

# Environmental Emergency & Prevention Plan (E2P2)

Green Tier requires that a participant must establish, implement and maintain a plan for taking actions to prevent environmental problems as well as establishing plans for emergency response and corrective actions when environmental problems may occur.

## Section I –General Responsibility

The Environmental Emergency & Prevention Coordinator, (NAME OF RESPONSIBLE PARTY), has the authority and the responsibility for implementing and maintaining this environmental emergency & prevention plan (E2P2) for (FACILITY NAME).

The Environmental Emergency & Prevention Coordinator (or alternate) has full authority to commit resources needed to respond to environmental emergencies at FACILITY NAME and to direct other trained employees to assist in the implementation of this E2P2.

The Environmental Emergency & Prevention Coordinator (or alternate) will be onsite or on-call at all times to coordinate emergency response activities and will be thoroughly familiar with this E2P2, the operations and activities occurring at FACILITY NAME, the location of hazardous chemicals and wastes stored and/or used onsite, and the location of all appropriate records associated with the materials and processes.

Managers and supervisors at FACILITY NAME are responsible for understanding and ensuring compliance of the E2P2 for their individual work areas. A copy of this E2P2 is available from each manager and supervisor or the employer.

## **Section II – Prevention of Environmental Problems**

### **Environmental Risk Assessment**

Periodic assessments to identify and evaluate environmental risks shall be performed by the Environmental Emergency & Prevention Coordinator (or alternate) according to the following schedule:

1. When the E2P2 is initially established
2. When new substances, processes, procedures or equipment which present potential new environmental risks are introduced into our operation
3. When new, previously unidentified environmental risks are discovered
4. When environmental problems occur

### **E2P2 Training**

FACILITY NAME will provide awareness training to all employees on general environmental risks that may be present at FACILITY NAME as well as instruction on the E2P2 established for FACILITY NAME.

The E2P2 training provided will include:

- An overview of the E2P2
- An overview of the Environmental Emergency Response Plan
- Proper storage and handling of hazardous chemicals and materials and promptly cleaning up spills or containment of releases
- How to report hazardous chemical spills and releases
- Employee awareness of potential environmental risks
- Manager and supervisor training on how to recognize environmental risks and proper response/corrective actions

E2P2 training will be provided as follows:

- All new employees will receive E2P2 training prior to their first assignment
- Any employee given a new job assignment which requires E2P2 training not previously provided will receive the proper E2P2 training prior to starting their new assignment
- Whenever new substances, processes, or procedures are introduced to the workplace that represents a potential for environmental risks as determined by the Environmental Emergency & Prevention Coordinator, FACILITY NAME will provide the proper training
- Whenever the employer is made aware of a new environmental risk not previously addressed and for which training is required as determined by the Environmental Emergency & Prevention Coordinator

# Environmental Risk Assessment/Corrective Action Report

Date of assessment: \_\_\_\_\_

Person conducting assessment: \_\_\_\_\_

Workplace areas assessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Environmental risks discovered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective action taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Section III – Emergency Response

This E2P2 is designed to prevent or minimize environmental threats such as releases or spills of hazardous materials, waste, or pollutants to the air, soil or surface water.

As necessary, FACILITY NAME will coordinate with applicable State and/or local authorities to provide emergency response services and/or assistance, and will document the identity of the authority services available to respond.

Name/Contact of Response authorities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When an environmental threat has been reported or discovered the following response(s) will be implemented as deemed necessary by the Environmental Emergency & Prevention Coordinator.

- Alert facility personnel and management of the incident
- Identify the hazardous material or substance spilled or released, the source of the spill/release, the amount spilled/released
- Assess possible direct and indirect hazards to the environment and identify any threatened resources
- Remove exposed personnel from the affected area if an imminent hazard exists that cannot be immediately abated
- Alert the Department of Natural Resources (800-943-0003) and/or the National Response Center (800-424-8802) of spill incidents when there is an exceedance of a state and/or federal reportable quantity of hazardous substances or oil/petroleum. More information: <http://dnr.wi.gov/topic/Spills/report.html>, <http://www2.epa.gov/epcra/consolidated-list-lists>, and <http://www2.epa.gov/emergency-response/reporting-requirements-oil-spills-and-hazardous-substance-releases>
- If appropriate, immediately notify outside response authorities for assistance or instructions
- Mobilize all spill/release materials and resources and take all necessary steps to stop, contain and clean up spills/releases
- If possible, collect any spilled/released materials or substances
- Secure equipment, containers, and/or operations associated with the spill/release
- Monitor equipment, containers, and/or operations associated with the spill/release for any leaks, continued releases or other issues
- As necessary provide cleanup, proper storage and/or disposal of recovered waste or contaminated materials that resulted from the incident

## **Section IV – Corrective Actions**

### **Environmental Threat Investigations**

Procedures for investigating environmental threats as a result of a hazardous material spill/release include:

- Interview employees involved with the spill/release
- Examine the workplace for factors associated with the spill/release
- Identify the chemicals, materials and/or substances associated with the spill/release
- Determine the cause of the spill/release
- Determine the best applicable corrective action to prevent the incident from reoccurring
- Amend the Environmental/Sustainability Management System to ensure that conditions which led to the spill or release are corrected
- Document the investigation findings and actions taken

### **Environmental Threat Corrections**

Every spill/release of hazardous chemicals or materials will be corrected in a timely manner based on the individual circumstances and severity of the incident, as determined by the Environmental Emergency & Prevention Coordinator of the incident. Unless otherwise determined, the following schedule for corrections will be used:

1. Immediately when the spill/release is discovered and when it is safe to do so or as soon as practical following response efforts
2. As soon as practical when an imminent circumstance prevents immediate correction without endangering employee(s) and/or property

# Corrective Action/Investigation Report

Date & time of spill/release: \_\_\_\_\_

Workplace location: \_\_\_\_\_

Description of spill/release: \_\_\_\_\_

\_\_\_\_\_

Materials or substances involved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employees involved: \_\_\_\_\_

\_\_\_\_\_

Corrective actions taken: \_\_\_\_\_

\_\_\_\_\_

Preventative action recommended: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_