

North Central Texas EMS Workgroup Notes

Time: Friday, June 15, 2007
9:00a.m.-12:00p.m.

Location: North Central Texas Council of Governments
600 Six Flags Drive
Centerpoint Three, 3rd Floor Tejas Room
Arlington, TX 76001

Introductions

Workgroup made introductions and discussed role/stages of EMS at their organization

Environmental Policy Working Session, Writing an Environmental Policy for your Organization

- Length of Environmental Policy - Short vs. Long (depends on what is suitable for your organization)
- Contains Specifics about your organization
- P2 Compliance
- Policy (EMS Manual)
 - Procedures
 - Work Instructions
 - Pre-records/ Forms
- Resources: www.peercenter.net
- Pros and Cons to having two Versions of Policy
 - Pollution prevention
 - Source reduction
 - Proactive Vs. Reactive
 - Production
 - Having Sub-versions of policy
 - Recycling
 - Environmental Compliances

- Getting you involved
- Who develops an Environmental Policy
 - Every one in the organization or a select view
 - Perception of policy
- Executive Management- Have to sign off approach to Management
 - 30 second sales pitch
 - Use Pictures
 - Representative- EMR
- Policy advisable to Publications
- Review Policy Annually

EMS at a local industry, TBD

Presentation on EMS at City of Dallas Equipment and Building Services Department by Liza Barr, Environmental and Systems Manager, City of Dallas Equipment and Building Services

Writing an Environmental Policy

Presentation: Building an Effective Environmental Management System by Kurt Middelkoop, Texas Manufacturing Assistance Center, The University of Texas at Arlington

Closing and Topics for Next Meeting

Next meeting working group will include multiple Aspects/ Impacts discussions

- Meeting times and frequency:
 - Quarterly
 - September
 - 3 hours

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Materials Needed: Environmental Policies, if your organization has an Environmental Policy please bring a copy to share with the workgroup

RSVP: June 13, 2007
Grady Coomes at (214) 243-2370 or grady.coomes@dallascityhall.com

Agenda

- 9:00AM – 9:15AM** *Networking Session, Meet and Greet*
- 9:15AM – 10:30AM** *Introductions, Environmental Policy Working Session, Writing an Environmental Policy for your Organization*
- 10:30AM – 10:45AM** *Break*
- 10:45AM – 11:15AM** *EMS at a local industry, TBD*
- 11:15AM – 11:45AM** *Writing an Environmental Policy – Kurt Middelkoop, Texas Manufacturing Assistance Center, The University of Texas at Arlington*
- 11:45AM – 12:00PM** *Closing and Topics for Next Meeting*

