

**Apostle Islands Integrated Environmental Plan Schedule
Fiscal Year Calendar 2016**

Note: SEMS meetings are now Aug, Nov, Feb, May

Month	IEP Task or Activity	Lead Responsible Person	Status/ Actual Completion
October 2015	Annually—Review roles and responsibilities (tab 5B of IEP) – Present at Nov. SEMS for approval.	Green Team and then SEMS approval – Nov. SEMS meeting	Scheduled for Nov meeting
	Annually—Management Review of IEP –(this is related to the conformance through Fed-Center)	Conformance was declared in 2012, there is an annual renewal by Facility Manager.	Due Aug. SEMS review at meeting, get feedback from SEMS, and submit final for approval at Nov. SEMS meeting (Superintendent wants this done for EPAP, instead of when it is due Dec/Jan)
	Expeditor: Send reminder(s) to Goal Leaders for 4 th Qtr (july 1-sept 31)- (for Nov. SEMS meeting)		
November 2015	At Nov. SEMS - Update on IEP progress 4 rd Qtr. (july 1-sept 30) Accomplishments This is Annual Report of Goals from previous FY	Green Team Chair	Annual Report: This can be verbal report. Goals are moved from current IEP workbook to Matrix
	At Nov. SEMS –Present Goals, objectives, and targets FY16	Green Team Chair	New goals still in process
	At Nov. SEMS: present changes to Roles and Responsibilities(tab5B)-	Green Team Chair	Put on hold until after EMS audit results.
	Annual Energy Reporting	Chief of Facility	DONE_ Energy Reporting has changed for FY15 (see the memorandum from MWR). two parts of the data reporting (energy cost and consumption in FBMS) and the completion of the Supplemental Data Call (a Google form). There is nothing to file in hard copy and the reply due is essentially to perform these actions (no reply letter required). We have an option to add our data into the Energy Data Reporting Tool (EDRT) to look at comparisons over the year. This is NOT required for energy reporting any longer; however, I think we should do this (I have the tool saved and will manually enter the data). I'll let you know when I've completed the exercise and will share the results.
	Annual FAST report	Chief of Facility	DONE_online, nothing to file.

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December 2015	Start planning for FY16 Environmental Awards - Docks - LSB - LED completion - LEED	TBD lead	2 consolidated calls each year 1. One open from 1/2/13 to 2/28/13 (for awards selected from March 1-August 31) and 1 in June (for Awards selected from Sept 1- Feb 28)
	Expeditor: Send reminder(s) to Goal Leaders for 1 st Qtr (oct 1- dec 31)- (for Feb SEMS meeting)	IEP Expediter	
	Quarterly –DOI Environmental Stewardship (EMS) Scorecard Report (AKA Sustainable Practices Report)	Chief of Maintenance Call for data, 1 st Qtr, and annual report due see MWR Environmental Reports Timeline for more deadlines	Brought over from 2013, check timeline for reporting deadlines
January 2016	Remind Superintendent - Every 2 years, review and update ECS (SO 31)	Superintendent and Squad	Last effective date: 3/27/13 Next due 3/27/15
	DOI Environmental Management System Report Call (due 7/26/13 and 1/24/14)	Chief of Facility Management	
	Sustainable Practices Report. Reply due: January 15, 2016	Chief of Facility Management (The final report will be divided into two parts: (1) Solid Waste Management and (2) Toxics and Hazardous Chemicals Management. The basis for this request is Executive Order (EO) 13423 Sustainable Practices: Green Purchasing, Waste Management, and Chemicals Management.)	Sustainable Practices Report covers the period of October 1, 2012, through September 30, 2013 (Fiscal Year 2013) see MWR Environmental Reports Timeline for more deadlines
February 2016	At Feb. SEMS - IEP Goals Progress Report for 1 st Qtr. (Oct 1-Dec 31).	Green Team Chair	

Comment [AKR1]: It has been stressed that this is important. There may be more than one environmental award out there, we should be nominating ourselves for all of them.

