Responsible Care Implementation Checklist

Guiding Principles and Leadership

☐ Complete introduction to American Chemistry Council and Responsible Care Program

☐ Sign and return the Guiding Principles (Executive Contact)

☐ Provide visible support to Responsible Care Implementation

☐ Integrate into EHSS and Business Management processes

Performance Reporting

☐ Understand metric definitions and current company metric practices

☐ Determine applicable metrics

☐ Collect year one data

☐ Orient to Metric Reporting Website

☐ Complete initial metric reporting

☐ Fine internal data collection systems as needed

☐ Complete year two reporting

Security

☐ Prioritize facilities into Tiers 1 – 4

☐ Complete Security Vulnerability Analyses (SVA’s) – full SVA for Tiers 1 – 3; modified SVA for Tier 4

☐ Implement corrective actions from SVA’s

☐ Outreach and verify corrective actions with key external security stakeholders (not required for Tier 4)

☐ Sign and return Security Code Affirmation Statement (Executive Contact)
Management Systems

- Understand Management System scope and options
- Select Technical Specification to be audited against (RCMS or RC14001)
- Complete Pre-Gap Analysis to understand how Technical Specification applies to your specific business situation
- Complete EHSS Hazard / Risk analysis or Aspect / Impact Analysis
- Complete appropriate Gap Analysis
- Select Auditing Company
- Develop and document HQ and Facility Management Systems
- Train personnel
- Implement and operate management systems
- Conduct third party audits
- Complete corrective actions