

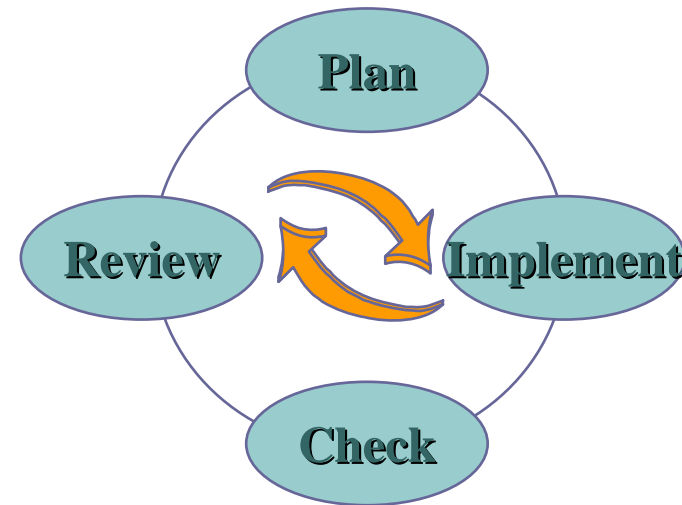


# **Environmental Management System Update**

**Transportation and  
Environment Committee**

# What is an EMS?

- It is a set of management processes and procedures that allows an organization to analyze, control and reduce the environmental impact of its activities, products and services and operate with greater efficiency and control. An EMS is a systematic way of evaluating and improving an organization's environmental issues.





## More on EMS...

- The EMS integrates the environment into everyday business operations.
- Environmental stewardship becomes part of the daily responsibility of every employee.
- An EMS is not intended to be a substitute for regulatory requirements nor does it offer regulatory relief from the law.



# EMS Departments

Aviation	Sanitation
Police	Fire
Code	Convention Center
Streets	Parks and Rec
Equipment & Building Services	Dallas Water Utilities
Public Works	





# ISO Elements In Progress

- Completely Objectives and Targets
- Operational Controls
- Training, Awareness and Competency
- Contractors
- EMS Audits
- EMS Procedures



# Objectives and Targets

- Objectives and Targets were set at three levels: City Wide, Multi-Departmental, and Department/Facility.
- Objectives and Targets were placed in the City's Action Plan
- A Two Day Workshop was Held with Departments for Development of Tasks, Schedule, and Responsibilities (Environmental Management Plans)



# Objectives and Targets

- Reporting on Objectives and Targets will be quarterly through the City's Action Plan and through web based software
- Examples of Progress to Date:
  - Streets Recycles Trash Collected from Downtown
  - Replacement of Aerosol Cans in EBS



# Operational Controls

- Each Facility Must Identify What Controls are Needed to Control Environmental Impacts
  - Structural Controls (Oil/Water Separators)
  - Administrative Controls (Work Instructions)

# Fueling Work Instruction

If possible, avoid fueling during AM and PM rush hours to minimize ozone formation.

Identify nearest fueling station to minimize miles driven.

Drive to fueling station, select fuel grade, and park next to pump.

Observe all safety measures:


- Put vehicle gear in park
- Shut off engine
- Set parking brake
- No smoking
- No cell phones

Be aware of locations of emergency shutoff, spill kit, fire extinguisher, and other safety equipment.

Dispense fuel, do not leave nozzle unattended, and do not top off tank.

Return nozzle to pump cradle, and cap to fuel tank.

Clean up any spilled fuel. See Spills work instruction.



# Training, Awareness, and Competency

- EMS Requires Environmental Training Courses are Specified for Each Job Title
- These Training Courses May Be Required by Law or Towards Sustainability
- Training Must be Tracked to Verify Employees Attend Required Training Courses



# Contractors

- Contractors Must Understand Environmental Legal Requirements Associated with Work
- Requirements Are Being Drafted by City Attorney's Office
- Educational Tools
  - Video
  - Website
  - Brochure



# Internal EMS Audit

- Auditing is the Critical Element on an EMS to Drive Continual Improvement
- ISO 14001 Requires a Complete System Audit at a Defined Frequency (Annually)
- An EMS Audit Identifies Non-Conformances (Major and Minor) and Commendable Efforts



# Internal Audits

- The EMS Internal Audit Team consists of Six Lead Auditors and 80 Voluntary Audit Team Members.
- Training of Audit Team Members Ranged from One Day to Four Days
- Two Training Audits Were Conducted at the Zoo and Southeast Service Center in October and November (Partial Systems Audit)



# Internal Audits

- Results of Training Audits
  - Almost All of the Employees Interviewed Were Knowledgeable on the Following
    - Environmental Policy
    - Emergency Procedures and Contacts
    - How Their Job Impacted the Environment
    - Environmental Improvements
  - Employees Have Embraced and Promoted the EMS



# Internal Audits

- Non-Conformances Noted
  - Contractor Education Issues
  - Need Management of Change Procedure
  - Need to Complete Legal and Other Listings
  - Assignment of Objectives and Targets and Associated Reporting
  - Finalized Procedures



# Internal Audits

## ○ Path Forward

- Complete Systems Audit of EBS Scheduled for 1<sup>st</sup> Week of February
- Complete Audits for Remaining Departments at a Rate of Two per Month
- Departments Will Receive Non-Conformances and Will Develop Corrective Action Plans



# Benefits To Date

- Employee Awareness and Participation
- Environmental Improvements
- Identification of Potential Cost Savings
- Sharing of Environmental Information Between Departments



# What's Next

- Finalize All Elements on the EMS
- Continue Auditing 11 City Departments
- Conduct Senior Management Review



# Completion of EMS

- Completion Date of First Full EMS Cycle: April 2007
- Following Completion of EMS, Retain a 3<sup>rd</sup> Party ISO 14001 Registrar to Verify Compliance with Standard
- Achieve ISO 14001 Verification – November 2007



# Summary

- An EMS is a Systematic Way to Organize, Measure, and Improve Environmental Impacts and Initiatives.
- The City is in the Process of Implementing Objectives and Targets, Identifying Training Requirements, Developing a Contractor Program and Work Instructions and Auditing.
- The City is on schedule to complete the EMS in April 2007.