

*GEORGIA POULTRY ENVIRONMENTAL MANAGEMENT SYSTEMS*  
*GUIDEBOOK*

# Georgia EMS Template Pack

## Worksheets 1-7

- Worksheet 1 ..... Priority Issue Table**
- Worksheet 2 ..... Environmental Policy Statement**
- Worksheet 3 ..... Regulatory Compliance and  
Emergency Action Plan**
- Worksheet 4 ..... Environmental Objective & Farm  
Action Plan**
- Worksheet 5 ... EMS Team & Internal Communication**
- Worksheet 6 ..... External Communications**
- Worksheet 7 ..... Management Review Checklist**

# Worksheet 1: Priority Issue Table

After gathering the opinions of stakeholders from direct contact or indirect methods such as the local paper, summarize the importance of each issue under the respective stakeholders. When done, circle or highlight the issues that will be considered the high-priority issues for the farm. These are common issues; more may be added as they apply to the farm and community.

Issue	How important is this issue to stakeholders? (Put a "0" for not important, "1" for somewhat important or "2" for very important)				Overall Rank
	Owner /Family	Regulatory Agencies	Neighbors	Environmental Groups	
<b>Nutrient or pathogen contamination of surface water.</b> Nitrogen and phosphorus can move with runoff water and soil erosion to surface waters. These nutrients can lead to algae blooms, fish kills, diminished recreational use of lakes, and more expensive drinking water treatment.					
<b>N contamination of ground water.</b> Nitrogen, in the nitrate form, can leach to ground water and contribute to nitrates in excess of the 10ppm drinking water standard.					
<b>Biosecurity.</b> Improper protocols may leave your flock at a higher risk for disease such as Avian Influenza.					
<b>Soil erosion</b> or suspended solids into surface waters lead to diminished recreational quality of surface waters.					
<b>Pesticide</b> movement to surface waters (through runoff or soil erosion)					
<b>Fuel</b> storage leakage can cause contamination of surface and ground water					
<b>Odor and dust</b> are commonly a community nuisance issues and a possible community health issues.					
<b>Farmstead appearance</b> gives outsiders an impression as to the quality of farm management and attention to details.					
Enhancing and protecting <b>wildlife habitat</b> , biodiversity, or protecting water quality for aquatic wildlife					
<b>Energy use</b> or the consumption of fuel, electricity, fuel oil and natural gas or propane can have significant impacts on the financial and environmental health of a farm.					
<b>Mortalities</b> , if improperly disposed, could contaminate water with pathogens and generate undesirable odors.					
<b>Noise and Traffic</b> , additional nuisance issues that may affect community perception of the operation.					
<b>Others:</b>					

# Worksheet 2: Environmental Policy Statement

---

---

## Environmental Policy Statement for:

---

*Purpose*

*Environmental Issues*

*Compliance*

*Stewardship Principles*

*Continuous Improvement*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

# Worksheet 3: Regulatory Compliance & Emergency Action Plan (Optional)

## Part 1: Regulatory Compliance Plan for a Poultry Operation

1. How do you plan to keep current with changing regulations? Who will you contact to receive regulatory updates? How often will a review be conducted?

2. Who is in charge of doing the things listed above?

## Part 2: Emergency Action Planning

Emergency Plan Type	Location of plan (if already done) If not done, list person responsible and date for completion	Can all family & staff locate the plan?	Are all family & staff aware of the content?	Has the plan been rehearsed? (if practical)	How often will the plan be reviewed?

**Note:** Multiple emergency plans could exist for a variety of accidents or emergency situations.

# Worksheet 4: Environmental Objective and Farm Action Plan

Use this worksheet to list objectives related to a priority issue identified in Worksheet 1, and/or issues identified in assessment results. Organize and document what will be done, including training needs and responsible persons, to address each identified environmental objective. Also use this form to check and measure progress, initiate review and identify any related communication needs.

