental-related reports, inventories, and statistics required by REE.
- Recommend actions that enable the Center Director/Location Coordinator/Research Leader to comply with the intent and purpose of standards and ARS policies impacting safety, health, and environmental legislation.
- Assist in the development of improvements, plans, and followup reports for corrective action measures to meet standards.
- Assist all location supervisory personnel and employees in accessing to applicable safety, health, and environmental standards and program elements.
- Ensure that all accidents, injuries, illnesses, and environmental releases are properly reported; that appropriate forms are prepared; and that investigations are performed to identify causes and determine corrective actions. Verifies corrective actions have been taken. If corrective actions are beyond the resources of the location to implement, assists the Location Coordinator in requesting resources from the next higher level of management.
- Participate in the development of locationwide and, in some cases, Areawide or agencywide SHEM Programs to ensure compliance with regulations.
- As applicable, monitor location HWC fund spending to ensure compliance with USDA's HWC spending guidelines; ensure quality and accuracy of HWC Status of Funds reports for all location projects; and ensure that quarterly reviews of HWC activities are conducted, and the findings are reported to Headquarters as required.
- Administratively supervise, assign tasks, and monitor the performance of individual CEPS, Industrial Hygienists, and other safety, health, and environmental employees under their supervision. Assignments will be congruent with Areawide/agencywide program goals, priorities, and objectives, unless the location situation/condition requires immediate attention.

ASHM's will:

- Coordinate and provide technical oversight to the implementation of the REE SHEM Program for all Area employees, cooperators, and visitors in accordance with the policies, regulations, and responsibilities described or listed in the Authorities session of this Manual.

- Verify that all Area/location programs within the Area are consistent with REE guidelines and with Federal laws and regulations.
- Verify that known and foreseeable safety, health, and environmental concerns are taken into consideration regarding research activities, construction, repair and maintenance, procurement, property (real/personal), modernization, and HWC projects.
- Recommend Area/location goals, objectives, and resource requirements for reducing or eliminating accidents, injuries, illnesses, and damage to the environment.
- Assist managers/supervisors in arranging for appropriate safety, health, and environmental education/training programs; orientation for new employees; and provide assistance in development, implementation, or procurement of such training.
- Verify that managers/supervisors comply with Federal, State, and local safety, health, and environmental rules, regulations, standards, policies, and guidance issued with respect to the REE SHEM Program.
- Verify that periodic inspections, including environmental audits, of all workplaces are performed, and that an abatement program is put in place on an annual basis or as resources permit.
- Through appropriate management/reporting systems, monitor abatement of unsafe and unhealthful working conditions at all locations within the Area.

- Assist managers/supervisors in preparing and providing all safety, health, and environmental plans, cost estimates, reports, statistics, and/or other information for the locations within the Area.
- Recommend corrective solutions/actions to ensure prompt abatement of unsafe and unhealthful working conditions.
- Conduct periodic reviews and make written assessments to their supervisors and AD's of locations' efforts to implement the REE SHEM Program.
- Assist Area/location property personnel in addressing all safety, health, and environmental concerns relating to the acquisition and disposal of real and personal property.
- Provide safety, health, and environmental guidance and assistance to Area/location personnel in their administration of the Area/location program, setting of program priorities, and evaluating program implementation and effectiveness.
- Assist Area/location managers in reporting, as necessary, to the appropriate Federal, State, or local regulatory officials and Area/Headquarters' officials any and all environmental releases (i.e., any spilling, leaking, pumping, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment) of a listed hazardous substance in quantities equal to or greater than listed quantities.
- Provide operational safety, health, and environmental project management for Area facility construction projects and/or A-E requirements or when in receipt of delegation of authority. Review design submittals and approve from a safety and health perspective.
- Provide technical support and make formal recommendations for construction and research-related safety, health, and environmental issues to the Area Engineer and AD concerning environmental issues related to NEPA for Area facility construction projects and/or A-E requirements.
- Coordinate resolution of environmental issues with appropriate Federal, State, and local environmental regulators associated with design projects and NEPA issues impacting facility design identified by the A-E.
- Review, correct, and consolidate location/Area submittals for all SHEM reporting requirements as required.
- Prepare SOW's for preliminary assessments/site inspections or other preremedial/remedial work for all Area pollution prevention/abatement/remediation projects regardless of dollar value, serve as the Chairperson for the project's TEP, and serve as the Contracting Officer's Representative (COR) as required.
- Provide technical support and make formal recommendations for implementing the REE Environmental Management Program.

CEPS', Location Safety Officers, Industrial Hygienists, CDSO's, and OMB's Circular A-76 Contractors Providing Safety, Health, and Environmental Support to Employees/Facilities/Equipment in Compliance with Applicable Contract Provisions, as Directed by Center Director/Location Coordinator/Research Leader, will:

- Recommend actions that enable REE to comply with the intent, purposes, and standards of Federal/State safety, health, and environmental laws and regulations.
- Assist managers/supervisors in developing and implementing the SHEM Program for REE location employees, cooperators, and visitors according to USDA and Federal, State, and local laws, regulations, and policies.
- Assist managers/supervisors in designing all programs at REE locations being serviced to be consistent with the REE SHEM Program policy.
- Assist managers/supervisors in designing safety, health, and environmental compliance into location research operations, construction, repair and maintenance, and modernization projects.
- Recommend location/Area goals and objectives for reducing or eliminating accidents, injuries, illnesses, and damage to the environment.
- Arrange, conduct, and assist the location in obtaining appropriate safety, health, and environmental education/training programs and orientations for present and new employees.
- Ensure that managers/supervisors are complying with all applicable Federal, State, and local safety, health, and environmental rules, regulations, and standards. Report all violations to higher levels of management.
- Conduct inspections/environmental audits of all workplaces within the locations being serviced on a regular basis.
- Provide or recommend prompt abatement of unsafe and unhealthful working conditions, facilities, equipment, and practices.
- Assist the Center Director/Location Coordinator/Research Leader with all safety-, health-, and environmental-related plans to bring the location/unit into compliance along with cost estimates, reports of violations/corrective actions, training needed, supporting statistics, and/or other information for the locations being serviced.
- Provide safety, health, and environmental guidance and assistance to location officials in their administration of the location programs; assist in setting safety, health, and environmental program priorities; and assist in evaluating program implementation/effectiveness.
- Assist managers/supervisors in implementing policies/procedures that minimize or

eliminate potentially hazardous conditions or adverse personal effects through chemical management strategies that reflect best practices.

- Assist Area/location officials in reporting to the appropriate Federal, State, or local regulatory officials and Area/Headquarters' officials on any and all environmental releases (i.e., any spilling, leaking, pumping, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment) of a listed hazardous substance in quantities equal to or greater than listed quantities.
- Collect data and assist managers/supervisors in preparing location submittal for all SHEM-related reporting requirements.
- As required, assist in preparing SOW's for preliminary assessments/site inspections or other preremedial/remedial work for locations being served. Serve as a TEP member, if assigned, for pollution prevention/abatement/remediation projects, and serve as the COR as required.
- As required, provide technical support and make formal recommendations for location construction and research-related issues involving NEPA and building permit procedures for facility construction projects and/or A-E requirements.

Supervisors will:

- To the full extent of their authority, furnish employees a place of employment that is free from recognized hazards that are causing or are likely to cause death or physical harm.
- Comply with applicable OSHA occupational safety and health standards; EPA standards; DOT standards; Nuclear Regulatory Commission (NRC) standards; Centers for Disease Control biological safety recommendations; national fire codes; most recent American conference of Governmental Industrial Hygienists and American Society for Testing and Materials standards; and all associated rules, regulations, and orders issued by USDA and REE.
- Ensure that the employees supervised receive initial and recurring specialized job safety and health training appropriate to the work performed by the employee. The training will also inform employees of the location's SHEM Program, along with its various functions.
- Provide employees access to safety-, health-, and environmental-related laws, standards, regulations, codes, P&P's, Manuals, and injury and illness statistics.
- Ensure and document that employees are proficient in performing procedures and tasks involving hazardous materials.
- Ensure, where there is recognized potential exposure to hazardous chemicals, materials, noise, radiation, or biological agents, that employees are provided an opportunity to participate in the Occupational Medical Surveillance Program (OMSP).
- Provide appropriate and ensure proper use of all applicable safety, occupational health,

environmental, radiological, and biological protective equipment, devices, clothing, and engineering/administrative controls.

- Monitor employee performance of work to ensure that it is accomplished in a manner conducive to the health and safety of themselves, their fellow employees, and the environment.
- Ensure that an OSHA safety poster (AD-1010) informing employees of the provisions of the OSHAct is posted conspicuously in their work area.
- Monitor their work area to identify hazards; to abate any hazards found; and, if abatement is delayed, to post a notification to employees of the hazard and/or forbid/eliminate access to the hazardous area; and to notify the next level of management if the hazards are not within their ability and resources to rectify.
- Conduct accident/illness/incident investigations, and prepare the appropriate paperwork in accordance with Federal, State, local and REE regulations.
- Investigate, in a timely manner, any employee reports of unsafe/unhealthy working conditions, and abate any hazards within their capability to abate.
- Provide official time for employee and employee representative participation in the various SHEM Programs without restraint, interference, coercion, discrimination, or reprisal.
- Prepare an abatement plan for any hazard that cannot be corrected within 30 days.

All Employees will:

- To the extent and scope of their authority, ensure safe and healthful workplaces.
- Comply with all applicable Federal, State, and local regulations; REE safety, health, and environmental standards; and all rules, regulations, and orders.
- Ensure the proper and timely reporting of all accidents, injuries, illnesses, and environmental releases; prepare the appropriate forms; and make timely notification to supervisory/management employees of the causes and corrective actions recommended, which may include training.
- Perform all assigned tasks (including those activities not specifically addressed by existing rules or regulations) in a manner conducive to the safety and health of themselves, their fellow employees, the public, and the environment.
- Properly use all applicable safety, health, environmental, and personal protective equipment and clothing.
- Avail themselves of medical surveillance and/or counseling through the Employee Assistance Program (EAP) and other voluntary programs to maintain their physical and

mental health and safety in accordance with REE policies and regulations. Supervisory approval/concurrence should be acquired except where confidentiality is guaranteed.

- Participate fully in the REE program with freedom from restraint, interference, coercion, discrimination, or reprisal.
- Participate in and maintain appropriate training and certification as required to work safely.
- Rectify safety, health, and environmental hazards as they find them, and notify the next level of management if they are not within their ability and resources to rectify.

12. Basic Employee Rights

All REE employees have the right to:

- Work in a safe, secure, and healthy work area.
- Decline to perform their assigned tasks, without fear of reprisal, because of a reasonable belief that potentially hazardous or unsafe conditions exist.
- Participate in the REE SHEM Program. Employees may be authorized official time to participate in activities provided by E.O. 12196, 29 CFR 1960, and the REE Program.
- Have access to safety, health, and environmental standards; workplace injury and illness statistics; and occupational safety, health, and environmental procedures.
- Comment on alternate safety, health, and environmental standards being proposed.
- Report and request inspections of unsafe and unhealthy working conditions to the appropriate officials as discussed in 29 CFR 1960.28. If conditions are not promptly or effectively corrected or if it appears that an employee's right to report potentially hazardous conditions are being infringed upon, the employee or designated representative may seek further resolution through the designated safety liaison, the Assistant Secretary for Administration, or OSHA, DOL.