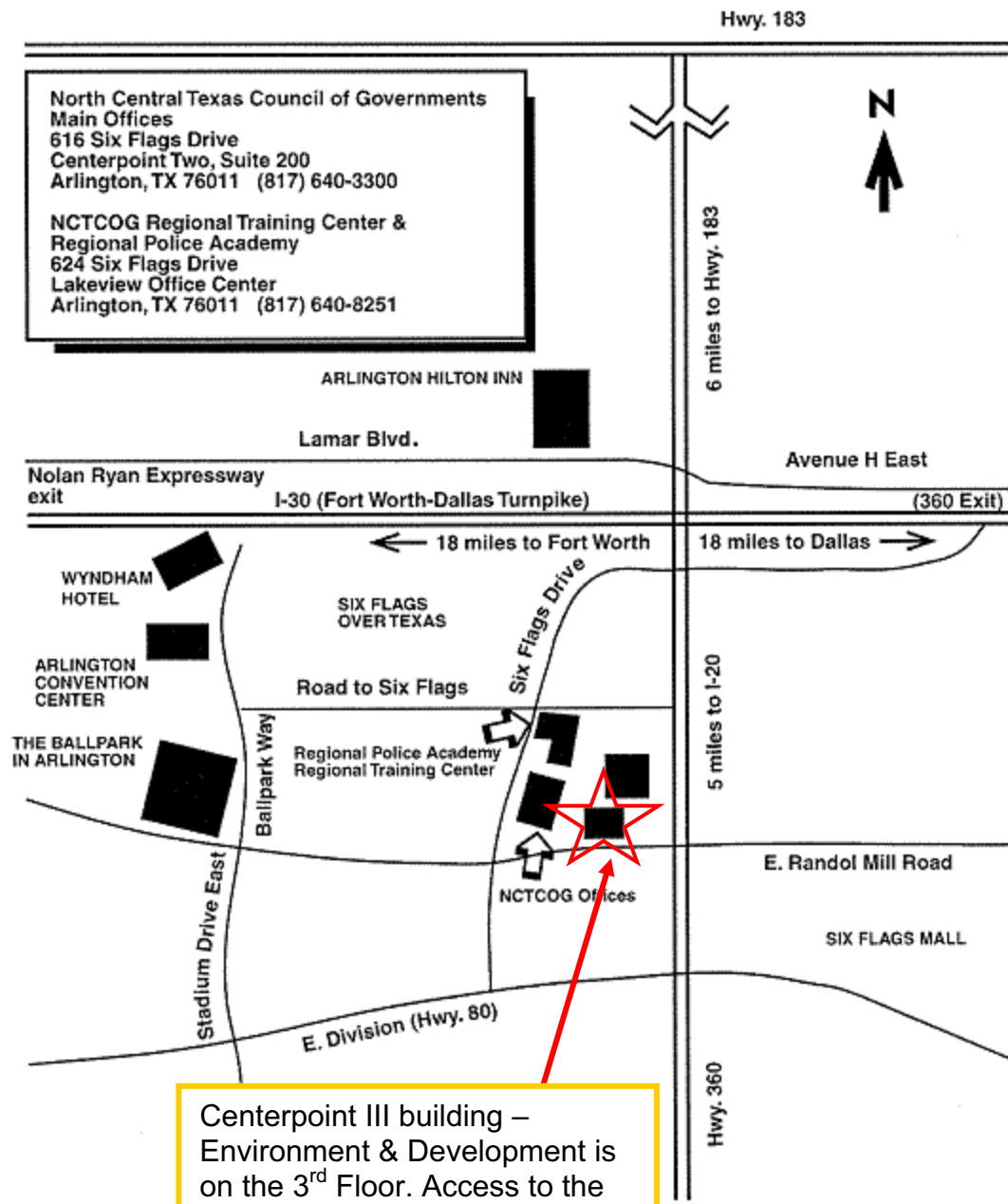
SEE MAP BELOW

For more information regarding the North Central Texas EMS Workgroup Contact:

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Environmental Project Coordinator
Dallas Water Utilities
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(214) 243-2370
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or

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TCEQ Small Business & Local Government Asst.
Dallas/Fort Worth Region Office
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Phone: 817-588-5868
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www.tceq.com
www.sblga.info
taburns@tceq.state.tx.us



Centerpoint III building – Environment & Development is on the 3rd Floor. Access to the floor is secured, so please dial extension 439 and someone will let you in.

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No.	Name/Title	Organization/Mailing Address	Phone	e-mail
	Chris Irvine Facility Services Manager	City of Grapevine 501 Shady Brook Dr. Grapevine, TX 76051	817-410-3358	chirvine@ci.grapevine.tx.us
	Chris Meeks Compliance Assistance Specialist	TCEQ Region 4 P/FW	817 588 5836	cmeeks@tceq.state.tx.us
	Jeff Hyde Public Works Inspector	City of Corinth Public Works Dept. 3300 Corinth Parkway Corinth, TX 76208	940-498-3245	JHyde@cityofcorinth. com
	Priscilla Sanchez Code Compliance Supervisor	City of Mansfield 200E Broad St Mansfield, TX 76063	817-276-4232	Priscilla.Sanchez@ mansfield.tx.us
	Louise Hanson Environ. Coordinator City of Dallas	City of Dallas 1500 Marilla Dallas, TX 75201	214-671-8980	louise.hanson@ dallascityhall.com
	Steven Pruitt Env. Coord	Exelon Power	214-623-1014	steven.pruitt@exeloncorp. com

