

EMS Tool 2

Identifying Operations in the EMS Boundary

Instructions:

This EMS Tool is used to describe the operations that lie within the defined EMS boundary for an organization. Operations include all activities, products, and services.

1. Consider a way of categorizing operations to suit your specific organization. Some examples of categorization are:
 - Using a flowchart to follow materials or activities through processes
 - Divide operations by departments
 - Any categories that capture all operations in the EMS boundary
2. Identify and list all activities, products, and services within the EMS boundary
 - Review the EMS boundary when deciding which operations to include
 - Based on the results of your EMS boundary review, start separate lists of activities, products and services, as needed
 - Start with as comprehensive a list as possible grouped into categories and consider anything that may have been missed by these categories

NOTE:

Ensure input is received from staff involved in all parts of the organization.

When describing operations make sure they are large enough for meaningful examination and small enough to be sufficiently understood.

When categorizing operations be sure to include a category for 'Other' to capture anything that you may otherwise miss.

Activities, products or services are operations that an organization undertakes within its EMS boundary. Examples include:

- Facility Maintenance
- Vehicle Maintenance
- Purchasing
- Waste Disposal
- Administration
- Construction
- Operations
- Chemical Management
- Wastewater Management
- Land Management
- Energy Management
- Food Handling

EMS Tool 2: Operations in the EMS Boundary

Use this worksheet to describe the operations (activities, products, and services) that lie within the defined EMS boundary. List operations using the categories you defined.

Municipality: _____

Prepared by: _____

Date: _____

	Activity	Description
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Note: List operations using the categories you have defined. Be sure to capture all operations within the EMS Boundary. Consider creating a separate table of activities for each category.

Create new pages as needed