13. Reprisals

REE employees are not subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of unsafe or unhealthful working conditions or other participation in the REE SHEM Program.

Acts of reprisal against REE employees, who disclose information which they reasonably believe evidences substantial and specific danger to public health and safety, are prohibited personnel practices under 5 U.S.C. 2302(b)(8).

REE employees have the right to be free from reprisal actions resulting from their participation in the REE program activities or from their reporting of unsafe or unhealthy conditions in their work environment.

REE employees also have the right to decline to perform their assigned task without fear of reprisal because of a reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious bodily harm, coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures.

Each location and staff office must ensure that these rights are protected.

Governing Authorities include:

- 5 U.S.C. 2302(b)(8), Prohibited Personnel Practices;
- E.O. 12196, Occupational Safety and Health Program for Federal Employees;
- 29 CFR 1960.46, Agency Responsibility;
- Departmental Regulation, Departmental Occupational Safety and Health Management;
- Departmental Personnel Manual, Agriculture Grievance System; and
- Departmental Regulation, Safety and Health Reprisals.

Allegations of reprisal should be processed under the agencies' grievance procedures process. REE Areas/locations must monitor compliance with this policy through the annual safety, health, and environmental inspection process.

14. Education/Training Program

This program can be implemented at any organizational level.

Education and training must be provided for all REE employees in accordance with 29 CFR 1960 and E.O. 12196 with special emphasis on management and supervisory personnel, collateral duty safety and health personnel, representatives of employees, members of safety committees, and employees performing hazardous work assignments and duties.

The objectives of the Education/Training Program are to:

- improve operational efficiency through the elimination of potentially hazardous conditions associated with an agency's operations;
- provide employees with safe, healthy, and environmentally sound places in which to work;

- reduce and eliminate the drain on resources created by personal injuries, illnesses, property damage, and environmental releases; and
- improve employee recognition of unsafe acts and conditions and to develop employee awareness of the need for proper work practices.

It is REE policy to comply with all education/training related to provisions of Federal, State, and local rules, regulations, codes, etc., which impact REE operations.

The location, servicing Area, or Headquarters' safety, health, and environmental representative should be consulted when determining which location operation requires compliance with a specific standard.

15. Awards Program and Promotional Activities

This program can be implemented at any organizational level.

This program provides for systematic acquisition and distribution of informational materials to stimulate employee participation in the SHEM Program; establishes policy for recognizing outstanding contributions to program improvements within REE; and states responsibilities for safety, health, and environmental activities within REE.

It is the policy of REE to:

- recognize outstanding contributions to the REE SHEM Program;
- sustain a motivated and physically, mentally, and emotionally healthy workforce;
- maintain or increase productivity through the elimination or substantial reduction of accidental injuries, illnesses, property damage, and environmental releases; and
- promote active employee participation in REE's SHEM Program.

16. Calendar of Reporting Events (CORE)

The compliance reporting requirements for each of the various programs administered within an agency have been consolidated within CORE. Other program reports required by USDA and/or other Federal agencies are also included.

The CORE listing does not include those associated with specific activities (e.g., monitoring well installations), location-specific activities (e.g., wetlands), or those requirements specific to local and State authorities. Administrative requirements for permit notifications, test results, fees, etc., are the responsibility of the facility management to identify and acknowledge. Your servicing location, Area, or Headquarters' safety, health, and environmental representative should be consulted when determining the reporting requirements for the facility.

It is REE policy to complete the reporting requirements in a timely manner. All information supplied must be accurate and complete to the maximum extent possible. Copies of the submittal are to be maintained by the originating office and filed in an organized manner.

The CORE, as well as specific roles and responsibilities, can be found at the AFM-FD-SHEMB Home page.

NOTE: Due dates on the CORE are tentative and subject to change.

Safety Management

17. Postings

This activity is implemented at all REE locations.

It is REE policy to prominently display form AD-1010, Occupational Safety and Health Poster, and CA-10, What a Federal Employee Should Do When Injured at Work, in each location where REE business is conducted or where services or operations are performed. Additionally, OSHA form 300, Log and Summary of Occupational Injuries and Illnesses, must be displayed, at a minimum, from February 1 through March 1 each year. These postings must be placed in prominent places and maintained in good condition. When postings are displayed on bulletin boards, no other materials should be placed to obstruct the view of the poster. Replacement posters can be obtained by accessing the SHEMB Home page. Depending on the nature of the agency/location's mission, there may be additional posting requirements. Your servicing safety professional can assist in identifying possible posting of requirements.

18. Safety Committee Program

This program can be implemented at any level of the organization.

Title 29, CFR, Part 1960, Occupational Safety and Health Programs for Federal Employees, establishes specific requirements for the formulation of safety and health committees. These committees are composed of representatives of management and employees for the purpose of advising and assisting management officials with respect to their responsibilities under the program.

It is REE policy to establish a committee at all locations having 15 or more permanent full-time employees and appoint a safety representative at all locations having less than 15 permanent full-time employees. Safety committee members should meet, minimally, on a quarterly basis. Minutes from meetings should be posted or otherwise provided to all employees for informational purposes.

Please note that USDA does not recognize OSHA-certified committees. CFR, Title 29, Part 1960, allows agencies with certified safety committees to forego unannounced inspections by OSHA.

19. Facilities Design and Construction

This activity can be implemented at any level of the organization.

A safe, healthy, and environmentally sound work environment is a critical objective in the design of facilities. Requirements relating to safety, health, and the environment in OSHA and EPA regulations; American Conference of Governmental Industrial Hygienists; Industrial Ventilation Manual; Standards of the American Society of Heating and Air-Conditioning Engineers; REE P&P's; and local building and fire codes must be met, at a minimum, to achieve a safe and healthy work environment. Where a conflict arises, the most stringent requirement shall govern.

Safety, health, and environmental design criteria and quality standards for the construction, repair, and alteration of buildings and facilities are found in Manual 242.1, "ARS Construction Project Design Standard," and include topics such as fire protection, laboratory ventilation, hazardous materials storage, emergency egress requirements, and asbestos- and lead-containing materials.

Responsibilities for reviewing major construction projects can be found in the "Action Plan and Facts Sheet" of each project undertaken by FD. Area and location level design/construction efforts will be reviewed and approved by the ASHM.

20. Accidents/Illness Reporting, Investigation, and Analysis

This program is/can be implemented at any organization by any trained individual.

The Federal Employees Compensation Act (FECA) provides compensation and medical care to Federal employees for disabilities due to injuries and illnesses sustained in the performance of their official duties. FECA is also applicable to Federal employees while serving as Federal petit or grand jurors and certain other groups. The benefits outlined in the act constitute the exclusive remedy for work-related injuries and deaths. For specific policy concerning the FECA Program, contact HRD.

By law, an employee (or their designated representative in cases where the employee is incapacitated by an accident or illness) and their immediate supervisor are responsible for completing all reports necessary to protect an injured employee's rights. Penalties are provided by law for failure to make required reports and for filing false reports. Location personnel should maintain an adequate supply of the basic forms (e.g., CA-1, Injuries; CA-2, Illness) necessary to properly record and report job-related injuries and illnesses.

Within REE, major accidents must be reported to FD, SHEMB, within 24 hours of occurrence. The first notification should be made by telephone. Major accidents are defined as: a job-related fatality, the hospitalization of two or more persons, or property damage in excess of \$100,000. The Area should coordinate all actions/information with location personnel. The local OSHA office should be notified when a major accident occurs, but only after contacting the AD, the DAD, and the SHEMB office. SHEMB will inform the Department who, in turn, will

notify OSHA headquarters. SHEMB will also share causal information with other locations performing similar operations. Timely reporting may prevent similar occurrences.

CSREES, ERS, and NASS employees should follow their respective reporting procedures.

In the event of a job-related fatality, SHEMB also requires a copy of the workers' compensation form CA-6, Official Report of Employee's Death, and a copy of the investigative report. Investigative reports must include, at a minimum, the name and position of the person conducting the investigation, a description of the incident, witness statements, sketches or photographs of the incident scene, copies of reports from local authorities; i.e., police reports and actions planned and/or taken with appropriate target dates to prevent similar incidents, and any other relevant facts. Initial investigative reports must be forwarded to SHEMB within 3 calendar days of the incident. Investigative reports for other less serious accidents/incidents will be maintained at the location.

Specific accident/illness reporting, investigation, and analysis instructions can be found by accessing the FD/SHEMB Web site.

21. Public Visitor Protection Program

This program is implemented at any organizational level.

Visitors to REE facilities are often exposed to the same hazards as employees. However, due to a lack of familiarity with the facility and its associated operations, they have a higher potential for injury/illness. Before visitors are conducted through a facility, the following actions will be taken by the ranking supervisor or the designated representative of the area to be visited:

- Visitors will be briefed on the nature of the operation and on the physical, chemical, radiological, and biological hazards they may be exposed to. They will be informed of any required action necessary to limit or prevent exposure.
- Females of childbearing age (15-45) will be informed of their potential susceptibility and provided additional education and information on the specific biological, radiological, and physical hazards if they are present in the facility.
- Where potential physical, chemical, radiological, or biological hazards exist, visitors will be escorted at all times to prevent contact/exposure to the hazards.
- If protective equipment is required in the area to be visited, it must be provided. Examples are hearing protection, nonprescription eyewear, toe guards, and hard hats. All operations must maintain required protective equipment for the visitors.
- Refusal of a visitor to utilize required protective equipment is considered reason to deny the visitor entry into the area.
- Any incident, involving visitor injury/illness or actual harmful exposure to hazardous chemicals, radioactive materials, or biological agents, will be reported immediately to the

person in charge of the area where the incident occurred, who will investigate, and, in turn, report it to the appropriate official.

- An investigative report must be prepared, posted, distributed, and maintained.
- The ARS Office of Homeland Security also has regulations concerning individuals/groups visiting REE facilities. To reference the regulations, contact the Area Homeland Security official.

22. Inspection/Abatement Program

The Inspection and Abatement Program is implemented at the location level.

The primary purpose of inspections is to discover conditions that, upon correction, will result in a safer place to work. They assist personnel in determining what safeguards are necessary to eliminate or otherwise remove hazards before accidents, personal injuries/illnesses, and/or environmental exposure/releases occur.

It is REE policy that management officials and supervisory personnel:

- Ensure prompt attention to reports of unsafe or unhealthy working conditions by employees or others, and maintain a log of these reports.
- Ensure that personnel annually inspect all workplaces by May of each calendar year, with sufficient technical competence and equipment necessary to conduct thorough inspections of the workplace involved.
- Provide written notification of potentially hazardous conditions to employees.
- Ensure prompt abatement of unsafe or unhealthy working conditions (including those facilities and/or equipment furnished by another Federal, State, or local agency). Unsafe or unhealthy work conditions that are not within an employee's ability and/or resources to abate should be reported to the next level of management.
- Ensure all inspections and abatement actions will be in compliance with 29 CFR, Part 1960, subtitle D, Inspection and Abatement.