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No.	Name/Title	Organization/Mailing Address	Phone	e-mail
	Steven Peacock ENV. Mgr	Dallas Dept of Aviation 8008 Cedar Springs Rd Dallas TX, 75235	214-670-6654	steven.peacock@ dallascityhall.com
	Aaron Martin	Emercon Services 12100 Ford Rd. Suite 200 Dallas, TX	972-744	aaron@emcon.com
	Matt Pickell EIT&S Specialist	Atlas Copco Secotec LLC 1600 S. Great SW Pkwy Grand Prairie, TX 75051	972-337-9751	matthew.pickell@us. atascopco.com
	Linda Johnson	Mansfield	817-276-4221	 linda.johnson@ci.mansfield. tx.us
	Jessica Mock ENV. Specialist	Dallas Dept. of Aviation 8008 Cedar Springs Rd. Dallas, TX 75235	214-670-7143	Jessica.mock@dallas cityhall.com
	Chad McGowan Utilities Envr. Analyst	Arlington	817-459-5891	Chad.mcgowan@arlingtontx.gov
	Grady Coomes Dallas water	Dallas water utilities	214 243-2370	grady.coomes@ dallascityhall.com



ENVIRONMENTAL POLICY

REFUSE DISPOSAL DIVISION

The Refuse Disposal Division of the City of San Diego's Environmental Services Department is entrusted with providing high quality solid waste disposal services for the citizens of San Diego and the greater San Diego metropolitan area. We are dedicated to carrying out this responsibility in a manner that demonstrates true leadership in environmental management while continuing to provide the highest level of service. By implementing and maintaining an Environmental Management System, we are committed to an ongoing effort of promoting environmental responsibility as an organization as well as emphasizing a heightened environmental awareness to all interested parties and stakeholders.

We will demonstrate our commitment to this policy through:

- Regulatory Compliance – We will meet or exceed all applicable regulatory requirements,
- Prevention of Pollution – We will identify and prevent or minimize pollution in all areas attributed to our operations, wherever feasible, and
- Continual Improvement – We will continue to seek out ways to improve our environmental performance using this policy as the basis upon which we set our objectives and targets.

This policy will be conveyed to all Refuse Disposal Division staff, our consultants and contractors and made available to regulatory agencies, the public, or other interested parties upon request.

Director, ESD
Environmental Services Department

Assistant Director, ESD
Environmental Services Department

Deputy Director,
Disposal Division

EMS Project Manager Refuse
Disposal Division

KING COUNTY SOLID WASTE DIVISION
ENVIRONMENTAL POLICY
Environmental Awareness Program/Environmental Management System
POL # EMS 001
Adopted February 24, 2000

The overall function of the Solid Waste Division is to reduce the impact of solid waste on the environment. This is accomplished by helping people in the region to manage waste responsibly through reuse, reduction, recycling, and responsible disposal.

The Division is committed to leading change and innovation in how waste is managed, and how its own facilities and operations function. We will do all we can to ensure that waste is managed in the most environmentally secure method possible; and that the activities of the Division will have the least adverse affect on the environment. Our objectives are to:

- Continually improve our environmental performance through self-assessments and innovation; and to meet or exceed the environmental standards set by all applicable laws and regulations.
- Minimize use of raw materials by using recycled products and renewable energy sources in our daily work, and show others how to do the same.
- Use non-toxic materials whenever possible, and promote their use to the public.
- Practice sustainable development, and use our facilities as models for sustainable development practices.
- Support the practice of product stewardship.
- Minimize releases to air, water and land.
- Safeguard the environment for future generations.
- Take corrective action, when appropriate.
- Be a responsible neighbor.
- Be open with our employees and the public on environmental issues and concerns. Be responsive to their suggestions on environmental improvements.



G.R.E.E.N. Policy

Goal: Tri-Met's goal is to be an environmental leader. Tri-Met is committed to not just being in compliance with environmental regulations, but to going beyond compliance to prevent pollution and reduce our impact on the environment.

Reduce, Reuse and Recycle: Reduce our negative impacts on the environment by reducing waste, reusing materials and recycling waste. Show a preference for products made of recycled materials.

Educate: Educate employees to be environmentally responsible and achieve environmental goals. Educate the public on the benefits of transit and how riding transit reduces pollution and helps meet the region's land use goals. Educate our business partners on the benefits of transit and employer commute options.

Energy Conservation: Implement conservation measures that consume less energy including fuel, electricity and time.

Nature: Conserve natural resources by working toward a long-term goal of sustainability using The Natural Step framework as guidance. Work to minimize significant environmental impacts identified in Tri-Met's environmental management system by setting and reviewing environmental objectives and targets.

This annually updated policy has been distributed to all employees and is approved by the General Manager on _____.

