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## **Discussion Guide Conducting EMS Self-Assessments**

Discussion Format: Use this time to learn from your peers. Ask them questions you have and share your best practices. You will have 20 minutes to discuss. At the end, share a common issue and/or a best practice with the larger group (2 minutes per group).

1. Establish a recorder and reporter for your group.
2. Give a brief topic overview and have group members introduce themselves.
3. Use the questions below help guide the discussion.
  - a. Discuss the purpose and importance of self-assessments
  - b. How does your facility normally conduct self-assessments? At what frequency? Who conducts the self-assessment?
  - c. Follow up actions are key to a good self-assessment and continual improvement of the program. Discuss your facility's strategy for tracking corrective actions.
  - d. Would you be interested in partnering with another facility to conduct assessments?
4. Summarize a common issue and/or best practice to share with the larger group.

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## Conducting EMS Self-Assessments Notes from Discussion

- Benefits
    - New ideas
    - Best practices
    - Awareness
    - Prioritize resources
    - Catch problems early on/weaknesses
    - Train people
  - Roadblocks
    - Preconceived ideas
      - Negative
    - “Inspection”
    - “Audit”
  - Process
    - Team – others point of view
    - SMART
    - 12-18 months
    - Monthly by facility (3 yr. cycle)
    - Template?
  - Outcomes
    - Corrective Actions
    - Preventative
    - \*Opportunities for Improvement
    - Root cause Analysis
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## **Discussion Guide Continual Improvement of your EMS**

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1. Establish a recorder and reporter for your group.
2. Give a brief topic overview and have group members introduce themselves.
3. Use the questions below help guide the discussion.
  - a. What does continual improvement mean to your facility?
  - b. What barriers does your facility encounter when striving to continually improve the program?
  - c. Discuss the various metrics used to determine continual improvement (awareness, reporting metrics, projects completed, etc.).
4. Summarize a common issue and/or best practice to share with the larger group.



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## Continual Improvement of your EMS Notes from Discussion

- Improve systems
    - Plan-do-check-act
    - New ideas
    - Always move forward
    - Cut costs
    - Change management
    - New targets/ increasing goals
    - Raising awareness
    - Address weakness
    - Reduce risk/risk management
    - Employee buy-in
    - Incremental or break through
  - Barriers
    - Lack of funding for projects
    - No employee buy in
    - Lack of management support
    - Lack of understanding roles
    - Resource priorities
    - Resistant to change
    - Personal responsibility
    - Communication/coordination
  - Metrics
    - Reduced waste
    - Energy reduction
    - Reduced incidents
    - Reduce water usage
    - Reduced emissions
    - Water reclamation
    - Employee confidence
    - Employee satisfaction
  - Best Practices
    - Strong management support
    - Continuous improvement – team
    - Comprehensive training strategies
    - Automating systems
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## **Discussion Guide Developing an EMS**

Discussion Format: Use this time to learn from your peers. Ask them questions you have and share your best practices. You will have 20 minutes to discuss. At the end, share a common issue and/or a best practice with the larger group (2 minutes per group).

1. Establish a recorder and reporter for your group.
2. Give a brief topic overview and have group members introduce themselves.
3. Use the questions below help guide the discussion.
  - a. What stage of EMS development are you currently in?
  - b. Does your EMS have management buy-in?
  - c. What hurdles have you faced during implementation and how did you overcome them?
  - d. Discuss next steps for moving each program forward.
4. Summarize a common issue and/or best practice to share with the larger group.

# DEQ'S PIEDMONT REGION VEEP WORKSHOP



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## Developing an EMS Notes from Discussion

- Upper Management
  - Mid-Management
  - Employees
  - ISO 14001
  - See the VEEP E2 Toolkit:  
<http://www.deq.virginia.gov/Portals/0/DEQ/PollutionPrevention/VEEP/Resources%20and%20Links/VEEPE2Toolkit.pdf?ver=2016-10-19-151638-010>
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## **Discussion Guide Getting Buy-In for your EMS**

Discussion Format: Use this time to learn from your peers. Ask them questions you have and share your best practices. You will have 20 minutes to discuss. At the end, share a common issue and/or a best practice with the larger group (2 minutes per group).

1. Establish a recorder and reporter for your group.
2. Give a brief topic overview and have group members introduce themselves.
3. Use the questions below help guide the discussion.
  - a. What are some of the barriers you have faced when trying to get buy-in for your EMS?
  - b. Was your EMS created from the top management down or from the employees up?
  - c. Have you identified EMS Team members from all the various parts of your facility's operations for your green team?
  - d. Does your EMS have management support? How has this been maintained?
4. Summarize a common issue and/or best practice to share with the larger group.

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## **Getting Buy-In for your EMS Notes from Discussion**

- Barriers
    - Finances/staff
    - Regulatory requirements
    - Lack of organization priority/commitment
    - Lack of understanding
  - Top management down or employees up?
    - Top down for most
      - Key people to keep engagement
      - Have “personal” training component
      - Smaller work groups
      - Reporting “the good”
      - Gifts/incentives
      - Drivecam → positive focus → limit idle time = reduction of carbon/ozone etc.
  - Common Issue
    - Lack of support/resources
  - Best Practice
    - Communicate/show benefits of program to uppers
    - Governor’s Awards, Community Outreach
    - Enhance Company image
    - Show cost savings
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