Inspector(s) will be designated by the official in charge of the location. Inspector(s) shall enlist employees' help to identify and eliminate or control potentially hazardous conditions. All inspections and abatement actions will be in compliance with the provisions outlined in the codes

and regulations in this Manual. Form 404, Safety, Health, and Environmental Inspection Checklist, serves as a guide/reference tool for conducting inspections. The 404 checklist, abatement forms, and inspection procedures can be found at the FD/SHEMB Home page.

23. Onsite Assistance Reviews (OAR)

OAR's can be performed at any organizational level by any trained individual.

Recognizing that it is not always easy for managers to identify, interpret, implement, and track changes in the complex Federal, State, and local SHEM requirements, REE has established the OAR Program. OAR's are used to periodically review implementation, management, operation, and evaluation elements of a facility's SHEM program. These reviews are an examination of the efficiency and effectiveness of operational and administrative activities (i.e., management, education/training, services, oversight, and evaluation).

OAR's identify program strengths and weaknesses, as well as mechanisms for corrective action. The objectives of the OAR Program are to:

- Identify the functional level of program components and procedures within the management structure of the organizational level being reviewed.
- Identify improvements and replacements for those program components and procedures deemed unnecessary, outdated, or inefficient.

The OAR checklist can be found at the FD/SHEMB Home page.

The OAR Program can be used in lieu of compliance auditing. Reference Chapter 63, Compliance Auditing, for additional information regarding this relationship.

24. Controlled Substances

The Controlled Substances Program is administered by the ARS National Program Staff.

P.L. 91-513, Comprehensive Drug Abuse Prevention and Control Act of 1970, provides that every person who manufactures, imports, distributes, dispenses, or administers any controlled substances, or conducts research or chemical analysis with controlled substances, shall annually obtain a Certificate of Registration from the Drug Enforcement Administration (DEA), Department of Justice. Accordingly, the provisions of this law apply to scientists, veterinarians, chemists, and other employees engaged in dispensing narcotic and non-narcotic controlled substances or conducting research or chemical analyses with controlled substances.

To comply with the law, REE requires the registration of any employee or group of affiliated employees at one general physical location where controlled substances are distributed, dispensed, or otherwise administered in the conduct of their program work (e.g., division, branch, laboratory, etc.). No employee will engage in any activity for which registration is required until a Controlled Substances Registration Certificate, form DEA-223, is issued by the Director, DEA.

25. Storage, Preparation, and Consumption of Food and

Beverages in Facilities with Laboratories

This program is implemented at the location level.

In compliance with 29 CFR 1910, it is REE policy that food and beverage storage, preparation, or consumption is forbidden in the laboratory. Likewise, the use of laboratory heat sources, autoclaves, ovens, microwave ovens, refrigerators, freezers, ice machines, or other equipment in the preparation/storage of food or beverages for human consumption is prohibited **except in human nutrition laboratories preparing food for quality or nutrition tests**. Referenced equipment must be labeled either “**food**” or “**no food storage.**” Ice machines must be identified for either “**not for human consumption**” or “**for human consumption.**” Food should not be stored or consumed in dirty areas such as shops, storage areas, or the like. Appropriate corrective action, including disciplinary action, will be considered in those cases where violations of REE policy or Federal laws and regulations have occurred.

26. Hazard Communication Program

This program can be implemented at any organizational level.

The purpose of the Hazard Communication Program is to advise employees of possible hazards associated with chemical or biological agents, thereby preventing adverse employee exposure, as required under OSHA, 29 CFR, Part 1910.1200. It is REE policy that each location be evaluated at least annually to identify the chemical, physical, and biological health hazards known to be present and to which employees may be exposed in the course of their employment. Each location will provide information and training to employees on the potential physical and health hazards that may result from exposure to chemical and biological agents in their work environment. The minimum elements of an acceptable program include:

- a written manual or document outlining the program, policies, and procedures;
- a chemical, radiological, and biological inventory system;
- a Material Safety Data Sheet (MSDS) reference file system;
- labeling, signage, and other forms of warning; and
- training of impacted individuals.

This program applies to all personnel including part-time, seasonal, and temporary personnel who are identified for inclusion in the program based on a hazard assessment. A hazard assessment must be performed for all radiological, chemical, and biological agents known to be present in the workplace. For the hazard assessment of chemicals, it is REE policy to rely on the hazard evaluations prepared by manufacturers and importers provided on MSDS.

This program does not apply to:

- any hazardous waste as defined by the Solid Waste Disposal Act (as amended by the

Resource Conservation and Recovery Act (RCRA) of 1976) and regulated by EPA;

- tobacco or tobacco products;
- wood or wood products;
- foods, drugs, or cosmetics intended for personal consumption/use by employees; and
- any consumer product as defined by the Consumer Product Safety Act that is used in the same manner of normal consumer use by the general public.

27. Standards for Federal Supply/Service Contracts and Extramural Agreements

Safety and Health Standards for Federal Supply Contracts

The Acquisition and Property Division (APD) manages this activity, and it is implemented at all REE organizational levels outsourcing for supplies.

The Walsh-Healey Public Contracts Act requires that contracts entered into by any agency of the United States for the manufacture or furnishing of materials, supplies, articles, and equipment in any amount exceeding \$10,000 must contain, among other provisions, a stipulation that “no part of such contract will be performed nor will any of the materials, supplies, articles, or equipment be manufactured or fabricated in any plants, factories, buildings, or surroundings or under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in the performance of said contract.” Stipulations on minimum wages, minimum hours, child labor, convict labor, and safe and sanitary working conditions are included in contracts. The authority for this is found in 41 CFR, Part 50-204, Safety and Health Standards for Federal Supply Contracts.

Other safety-related considerations REE is compelled to enforce in **Federal Supply Contracts** include:

- **Prohibition of Acquisition of Products Produced By Forced or Indentured Child Labor.**

The E.O. 13126, Prohibition of Acquisition of Product Produced by Forced or Indentured Child Labor, was signed on June 12, 1999. The E.O. was enacted to prevent Federal agencies from buying products that have been made with forced or indentured child labor. Under procurement regulations implementing the E.O., Federal contractors who supply products on a list published by DOL must certify that they have made a good-faith effort to determine whether forced or indentured child labor was used to produce the items listed. For a complete list, access DOL’s Web site, under E.O. 13126.

- **Hazardous Material Identification and Material Safety Data.**

Contractors are required to identify hazardous materials deliverables, properly identify the materials, and submit MSDS. Government supervisors will inform employees about activities where they may be exposed to hazardous materials including symptoms of exposure, treatment,

proper working conditions, precautions for safe use, and exposure routes. Twenty-nine (29) CFR, Part 1910.1200, outlines the Hazardous Communication Program and the requirement to obtain MSDS. Chapter 26 of this Manual contains REE policy on the Hazardous Communication Program.

- **Notice of Radioactive Material (Federal Acquisition Regulation (FAR) (FAR 23.6).**

This FAR clause at 52.223-7, Notice of Radioactive Materials, requires the contractor to notify the Contracting Officer prior to delivery of radioactive materials. The Contracting Officer must insert the clause in solicitations and contracts for supplies. The Government Radiation Protection Officer is responsible for ensuring the proper license authorization or permit is obtained prior to acceptance of the radioactive material.

It is the policy of REE that all supply contracts contain safety-, health-, and environmental-related provisions. Compliance with the standards expressed in the above-mentioned regulations is not intended, and shall not be deemed, to relieve anyone from any other obligation he/she may have to protect the health and safety of his/her employees, arising from sources other than the above-mentioned regulations; i.e., State, local law, or collective bargaining agreement.

For specific roles and responsibilities for the above-mentioned items, contact the Headquarters/Area/location Procurement Officer.

Safety and Health Standards for Federal Service Contracts

APD manages the activity, and it is implemented at all REE organizational levels outsourcing for services.

The McNamara-O'Hara Service Contract Act of 1965 requires that every contract entered into by the United States in excess of \$2,500, the principal purpose of which is to furnish services in the United States through the use of service employees, must contain, among other provisions, a stipulation that "no part of the services covered by this act will be performed in buildings or surroundings or under working conditions provided by or under the control or supervision of the contractor or any subcontractor, which are unsanitary or hazardous or dangerous to the health or safety of service employees engaged to furnish the services."

Title 29, CFR, Part 1925, Labor, Chapter XVII, Occupational Safety and Health Administration Standards, applies to ordinary employment situations; other standards may also apply in cases of increased hazard. Neither do the standards purport to cover all of the working conditions that are unsanitary or hazardous or dangerous to the health or safety of service employees.

Other safety-related considerations REE is compelled to enforce in **Federal Service Contracts** include:

- **Contract Work Hour and Safety Standards Act (44 U.S.C. 327-333).**

The act applies to contractors and subcontractors with Federal service contracts and federally funded and assisted construction contracts over \$100,000. The act specifies that laborers or mechanics must be paid overtime for work that exceeds more than 40 hours per workweek.

- **Toxic Chemical Release.**

The Emergency Planning and Community Right-To-Know Act (EPCRA) of 1986 and the Pollution Prevention Act of 1990 established programs to protect public health and the environment by providing the public with important information on the toxic chemicals being released by manufacturing facilities into the air, land, and water in its communities. Compliance with this act is required under E.O. 13148. See Manual 230.0, Chapter 59, for REE policy concerning the implementation of the EPCRA Program.

It is the policy of REE that all service contracts contain safety-, health-, and environmental-related provisions. Compliance with the above-mentioned standards will not relieve anyone from any obligation he/she may have to comply with any stricter standard; such as, State or local law or ordinance or collective bargaining agreement.

For specific roles and responsibilities for the above-mentioned items, contact the Headquarters/Area/location Procurement Officer.

REE Grants and Agreements

The Extramural Agreements Division, AFM, Headquarters, is responsible for the development and implementation of policies and procedures governing the execution, award, and administration of grants, cooperative agreements, and memoranda of understanding (MOU) for ARS, ERS, and NASS. The Office of Extramural Programs (OEP), CSREES, is responsible for the development and implementation of policies and procedures governing the execution, award, and administration of grants, cooperative agreements, and MOU's for CSREES. For CSREES grants, cooperative agreements, and MOU's, please refer to the terms and conditions of the grant award, or contact the Policy Section in OEP, CSREES. For the award and administration for non-assistance cooperative agreements for ARS, CSREES, ERS, and NASS, reference

REE Bulletin 04-154, "General Administrative Policy for Non-assistance Cooperative Agreements." If you have questions, contact your Area or Headquarters' Extramural Agreements Specialist for ARS, ERS, and NASS awards and the OEP Policy Section for CSREES awards.

Sample SOW's

Locations having a need for environmental services may be required to submit requirements documents to their servicing contracting organizations. Requirements documents typically include an SOW, an independent Government cost estimate, and funding document; i.e., an AD-700.

In order to assist locations in preparing the SOW, SHEMB has compiled a collection of sample SOW's that have been prepared for previous contract actions for environmental services. The SOW's cover activities such as environmental sampling and analysis, reporting, removal actions, preparations of Remedial Investigations, and Feasibility Studies, and other related environmental services.

The sample SOW's are available in MS Word format on the SHEMB Web site for downloading and revising by location personnel. Questions regarding the SOW's should be directed to the servicing ASHM or Chief of SHEMB.

