This fact sheet outlines best practices for Implementing Partners to prepare an EMMR.

PEER EMMR Sampling

(Photo Credit: USAID)

Water Testing

(Photo Credit: USAID)

Key Facts about EMMRs

EMMRs are required for USAID-funded activities when the 22 CFR 216 documents governing the project (i.e., Initial Environmental Examination (IEE)) impose conditions on at least one component with reasonably foreseeable adverse impacts that require mitigation. The EMMR provides updates on the status of specific mitigation measures and monitoring listed in the associated Environmental Mitigation and Monitoring Plan (EMMP). The EMMP is built upon the requirements of the governing IEE, which may cover global or country-specific activities.

EMMRs are the primary reporting tool for Implementing Partners (IPs) to inform USAID Agreement/Contracting Officer's Representatives (AORs/CORs) on the status of environmental compliance over the life of the activity.

> **EMMRs are prepared by the IP and submitted quarterly or annually as part of normal reporting, or as specified in the award and governing IEE.**

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

Tips for Success

- ☑ Use the **USAID EMMR Template**
- ☑ **Begin by reviewing the governing IEE and EMMP for specific EMMR requirements**
- ☑ **Include the Bureau Tracking ID of the governing IEE and EMMP in the EMMR**
- ☑ **Be clear about the status of each activity/sub-activity during the reporting period (i.e., if an activity has not started yet, indicate that in the report)**
- ☑ **Provide an update on the mitigation measures for each activity/sub-activity**
- ☑ **Include photos, test results, training logs, and other supporting documentation**
- ☑ **Indicate whether mitigation measures and monitoring requirements are effective, and if not, indicate needed adaptive management or corrective actions**
- ☑ **Reach out to the USAID A/COR or BEO for guidance if there are environmental compliance concerns or issues to be addressed**
- ☑ **EMMRs should be succinct and factual, and submitted to A/COR for USAID approval. Final EMMRs are posted to the Environmental Compliance Database**

USAID Review Process:

The A/COR will review the submitted EMMR based on the items above and distribute within USAID for other approvals per Bureau procedures. USAID may identify areas of interest to include in the next EMMR or identify areas that appear to be out of compliance that need to be addressed immediately.

PREPARING AN EMMR

Section 3.0 PROJECT/ACTIVITY SUMMARY

This section summarizes the project/activity being funded by USAID, including any sub-activities or related actions. Unless there are any changes in project/activity scope, location, or other elements, this section should be copied from Section 1.0 of the governing EMMP.

Section 4.0 ENVIRONMENTAL COMPLIANCE MONITORING AND REPORTING

This section reports on the overall status of the project/activity, including what specific sub-activities are in progress and which mitigation measures and monitoring requirements have been performed. Describe any progress or accomplishments in environmental compliance demonstrating successful environmental mitigation or monitoring, as well as indications of adverse environmental impacts (e.g., exceedance of water quality standards). If activities have not yet begun, include expected start dates of activities (if known) and any anticipated environmental compliance issues.

[Environmental Mitigation and Monitoring Report]

Section 5.0 LESSONS LEARNED

This section describes any lessons learned during the preceding implementation period. Consider what is working well or not working and describe how any challenges and/or opportunities have been addressed or are anticipated. This may include identification of impacts and corrective actions taken; activity-specific issues hindering implementation; host country regulatory requirements encountered and how they were addressed; challenges faced/overcome pertaining to testing (water quality, lead (Pb), etc.).

Section 6.0 ATTACHMENTS

This section should provide supporting documentation or linked files such as site visit reports; before, during, and after photos of mitigation measures and activities; waste disposal logs; water, air, and soil testing results; bills of material; and photos of labels (such as paint showing amount of Pb (<90ppm), pesticide container).

EMMR TABLE

This table should include all project/activity/sub-activities and associated mitigation measures from the governing EMMP and summarize the status of field monitoring, issues, and resolutions per each mitigation measure in Column 3 of the EMMR. Consider the following questions.

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

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

- **Was any part of the mitigation measure incomplete or undone?**
- **Does the mitigation measure require any modifications (i.e., corrective actions)?**
- **Did the mitigation measure appropriately address the environmental risk?**