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