

# *ChemStewards<sup>®</sup>* *101 Training and* *Refresher*



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# *Topics*

- **What is ChemStewards?**
- **Program Content and Overview**
- **Key Dates**
- **Benefits/Resources**
- **SOCMA Q&A Page online**
- **ChemStewards Team**



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## *What is ChemStewards?*

- An Industry-Developed Environmental, Health, Safety & Security (EHS&S) Program
- Designed to Meet the Needs of the Batch, Custom and Specialty Chemical Industry
- Mandatory For SOCMA Active Members
- Third Party Verification Program



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# *ChemStewards Commitment to Performance Improvement*

**Each Active Member Agrees As A Condition Of Membership To Implement A Performance Improvement Program With Respect To Operations And Activities In The U.S.**

- Endorsed by SOCMA's Board of Governors
- Members Commit to the program through *Core Principles* (CEO or President signs)



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- Logo can be used by All Active Members
- Available for downloading on website [www.chemstewards.com](http://www.chemstewards.com)

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# ChemStewards®



## Program Summary

Three Tiered Program With Key Performance Requirements Per Tier

Components	Fundamentals Tier [Tier 1]	Enhanced Performance Tier [Tier 2]	Excellence Tier [Tier 3-Merit Based]
Core Principles	Signed by Current Senior Management		
Security	Security Vulnerability Analysis, Countermeasures, Verification*		
Metrics	Annual Report of: <ul style="list-style-type: none"> <li>▪ Toxic Release Inventory (TRI)</li> <li>▪ OSHA Recordable Rate</li> <li>▪ Number of Process Safety Incidents</li> </ul>	Annual Report of Tier 1 Metrics Plus <ul style="list-style-type: none"> <li>▪ Energy Usage</li> <li>▪ Hazardous Waste Generation</li> <li>▪ Employee Training</li> <li>▪ Product Stewardship</li> </ul>	Annual Report of Tier 2 Metrics  **Eligibility Based on Achieving Established Performance Goals
Management System	Focus on 6 Core and Regulatory Based Elements	Full MS Implementation	Full MS Implementation Plus Completion of a Third-Party EHS&S Management System Verification
Verification	Year 1 - Self Assessment (PEV) Year 2 - Document Review Year 3 - Onsite Audit; Certification Granted		

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## *Management System Overview*

- Facility Based Program that Incorporates Corporate Support Functions
- Checklist Approach, Not a Technical Specification
- Utilizes the Plan/Do/Check/Act Model for Continual Improvement



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## *Core Principles Overview*

- Members commit to principles covering:
  - Stakeholder communications and transparency
  - Product stewardship
  - EHS&S in operating and planning
  - Employee training, awareness and involvement
  - Sustainability

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## *Security Overview*

- Obligations
  - Security Vulnerability Assessment [SVA]
  - Identification of Counter Measures
  - Verification of Counter Measures [Only if under EPA's Risk Management Program (RMP)] Using Outside Local Agency
- Expected that the facility has a Site Security Plan [SSP]
- Component integrates the Security Obligations Into the ChemStewards Management System (CSMS)

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## *Metrics Overview*

\* Metrics Reported Annually

<b>Fundamentals- Tier 1</b>	<b>Enhanced Performance- Tier 2</b>	<b>Excellence- Tier 3</b>
<ul style="list-style-type: none"> <li>• TRI-Toxic Release Inventory (Air, Water and Land Releases)</li> <li>• OSHA Recordable Rate</li> <li>• Number of Process Safety Incidents</li> </ul>	<ul style="list-style-type: none"> <li>• Tier 1 Metrics</li> <li><b>PLUS</b></li> <li>• Energy Usage [per pound]</li> <li>• Hazardous Waste Generated [per pound]</li> <li>• Training</li> <li>• Product Stewardship</li> </ul>	<ul style="list-style-type: none"> <li>• Tier 2 Metrics</li> <li>• Eligibility Based on Achieving Specific Low Level Numbers on a Three-Year Rolling Average</li> </ul>