<b>PRIORITY ISSUE:</b>	
Objective(s), based on activities related to priority issue or assessment results:	
Briefly Describe How this Objective Will be Reached (List Activities to Be Performed):	
Who Is Responsible for Each Effort?	Deadline for Completion
<b>TRAINING NEEDS:</b> Is any training needed for any staff to adequately carry out his priority issue? Briefly describe training needs and list those who will participate in the training:	
Record when training was completed:	

# Worksheet 4: Environmental Objective and Farm Action Plan (Continued)

<b>Communication Needs</b>			
Internal:			
External:			
What Performance Measures Will Be Used to Determine Success? (include frequency of measure and acceptable level of performance)	Describe records to be kept, if applicable and location	Written Procedures Needed?	
<p>Note: Performance outside acceptable levels may trigger the need for corrective/preventive action. Document any corrective/preventive actions taken and resulting changes in the Check section below.</p>			
<b>Check</b>			
Date and Initials	Were appropriate corrective or preventive actions taken?	Were tasks completed as scheduled and by the appropriate persons?	Are records legible, findable and complete?
<b>Management Review</b>			

# Worksheet 5: EMS Team & Internal Communications

**1. Who is the EMS coordinator or the leader of this effort and their responsibilities?**

**2. Briefly describe how the EMS coordinator and/or EMS team will communicate with the rest of the farm staff (including consultants and hired contractors) about the EMS. Specifically, it is important to communicate each person's responsibility in:**

- ◆ upholding the policy,
- ◆ following procedures,
- ◆ achieving objectives (their responsibilities in the action plan),
- ◆ priority issues potentially impacted by their work,
- ◆ emergency action plans,
- ◆ benefits of improved performance and consequences of deviations from the procedures.
- ◆ reporting non-conformances or problems/mistakes in any portion of the EMS

**3. Who is responsible for training new employee in the above topics?  
(Different people may be responsible for different topics listed above.)**

# Worksheet 6: External Communications

Who is responsible for handling external inquiries or requests for information about the farm's EMS or environmental operations? \_\_\_\_\_

Does the farm operation currently....			If no, do you plan to implement this?	Planned date to start & notes on success of effort
<b>EMS-Related Communications</b> Does the farm operation...				
... share the environmental policy with interested parties?	Yes	No	Yes	No
... share results of assessments or environmental objectives with interested parties?	Yes	No	Yes	No
... share successes or previously implemented environmental improvements such as (fill in your successes): a) b) c)	Yes Yes Yes	No No No	Yes Yes Yes	No No No
... involve stakeholders in the development and/or review of any portion of the EMS? (see Step 2 for a definition of stakeholders)	Yes	No	Yes	No
Other:	Yes	No	Yes	No
<b>Good Neighbor Relations</b> Does the farm operation...				
... respond to complaints in a timely manner? (complaints can be about odors, but also flies, noise, traffic, dust, pesticide drift and other nuisances)	Yes	No	Yes	No
... respond to inquiries in a timely manner?	Yes	No	Yes	No
... give all neighbors the appropriate contact information in case they have a complaint?	Yes	No	Yes	No
... regularly make an effort to talk with neighbors and ask about their concerns?	Yes	No	Yes	No
... offer tours to interested individuals, groups or students?	Yes	No	Yes	No
... train employees in how to greet visitors?	Yes	No	Yes	No
... clearly mark the farm office for visitor convenience?	Yes	No	Yes	No
... notify neighbors in advance of potentially odorous activities (land application, etc.)?	Yes	No	Yes	No
... offer a newsletter, fact sheet, or similar communication detailing the farm's environmental management and other pertinent information to neighbors, civic leaders, or other interested persons?	Yes	No	Yes	No