Port Commission Environmental Policy

The Port of Portland is committed to achieving its mission through responsible environmental stewardship and implementing proactive environmental programs. The Port integrates environmental considerations into all aspects of its strategic planning and business decision-making.

The Port will actively seek resolutions to environmental issues by endeavoring to achieve the following goals:

Compliance: Comply fully and promptly with all applicable environmental laws, regulations, and Port policies.

Planning: Integrate environmental costs, risks, impacts, and public concerns into operating decisions and facility development planning processes.

Natural Resources: Minimize impacts and seek opportunities to enhance natural resources while carrying out Port projects.

Pollution Prevention: Minimize pollution and waste through source reduction, reuse, or recycling.

Management Commitment: Communicate this policy and its requirements and deliver the training, tools, and resources required to implement this policy.

Government Relations: Develop cooperative working relationships with agencies and promotes development of sound environmental legislation and regulation.

Community Relations: Provide community outreach and leadership on environmental issues and respond in a timely fashion to inquiries or expressions of concern regarding environmental issues related to Port and tenant activities.

Performance: Improve the Port's environmental performance through regular monitoring and evaluations.

Quality: Achieve superior environmental performance and work product.

Continuous Improvement: Continuously improve the effectiveness of the Port's environmental program.

Implementation of this policy is the responsibility of all employees.

April 29, 2003

MEMORANDUM

SUBJECT: EPA Region 6 Environmental Management System (EMS) Policy

FROM: Richard E. Greene /s/ *Richard Greene*
Regional Administrator (6RA)

TO: All Region 6 EPA/SEE/Contractor Employees

Region 6 is committed to reducing both environmental impacts and the consumption of natural resources in its operations and facilities. Our goals extend beyond legal and mandated obligations to a higher rim of environmental conscientiousness, and demands that we become more proactive rather than reactive to environmental issues. In doing so, Region 6 fully supports and strives to meet the six Environmental Management System (EMS) goals set forth by the Administrator, Governor Christine Todd Whitman and EPA's EMS Implementation Policy dated May 17, 2002. Those goals are:

- ensure compliance by meeting or exceeding all applicable environmental requirements;
- strive to continuously improve environmental performance in terms of both regulated and unregulated environmental impacts (e.g., energy and water conservation);
- employ source reduction and other pollution prevention approaches whenever practicable;
- require consideration of environmental factors when making planning, purchasing and operating decisions;
- establish, track and review specific environmental performance goals; and
- share information on environmental performance with the public and allow appropriate opportunities for input into EMS development and implementation.

I expect full support of Region 6 managers, supervisors, and employees in ensuring these goals retain a high priority in our plans and daily operations. We must strive to maintain a positive impact upon our environment and ensure we remain the leader in the management of environmental issues.

Should you have questions or need additional information regarding our EMS Program, please contact Jerry King at 5-6400.

Adopted: September 21, 2001 Revised:

**NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION
POLICY 501.01**

Title: Environmental Policy

Statement: In the performance of its portion of the Department's mission, the Bureau of Traffic is committed to the prevention of pollution. The Bureau will strive to manage its activities to meet or exceed compliance with applicable laws, regulations and environmental performance standards. The Bureau commits itself to continual improvement through regular review of its activities, and the implementation of programs that will, where possible, reduce or eliminate the negative impacts of those activities upon the environment.

Comments:

(a) The purpose of this policy is to establish at the Division of Operations, Bureau of Traffic, an Environmental Management System designed in conformity with the ANSI/ISO Standard 14001-1996, entitled, "Environmental Management Systems Specification with Guidance for Use".

(b) This policy applies to the statewide operations of all employees of the Bureau of Traffic, both as they perform their direct service duties, and in the management of contracted services.

(c) These words shall have the following meaning in this policy:

"Environment" means the air, water, and soil of the State of New Hampshire that is or could be impacted by the activities of employees of the Bureau of Traffic as they perform their direct service tasks or manage the activities of contracted services.

"Environmental Aspect", or "aspect" means any element of the Bureau of Traffic's activities, products, or services that can interact with the environment.

"Environmental objective", or "objective" means a specific and measurable operational goal that the Bureau of Traffic commits to achieve as a result of its implementation of this environmental policy.

"Environmental Management System" means that portion of the overall management structure of the Bureau continually devoted to planning, determining responsibilities, implementing practices, allocating resources, and reviewing attainment of the environmental objectives set in accordance with this policy.