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## *Verification Overview*

<b>Fundamentals Tier</b>	<b>Enhanced Performance Tier</b>	<b>Excellence Tier</b>
<ul style="list-style-type: none"> <li>• Program Element Verification (PEV) – Self Assessment</li> <li>• Third-Party Document Review</li> <li>• Third-Party Onsite Audit</li> <li>• Onsite Review Cycles Every 3 Yrs</li> </ul>	<ul style="list-style-type: none"> <li>• Same as the Fundamentals Tier</li> </ul>	<ul style="list-style-type: none"> <li>• CSMS Verification Conducted as Enhanced Performance Tier               <ul style="list-style-type: none"> <li>➢ Credit for Third-Party Certified MS By Providing Proof of Verification</li> </ul> </li> <li>• Qualifying Metrics</li> </ul>

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# *Path to ChemStewards Certification*

Year 1 –  
Program  
Element  
Verification

Year 2 -  
Document  
Review

Year 3 -  
Onsite  
Audit

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# *Year 1: CSMS Verification*

## *Procedure-Program Element Verification*

- **CS001: Program Element Verification Procedure-Fundamentals Tier And Enhanced Performance Tier**
  - A Self Assessment of a Facility's EHS&S Management System
  - Used by a Member as a "Gap Analysis" to Determine What is Required for Acceptable Implementation
  - Reported to SOCMA as "Yes" or "No"
  - Not Pass or Fail
  - Required for Each Facility
  - One Time Event Completed in the First Year

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# *CSMS Verification Security Vulnerability Assessment*

## **Security Hazards and Risks**

- The SOCMA security vulnerability analysis [SVA] can be accessed on the Chemical Site SVA Model & Manual page at the association's website:  
<http://www.socma.com/GovernmentRelations/ProductsandServices/>
- This tool contains guidance on how to identify security hazards, can be used to help facilities analyze potential vulnerabilities and consider where resources will be the most effective.

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# *CSMS Verification Procedure-Document Review*

- **CS002: Document Review Procedure-  
Procedure-Fundamentals Tier And Enhanced  
Performance Tier**
  - Off-Site Review of a Member's CSMS by an Approved Third Party Auditor
  - Member Submits a Completed Checklist Along With Documentation to the Verifying Auditor
  - Audit Will Result in a "Pass", "Pass Conditionally" or "Fail" for Each Element Question
  - 4-6 Hour Limit Based on Tier Level
  - Non-conformances [Pass-Conditionally and Fail] are to be Addressed within 6 months of the audit.
  - One Time Event

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# *CSMS Verification*

## *Procedure-Onsite Verification*

- **CS003: Onsite Verification Procedure-Fundamentals Tier And Enhanced Performance Tier**
  - Onsite Audit Performed by an Approved Third-Party Auditor
  - Limited to 8 Hours Onsite
  - Will Result in a “Pass”, “Pass Conditionally” or “Fail”
  - Non-conformances [Pass-Conditionally or Fail] are to be Addressed within 6 months of the audit.
  - Certificate Issued to Facility Following Verification of CSMS Status– Good for 3 Years

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# Certified Facilities



Oakwood Products- West Columbia, SC



Nease Corporation - Harrison, OH



Cambridge Major Laboratories –  
Germantown, WI



Synthetech Inc. – Albany, OR

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# *CSMS Verification Arrangements*

- **CS004:ChemStewards Verification Arrangements Procedure**
  - **Contractual Arrangements**
    - Initiated Between Member Facility and CSMS Auditor
    - Coordinators communicate with the Auditor about logistics
    - Cost is Based on Audit Hours Plus Travel Expenses for the Onsite Audit
  - **Quality Assurance Of Audits**
    - Periodic Witnessed Audits
    - Member Facility Evaluates Audits and Auditor
    - Auditor Approval can be Rescinded, if Deemed Necessary
    - BEAC Certified and Industry Experience.

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# *ChemStewards – Score Cards*

- **Contents**
  - Means to verify completion dates for facility
  - Tracking of individual information
- **Submitted to Facility Annually**

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# ChemStewards – Score Cards



ChemStewards Status Update							
<b>Member Company Info</b>							
	Co. Name						
	CS Coordinator						
	Title						
	Address						
	Phone						
	Email						
<b>Obligations</b>		<b>Facility Name</b>	<b>Facility Name</b>				
<b>ChemStewards Start Date</b>		01/01/2006	01/01/2006				
<b>ChemStewards Tier</b>		Tier 2	Tier 3				
<b>RMP and/or PSM</b>		Both	PSM				
<b>Core Principles Signed</b>		Complete	Complete				
<b>Security: Security Vulnerability Analysis</b>		Complete	Complete				
<b>Security: Countermeasures Implemented</b>		Complete	Complete				
<b>Security: Countermeasures Verified</b>		Complete	N/A				
<b>Management System: Self Assessment (PEV)</b>		Complete	Complete				
<b>Management System: Document Review</b>		Complete	Complete				
<b>Management System: Onsite Audit</b>		10/05/2010	Complete				
<b>Management System: Onsite Recertification</b>		TBD	1/21/2012				
<b>Metrics: 2006</b>		Complete	Complete				
<b>Metrics: 2007</b>		Complete	Complete				
<b>Metrics: 2008</b>		Complete	Complete				
<b>Metrics: 2009</b>		Complete	Complete				
<b>Site-specific Certifications</b>							20

