

US EPA ARCHIVE DOCUMENT

Environmental Management Systems Training Program
DRAFT Scope of Work (October 1, 2011)

The Washington State Department of Ecology (Ecology) is seeking specialized training and support related to the design, implementation and evaluation of an Environmental Management System (EMS). The EMS training program should be designed to meet the needs of agency staff and businesses that develop, implement and evaluate a performance-based EMS submitted to the agency.

The EMS option is allowed by agency policy to allow businesses to submit an EMS in lieu of a required pollution prevention plan. Ecology has approximately 30 businesses, universities and agencies that are using currently using this option.

The EMS submitted to Ecology needs to meet the requirements of the pollution prevention planning law, including the ability to address toxics use reduction efforts. Ecology's EMS guidance can be found at:

http://www.ecy.wa.gov/programs/hwtr/P2/p3_ems.html

Ecology is seeking a contractor with experience in the development of a performance-based EMS that is focused on the environmental outcomes. A contractor with expertise on efforts to integrate sustainability programs and the Global Reporting System requirements into an EMS is desirable.

This is a one-time funded project that requires specialized expertise. This project is funded with federal grant funds. The training needs to be conducted by June 30, 2012. Ecology is seeking specialized skills from a contractor that is certified to conduct training under the International Standards Organization (ISO) 14001 EMS standard. Ecology does not currently have any staff certified under this standard. Employees that attend the training will gain this specialized expertise to help them conduct their jobs.

Ecology and businesses will benefit by having a certified EMS instructor to increase the credibility of our pollution prevention programs and EMSs submitted by businesses.

The contractor will prepared a detailed budget that includes all related costs, including salaries, benefits, travel, supplies and equipment.

The following tasks will need to be completed:

1. EMS Team Coordination – the contractor will work with an EMS Team to seek input into the design and delivery of the statewide EMS training program. The EMS will include regional staff, headquarters staff and at least one pollution prevention planner that is currently using the EMS option. The contractor will prepare a workplan to outline the tasks, deliverables and timelines within two weeks of the contract award.
2. EMS & TurboPlan Integration – the contractor will work with Ecology to integrate EMS information and data submittal procedures for the new TurboPlan reporting system. This information will be included in the training program.
3. EMS Training – the contractor will submit a proposed training program designed to train both Ecology employees and businesses during the project period. The training should include curriculum related to the design, implementation and evaluation of an EMS that meets the ISO14001 standard. A contractor that is certified by an accredited organization to conduct ISO 14001 training is desired.
4. EMS Site Visits – the contractor will conduct at least three EMS Site Visits to demonstrate procedures and methods to evaluate and support the value of an EMS. The purpose of the site visits is to provide facility-based educational training with businesses.
5. EMS Documentation & Tools – the contractor will provide Ecology with current ISO14001 documentation and tools to support agency staff and businesses.