
Credit: Thomas Cristofoletti for USAID

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USAID Bureau for Global Health (GH)

Environmental Mitigation and Monitoring Report (EMMR) Factsheet

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Key Facts about EMMRs

Environmental Mitigation and Monitoring Reports (EMMRs) are the primary tool for Implementing Partners (IPs) to report to USAID Agreement/Contracting Officer's Representatives (AORs/CORs) on environmental compliance as part of routine project performance reporting.

An EMMR provides updates on the status of specific mitigation measures and monitoring activities listed in the associated Environmental Mitigation and Monitoring Plan (EMMP). The EMMP is built upon the requirements of the governing Initial Environmental Examination (IEE) document, which may cover global or country-specific activities.

QUESTIONS?

If you have any questions or comments regarding EMMRs or GH environmental compliance in general, please email:

GHCOMPLIANCESUPPORT@USAID.GOV

Mitigation measures may include standard best practices, such as adhering to standard best practices for the proper management of hazardous healthcare waste, and/or site-specific requirements, such as incorporating stormwater management features into newly constructed healthcare facilities.

Together, EMMPs and EMMRs help IPs fulfill their contractual obligations to conduct effective mitigation and monitoring. EMMRs also allow AORs/CORs to monitor compliance of award instruments under their purview, in accordance with USAID's Environmental Procedures in Automated Directives System Chapter 204 (ADS 204).

IPs will prepare EMMRs, and AORs/CORs will review them to verify implementation of the required mitigation and monitoring program, as well as assess the effectiveness of the mitigation measures. IPs and AORs/CORs will then work together to address deficiencies through corrective actions and adaptive management.


Credit: USAID Asia flickr

Who prepares the EMMR?

The EMMR is developed by the IP and provided to the AOR/COR for review.

When is the EMMR due?

The EMMR is typically due within 45 days after the end of the fiscal year, but some IEEs may have different due dates. IPs **must** check the standard conditions of their governing IEE document to confirm the due date of the EMMR.

How do we begin writing an EMMR?

First review the IEE, EMMP, and supplemental EMMP, if applicable, to understand which project elements require compliance reporting. The EMMR template may be downloaded HERE. Next, review Page 2 of this Factsheet for guidance on preparing an effective EMMR.

How to Prepare an Effective EMMR

1. Copy the Projects/Activities/Sub-Activities listed in the governing EMMP into Column 1 of the EMMR.

2. Copy the mitigation measure(s) listed in the EMMP into Column 2 of the EMMR.

3. Summarize the status of field monitoring, issues, and resolutions per each mitigation measure in Column 3 of the EMMR. Consider:

- Has the mitigation measure been conducted?
- Did the mitigation measure successfully reduce or eliminate negative impacts?
- Was the mitigation impact different than stated in the EMMP?

4. Describe any outstanding issues affecting the successful implementation of any of the mitigation measures in Column 4. Consider:

- Was any part of the mitigation measure incomplete or undone?
- Does the mitigation measure require any modifications (i.e. corrective actions)?

5. Submit the completed EMMR to the AOR/COR by the reporting due date indicated in your IEE.

Remember to look for:

*** Sufficient Information:** The EMMR must communicate the status of each mitigation measure such that the AOR/COR can determine whether it was implemented and assess the effectiveness of the measure.

*** Verifiable Data:** Communicate how Responsible Parties are conducting field verification of EMMR statements (e.g., reviewing documents and records or documenting field visit dates). Photographs, with corresponding dates and written captions, should be a standard practice of EMMRs.

*** Adjustments or Corrective Actions:** When deficiencies or instances of noncompliance are encountered, the EMMR should describe the steps identified to respond and whether the steps are completed or planned.

If you would like feedback from the GH Bureau Environmental Officer (BEO) on your EMMR, you may submit it for a courtesy review by emailing ghcompliancesupport@usaid.gov.

WHAT IF WE HAVE NOTHING TO REPORT?

IPs must submit EMMRs even if the due date arrives before activities begin. The EMMR must indicate whether activities have started, expected start dates of activities (if known), the status of each mitigation measure, and any anticipated environmental compliance issues.

EMMR Spotlight

The screenshots below are extracts from a country-level EMMR for a hypothetical USAID mechanism called the Disease X Initiative (DXI).

Note the following EMMR best practices that have been used:

- Mitigation measures have been properly transferred from the EMMP to Column 2 of the EMMR
- Status statements in Column 3 show field verification has been conducted by Responsible Parties
- Includes a captioned photo from site visits to illustrate implementation of a mitigation measure in Section 5.0

Project/Activity/Sub-Activity	Mitigation Measure(s)	Summary Field Monitoring/Issues/Resolution (i.e. monitoring dates, observations, issues identified and resolved)	Outstanding Issues, Proposed Resolutions
Activity Category 3: Public Health Commodities			
Activity 3: Demonstration of the proper administration of treatment and vaccination options for Disease X			
Procurement, storage, and treatment and/or disposal of public health commodities.	a) Trainings will include discussion on best management practices concerning the proper handling, labeling, storage, and treatment and/or disposal of public health commodities and other hazardous healthcare waste.	a) Verified training materials contained best management practices. Observed availability and use of appropriate waste management, including adequate containers, at demonstration sites.	No Outstanding Issues
	b) Development of effective inventory tracking system to avoid over-supply, which can result in large quantities of expired commodities requiring treatment and/or disposal.	b) Conducted annual quantification of health commodities requirements. No inventory control issues.	No Outstanding Issues
	c) Development of Waste Management Plan (WMP), or comparable standard operating procedure (SOP), that adheres to host country laws, including Ministry of Health (MOH) guidance, in addition to the World Health Organization (WHO) Safe Management of Wastes from Healthcare Activities handbook.	c) Verified development and implementation of appropriate WMP containing references to applicable host country laws and WHO guidance.	
	d) Ensure WMP (or comparable SOP) includes safe storage and offsite transportation of the waste to a certified waste management facility.	d) Verified development and implementation of appropriate WMP, including procedures for waste storage and offsite transportation.	

HOW DO WE LEARN MORE ABOUT THE CASE STUDY?

The full DXI Case Study is available on the GH Environmental Management Portal. IPs requiring access, should send a request to: GHCOMPLIANCESUPPORT@USAID.GOV.

5.0 ATTACHMENTS

Hazardous healthcare waste storage room observed with appropriate signage, working locks, and adequate space for waste storage prior to offsite transport.