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***Excellence Tier (Tier 3)***  
***“For Excellent Performers”***

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## *How To Get into the Excellence Tier?*

- Sign Core Principles
- Complete Security Requirements
- Meet Specific Metrics Obligations and Requirements Annually
- Complete a 3<sup>rd</sup> Party Verification of EHS&S MS at the Enhanced Performance Level



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## *Benefits of Being Excellence Tier*

- Potential to Capitalize on an Existing Certification
- No Longer Have to Fulfill CSMS Onsite Verification Every 3 Years
- Report Only Metrics on Annual Basis
- Eligible for Performance Improvement Gold Award

Note: If Metrics Fall Below Requirements – Facility Returns to 3 Year Verification Cycle



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# *ChemStewards Key Dates*

## Security

- YEAR 1- Completion of Security Vulnerability Analysis (SVA)
  - By June 30 – (EPA's Risk Management Plan) RMP\*\* facilities
  - By December 31 – Non-RMP facilities
- YEAR 2- Implementation of Countermeasures Schedule
  - By December 31 - All facilities
- YEAR 3- Verification of Countermeasures Completed
  - By March 31 – RMP facilities only

## Metrics

- Report Each Year

## Verification

- YEAR 1- Complete Program Element Verification (PEV) – By December 31
- YEAR 2- Complete Document Review (Conducted by CSMS Auditor)
- YEAR 3- Complete Onsite Audit (Conducted by CSMS Auditor) - By December 31
- Onsite Audit repeats every 3 years



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## *Benefits of ChemStewards*

- Building a Strong EHS&S Management System
- Gaining Recognition for EHS&S Efforts
- \$\$ Return on Investment
- Stepping-Stone Approach to Implementation
- Assists in Establishing Community Stakeholders
  - Let your community know of your commitment to EHS@S
- Networking with Industry Peers



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## *Resources Available*

- CSMS Implementation Manual
- CSMS procedures
- Capability to provide members with best practices
- Regulatory support through ChemAlliance.org
- Committees focusing on specific areas of EHS&S interest
- Training & awareness through webinars, teleconferences, seminars such as Global Chem and Security Summit
- Regulatory tools such as TSCA manual and Security Vulnerability Assessment manual
- DVDs of mock audits
- Operator Training Manual
- Network Request Program (SOCMA Q&A Page) among SOCMA members
- Full time ChemStewards® staff
- Facility and auditor checklists with a CSMS Verification Objectives Document
- Member networking at annual regional meetings & awards dinner
- Press assistance



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## *Recognition Opportunities*

ChemStewards® has numerous options of providing recognition to member companies. Some of these include but are not limited to member employee's efforts, peer recognition, community, and industry recognition. Some examples are:

- Annual Performance Improvement Awards Program
- Certification announcements
- Press Releases
- Certificate of Conformance and Flag
- Web site recognition
- Social media
- Agency recognition
- Excellence Merit Tiering Announcements

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## *SOCMA Q&A Page*

- Formally known as the “Member Request Tool”
- Format is user friendly
- Allows SOCMA members to pose a question to a sub-network of members and others to share their answers, suggestions and comments
- Provides a framework for more SOCMA members to interact more frequently based on other similar interests and ideas



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## *ChemStewards<sup>®</sup> Team*

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*Questions?*

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# 2011 EHS&S and Sustainability National Conference-*Hosted by ChemStewards®*

**Where:** Hilton Americas-Houston

**When:** May 18<sup>th</sup>, 2011

**What:** **FREE** National Conference for SOCMA Members focusing on Sustainability and Business

*\*Non-Members welcome (early bird price \$49.99)*

Interested in sponsoring? Contact Megan Ferrall at [ferrallm@socma.com](mailto:ferrallm@socma.com) or 202-721-4184

For more information and registration visit:

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