Occupational Health Management

28. Employee Assistance Program (EAP)

The EAP is administered by the Human Resources Division (HRD) and implemented at the location level.

The REE agencies are concerned with the well-being of their employees, the successful accomplishment of Agency missions, and the need to maintain employee productivity. To accomplish this mission, the EAP provides appropriate prevention, treatment and rehabilitation programs and services to all REE employees with emotional, personal, alcohol and/or drug abuse problems.

To the extent feasible and when it will enhance the performance of the employee, such programs and services are extended to the immediate family members.

All REE employees should be aware of the services provided by the EAP. These programs are cost-free to employees and are designed to help employees address and overcome problems; such as, alcohol and drug abuse; work and family pressures; and job stress, which can adversely affect performance, reliability, and personal health.

Specific policy and program implementation procedures, as well as program roles and responsibilities, can be found in Departmental Regulation 4430-792. ARS employees may also visit the REE Work/Life Program's Web site for a list of REE EAP Coordinators and phone numbers to reach an EAP Counselor.

CSREES, ERS, and NASS employees are covered under their respective EAP. Contact should be made with the agency program point of contact.

29. Occupational Medical Surveillance Program (OMSP)

The OMSP is administered by HRD and implemented at the location level.

It is REE policy to provide an OMSP for authorized employees considered for assignment or presently assigned to work with chemical, biological, and/or physical hazards. The OMSP will be established and administered according to the procedures detailed in P&P 235.0.

Participation in the OMSP is voluntary. Medical evaluations required by OSHA regulations may be performed in conjunction with the OMSP; however, the OMSP should not be confused with OSHA requirements. The OMSP is a voluntary, broad-based medical surveillance program, and its purpose is to identify exposures to potentially harmful agents and aid in the early detection of adverse health effects, if any. OSHA-mandated medical evaluations are limited and specific to the hazard of work activity in question.

The results of all examinations provided under this program will be safeguarded in accordance

with 5 CFR 293, Subpart E, Employee Medical File System Records.

CSREES, ERS, and NASS employees are covered under their respective OMSP. Contact should be made with the agency program point of contact.

30. Office of Workers' Compensation Program (OWCP)

The OWCP is administered by HRD and implemented at the location level.

The OWCP provides benefits to civilian employees of the United States for disabilities due to personal injury or illness sustained while in performance of duty that includes wage replacement benefits, medical treatment, and vocational rehabilitation. The program also provides benefits to dependents for a work-related injury or illness that causes an employee's death.

The program is required by FECA and is codified in 20 CFR, Part 10. The OWCP, DOL, administers FECA in district offices located throughout the United States. It is REE policy that necessary steps are taken to make the workplace safe and productive, and, when injuries do occur, employees are given the best possible care and are returned to work as quickly as possible.

CSREES, ERS, and NASS employees are covered under their respective OWCP. Contact should be made with the agency program point of contact.

Industrial Hygiene

31. Industrial Hygiene (IH) Program

This program can be implemented at all organizational levels.

IH is the scientific discipline devoted to protecting the health and well-being of people at work by anticipating, recognizing, evaluating, and controlling adverse environmental conditions or stresses in the workplace. The IH process looks at chemical, biological, and physical potentially hazardous conditions that can cause adverse effects on the safety and health of humans or the environment. Ventilation and ergonomics are also included in IH. The program is required by 29 CFR, Part 1960, Basic Program Elements for Federal Occupational Safety and Health Programs, and 29 CFR, Part 1910, Occupational Safety and Health Standards, whose purpose is to ensure, so far as possible, safe and healthful working conditions.

It is REE policy to take appropriate actions to correct hazardous situations, ensure compliance with all appropriate Federal/REE standards/programs, and optimize the benefits of the OMSP. Employee exposure to toxic substances and other hazards shall be controlled to nonhazardous levels or eliminated through engineering controls, changes in work procedures, or, only as a last resort, through the use of protective equipment. Positive action will be taken at all management levels to ensure this policy is carried out. An effective IH Program should, at a minimum, have the following components:

- Baseline Surveys: A baseline survey is a walk-through of the worksite, gathering information and evaluating hazardous conditions with little or no screening sampling or measurement. The need for IH equipment is limited at this stage of the program. Data collected during the baseline phase is evaluated to determine if hazards are present and if controls appear sufficient to mitigate the hazard. Hazards that appear to need further evaluation or control are prioritized for further evaluation by a comprehensive survey according to the degree of risk associated with the hazards. The prioritization will be the basis for conducting focused surveys.
- Comprehensive Surveys: The comprehensive survey is an indepth, quantitative assessment of an IH hazard. Complex sampling and measuring in the work environment are performed to identify the degree of hazard. An example would be the measurement of the concentration of pesticides in an applicator's breathing zone. A focused evaluation requires more time to conduct, and sophisticated IH equipment is often required for this work. These evaluations could require contractor assistance. Once collected, sample results are analyzed, interpreted, and compared against current standards.
- Recommendations: The end result of conducting baseline surveys and/or comprehensive surveys will be recommendations to provide employee protection based on current available control equipment and practices. Methods include elimination of the hazard, substitution of a less hazardous chemical or procedure, engineering controls, and administrative controls. If these methods are not feasible or sufficient to reduce the hazard to an acceptable level, use of personal protective equipment would be recommended.
- Data and Records Management: Data files, including survey reports, worksite-monitoring data, comprehensive survey results, and processed hazard data are products of an IH Program that requires effective management. These data files can yield information for use by managers in supporting existing programs or developing new ones. Records management also needs to address a system of record retention to meet regulatory obligations and agency record retention policies (i.e., access and storage of employee medical and exposure data). Records management is a continual process, and automation of the records should be utilized.
- Training: Training will consist of management awareness training, employee education/training, and training for personnel conducting IH activities. This training will complement the REE Hazard Communication Program that is already in place at all locations.
- Program Reviews: Once the IH Program is implemented and operating, program reviews must be conducted. Program reviews will be coordinated by the ASHM's, with the assistance of the CEPS, Location Safety Officers, and CDSO's. Periodic external reviews may be conducted by IH professionals from outside the REE mission area. This will maintain a high program performance level. The purpose of the review will be to ensure the program is providing the locations a beneficial service, is in compliance with statutory requirements, and is achieving the goal of providing a healthful workplace. IH-related questions are also included in the OAR, Inspection and Abatement, and CARE

Programs.

Specific roles and responsibilities can be found by accessing the AFM-FD-SHEMB Web site.

32. Asbestos Management Program

The Asbestos Management Program consists of three major components:

- Planning: Each location must develop a written plan that states the policy on protecting employees from asbestos exposure, identifies key personnel and their responsibilities, establishes methods and a timetable for identifying asbestos, establishes corrective actions as required, and outlines methods of ensuring appropriate personnel notification.
- Training: Each location must provide training to employees on the hazards and procedures for working with asbestos.
- Operations and Maintenance: Each location must develop an operations and maintenance program to control asbestos fiber releases in all Area facilities that contain asbestos.

It is REE policy that new construction and renovation projects will utilize asbestos-free products. Additional information on asbestos can be found in ARS Manual 242.1, “ARS Facilities Design Standards.”

This program is required by P.L. 91-596, OSHAct of 1970; P. L. 99-519, Asbestos Hazard Emergency Response Act; and E.O. 12196, Occupational Safety and Health Program for Federal Employees. OSHA has promulgated regulations to protect employees from asbestos exposure, including 29 CFR, Parts 1910.1001, 1910.1101, and 1926.1101. EPA regulates emissions of asbestos particles under the Clean Air Act in 40 CFR, Part 60, and regulates the manufacture, importation, and processing under Section 6 of the Toxic Substance Control Act and in 40 CFR 763.

It is REE policy to protect the health of its employees by limiting exposure to asbestos fibers. This policy applies to all employee types including part-time, seasonal, and temporary at all REE facilities. Leased facilities and commercial, State, or local facilities used through cooperative agreements may be exempt; however, agreements that will provide the necessary information for protection of REE employees’ health should be reached with the facility owner.

33. Chemical Hygiene Program

The Chemical Hygiene Program applies specifically to laboratory use of hazardous chemicals and employees who may be exposed to hazardous chemicals in the course of their laboratory assignments. The specific program requirements are stated in 29 CFR 1910.1450, Occupational Exposure to Hazardous Chemicals in Laboratories. Minimum written program requirements include:

(1) the appointment of a Chemical Hygiene Officer and

(2) the development of a Chemical Hygiene Plan that describes:

- basic rules and procedures,
- procedures for employee exposure determinations,
- criteria for exposure control,
- procedures for employee notification,
- procedures for operation of available protective equipment,
- procedures for unusual laboratory operations,
- a description of labels and other forms of warning,
- available employee information and training,
- hazard assessment procedures,
- record keeping requirements, and
- medical consultation provisions.

It is REE policy to protect employees and the public by reducing their exposure to chemicals through such mechanisms as providing appropriate laboratory equipment, personal protective equipment, information, and training. This program applies to all employees including part-time, seasonal, and temporary who are identified for inclusion in the program, based upon working in a laboratory environment. A hazard assessment must be performed for all chemical and biological agents known to be present in the workplace. For the hazard assessment of chemicals only, it is REE's policy to rely on the physical and health hazard evaluation provided by chemical manufacturers and importers in their MSDS.

34. Personal Protective Equipment (PPE) Program

The PPE Program is administered by the ASHM or facility's safety representative.

This program is required by Title 29 CFR, Part 1960, Safety and Health Provisions for Federal Employees, established by E.O. 12196 and Section 19 of P.L. 91-596, OSHA Act. Twenty-nine (29) CFR 1910.132, requires employers to perform hazard assessments of the workplace and to certify that they have been performed. These assessments are to be used to determine the need and suitability of PPE for a given task or work environment. The regulation also requires PPE training.

It is REE policy to provide a safe and healthful workplace for employees by applying

engineering controls or work practices that prevent worker exposure to levels of materials considered dangerous to the health and safety of employees. In cases where the manipulation of the work environment or administrative controls do not provide adequate worker protection or are not feasible, REE will provide, maintain, and require the use of PPE according to regulations.

35. Hearing Conservation Program

The Hearing Conservation Program is administered by the ASHM or the facility's safety representative.

Hearing Conservation Programs are required when Time Weighted Average noise exposures equal or exceed 85 decibels for an 8-hour period, as measured on the slow response scale of a sound-measuring device. Specific program requirements are found in 29 CFR 1910.95c, Occupational Noise Exposure, which requires protection against the effects of noise exposure when the sound levels exceed permissible levels.

It is REE policy that sound pressure level measurements will be made by qualified personnel using properly calibrated instruments. When employees are subjected to sound levels exceeding permissible limits, feasible administrative or engineering controls shall be utilized. If such controls fail to reduce sound levels within the prescribed levels, hearing protection must be provided and used to reduce sound levels to permissible levels. Such protective devices must provide sufficient attenuation to control exposure to the hazard. Only those ear protectors that have been tested in accordance with American National Standards Institute 224.22 will be acceptable. Ear insert devices must be fitted or determined individually by a competent person.

