



Green Tier

Managing Participation During Emergency Crises



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The objective of this document is to provide information on the appropriate course of action for Green Tier participants and auditor during an emergency crisis. Unfortunately, these crises may occur, and this document can help prepare participants if the unthinkable happens.

An emergency crisis can be defined as an event outside the control of the participant organization, commonly known as a “Force Majeure” or “act of God”. Examples may include war, strike, riot, terrorism, pandemic, flooding, fire, malicious computer hacking or other natural or man-made disasters.

Green Tier Annual Reports

Green Tier Annual Report due dates that fall within a period of emergency are eligible for a 6-month extension. Please contact your Single Point of Contact (SPOC) or Project Coordinator to request an extension.

Green Tier Audits

When a Green Tier participant experiences an emergency crisis that will affect their environmental management system audit requirements, they may consider the following:

Participants with an ISO 14001 certified EMS

Green Tier will accept the audit decisions & extensions of the accreditation and certifying bodies of ISO 14001.

Participants should tell their Single Point of Contact (SPOC) or Project Coordinator when they received audit allowances from ISO 14001. They should also note any allowances to their audit schedule provided by these organizations in their next annual report.

Participants with a Functionally Equivalent (FE) EMS

The participant should request a remote audit (see remote audit guidelines below) from their Auditor and let their Single Point of Contact (SPOC) or Project Coordinator know of this request

Auditors should perform a risk assessment of the participant to determine if a remote audit will be possible; information collected should include the following:

- When this is the participant’s first external audit of their FE EMS, an on-site audit is required. This can be delayed up to 6 months.
- If the organization’s previous FE EMS audit had any major non-conformances or numerous minor non-conformances, an on-site audit is required. This can be delayed up to 6 months.
- Questions regarding the business’s and EMS’s function during the emergency crisis:
 - Is the participant’s business functioning normally?
 - When will the participant be able to function normally?
 - When will the organization be able to ship products or perform the service defined within the current scope of certification?
 - To what extent has operation of the management system been affected by current business conditions?
- If the participant’s EMS is not affected by current conditions, a remote audit can be performed.



Assessment Type	Extension	Audit Type Available
FE 3-year external Audit (Tier 1)	Up to 6 months	Onsite or Remote*
FE annual external Audit (Tier 2)	Up to 6 months	Onsite or Remote*
FE internal audits	Up to 6 months	Onsite or Remote

*Follow the special remote audit guidelines below

Functionally Equivalent EMS Remote External Audit Guidelines:

1. The participant provides the information and communication technology for the audit; including but not limited to:
 - a. Teleconference facilities, including audio, video, and data sharing
 - b. Remote access to audit/assessment documents, in real time is preferred
 - c. Recording of information and evidence by means of video or audio recordings
 - d. Providing visual/audio access to remote or potentially hazardous locations
2. Measures shall be taken by both the auditor and the participant to ensure that security and confidentiality is maintained throughout the audit activities.
3. Prior to the audit, both the auditor and the participant will check that both parties have the necessary infrastructure to support the use of the information and communication technology proposed.
4. The auditor will note in the audit reports and related records, the extent to which information and communication technology was used and the effectiveness it had in achieving the audit objectives.
5. The participant will note any allowances to their audit schedule in their next annual report.

Compliance Audits

Annual compliance audits required of Tier 2 participants are eligible for a 6-month extension. Please contact your Single Point of Contact (SPOC) or Project Coordinator to request an extension.

Questions

Green Tier is open to discussing all emergency crisis occurrences to determine, on a case-by-case basis, if a participant’s situation falls under the emergency crisis definition.

Please contact your Single Point of Contact (SPOC) or Project Coordinator with any questions.

For more information please contact Green Tier

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WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.

DOCUMENT ID

EA-20-0002-C

DOCUMENT TITLE

Green Tier – Managing Participation During Emergency Crises

PROGRAM/BUREAU

Environmental Analysis & Sustainability / Sustainability & Business Support / Green Tier

STATUTORY AUTHORITY OR LEGAL CITATION

Green Tier Law, §299.83

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

4/27/2020

DATE FINALIZED

5/18/2020

DNR CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Greg Pils, Bureau of Env. Analysis & Sustainability

May 12, 2020

Signature

Date