# Worksheet 6: External Communications (Continued)

Does the farm operation currently....		If no, do you plan to implement this?		Planned date to start & notes on success of effort
... ask neighbors to track odors and other nuisances to determine which farm activities are most likely to generate complaints and/or where controls may be needed?	Yes      No	Yes      No		
... provide visitors with opportunities for viewing livestock (viewing windows or platforms) without compromising biosecurity or visitor safety?	Yes      No	Yes      No		
Other:	Yes      No	Yes      No		
<b>Farm Appearance</b> Does/Is the farm operation...				
... have well-kept signs welcoming farm visitors and directing them to an appropriate location or office?	Yes      No	Yes      No		
... regularly mow lawn and weedy areas?	Yes      No	Yes      No		
... free of scattered junk and miscellaneous equipment?	Yes      No	Yes      No		
... maintain building appearance with regular painting and other necessary maintenance?	Yes      No	Yes      No		
... landscape around the farmstead and farm buildings?	Yes      No	Yes      No		
... have an enclosed mortality pick-up area or otherwise screen mortalities from public view?	Yes      No	Yes      No		
... screen manure storage areas from public view?	Yes      No	Yes      No		
... have a well-kept sign along the road or other visible location with the farm name and any other relevant information?	Yes      No	Yes      No		
Other:	Yes      No	Yes      No		
<b>Citizenship and Community Involvement</b> Does the farm manager/owner...				
... involve in one or more civic organizations or volunteer efforts?	Yes      No	Yes      No		
... encourage employees to be active in civic organizations or volunteer efforts?	Yes      No	Yes      No		
... sponsor or contribute to youth or school events and fundraisers?	Yes      No	Yes      No		
Other:	Yes      No	Yes      No		

# Worksheet 7: Management Review Checklist

## Does my EMS need to be updated or modified?

Consider the following questions during management review. Check "yes" or "no" in the left column. Please disregard any questions that do not apply to your operation.

Person or team conducting the review: \_\_\_\_\_ Date: \_\_\_\_\_

### Part 1

If you check "yes" in Part 1, you will be asked to identify necessary changes to the EMS environmental policy, objectives, and/or action plans.

Yes	No	Question	If "yes", check which of the following must be modified.
		Have any significant changes occurred to the farm that could impact the environmental management practices or priority issues?	I need to change the: <input type="checkbox"/> <b>environmental policy</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental objectives</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental action plans.</b>
		Do I need to reevaluate my priority issues? (Have stakeholders changed or have any of their key issues changed? Have our priorities changed?) <i>Refer to Step 1</i>	I need to change the: <input type="checkbox"/> <b>environmental policy</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental objectives</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental action plans.</b>
		Have regulations changed or the regulatory status of the farm changed?	I need to change the: <input type="checkbox"/> <b>environmental policy</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental objectives</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental action plans.</b>

### Part 2

If you check "no" in Part 2, you will be asked to identify necessary changes to the EMS environmental policy, objectives, and/or action plans.

Yes	No	Question	If "no", check which of the following needs be modified.
		Is the environmental policy still relevant? Are you still committed to it as it is written?	I need to change the: <input type="checkbox"/> <b>environmental policy</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental objectives</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental action plans.</b>

# Worksheet 7: Management Review Checklist (Continued)

## Does my EMS need to be updated or modified?

### Part 2 - Continued

Yes	No	Question	If "no", check which of the following needs be modified.
		Did I have an assessment conducted within the last three years and did it indicate areas that could be improved?	I need to change the: <input type="checkbox"/> <b>environmental policy</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental objectives</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental action plans.</b>
		Are selected performance measures (and associated record keeping) adequately tracking environmental performance?	I need to change the: <input type="checkbox"/> <b>environmental policy</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental objectives</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental action plans.</b>
		Are there indicators of success or failure in communicating about the EMS and roles/responsibilities?	I need to change the: <input type="checkbox"/> <b>environmental policy</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental objectives</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental action plans.</b>
		Are Emergency Action Plans available for major potential risks?	I need to change the: <input type="checkbox"/> <b>environmental policy</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental objectives</b> , <i>and/or</i> <input type="checkbox"/> <b>environmental action plans.</b>

Go back to any of the questions on Worksheet 7 that identified areas where the EMS needs to be modified. Below list ways to update your environmental policy, objectives, and/or action plans.

---



---



---



---



---



---