Prior to purchasing and using PPE, the purchaser, supervisor, and individual wearing the equipment should review Title 29 CFR, Part 1910, Subpart I, and/or Part 1926, Subpart E.

36. Respiratory Protection Program

The Respiratory Protection Program is administered by the ASHM or the facility's safety representative.

The Respiratory Protection Program is required by OSHA in 29 CFR 1910.134. It is REE policy to provide a safe and healthful workplace for employees by applying engineering controls or work practices that prevent worker exposure to levels of materials considered dangerous to the health and safety of employees. In cases when the manipulation of the work environment or administrative controls do not provide adequate worker protection or are not feasible, REE will provide, maintain, and require the use of PPE according to regulations. Respiratory protection equipment will, under no circumstances, be issued or loaned to contractors or other non-REE personnel. These groups/individuals are responsible for obtaining respiratory protection through their own organizations in order to reduce REE liability. Employees whose work requires use of a respirator must be fit tested and medically evaluated to ensure their physical condition is adequate to wear a respirator.

37. ARS Ventilation and Laboratory Chemical Fume Hood Standards

ARS Ventilation and Fume Hood Standards are implemented by each location in accordance with P.L. 91-596, Section 19, OSHA Act; E.O. 12196, Occupational Safety and Health Program for Federal Employees; and ARS Manual 242.1, "ARS Facilities Design Standards."

Laboratory buildings must be designed and constructed in order to avoid indoor air quality problems. Fume hoods are often an integral part of the design and are intended to protect occupants from exposure to hazardous chemicals by preventing or minimizing the escape of contaminants into the laboratory. This is accomplished by drawing air from the laboratory, past the occupants, into the hood.

The ability of a laboratory hood to provide adequate protection for the user depends on many factors. Prime concerns include:

- (1) air movement and flow patterns in the room,
- (2) turbulence within the hood workspace,
- (3) the effect of the operator on the airflow pattern at the hood face, and
- (4) the control velocity at the hood face.

These factors will be considered during design of the fume hood installation. In order to ensure optimal performance standards of each fume hood, the location must perform the following actions:

1. Develop an Operating Protocol for Each Fume Hood: The protocol must include, at a minimum, the permitted uses of the hood, operating procedures, and allowable sash height (based on results of performance tests). To ensure that the hood is used at a proper sash height, the fume hood must be marked at the permissible sash height(s).
2. Train Employees: It is the supervisor's responsibility to ensure that employees are trained to properly operate the fume hoods under their control.
3. Measure Face Velocities Annually: Fume hood face velocities must be measured annually to ensure that their performance is acceptable. A standard protocol and form are available on the FD/SHEMB Home page. Hoods that fail the performance test will be taken out of service until repaired.
4. Prohibit Chemical Storage or Disposal in Fume Hood: Fume hoods are never to be used as a waste disposal mechanism or for storage of waste materials. It is an EPA violation (Clean Air Act) to deliberately evaporate volatile chemicals in a hood unless the vapors are trapped for reuse or for approved disposal elsewhere. The fume hood is not a storage cabinet. Do not store chemicals or apparatus in the hood unless absolutely necessary. These stored materials can obstruct the airflow or exacerbate an incident or emergency in the hood. Store

hazardous chemicals in an approved safety cabinet.

For more information about laboratory design including pressurization, as well as exhaust and intake, refer to ARS Manual 242.1, “ARS Facilities Design Standards.” Performance standards for fume hoods are also included in the Manual.

Environmental Management

38. Environmental Management Systems (EMS)

E.O. 13148, Greening the Government Through Leadership in Environmental Management, requires each Federal agency to develop and implement an EMS.

An EMS is a recognized, sound, business practice, designed to increase effectiveness and efficiency through better management of environmental issues. It is a continual cycle of planning, implementing, reviewing, and improving, analogous to the “Plan, Do, Check, Improve” model introduced by the early pioneers of quality partnership. This framework allows an organization to consistently address the effects its operations may have on the environment and supports the concept of continual improvement.

REE has developed and is maintaining an EMS to ensure that we:

- continue to provide a safe, healthy workplace for our employees and act as a responsible member of our community;
- meet or exceed all applicable environmental standards; and
- reduce pollution by employing sustainable pollution prevention and conservation practices.

The E.O. mandates that agencies designate “appropriate facilities” to establish EMS’. Appropriate facilities are those that have the potential to impact the environment. Because of the research mission, all ARS Areas and locations are designated “appropriate facilities,” and are required to have EMS’ in place.

REE agencies and Area and location levels will establish an EMS Coordinator who serves as the overall manager. Additionally, each level will establish a committee to develop and implement their EMS.

The EMS Policy Statement which follows is the foundation of the REE Environmental Management Program. It provides a framework for developing a proactive management model to efficiently and effectively address environmental concerns. REE agencies and Area and location levels are free to utilize other suitable frameworks and standards; such as, the Code of Environmental Management Principles and the International Organization for Standardization 14001, etc. However, the EMS must incorporate the policies and principles outlined in the policy statement and corresponding EMS Implementation Guide.

EMS Policy Statement

It is REE policy to develop and implement EMS' at the REE agencies and Area and location levels. REE is committed to protecting human health and the environment; meeting or exceeding Federal, State, and local laws, regulations, codes, and guidelines; and employing sustainable pollution prevention practices. Whenever feasible, REE will utilize pollution prevention initiatives as the means for achieving compliance. We will strive to minimize impacts and continually improve our environmental performance by:

- Maintaining a policy of commitment to environmental excellence.
- Developing annual goals, objectives, and targets to advance our program performance in terms of both regulated and unregulated impacts.
- Considering environmental impacts when making policy, planning, purchasing, and operating decisions.
- Identifying and complying with pertinent requirements in Federal, State, and local laws and regulations; permits; USDA and REE policies and procedures; and industry codes that we must adhere to.
- Requesting the necessary resources to successfully carry out our goals, objectives, and targets.
- Making personnel aware of their environmental roles and responsibilities, providing appropriate training, and holding employees accountable for their performance and actions, including recognizing them for outstanding performance.
- Effectively communicating with employees, partners, stakeholders, customers, and the general public, our commitment to the environment and soliciting their input in developing and achieving our goals and objectives.
- Routinely monitoring our environmental operations and conducting periodic inspections, audits, and reviews to ascertain that we meet applicable standards and to evaluate our program effectiveness.
- Correcting identified deficiencies in a timely manner and taking appropriate steps to prevent their recurrence.
- Clearly documenting and reporting the progress and achievements related to this policy.

Environmental Planning

It is REE policy to ensure that all necessary actions are taken to integrate environmental accountability into day-to-day decisionmaking and long-term planning processes across all agency missions, activities, and functions.

39. National Environmental Policy Act (NEPA)

This program is administered by the ARS National Program Staff.

NEPA was established January 1, 1970, to ensure Federal agencies consider the potential impacts of their actions on the environment. As required under NEPA, USDA and ARS published regulations to supplement the Council on Environmental Quality (CEQ) guidelines for NEPA implementation. The CEQ regulations appear at 40 CFR 1500-1508, USDA's at 7 CFR 1b, and ARS' at 7 CFR 520.

These regulations provide managers and decisionmakers a means to evaluate the direct, indirect, and cumulative environmental consequences of proposed actions at the earliest possible time (i.e., before irreversible commitment of resources). They also specify how to document efforts to identify, evaluate, quantify, and consider both the positive and negative environmental effects of proposed actions.

It is ARS policy to fully comply with the NEPA law and applicable regulations. Whenever possible, preference should be given to avoiding or mitigating adverse environmental effects. CSREES, ERS, and NASS must comply with the provisions of the act if their missions impact negatively upon the environment.

Within REE, separate procedures for evaluating the environmental effects of research programs and construction projects have been established. Procedures for conducting environmental reviews of research programs/projects are described in the ARS CRIS Documentation Manual, while procedures for Area and Headquarters' construction projects are described below. The AD is responsible for making and documenting all NEPA decisions. The AD has signatory authority on all final NEPA documentation. The AD will establish a process to ensure that appropriate staff having information relevant to the final determination makes analysis and preparation of NEPA documentation. The specific process should be consistent with the management structure of the Area.

NEPA Process For Construction Projects

The AD will categorize each construction project upon the submission of an AD-700 form or at the earliest stage of the project planning process. One of the following types of decisions must be made for each construction project:

- Categorical Exclusion--Environmental Assessment (EA) not required,
- EA required--Finding of No Significant Impact (FONSI), and
- Environmental Impact Statement (EIS) required.

Since each research project conducted at the facility will undergo separate NEPA consideration, only the physical impacts of the actual construction and repair and maintenance (R&M) on the environment need to be addressed.

Proposed construction/repair and maintenance (R&M) projects can be categorically excluded from EA or EIS requirements if the action to be taken is noncontroversial and meets one of the

following criteria:

- repair and maintenance of an existing facility, including alterations and renovations;
- planning, inventory, survey, data collection, and permit activities; and
- emergency actions to protect life, property, environment; to preserve human health and safety; and to comply with legal requirements.

If the proposed action is not exempt from EA or EIS requirements (for example, new construction), then generally, an EA is prepared. The AD may decide to move directly to an EIS if the human environmental impacts of the project are significant and warrant it.

An EA is a concise public document that is prepared during the planning and design phases of a construction/R&M project. The EA includes a discussion of the need for the proposed action, alternatives to the proposed action, the environmental impacts of the proposed action and its alternatives, and a listing of agencies and persons consulted. The EA should assess the direct, indirect, and cumulative effects of the proposed project. This assessment provides the AD with the information necessary to determine whether an EIS should be prepared or if a FONSI can be made.

If the AD makes a FONSI decision, then a justification explaining why the proposed action does not have a significant impact on the environment is documented. If the EA highlights several human or environmental impacts that are known or anticipated to be controversial, then review of the proposed action must continue to an EIS.

An EIS is a detailed document presenting an evaluation and analysis of all relevant factors where a determination is made that agency action will significantly affect the quality of the environment. The EIS process begins with the publication of a Notice of Intent in the Federal Register. The agency begins the scoping process to determine the issues to be addressed in the EIS. Public participation is encouraged during the scoping process through public hearings. Once the public hearings are concluded, a draft EIS is prepared based on the identified issues. The public is then provided a 45-day comment period for review of the draft EIS. During this time, members of the public; i.e., Federal, State, and local agencies; American Indian tribes; and other interested parties can review and comment. In addition, a copy of the draft EIS must be submitted to EPA for review.

After the review process, the agency responds to all comments and incorporates these into the final document. The final EIS is published in the Federal Register for a 30-day public comment period. At the end of this time, the AD makes a decision on the proposed action. To justify and explain the course of action, a Record of Decision is published for public review.

40. Intergovernmental Cooperation

Consistent with the Intergovernmental Cooperation Act of 1968 and other laws, the President signed E.O. 12372, Intergovernmental Review of Federal Programs. This E.O. directs Federal agencies to give State and local officials the opportunity to review and comment on projects

involving Federal assistance or direct Federal development. It also directs Federal agencies to use the State process for conducting this review as early in the planning process as possible. In setting up their programs, most States establish review boards to coordinate the reviews. They also generally establish criteria and thresholds for the types of projects and documentation to be submitted for review.

