

ADMINISTRATIVE PRACTICE LETTER

SUBJECT: SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM

APPENDIX B

Annual Worksheet

Review the following listing and describe the status of each EMS Element. Include a description of: 1) measures being taken to achieve compliance; 2) actions planned to achieve compliance; and 3) existing policies and programs that go “beyond compliance.”

EMS Element	Compliance Status and Resources needed	Planned Improvements
Permits/Licenses		
Required Programs		
Optional Programs		
Self Audits		
Training		