

A170027 PBS, Office of Facilities Management

Designated Responding Official: Andrew Heller, Assistant Commissioner, PBS Office of Facilities Management

Contact Person: Martin Gusky, Director, Facility Risk Management Division, PBS OFM

Telephone Number: (202) 527-2149

Date: 3/22/2019

Audit report number- A170027– Audit of Environmental Issues at the Goodfellow Federal Complex in St. Louis, Missouri	Recommendation Number 0 0 1	Proposed Recommendation Completion Date: October 2019
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Recommendation

We recommend that the PBS Commissioner: Conduct a comprehensive assessment of the PBS Occupational Safety and Health Program, focusing on the program’s ability to ensure compliance with applicable occupational safety and health requirements. Take corrective action to address any weaknesses identified through the assessment.

<u>Action to be Taken Step by Step</u>	<u>Supporting Documentation to be sent to the GSA IG Office.</u>	<u>Documentation Will be Sent Last Day</u>
<u>001</u> Issue PBS Safety & Health Management Policy and Desk Guide	Final signed directive	7/31/2019
<u>002</u> Conduct PBS employee training on the PBS Safety & Health Management Policy and Desk Guide	Training slides, dates conducted and attendee lists	10/31/2019
<u>003</u> Ensure PBS offices received the updated GSA Order 5940.2	Copy of email promulgating the order to the appropriate PBS offices	5/31/2019
<u>004</u> Complete national PBS A123 health and safety review for OSHA compliance	Report of A123 key controls review for compliance including action needed to strengthen compliance	10/31/2019

A170027 GSA, Office of Administrative Services

Designated Responding Official: Robert Stafford, Chief Administrative Services Officer,
Office of Administrative Services

Contact Person: David Marciniak, Safety and Occupational Health Manager

Telephone Number: (202) 219-3500

Date: 3/22/2019

Audit report number- i.e. A170027– Audit of Environmental Issues at the Goodfellow Federal Complex in St. Louis, Missouri	Recommendation Number 0 0 2	Proposed Recommendation Completion Date: May 2019
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Recommendation

We recommend that the PBS Commissioner: Finalize updates to the GSA Occupational Safety and Health Program Order to ensure transparency and adherence to OSHA requirements regarding environmental contamination in PBS facilities.

<u>Action to be Taken Step by Step</u>	<u>Supporting Documentation to be sent to the GSA IG Office</u>	<u>Documentation Will be Sent Last Day</u>
<u>001</u> Issue updated General Services Administration Occupational Safety and Health Program Policy Directive	GSA Order ADM 5940.2	5/31/2019
<u>002</u> Distribute the updated policy to all regions.	Email with Directive and instruction sent to appropriate GSA offices	5/31/2019

A170027 PBS, Heartland Region (06)

Designated Responding Official: Kevin Rothmier, Regional Commissioner
 Contact Person: Brad Nies, Program Manager, Facilities Management Division
 Telephone Number: (816) 654-3828
 Date: 3/22/2019

Audit report number- A170027– Audit of Environmental Issues at the Goodfellow Federal Complex in St. Louis, Missouri	Recommendation Number 0 0 3	Proposed Recommendation Completion Date: May 2019
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Recommendation

We recommend that the PBS Regional Commissioner, Heartland Region, institute controls to ensure that the safety of tenants, contractors, and visitors to the Goodfellow complex is protected by preventing exposure to all hazards and posting safety plans when appropriate.

<u>Action to be Taken Step by Step</u>	<u>Supporting Documentation to be sent to the GSA IG Office</u>	<u>Documentation Will be Sent Last Day</u>
<u>001</u> Develop a site specific safety plan (SSSP) for all GSA employees who access controlled spaces and track adherence to the plan	The printed site specific safety plan	5/31/2019
<u>002</u> Require all contractors and tenants conducting work in controlled spaces to submit an SSSP for GSA review/concurrence.	The spreadsheet used to track the SSSP sheets submitted	5/31/2019
<u>003</u> Contract for service to monitor compliance of contractor SSSPs.	The printed tracking log	5/31/2019
<u>004</u> Implement regular tenant communication for updates	A copy of the email communication template.	5/31/2019

A170027 PBS, Heartland Region (06)

Designated Responding Official: Kevin Rothmier, Regional Commissioner
 Contact Person: Brad Nies, Program Manager, Facilities Management Division
 Telephone Number: (816) 654-3828

Date: 3/22/2019

Audit report number- A170027– Audit of Environmental Issues at the Goodfellow Federal Complex in St. Louis, Missouri	Recommendation Number 0 0 4	Proposed Recommendation Completion Date: October 2019
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Recommendation

We recommend that the PBS Regional Commissioner, Heartland Region, institute controls to ensure that: PBS has a complete and publicly accessible repository for all environmental studies conducted on any and all of its properties in the Heartland Region.

<u>Action to be Taken Step by Step</u>	<u>Supporting Documentation to be sent to the GSA IG Office</u>	<u>Documentation Will be Sent Last Day</u>
<u>001</u> The regional PBS program manager will maintain publicly accessible sites for GSA properties where it is required by environmental regulation.	URL and snapshot of online site content	5/31/2019
<u>002</u> Develop a file plan to organize and store environmental studies.	The written file plan	10/31/2019
<u>003</u> Organize known studies using the file plan referenced in Action 002.	Screen shot of the populated file plan.	10/31/2019

A170027 PBS, Heartland Region (06)

Designated Responding Official: Kevin Rothmier, Regional Commissioner
 Contact Person: Brad Nies, Program Manager, Facilities Management Division
 Telephone Number: (816) 654-3828
 Date: 3/22/2019

Audit report number- A170027– Audit of Environmental Issues at the Goodfellow Federal Complex in St. Louis, Missouri	Recommendation Number 0 0 5	Proposed Recommendation Completion Date: October 2019
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Recommendation

We recommend that the PBS Regional Commissioner, Heartland Region, institute controls to ensure that: All health, safety, and environmental studies are distributed upon completion to the occupants of any Heartland Region property where studies are performed.

<u>Action to be Taken Step by Step</u>	<u>Supporting Documentation to be sent to the GAO/IG Audit Management Division</u>	<u>Documentation Will be Sent Last Day</u>
<p><u>001</u> Maintain publicly accessible sites for GSA properties where it is required by environmental regulation.</p>	<p>URL and snapshot of online site content</p>	<p>5/31/2019</p>
<p><u>002</u> Institute a process for communicating the results of all environmental studies to ensure all affected parties will receive the information.</p>	<p>Written environmental studies communication process.</p>	<p>10/31/2019</p>

A170027 PBS, Heartland Region (06)

Designated Responding Official: Kevin Rothmier, Regional Commissioner
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 Telephone Number: (816) 654-3828
 Date: 3/22/2019

Audit report number- A170027– Audit of Environmental Issues at the Goodfellow Federal Complex in St. Louis, Missouri	Recommendation Number 0 0 6	Proposed Recommendation Completion Date: October 2019
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Recommendation

We recommend that the PBS Regional Commissioner, Heartland Region, institute controls to ensure that: Corrective action is taken and publicly disclosed in response to all health, safety, and environmental studies performed within the Heartland Region.

<u>Action to be Taken Step by Step</u>	<u>Supporting Documentation to be sent to the GAO/IG Audit Management Division</u>	<u>Documentation Will be Sent Last Day</u>
<u>001</u> Institute a process for tracking all health, safety, and environmental studies action items	Written tracking process	5/31/2019
<u>002</u> Institute a process for ensuring corrective action for all health, safety and environmental studies items are completed and publicly disclosed	Written process for management controls of action items.	10/31/2019