

Apostle Islands Integrated Environmental Plan Schedule
Fiscal Year Calendar 2013

| Month | IEP Task or Activity | Lead Responsible Person | Status/ Actual Completion |
|---------------|--|--|---|
| October 2012 | At SEMS - Update on IEP progress 4 rd Qtr. (july 1-sept 30) Accomplishments | Green Team Chair | Done for FY13 |
| | Annually—Review roles and responsibilities – Present at SEMS for approval | Green Team and then SEMS approval – Oct. SEMS meeting | Done for FY13 |
| | At SEMS –Present goals, objectives, and targets | Green Team Chair | Done for FY13 |
| | At SEMS Annual Report of Goals from previous FY | Green Team Chair | This can be verbal report. Goals are moved from current IEP workbook to Matrix |
| | Annually—Management Review of IEP –(this is related to the conformance through Fed-Center) | Green Team suggestions, SEMS and Superintendent feedback | Due review at October meeting, get feedback from SEMS, and submit final for approval at December SEMS meeting (Superintendent wants this done for EPAP, instead of when it is due Dec/Jan) |
| November 2012 | Quarterly –DOI Environmental Stewardship (EMS) Scorecard Report (AKA Sustainable Practices Report) | Chief of Facility Management: Call for data, 1 st Qtr, and annual report due see MWR Environmental Reports Timeline for more deadlines | Call for data November. 1 st Qtr report due December 1, and is annual report for previous FY completed for Nov |
| December 2012 | Remind Superintendent - Every 2 years, review and update ECS (SO 31) (December SEMS meeting) | Superintendent and Squad | Due by March 31, 2013 |
| | Review and update internet Web sites portal | Green Team and APIS Internet and Intranet Webmaster | Not done in Dec, Will be done in Jan GT meeting |
| January 2013 | Sustainable Practices Report | Chief of Facility Management | Due Jan 25 th see MWR Environmental Reports Timeline for more deadlines |

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| | Start planning for FY13 Environmental Awards | Admin Assistant, Ojibwe Specialist, and Protection Officer, are leads, with Green Team and others helping. | 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 | |
| February 2013 | At Feb. SEMS - IEP Goals Progress Report for 1 st Qtr. (Oct 1-Dec 31). | Green Team Chair | |
| | (if not done at Dec SEMS) Remind Superintendent - Every 2 years, review and update ECS (SO 31) | Superintendent and Squad | Due by March 31, 2013 |
| | Environmental Awards nomination due | Admin Assistant, Ojibwe Specialist, and Protection Officer, are leads, with Green Team and others helping. | Due Feb 28th |
| March 2013 | | | |
| April 2013 | Expeditor: Send reminder(s) to Goal Leaders for 2 nd Qtr (jan 1-march 31)- (for May SEMS meeting) | IEP Expediter | |
| May 2013 | At May SEMS - IEP Goals Progress Report for 2 nd Qtr (Jan 1- march 31). | Green Team Chair | Done. |
| | Annual website review | review and/or provide new content for park Internet pages: <i>iep.htm</i> and <i>sustainabilityandapis.htm</i> - | Done. |

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| | Plan for annual IEP Training | Green Team Sub-group IEP Expeditor or Assigned | To be given at All-Employee Training day - June 11 – 12 OR 13 th (not yet finalized) |
| June 2013 | Providing annual IEP Awareness Training at All- Employee Training | Green Team | |
| July 2013 | Expeditor: Send reminder(s) to Goal Leaders for 3 rd Qtr (April 1-June 30)- (for Aug. SEMS meeting) | IEP Expediter | |
| | Set FY2013 Annual Goals and recommend to SEMS | Green Team/SEMS for Oct SEMS meeting IEP Expediter IEP Expediter Green Team and Division Chiefs (staff members meet with Division chiefs to set potential goals) Green Team Sub- | |
| August 2013 | Review and approve goals, objectives, and targets Progress report to Green Team, SEMS Committee, and Management Team Quarterly –DOI Environmental Stewardship (EMS) Scorecard Report (AKA Sustainable Practices Report) 4 th Qtr— Send reminder(s) to Goal Leaders Send reminder(s) to Goal Leaders | Green Team (SEMS Committee and Superintendent approval in October) Goal Leaders through IEP Expediter Chief of Facility Management Call for data, 4 th Qtr, and annual report due see MWR Environmental Reports Timeline for more deadlines Superintendent | No SEMS meeting in September, approval postponed till October |
| | At Aug. SEMS - IEP Goals Progress Report for 3 rd Qtr (April 1-June 30)- | At April SEMS - IEP Goals Progress Report for 2 nd Qtr (Jan 1- March 31). | |

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| | 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 | 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 | No SEMS meeting in September, approval postponed till October |
| | Start Process to Set FY2013 Annual Goals | Start with sideboards from Superintendent, then have GT rep. meet with Chiefs if needed | New goals should be approved during Oct SEMS meeting |
| September 2013 | | | |
| October 2013 | Expeditor: Send reminder(s) to Goal Leaders for 4 th Qtr (July 1-sept 30)- (for Nov. SEMS meeting) | | |
| | Annually—Review and approve roles and responsibilities Annually – Review and approve goals, objectives, and targets Annually – Review Legal and Other Requirements Workbook in IEP Review and approve goals, objectives, and targets | Green Team and then SEMS approval – Oct. SEMS meeting Green Team and then SEMS approval – Oct. SEMS meeting Facility Manager (see IEP Procedures 3.2) Green Team (SEMS Committee and Superintendent approval in October) | |
| | AT SEMS - Present IEP Plan and Schedule IEP Plan and Schedule finalized and translated into electronic calendar | Green Team | Submitted at September meeting and finalized October |
| | At Oct. SEMS - IEP Goals Progress Report for 4 th Qtr (July 1-sept 30) | | |

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| | Declare EMS conformance to WASO and DOI (not due until December 2012 but Bob wants it done in time for his EPAP 2012) | Chief of Facility Management | Online declaration |
| | At SEMS - Review and approve roles and responsibilities | Green Team Chair | |
| | SEMS –Present - Review and approve goals, objectives, and targets | | |
| UPCOMING FY 2014 | Switch Waste Generation Status from 'large' back to 'very small' with EPA | Chief of Facility Management | After major HazMats removed |
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