

# Audit Team Audit Logistics Plan

## <Park name>

1. **PURPOSE:** The purpose of this document is to describe the process for conducting and completing an environmental audit of concessioners located with the above named park. Topics covered in this Audit Logistics Plan include the audited entity, the audit criteria, the period under review, the audit team members, the audit team logistics, and the proposed audit schedule.
2. **AUDITED ENTITY:** Only the facilities, services, and operations located within the park boundaries are audited. Specific concession activities, including associated facilities and services, that will be audited are:

CONCID – Concessioner Name	
<ul style="list-style-type: none"> <li>Food Service</li> <li>Lodging</li> <li>Marina</li> </ul>	<ul style="list-style-type: none"> <li>Retail Operations</li> <li>Water Transportation</li> </ul>

### 3. AUDIT CRITERIA

**Federal:** As presented in 2006 NPS Environmental Audit Program Operating Guide and associated EnviroCheck Sheets (listed below):

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Air Quality Management</li> <li>CFC and Halon Management</li> <li>Emergency Response Planning and Reporting</li> <li>Environmental Purchasing</li> <li>Fuel Storage Management</li> <li>Hazardous Materials Management</li> <li>Hazardous Waste Management</li> <li>Laboratory Chemical and Waste Management</li> </ul> | <ul style="list-style-type: none"> <li>Pesticide Management</li> <li>Solid Waste Management</li> <li>SPCC Planning</li> <li>Storm Water Management</li> <li>Universal Waste Management</li> <li>Used Oil Management</li> <li>Wastewater Management</li> </ul> |
|--|---|

Note: [The Final NPS Environmental Audit Program Operating Guide \(January 2006\)](#) and associated [EnviroCheck Sheets \(2010 Updates\)](#), and the draft [NPS Commercial Services Program EnviroCheck Sheets](#) will be used as guidance in citing regulations.

**State:** Associated [Minnesota](#) regulations.

**Tribal:** [Not Applicable. No property within reservation boundaries.](#)

**Local:** To be determined.

4. **PERIOD UNDER REVIEW:** This is a [baseline/routine](#) NPS Commercial Services Program environmental audit. The period under review is the [previous full calendar year to the last day of the audit site visit \(January 1, 2012 to September 19, 2013\).](#)

### 5. AUDIT TEAM

Name	Organization	Audit Team Role
<a href="#">Name</a>	<a href="#">PRIZIM Inc.</a>	Audit Team Leader
<a href="#">Name</a>	<a href="#">PRIZIM Inc.</a>	Auditor

**6. SCHEDULE**

Date	Location	Activities	Lodging
Tues, June 23		Travel from DEN to INL	International Falls
Wed, June 24	Kettle Falls Hotel	8:00 am – Travel to Ash River (1 hr) 9:00 am – Travel to Kettle Falls Hotel (1 hr) 10:00 am – In-brief, review of AQ w/ VOYA002 11:15 am – Site visit of VOYA002 3:30 pm – Informal exit-brief w/ VOYA002 4:15 pm – Return to Ash River (1 hr)	International Falls
Thurs, June 25	International Falls	8:30 am – Exit-brief with Park at Park HQ 9:45 am – Travel to DEN from INL	

**7. AUDIT TEAM LOGISTICS**

**Travel**

Who	Arrive/Depart - Date	Where	Airline – Flight #	Time
EMDA	Depart – 06/23/09	Denver, CO - DIA	Northwest #3034	10:56am MST
	Arrive – 6/23/09	International Falls, MN		12:45 pm MST
	Depart – 6/25/09	International Falls, MN	American #567	4:55pm MST
	Arrive – 6/25/09	Denver, CO - DIA		7:00pm MST

Who	Arrive/Depart - Date	Where	Airline – Flight #	Time
JEJE	Depart – 06/23/09	Denver, CO - DIA	Northwest #3034	10:56am MST
	Arrive – 6/23/09	International Falls, MN		12:45 pm MST
	Depart – 6/25/09	International Falls, MN	American #567	4:55pm MST
	Arrive – 6/25/09	Denver, CO - DIA		7:00pm MST

**Hotel**

Tuesday-Thursday, Holiday Inn, 888-897-0084  
1500 Hwy 71, International Falls, MN 56649

Confirmation # 123456788  
Confirmation # 123456789

**Vehicle**

Rent car from National. Confirmation # 111222333444

\*\*\* Please carefully review the General Safety Checklist and the Packing List attached. Due to the nature of the work, NPS Commercial Services employees may need to enter various types of facilities. Facilities may include maintenance shops, warehouses, emergency generator buildings, paint shops, boiler rooms, motor pool or vehicle garages, janitor rooms, and utility shops, just to name a few. Each facility may have unique hazards and it is important that you remain cautious and aware of these hazards by reviewing the following checklist on a regular basis. For more detailed information, please refer to the National Park Service Commercial Services Auditor and Travel Safety Fact Sheet.

**EnviroCheck Sheet Assignments**

<b>NPS EnviroCheck Sheet</b>	<b>Resp</b>
Air Quality	Initials
CFC and Halon Management	Initials
Emergency Planning and Reporting	Initials
Environmental Purchasing	Initials
Fuel Storage Management	Initials
Hazardous Materials Management	Initials
Hazardous Waste	Initials
Laboratory Chemical and Waste Management	Initials
Pesticide Management	Initials
Solid Waste Management	Initials
SPCC Planning	Initials
Storm Water Management	Initials
Universal Waste Management	Initials
Used Oil	Initials
Wastewater Management	Initials

<b>NPSCS EnviroCheck Sheet</b>	<b>Resp</b>
Campgrounds and Trailer Villages	Initials
Environmental Management Systems	Initials
Food Service	Initials
Gas and Service Stations	Initials
Golf Courses	Initials
Guide and Outfitter Services	Initials
Horse, Mule, and Animal Husbandry Operations	Initials
Laundry, Swimming Pool, Shower and Bathhouse Operations	Initials
Lodging Management	Initials
Marina and Watercraft Rental Operations	Initials
Medical Clinics	Initials
Photo Laboratory	Initials
Retail Operations	Initials
Tennis Courts	Initials
Transportation Operations	Initials
Water Guide Services	Initials
Winter Sports Operations	Initials

**REMINDER: Information to include on auditor notebooks**

*First page for each CONCID*

- Auditor's Name
- Company or Agency Representation (e.g. PRIZIM Inc., NPS Commercial Services)
- Audit Team Leader
- Audit Team Members
- CONCID
- Dates of audit

*Following pages*

- Auditor's Initials
- CONCID
- Date of that particular page entry
- Page Number/Total Pages (e.g., page 5/22)

**CONTACT INFORMATION :**

Park Contact Name, Park Contact Phone  
Park Contact Email

Park Contact Name, Park Contact Phone  
Park Contact Email