"Impact" means any change to the environment, whether adverse or beneficial, wholly or partially resulting from the Bureau's operational activities or management of contracted services.

"Pollution Prevention" means the use of processes, materials, or products that avoid, reduce, or control adverse impact to the environment, and also result in improved efficiency and reduced costs.

(d) The Commissioners shall determine, acquire and allocate the resources required to implement this policy. To support this effort, they shall name a person to serve as the Environmental Management System Manager. This person is responsible to:

1. Assist in the development and implementation of environmental management system procedures;
2. Assist staff of the Bureau of Traffic in the identification of environmentally significant aspects of operations, and identification of the impacts such activities have or could have upon the environment;

ISO 14001

Environmental Policy

Atlas Copco Drilling Solutions, through our employees and subcontractors, conducts business utilizing a certified environmental management system. Drilling Solutions complies with applicable environmental legislation and regulations in all of our operations and processes. Beyond legal requirements, our goal is to continuously improve our environmental performance for our customers and community.

*FINAL DRAFT***ENVIRONMENTAL MANAGEMENT POLICY**

Albemarle County Public Schools is committed to protecting human health and the environment. This commitment includes meeting or exceeding Federal, State, Local and other applicable environmental requirements; instituting pollution prevention initiatives where practicable and feasible; developing and implementing an Environmental Management system (EMS); continually improving the EMS by setting environmental objectives and targets; and developing management programs to ensure the environmental objectives and targets are met.

The operational responsibility for administering this policy and for implementing EMS procedures, including but not limited to revision or amendment of EMS procedures as deemed necessary from time to time, is delegated to a staff-level committee (the EMS Steering Committee) with the assistance of the Environmental Compliance Manager under the direction and supervision of the Division Superintendent/designee.

This Environmental Management Policy shall be communicated to all employees of Albemarle County Public Schools, and shall be made available to the public upon request.

Approved:



Environmental Management Policy

Massachusetts Port Authority (Massport) is committed to operate all its facilities in an environmentally sound and responsible manner.

Massport will strive to minimize the impact of its operations on the environment through the continuous improvement of its environmental performance and the implementation of pollution prevention measures, both to the extent feasible and practicable in a manner that is consistent with Massport's overall mission and goals. To successfully implement this policy Massport will develop and maintain management systems that will:

- Ensure the environmental management policy is available to staff, tenants, customers and the general public.
- Ensure compliance with all applicable laws and regulations.
- Ensure that environmental considerations are included in the business, financial, operational, and programmatic decisions, including feasible and practicable options for potentially exceeding compliance with applicable regulatory requirements.
- Define and apply sustainable design principles in the planning, design, operation and decommissioning of its facilities.
- Define and establish environmental objectives, targets and best management practices and monitor performance.
- Provide training to and communication with staff and affected tenants regarding environmental goals, objectives and targets and their respective roles and responsibilities in fulfilling them.
- Incorporate monitoring of Massport and Massport tenants' environmental activities.
- Include the preparation of an annual environmental performance report which will be made available to staff, tenants, customers and the general public.



DALLAS/FORT WORTH
INTERNATIONAL AIRPORT

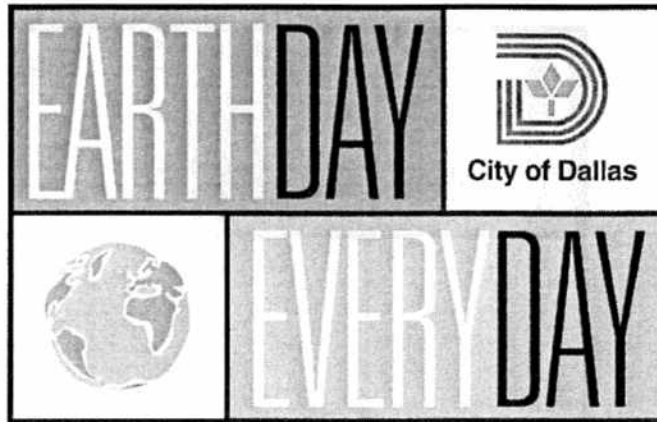
Date:	April 28, 2003	
To:	DFW Executive & Senior Staff	Dept.:
From:	<i>Jeffrey P. Fegan</i> Jeff Fegan, Chief Executive Officer	Dept.:
Re:	Environmental Management Policy	