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	Review and update internet Web sites portal – this includes updated copy of IEP. <i>review and/or provide new content for park Internet pages: iep.htm and sustainabilityandapis.htm</i>	Green Team and APIS Internet and Intranet Webmaster	Update IEP when 13 and 14 goals are finalized
March 2016	Tier II report and fire department report due	Facility Manager	Due annually
April 2015	Expeditor: Send reminder(s) to Goal Leaders for 2 nd Qtr (jan 1- march 31)- (for May SEMS meeting)	IEP Expediter	
	Plan for annual IEP Training	Green Team Sub-group IEP Expeditor or Assigned	To be given at All-Employee Training day
May 2015	At May SEMS - IEP Goals Progress Report for 2 nd Qtr (Jan 1- march 31).	Green Team Chair	
	Do seasonal training	Green Team Sub-group IEP Expeditor or Assigned	

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June2015	<p>Review and approve goals, objectives, and targets Progress report to Green Team, SEMS Committee, and Management Team</p> <p>Quarterly –DOI Environmental Stewardship (EMS) Scorecard Report(AKA Sustainable Practices Report)</p> <p>4st Qtr—Send reminder(s) to Goal LeadersSend reminder(s) to Goal Leaders</p>	<p>Green Team (SEMS Committee and Superintendent approval in October)Goal Leaders through IEP Expediter</p> <p>Chief of Maintenance Call for data, 4th Qtr, and annual report due see MWR Environmental Reports Timeline for more deadlines Superintendent</p>	<p>No SEMS meeting in September, approval postponed till October</p>
July2015	<p>Expeditor: Send reminder(s) to Goal Leaders for 3rd Qtr (april 1-june 30)- (for Aug. SEMS meeting)</p>	<p>IEP Expediter</p>	<p>Still need 2 updates</p>
	<p>Review and approve roles and responsibilities Review and approve goals, objectives, and targets Progress report to Green Team, SEMS Committee, and Management Team Set FY2013 Annual Goals and recommend to SEMS</p>	<p>Green Team and then SEMS Committee and Superintendent approval Green Team (SEMS Committee and Superintendent approval in October)Goal Leaders through IEP Expediter Green Team/SEMS for Oct SEMS meeting</p>	<p>Aug 12th is next SEMS</p>
	<p>Declare EMS conformance to WASO and DOI</p>	<p>Chief of Maintenance</p>	<p>Online declaration - done July 2015</p>
August2015	<p>At Aug. SEMS - IEP Goals Progress Report for 3rd Qtr (april 1-june 30)-</p>		

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	<p>Annually—Review and approve roles and responsibilities</p> <p>Annually – Review and approve goals, objectives, and targets</p> <p>Annually – Review Legal and Other Requirements Workbook in IEP Review and approve goals, objectives, and targets</p>	<p>Green Team and then SEMS approval – Nov. SEMS meeting</p> <p>Green Team and then SEMS approval – Nov. SEMS meeting</p> <p>Facility Manager (see IEP Procedures 3.2) Green Team (SEMS Committee and Superintendent approval in October)</p>	
September 2015	<p>Start Process to Set FY2016 Annual Goals</p>	<p>Start with sideboards from Bob, then have GT rep. meet with Chiefs if needed</p>	<p>New goals should be approved during Nov SEMS meeting</p>
October 2015	<p><u>At SEMS - Review and approve roles and responsibilities</u></p>	<p><u>Green Team Chair</u></p>	
	<p><u>SEMS –Present - Review and approve goals, objectives, and targets</u></p>		
	<p>At Nov. SEMS - IEP Goals FY15 Progress Report for 4th Qtr (july 1-sept 30)</p>		

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	<p>Clean Cities Program / Grant. Peter provided examples of what other parks have done in the past under funding from this program (propane, biodiesel and E-85 conversions, buying hybrid / electric vehicles, greenhouse gas inventory, etc.). Grant applications due by May 31st. We would like to focus on an electric vehicle and charging station package; and/or "something" to do with boat transportation. However there is no time to gather the needed info and submit the application. With much more advance notice, and if the program is offered again, we will need to wait until next year to put in for something.</p>	<p>Chief of Facility Management, Plumber and Resource Technician</p>	<p>Check website for updated opportunities and deadlines http://www1.eere.energy.gov/cleancities/current_opportunities.html</p>
<p><u>UPCOMING FY 2015</u></p>	<p>Annual website review</p>	<p>review and/or provide new content for park Internet pages: <i>iep.htm</i> and <i>sustainabilityandapis.htm</i></p>	<p>Formatted Table</p>
<p>Put this under Jan. or Feb. – "expected" time due is end of May</p>			
<p>Add this to March</p>			