It is REE policy to comply with E.O. 12372 and review board procedures on a State-by-State basis. The AD's are to ensure that projects and documents meeting State review board criteria and thresholds are submitted and that consultations are completed in a timely fashion.

41. Funding

E. O. 12088, Federal Compliance with Pollution Control Standards, requires Federal agencies to ensure that sufficient funds for compliance with applicable pollution control standards are requested in agency budgets. E.O. 13148 further requires agencies to place a high priority on obtaining funding and resources needed for the *Greening the Government E.O. 's*, including funding to address findings and recommendations from reviews and compliance audits. Such requests will be made as required in OMB Circular A-11, Preparation and Submission of Budget Estimates.

It is REE policy to plan, program, and monitor its facilities to effectively meet or exceed environmental pollution control requirements. Each ARS Area will identify the resources necessary to carry out this policy.

Areas and locations should request, through the budget process, funding and resources needed to ensure continued compliance with new regulatory requirements, to correct compliance problems or violations, and for pollution prevention and other requirements that will enhance a facility's overall environmental program. Areas and locations should minimally include those requirements identified during EPA or State environmental inspections, as well as, findings and recommendations from internal oversight activities, environmental compliance audits, and environmental management system reviews. Whenever feasible, facilities should utilize pollution prevention projects and activities to correct and prevent noncompliance with regulatory requirements.

USDA has a special appropriation, the HWC fund, for environmental projects associated with preredial, remedial, and removal activities under RCRA and CERCLA. To qualify for HWC funding, projects must cost more than \$25,000. Detailed information regarding the use, request, allocation, release, obligation, and tracking of these funds can be found at ARS P&P 230.1, "Tracking of Hazardous Waste Cleanup Funds."

Other direct environmental project requirements (e.g., Clean Water Act, Clean Air Act, Safe Drinking Water Act, pollution prevention, etc.), as well as indirect costs (e.g., personnel, training, travel, auditing, etc.), are funded with agency resources. Funding for these environmental requirements should be requested utilizing normal budget channels. In order to receive appropriate consideration during the budget process, funding for capital improvement

projects should include the compliance status in the project narrative. Pollution prevention project narratives should include a summary of the cost payback period and/or the environmental benefits derived from the project.

Additionally, Areas and locations need to maintain financial and other records that document amounts spent on environmental requirements.

Environmental Protection

This component of environmental management entails recognizing, managing, preserving, and enhancing natural, historic, and cultural resources, and ecological systems and habitats. The goal of environmental protection is to preserve and protect our natural heritage and resource base.

42. Wetlands

The “Wetlands” Program is implemented by each location in accordance with Section 404 of the Clean Water Act, which is codified in 33 CFR 320-330, 40 CFR 230, 40 CFR 231, and 40 CFR 232.

It is REE policy to:

- identify, preserve, and protect wetlands on property it owns or operates;
- consult with the Army Corps of Engineers, EPA, the Fish and Wildlife Service (FWS), and State and local agencies when a wetland could be impacted; and
- actively work to prevent or minimize damage to wetlands resulting from construction or other activities or operations.

Specific roles and responsibilities can be found on the EPA’s Web site.

43. Coastal Zone Act Reauthorization Amendments of 1990

The Coastal Zone Act Reauthorization Amendments of 1990 is implemented at all impacted locations.

The act authorized coastal States with approved programs and plans to protect their coastal resources. It is REE policy to ensure the actions affecting land or water use in coastal zones are coordinated with the State Coastal Zone Act office and to comply with State Coastal Zone Act programs.

More information can be found on the EPA and National Oceanographic and Air Administration's Web site.

44. Threatened and Endangered Species

Protection of threatened and endangered species is implemented by each location in accordance with the Endangered Species Act of 1973.

It is REE policy to:

- identify, preserve, and protect threatened and endangered species and their critical habitat on property it owns or operates;
- consult with the FWS and other agencies having jurisdiction when threatened or endangered species or a critical habitat could be impacted;
- develop, implement, monitor, and evaluate management and recovery plans for threatened and endangered species; and
- actively work to prevent or minimize damage to critical habitats or taking of threatened or endangered species as a result of construction or other activities or operations.

Additional information can be found on the EPA Web site.

45. Fish and Wildlife Populations and Habitats

Protection of fish and wildlife is implemented by each location in accordance with Title 50 of the CFR's, Wildlife and Fisheries.

It is REE policy to:

- identify, preserve, and protect fish and wildlife populations and habitats on property it owns or operates;
- consult with the FWS and State fish and game agencies in developing, implementing, managing, and evaluating plans for fish and wildlife management, habitat management, and improvement;
- consult with FWS and State fish and game agencies before taking actions that could affect fish and game populations or their habitats; and
- actively work to prevent or minimize damage to fish and wildlife populations and their habitats resulting from construction or other activities or operations.

Additional information can be found on the FWS' Web site.

46. Exotic Organisms

Controlling release of exotic organisms into the environment is implemented by each impacted location in accordance with E.O. 11987, Exotic Organisms.

It is REE policy to:

- restrict the introduction of exotic organisms into the natural environment in accordance with E.O. 11987, Exotic Organisms.

Additional information can be found on the EPA Web site.

47. Outdoor Recreation

The Outdoor Recreation Program is administered by the Real Property Management Branch (RPMB), FD, and is implemented at the location level.

It is REE policy to:

- provide outdoor recreational opportunities in accordance with an outdoor recreation plan developed in coordination with Federal and State recreation agencies;
- minimize the effect of outdoor activities on the REE mission area and the natural environment; and
- actively work to prevent or minimize damage to property, facilities, and natural and other

resources resulting from outdoor recreational activities or operations.

48. Historical, Cultural, and Archaeological Program

The Historical, Cultural, and Archaeological Program is administered by RPMB, FD, in accordance with Section 106 and 110 of the National Historical Preservation Act of 1966, as amended. It is found in 16 U.S.C. 470.

It is REE policy to:

- identify, preserve, and protect historical, cultural, and archaeological sites, districts, and objects on property it owns or operates;
- consult with the State Historical Preservation Officer Advisory Council on Historical Preservation and other experts, including local Indian tribes, when an historical, cultural, or archaeological site, district, and object could be impacted; and
- actively work to prevent or minimize damage to any known or unknown historical, cultural, or archaeological site, district, or object resulting from construction or other activities or operations.

Pollution Prevention

49. Pollution Prevention Program

Pollution prevention is implemented at each location in accordance with E.O. 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition, and E.O. 13148, Greening the Government through Environmental Leadership.

It is REE policy to identify, evaluate, and incorporate pollution prevention, energy/water conservation, life-cycle analysis, and life-cycle costing concepts and considerations into:

- the design and execution of program, mission, and mission-related activities;
- the design, construction, and maintenance of REE facilities;
- the acquisition, procurement, and use of equipment, materials, services, and supplies;
- the acquisition, procurement, use, and release to the environment of extremely hazardous substances and toxic chemicals; and
- the disposal or offsite transfer of wastes resulting from procurement and use of toxic chemicals; where:

Life-cycle analysis is a holistic approach to identifying the environmental consequences of a product, process, or activity through its entire life-cycle and identifying opportunities for achieving environmental improvement; and

Life-cycle costing is a systematic process of evaluating the cost of a product, product line, process, system, or facility by identifying life-cycle consequences and assigning monetary values to those consequences.

REE is committed to using source reduction as the means of choice for pollution prevention. When feasible, REE will use pollution prevention projects and activities to correct and prevent noncompliance with environmental regulatory requirements. Where pollution prevention/source reduction activities are discretionary, REE will strive to minimize the acquisition, procurement, use, and disposal of extremely hazardous substances and toxic chemicals. Where source reduction is impractical, REE will follow the hierarchy of pollution prevention; namely, environmentally safe recycling, treatment, and, as a last resort, responsible disposal or other releases to the environment.

It is REE policy to:

- reduce releases and offsite transfers of hazardous substances and toxic chemicals and other pollutants as provided in E.O. 13148;
- reduce the use of selected priority chemicals and the generation of toxic and hazardous wastes as provided in E.O. 13148;
- phase out the procurement of Class I ozone-depleting substances;
- reduce the use of energy and related environmental impacts by promoting the use of energy efficiency and renewable energy technologies;
- conserve and protect water resources by reducing water use where possible;
- promote sustainable management of Federal facilities, including the use of environmentally and economically beneficial landscaping incorporating the “Guidance for Presidential Memorandum on Environmentally and Economically Beneficial Landscape Practices on Federal Landscaped Grounds”; and
- train senior-level management, research leaders, scientists, technicians, engineers, contracting personnel, procurement and acquisition personnel, facility managers, and other personnel as appropriate on the provisions of this policy and E.O. 13148.

50. Other “Greening” Executive Orders (E.O.)

E.O. 13148, “Greening the Government Through Environmental Leadership,” is a major “Greening” E.O. used as a basis for locations to demonstrate environmental stewardship.

However, there are a number of other “Greening” E.O.’s that also require environmental actions, including:

- E.O. 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition;
- E.O. 13123, Greening the Government through Efficient Energy Management;
- E.O. 13134, Developing and Promoting Biobased Products and Bioenergy;
- E.O. 13149, Greening the Government Through Federal Fleet and Transportation Efficiency; and
- E.O. 13150, Federal Workforce Transportation.

E.O. 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition.

This E.O. is implemented by APD.

The objective of the order is to improve waste prevention, recycling, and the purchase and use of recycled content and biobased and environmentally preferable products and services.

It is REE policy to identify, evaluate, and incorporate pollution prevention, resource conservation, and environmentally sustainable practices by:

- improving and expanding diversion of solid waste through waste prevention, reuse, and recycling;
- facilitating the development of markets for recycled content and environmentally preferable products through greater Federal Government acquisition and use of these products and services, research and development programs, assistance programs, and other appropriate programs;
- facilitating the development and expansion of technology for waste prevention, recycling, and manufacture of recycled content and environmentally preferable products;
- expanding waste reduction and recycling in the daily operation of the Federal Government; and
- implementing cost-effective procurement programs favoring the purchase of environmentally preferable products and services.

For additional information, refer to APD’s Web site under Resources, and look for the “Greening” slide show.

E.O. 13123, Greening the Government through Efficient Energy Management.

This E.O. is implemented by both FD and APD.

FD serves as the primary liaison related to energy and water conservation activities of the REE mission area; monitors implementation of the energy conservation program; develops/implements policies and procedures for energy-efficient design, construction, and operation; and ensures conduct of training for appropriate personnel.

APD develops/implements policies and procedures for energy-efficient product procurement, reduction of fuel consumption in motor vehicles, use of alternative fuels, acquisition of alternative fuel vehicles (AFV), and implementation of the Energy Savings Performance Contract Program. The objective of this E.O. is to set an example by reducing energy consumption and building greenhouse gas emissions 30 percent by 2010, compared to 1990 levels; by reducing facility use of petroleum products; by reducing water consumption; and by operating energy-efficient facilities.

It is REE policy to:

- eliminate exemptions for laboratories,
- identify opportunities for energy savings,
- identify opportunities for water conservation,
- utilize Energy Star building criteria, and
- reduce energy utilities consumption.