DALLAS/FORT WORTH INTERNATIONAL AIRPORT ENVIRONMENTAL MANAGEMENT POLICY

THE DALLAS/FORT WORTH INTERNATIONAL AIRPORT IS COMMITTED TO LEADING THE INDUSTRY IN THE DEVELOPMENT, IMPLEMENTATION AND CONTINUAL IMPROVEMENT OF ITS ENVIRONMENTAL MANAGEMENT SYSTEM AND PRACTICES DESIGNED TO ENSURE ENVIRONMENTAL RESPONSIBILITY THROUGHOUT THE AIRPORT AND THE NORTH TEXAS REGION

In furtherance of this policy, DFW International Airport shall:

- Meet or exceed the requirements of applicable environmental laws and regulations and anticipate future requirements in order to initiate programs designed to meet or exceed them.
- Integrate environmental requirements as part of the decision-making process in planning, design and facility modification activities throughout DFW Airport.
- Communicate environmental policies and programs to employees, tenants, contractors, members of the public, regulatory authorities, emergency response authorities and other stakeholders.
- Adopt environmental standards embodying best management practices in order to protect the environment and ensure compliance with environmental laws and regulations.
- Advocate and encourage the adoption of sound environmental principles and practices by our tenants, contractors, vendors and suppliers.
- Safeguard the environment by continuing to establish and implement programs that reflect a commitment to pollution prevention; source reduction; waste minimization and environmentally sound waste storage, treatment and disposal practices.
- Periodically evaluate our activities and measure our performance against established goals.
- Ensure that DFW Airport Board employees are aware of their roles and responsibilities relative to implementing and sustaining DFW International Airport's environmental policy.



Environmental Policy


The City of Dallas is committed to a clean, safe, and healthy environment. As such, we will exercise environmental stewardship in our dealings with employees, other governments, citizens, City contractors, business and others in the community for our world today as well as for future generations. Caring for the environment is one of our core values, and this is demonstrated by ensuring our activities are in harmony with the natural world around us.

This commitment is embodied by the following actions:

- ❖ Implementation of programs and procedures with an intent to meet or exceed all applicable environmental laws and regulations.
- ❖ Continual improvement of our environmental performance through proactive environmental management and self-assessments and/or third-party assessments.
- ❖ Prevention of pollution at its source through implementation of best management practices and resource conservation measures to reuse, reclaim, and recycle materials we generate.
- ❖ Utilization of Environmental Management Systems, as appropriate for our operations, to provide a framework for systematically reviewing and reducing our environmental footprint.
- ❖ Employees will abide by all environmental regulations and demonstrate environmental compliance in their daily work practices.
- ❖ Educate City employees on Dallas' environmental policies and motivate and encourage employees to practice environmental stewardship by raising awareness and sensitivity to environmental issues through City policies, regulations, training, and interactive dialogue.
- ❖ Outreach to the citizens and businesses of our community by communication of this Policy and education on the importance of environmental stewardship for clean air and water and sustainable development for the City of Dallas.

Approved by Dallas City Council January 26, 2005.

Signed


Mary K. Suhm
City Manager

Building An Effective Environmental Management System

Your Environmental Policy

Kurt Middelkoop
kmiddelk@arri.uta.edu
 817-307-0613

ISO 14001:2004 Requirements

ENVIRONMENTAL POLICY

(top management providing direction and a tool for making sound decisions)

ISO 14001:2004 4.2 Requirements:
 The environmental policy needs to be:

- Appropriate to the nature, scale, and environmental impacts of the organization's activities, products, and services
- Include a commitment to continual improvement and prevention of pollution
- Include a commitment to comply with applicable legal requirements and any other requirements relating to the organization's environmental aspects
- Provide a framework for setting and reviewing environmental objectives and targets
- Be documented, implemented, and maintained
- Be communicated to all persons working on behalf of the organization
- Be available to the public

Communication of the policy may be tied to training (4.4.2a)!