For further information, refer to APD's "Greening" slide show under Resources, or the FD Facilities Engineering Branch's Web site Calendar of Events.

E.O. 13134, Developing and Promoting Biobased Products and Bioenergy.

This E.O. is implemented by the National Program Staff and the Office of Technology Transfer.

The objectives of this order are to:

- increase the use of agricultural commodities/new markets,
- provide income to farmers and increase employment,
- enhance energy security (and economic security),
- increase environmental benefits/greenhouse gas reduction, and
- increase production and use of biobased products and bioenergy 30 percent by 2010, compared to 1999 base year.

It is REE policy to:

- collaborate with the Department of Energy to develop a bioenergy program,

- conduct research and development initiatives for biobased products,
- encourage public and private participation through grants and agreements, and
- Federal procurement related to biobased products and services.

For further information, refer to APD's "Greening" slide show, the National Program Staff's Web site, or the Office of Technology Transfer's Web site.

E.O. 13149, Greening the Government Through Federal Fleet and Transportation Efficiency.

This E.O. is implemented by APD. The objectives of this order are to:

- reduce annual vehicle fleet petroleum consumption by 20 percent at the end of 2005, as compared to 1999 levels;
- increase average EPA fuel economy rating of passenger cars and light trucks by 1 mile per gallon (MPG) by the end of 2002 and 3 MPG by 2005;
- reduce petroleum fuel consumption through the acquisition of AFV's, as required by Section 303 of the Energy Policy Act of 1992;
- use alternative fuels (majority of purchases by end of FY 2005); and
- acquire higher fuel economy vehicles.

It is REE policy to:

- reduce petroleum consumption by 20 percent by the end of FY 2005 (base year FY 1999);
- purchase AFV's and higher fuel economy vehicles;
- measure compliance through vehicle reporting "credits" created with the Energy Policy Act of 1992 (AFV's, amount of biodiesel used, etc.);
- report progress annually; and
- use only re-refined motor vehicle lubricating oils (meeting vehicle manufacturer's recommended performance standards), and continue using EPA-designated Comprehensive Procurement Guidelines.

For further information, refer to APD's Web site under Personal Property, AFV.

E.O. 13150, Federal Workforce Transportation.

This E.O. is implemented by HRD.

The objectives of this order are to discourage the use of single-rider vehicles and encourage and subsidize commuter use of mass transit, carpools, vanpools, and other commuting alternatives.

It is REE policy to:

- issue transit passes to eligible employees in the National Capital Region,
- provide tax exclusions elsewhere in the United States for qualified employees, and

- encourage the use of commuting alternatives; i.e., telecommuting and flexible work schedules.

For further information, refer to the HRD Web site, which links to the USDA Work/Life Program Web page.

51. Oil Pollution Program

Oil pollution prevention is implemented at each location in accordance with 40 CFR 112 and the Oil Pollution Act of 1990.

In order to comply with this regulation, facilities with 42,000 gallons or more of completely buried oil storage capacity or 1,320 gallons or more of aggregate above-ground oil storage capacity must prepare and maintain a certified spill prevention, control, and countermeasures plan.

For information on reporting releases or discharges of oil or petroleum products, reference 40 CFR 300, and the chapter concerning the CERCLA Program.

The objectives of this program are:

- minimizing the potential for releases of oil and other petroleum products, and
- ensuring that reporting procedures and response capabilities are in place to minimize damage to property and natural resources in the event of a release.

52. Underground Storage Tank (UST) Program

The UST Program is implemented at the location in accordance with 40 CFR 264 and 265.

A tank is considered to be a UST for the purpose of this program if:

- more than 10 percent of its volume (including connected underground piping) is beneath the ground;
- its capacity is greater than 110 gallons;
- it contains a regulated substance. This includes any substance defined as hazardous in Section 101(14) of CERCLA, with the exception of those substances regulated as a hazardous waste under Subtitle C of RCRA. It also includes petroleum; e.g., crude oil or any fraction thereof that is liquid at standard conditions of temperature and pressure; and
- it meets a more stringent State or local definition of a UST.

Examples of tanks that are NOT considered UST's for the purpose of this program include: septic tanks; surface impoundments, pits, ponds or lagoons; storm water or waste water collection systems; pipeline facilities; emergency overflow containment systems that are expeditiously emptied after use; flow-through process tanks; and systems that contain a de minimis concentration of regulated substances. Additionally, tanks situated in an underground area (such as a basement, cellar, mine-working shaft, or tunnel) are not considered UST's if they are situated upon or above the surface of the floor.

Requirements for UST's that are used to store substances regulated as hazardous wastes under Subtitle C of RCRA can be found in 40 CFR 264 and 265.

It is REE policy to protect human health and the environment by:

- monitoring/testing storage tanks to ensure that they are not leaking;
- removing, repairing, or replacing storage tanks found to be leaking;
- correcting conditions caused by overfills or leaking systems;
- removing, replacing, or upgrading storage tanks to meet established regulatory requirements;
- identifying storage tanks and maintaining all records related to the storage tank program;
- educating and training personnel on the storage tank program; and
- complying with Federal, State, local legislation, orders, and rules and regulations pertaining to storage tanks.

53. Ozone-Depleting Substances (ODS)

Section 505 of E.O. 13148, Greening the Government Through Environmental Leadership, requires agencies to phase out the acquisition of Class I ODS by December 31, 2010. Class I ODS are those chemicals that EPA has found to cause or contribute significantly to harmful effects on the stratospheric ozone layer, including all chemicals that have an ozone depletion potential of 0.2 or greater. Examples of equipment containing ODS include refrigeration, air-conditioning, and Halon fire suppression systems.

It is REE policy to:

- phase out the procurement of all ODS and ODS-containing equipment as the equipment reaches its expected life service or by December 31, 2010;
- seek out and use safe alternative chemicals and technologies to replace ODS in all existing applications and in new processes, programs, and procedures to the maximum extent possible; and
- contact the Department of Defense (DOD), ODS Reserve Program Office, prior to disposal of ODS removed or reclaimed from facilities or equipment.

Each Area must develop and maintain a plan to phase out the procurement of all ODS and ODS-containing equipment. Each plan will include an inventory of present uses of ODS. At a minimum, the inventory will consist of:

- the type and quantity of ODS contained in equipment/systems,
- the type and quantity of solvents and/or fumigants containing ODS used and stored on-site, and
- the type and quantity of ODS procured by each location annually.

The plan will be reviewed and updated by November 30 of each year. All records including plans and inventories should be maintained so that a clear trail of progress is well documented.

When selecting chemical substitutes to ODS, preference will be given to non-ozone depleting chemicals, if feasible and economically practicable. If no substitute is available, priority will be given to selecting substitutes with low ozone-depletion potential and/or low global-warming potential. The manufacturer can provide this information either from an MSDS or other supplemental material.

Prior to disposing of ODS removed or reclaimed from facilities or equipment, locations will contact DOD, ODS Reserve Program Office, 8000 Jefferson Davis Highway, Richmond, Virginia 23297, telephone 804-279-4525, e-mail odsreserve@dscr.dla.mil. DOD has a need for these materials and may be willing to pay for shipping.

For further information regarding the procurement of ODS and equipment requiring ODS, please refer to Procurement and Property Policy Memorandum 23-02, "Energy Initiatives." For further information regarding systems requiring ODS, please refer to Manual 242.1, "Facilities Design and Construction."

Environmental Compliance

Environmental compliance focuses on meeting or exceeding minimum standards promulgated or established in Federal, State, and local statutes, laws, ordinances, regulations, orders, permits, and other applicable environmental requirements.

Failure to comply with legal requirements or to follow Executive branch policy and guidance can

have serious implications for REE and responsible individuals. These implications can include enforcement actions and civil and criminal sanctions, including substantial fines and/or even imprisonment. Although the AD and/or the State Director is responsible for overall environmental compliance, the handler, supervisor, or manager of a location, facility, unit, or operation also has responsibility and could potentially be prosecuted in cases of willful violations of environmental laws and regulations. All personnel must act within the scope of their duties to be eligible for the legal protection of the agency. Noncompliance with, or violation of, environmental requirements may, as provided in the governing law, result in the regulatory agency (e.g., EPA, the Department of Justice, State or local government) taking any of the following actions:

- issuance of a warning letter,
- issuance of an administrative order,
- assessment of an administrative civil penalty,
- a permit action,
- institution of a civil action, and
- institution of a criminal action.

In most laws, the monetary sanctions for noncompliance or violation depend on the potential for harm and the extent and frequency of deviation from the requirement.

54. Clean Air Program

The Clean Air Program is implemented by each location having regulated air emissions.

The Clean Air Act (CAA) is the primary Federal statute regulating air emissions. The CAA is a series of detailed air pollution control requirements that the Federal Government implements and the States administer. It is, therefore, paramount that REE facility managers become familiar with the applicable State regulations. The Federal CAA regulations are set forth at 40 CFR, Parts 50-99.

It is REE policy to comply with all applicable Federal, State, interstate, regional, and local requirements, permits, administrative orders, processes, and sanctions regarding the control and abatement of air pollution. This includes both substantive and procedural requirements as well as the payment of fees, which are directly related to the facility review or permitting process.

The major requirements of the CAA include:

- obtaining permits for regulated air pollutant sources,
- maintaining emissions within permitted levels,
- complying with State Implementation Plan requirements,
- ensuring all chlorofluorocarbon (CFC) technicians attend EPA-certified training courses,

- ensuring that all CFC recovery/recycling equipment is certified to EPA standards and venting prohibitions are maintained,
- managing facilities with asbestos-containing material (ACM) and conducting ACM

- removals in conformance with the air toxic program requirements,
- complying with applicable Federal controls on mobile sources and their fuel,
- developing risk management plans where required,
- managing facility construction and modification, and
- maintaining all required records and documentation.

55. Clean Water Program

The Clean Water Program is implemented by each location having regulated discharges. The Clean Water Act (CWA) is the primary Federal statute regulating the protection of the Nation's waters. The CWA establishes national programs for the prevention, reduction, and elimination of pollution in navigable water and ground water. It also sets water quality standards and required permits for discharge and treatment of waste water and storm water. The CWA regulations are set forth in 40 CFR, Parts 100-136, 140, 230-233, 401-471, and 501-503.

It is REE policy to adopt all measures consistent with applicable laws, regulations, and orders to prevent or control the discharge of pollutants into ground or surface waters. Waste water treatment facilities and nonpoint source activities must be managed to avoid creating health hazards and nuisance conditions, to restore or maintain the quality of characteristics of water resources, and to prevent future pollution or degradation of surface or ground waters. Where facilities or activities are not in compliance, corrective actions must be applied, including technical solutions and management actions that provide for restricted use, temporary closure, or permanent closure.

The major requirements of the CWA include:

- obtaining national and/or State Pollutant Discharge Elimination System permits and managing direct discharges in compliance with permit conditions;
- monitoring, recording, and reporting pollutant effluent concentrations;
- managing discharges to publicly owned treatment works in accordance with established Federal, State, and local pretreatment standards;
- managing domestic treatment works in accordance with sludge requirements;
- applying for Corp of Engineers §404 dredge and fill permits for construction projects;
- developing, implementing, and maintaining storm water pollution prevention plans;
- obtain necessary permits;
- developing Spill Prevention, Control, and Countermeasure Plans; and
- meeting State sediment and erosion control requirements.