ISO 14001:2004 Requirements

COMPETENCE, TRAINING, & AWARENESS

(we know the expectation for the job is in place and competent people are fulfilling those roles)

ISO 14001:2004 Requirements (4.4.2):

- Competence for those performing tasks with the potential to cause identified significant environmental impact(s) are known to be competent on the basis of appropriate education, training, or experience per the records maintained
- Training needs associated with environmental aspects and the EMS are identified
- Training or other actions needed to fulfill the identified training needs are provided for
- Procedures have been established, implemented, and are being maintained, making those working on behalf of the organization aware of:
 - The importance of conforming with the environmental policy, procedures, and requirements of the EMS
 - The significant environmental aspects and related actual or potential impacts associated with their work, including environmental benefits of improved personal performance
 - Their roles and responsibilities in achieving conformity with requirements related to the EMS
 - The potential consequences of departure from specified procedures

ISO 14001:2004 Requirements

Your own policy...

- Use the policy to build management commitment and get the engagement of employees.
- The policy statement is important to express your values on the environment, don't make it into a huge complex chore by getting "lost in the words".

ISO 14001:2004 Requirements

- Look at your organization from the front-line (the operators) and the top down (the management)
- Figure out how it is with front-line operations and why it is by discussions with management on the issues
- Break your view on the environment into three categories:
 - Environmental risk to the business
 - Environmental compliance
 - Resource consumption / On-going impacts

ISO 14001:2004 Requirements

POLICY EXAMPLES

ACTIS Manufacturing GREEN

Great Respect Equals Environmental Neatness
 ACTIS remanufactures automotive air conditioner compressors and is committed to being a GREEN leader in providing a safe, clean and healthy environment to our associates, our customers and our community. We are committed to meeting and or exceeding applicable legal and other requirements and striving for continual improvements. Our company goals are to conserve resources, reduce wastes and recover/recycle where economically feasible. We are committed to the prevention of pollution and the use of the appropriate technologies to eliminate and reduce wastes.

This policy shall be communicated to any interested parties.

ATLAS COPCO GROUP ENVIRONMENTAL POLICY

May 2002

ISO 14001:2004 Requirements

**FUJI SEMICONDUCTOR, INC.
QUALITY IS OUR MESSAGE**

Quality Policy

Customer satisfaction is FSI's goal by working together to continually improve procedures and processes.

Environmental Policy

As a partner with the Fuji Electric Group we are keenly aware of our social responsibilities as a good corporate citizen and we regard efforts to protect the global environment as one of our most important management tasks. We C.A.R.E. about the environment by:

- C. Compliance with environmental laws, regulations and standards.
- A. Aware of offering products and technologies that contribute to global environmental protection.
- R. Raising awareness to all persons working for or on behalf of the organization about environmental issues and their contribution to society.
- E. Establishing continuous improvements of the environmental management system and committing to the prevention of pollution in our organization.



•Top management has developed and maintains an environmental policy that aligns with the purpose of the organization. The policy reinforces management commitment to comply with requirements and improve the Environmental Management System. As part of the development and on-going evaluation of the Environmental Policy, management establishes and reviews environmental objectives that align to the policy.

To encourage the full commitment of all employees, steps are taken by management to maintain our Environmental Management System and to ensure that every employee has access to and understands the company Environmental Policy. The Environmental Policy and its programs will be communicated throughout the organization through one or more of the following ways including: Intranet Website, bulletin boards, banners, employee badges. The policy and programs are further reinforced at some meetings held within departments and across the entire organization (State of the Business).

Senior management reviews the Environmental Policy and objectives at least annually to determine the continuing suitability of both to the organization. The following Environmental Policy was established by management and presented to the organization on June 21, 2005:

Environmental Policy

Atlas Copco Drilling Solutions, through our employees and subcontractors, conducts business utilizing a certified environmental management system. Drilling Solutions complies with applicable environmental legislation and regulations in all of our operations and processes.

Beyond legal requirements, our goal is to continuously improve our environmental performance for our customers and community.
Revision History:

COMMUNICATION

(making sure all those on the inside are on the same page and can stay that way, and the ability to facilitate external communication)

ISO 14001:2004 4.4.3 Requirements:

Establish, implement, and maintain a procedure for:

- Internal communication among the various levels and functions of the organization
- Receiving, documenting, and responding to relevant communication from external interested parties

There is also a need to:

- Decide whether to communicate externally about the organization's significant environmental aspects
- Document the above mentioned decision
- Establish and implement a method for facilitating external communication of significant environmental aspects, if the organization choose to externally communicate those aspects

Because external communication can come from walk-ins, phone calls, email, fax, etc., make sure you cover all of the bases with the approach(es) employed!