56. Safe Drinking Water Program

The Safe Drinking Water Program is implemented by each location that provides its own drinking water supply in accordance with the Safe Drinking Water Act of 1996.

The primary objective is to provide safe drinking water for the public and all personnel through compliance with standards established by the EPA as well as applicable State and local agencies.

It is REE policy to adopt measures consistent with applicable laws, regulations, and orders to provide safe and protected drinking water. Where facilities are not in compliance, corrective measures must be applied, including technical solutions and management actions that may result in making drinking water unavailable for human consumption.

57. Solid and Hazardous Waste Program

The Solid and Hazardous Waste Program is implemented at the location level.

The primary objective of this program is to procure, use, and dispose of materials in a manner that complies with all applicable regulations, minimizes waste production, conserves natural resources, and prevents adverse effects on health or the environment. Materials should be reused, recycled, or reprocessed to the maximum extent feasible, and pollution prevention measures should be utilized. Specific objectives include:

- procurement of material to allow the end product or its components to be economically restored, reconstituted, or converted to other uses;
- disposal of unserviceable or excess material through procedures that will enable these products to be recovered and reintroduced into the manufacturing process or reclaimed for other purposes (this would include use as an energy source or sale through property disposal channels);
- recycling and reusing solid waste and hazardous substances to the greatest extent feasible; and
- proper disposal of wastes that cannot be economically recovered in a manner that will prevent or minimize pollution of the environment.

It is REE policy to comply with all applicable regulations and standards regarding solid and hazardous waste management. Quantities of solid waste will be reduced at the source whenever possible. This will include the following:

- solid waste will be recovered and recycled to the maximum extent feasible,
- use of joint or regional resource recovery facilities is encouraged,
- contracts for waste disposal services will include provisions for recycling where markets exist, and
- locations will participate in recycling programs conducted by local communities to a

practicable extent.

In order to determine which rules and regulations apply to the wastes generated at a facility, a determination must be made as to whether or not the waste is hazardous. This is done by identifying and evaluating the physical and health hazard of the waste using knowledge of the substance or process or by chemical or other analyses (refer to 40 CFR 260-261).

Nonhazardous solid waste will be disposed in permitted sanitary landfills or through treatment by incineration in permitted facilities.

Agency-owned or controlled facilities and property will not be used to dispose of toxic, hazardous, radioactive, or medical wastes that were generated at facilities other than those owned or controlled by REE.

In the absence of published standards or for information on those standards, guidance on acceptable methods and maximum concentrations and quantities of hazardous substances to be discharged or disposed of should be obtained from the proper regulatory agency.

58. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Program

This program is implemented at the location level.

CERCLA, also known as Superfund, is the primary statute for the cleanup of hazardous substances releases or threatened releases. CERCLA also grants authority permitting Government and private entities to recover their response/cleanup costs from other responsible parties. CERCLA's implementing regulations, the National Oil and Hazardous Substances Pollution Contingency Plan, detail the procedures and standards that must be followed for remediating these sites. These regulations can be found in 40 CFR, Parts 300-311, 355, and 373.

It is REE policy to: identify and evaluate potential problems associated with inactive hazardous waste disposal sites; prevent or mitigate the release of hazardous substances from such facilities; minimize potential hazards to safety, health, and the environment that may result from these facilities; and comply with the National Contingency Plan in reporting and responding to releases or threatened releases of hazardous substances.

The major requirements of CERCLA regarding cleanup activities of inactive hazardous waste disposal sites include:

- conducting a preliminary assessment, site investigation, listing on the National Priorities List, remedial investigation, feasibility study, record of decision, remedial design, remedial action, and (if applicable) long-term operation and maintenance;
- performing required community relations activities throughout the cleanup process;
- implementing operation and maintenance activities;

- negotiating and maintaining cleanup schedules in conformance with interagency agreements (IAG's);
- conducting 5-year reviews of remedial actions; and
- maintaining institutional controls; e.g., land and water use restriction and well drilling prohibitions.

The major requirements of CERCLA regarding hazardous substance releases include:

- managing hazardous substances properly to avoid spills and releases;
- reporting hazardous substance releases to the National Response Center; and
- providing the necessary support via in-house personnel, contracts, cooperative agreements, or IAG's to conduct cleanup activities.

59. Emergency Planning and Community Right-to-Know Act (EPCRA) Program

This program is implemented at the location level.

Title III of the Superfund Amendments and Reauthorization Act is the EPCRA. It is intended to encourage and support emergency planning efforts at the State and local levels. It provides citizens and local governments with information concerning potential chemical hazards present in their communities. It provides a mechanism for responding to releases of acutely hazardous materials that may endanger the surrounding community. Compliance with the act is required under E.O. 13148.

It is REE policy to work closely with the public and local emergency planning committees to provide them with information they need both to protect the public and inform the public about toxic and hazardous chemicals and hazardous substances used by and stored at facilities in their communities. The public will be afforded ready access to all strategies, plans, and reports that are required to be prepared in association with the release of such substances, pollutants, or contaminants.

60. Toxic Substances Control Act Program

This program is administered by SHEMA.

The primary objective of this program is to control hazardous and toxic materials so as to minimize hazards to health and damage to the environment.

The following measures are necessary to achieve the objective:

- Products and facilities developed, constructed, and procured will be managed to minimize safety, health, and environmental hazards during research, development, testing, production, use, storage, and disposal.
- Use of toxic or hazardous materials will be limited to the maximum extent feasible.
- Procedures that provide the utmost safety during storage, use, and disposal of hazardous and toxic materials will be used. This is especially true where less toxic or hazardous substitutes are not available.
- Safe and environmentally acceptable methods will be developed and used to store and ultimately dispose of substances inherently hazardous or potentially dangerous.
- Proper training will be provided for persons who manage, use, store, and dispose of hazardous and toxic materials.

It is REE policy to adopt all measures consistent with applicable laws, regulations, and Executive orders; to control hazardous and toxic materials and substances; to implement best management practices in the research, development, procurement, production, use, handling, storage, and ultimate disposal of hazardous and toxic materials; to give priority to establishing measures required to protect health or control pollution; to use nonhazardous or nontoxic substitutes to a practicable extent; and to conserve resources and manage hazardous and toxic materials by reprocessing, recycling, and reusing. Where facilities or activities are not in compliance, corrective actions shall be applied which may include technical solutions and management actions that effectively control hazardous and toxic materials in the environment.

61. Federal Insecticide, Fungicide, and Rodenticide Act Program

This program is administered by the ARS National Program Staff.

REE policy, procedures, responsibilities, and guidelines regarding the storage, handling, use, and disposal of pesticides and containers can be found in P&P 600.12, "Guidelines and Precautions

to be Taken by Personnel in Storing, Using, Handling, and Disposing of Agricultural Chemical Pesticides.”

Additional EPA regulations for protecting agricultural workers can be found in 40 CFR, Part 170, Worker Protection Standard.

62. Reporting Hazardous Substance Activity When Selling or Transferring Real Property

This program is administered by RPMB, FD.

GSA amended the 1949 Federal Property Management Regulations (Subchapter H) to provide procedures for reporting excess Government-owned property on which there was hazardous substance activity. This amendment implements the EPA’s regulations, Reporting Hazardous Substance Activity When Selling or Transferring Federal Real Property (40 CFR 373). An environmental site assessment may be necessary to meet the requirements.

Summary of Requirements:

- Section 101-47.202-2 of Amendment H-180 to the GSA property regulations was revised to include the following requirements:
 - (1) Reports of excess real property are to include information concerning any hazardous substance activity, as defined by 40 CFR 373, that took place on the property. Hazardous substance activity includes situations where any hazardous substance was stored for 1 year or more, known to have been released, or disposed of on the property.
 - (2) The reporting agency must include information on the type and quantity of such hazardous substance and the time at which such storage, release, or disposal took place.
- Section 101-47.203-7(h) requires transferring agencies to provide to the transferee agency all information held by the transferor concerning hazardous substance activity, as outlined in Section 101-47.202-2.
- Sections 101-47.304-14 and 101-47.307-2(d) require that, where the existence of hazardous substance activity has been brought to the attention of the disposal agency, they shall incorporate such information into any Invitation to Bid/Offer to Purchase and any deeds, leases, or other instruments executed to dispose of the property.
- The disposal agency must include a Notice of Hazardous Substance Activity Statement indicating that the Federal Government has taken all remedial action necessary to protect human health and the environment with respect to the hazardous substance activity during the time the property was owned by the United States and that the Federal Government will conduct any additional remedial action found to be necessary, with respect to any substance remaining on the property.

- For specific details, refer to Chapter II, Disposal of Real Property and Related Personal Property, REE Manual 245.1, “Real Property.”

63. Compliance Auditing Program

E.O. 13148 requires agencies to conduct periodic environmental compliance audits of its locations. Environmental compliance audits are systematic, documented, objective reviews of mission and facility operations to ensure compliance with applicable Federal, State, and local laws, regulations, Executive orders, and agency-specific policies and procedures. Audits are not meant to replace routine compliance monitoring necessary to ensure compliance with applicable Federal, State, and local regulations. One major benefit of self-auditing is EPA’s practice of setting a higher priority on inspecting facilities that do not have a self-auditing program.

It is REE policy to:

- Identify and remediate deficiencies and conditions that potentially violate applicable environmental standards, impede or interrupt the REE mission, or bring adverse publicity.
- Conduct environmental compliance audits at each location on a regular recurring basis.

Audits will encompass all mission and facility operations at a location. Management reviews; such as, OAR’s or EMS Self-Declaration Reviews, may be conducted in lieu of environmental compliance audits (i.e., EMS Self-Declaration Reviews are conducted to ensure a location’s or agency’s EMS has been properly developed and effectively implemented). Additionally, the annual ARS Inspection/Abatement Program can be used to supplement environmental auditing.

Each Area is responsible for determining the type(s) and frequency of audits conducted at their locations. The Area may elect to conduct varying types at a location. Factors that should be considered when determining the type(s) and frequency of audits include the location size, complexity of the mission, and the environmental aspects of its operations. E. O. 13148 recommends that audits be conducted not less than every 3 years.

Each Area will develop and maintain a written 10-year plan outlining the year(s) in which each of its locations will be audited. The plan should include an explanation of the rationale for the type(s) and frequency of audits selected, as well as procedures for conducting the audit and for ensuring that deficiencies are promptly corrected. Annually, the Area will review and update the plan and include a list of locations where audits were completed, any schedule changes, and a discussion on the audit findings; such as, potential trends and efforts to correct such trends. Locations will maintain all documentation related to environmental audits including the questionnaire(s) used, findings, and the corrective actions taken.

Please note that it is imperative that identified deficiencies and conditions that violate applicable

standards be properly addressed. It is EPA's policy to apply more stringent enforcement actions in instances where a facility has failed to address deficiencies identified during a self-audit. These actions can be considered willful violations of environmental laws and regulations, and hence, the implications can include enforcement actions and civil and criminal sanctions, including substantial fines and/or even imprisonment.

EDWARD B. KNIPLING
Administrator
Agricultural Research Service