

EMS Example

Example Procedure for Operational Controls

Instructions:

For each Environmental Management Program established in Task 10, procedures need to be developed that describe how each program will be implemented, and who has responsibility for implementation. These requirements must be detailed in written Operational Control Procedures.

- Operational Control Procedures must explicitly describe how environmental management activities will be implemented;
- Operational Control Procedures must link operations to significant environmental aspects, policy, objectives and targets.

Operational Control Procedures primarily describe work practices and cover the environmental control of specific operational activities. These are activity-specific in their application.

Operational Control Procedures can also cover management operations. These System Procedures cover the management and control of both the EMS and the principal environmental aspects, which the system manages. These procedures are Facility/Plant wide in their application.

See examples below.

Example Operational Control Procedure

Operation: Bulk Material Loading and unloading

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- 1 When a bulk material transport arrives at the facility, an area or department representative will direct the transport driver to the appropriate tank.
- 2 The transport driver and department representative will follow this transfer procedure:
 - 2.1 The transport driver is responsible for ensuring that the vehicle has appropriate DOT placards prior to entering the facility;
 - 2.2 The transport driver is instructed by the area or department representative regarding the facility's bulk material transfer protocol;
 - 2.3 The area or department representative indicates proper tanker spotting;
 - 2.4 The area or department representative verifies that the volume available in the bulk storage tank is greater than the volume of product to be transferred from the delivery tank. The transport driver is responsible for ensuring the capacity of the tank truck is not exceeded;
 - 2.5 The area or department representative will remove pipeline caps or blanker flanges and assure connection to the correct delivery transfer lines;
 - 2.6 The area or department representative inspects facility transfer connections for damage or material leaks;
 - 2.7 The transport driver makes all connections necessary for material transfer;
 - 2.8 The area or department representative stays alert and has a clear unobstructed view of the operation at all times during the transfer;
 - 2.9 The area or department representative will verify the transport driver is in attendance monitoring the transfer operations;
 - 2.10 The area or department representative is authorized to order the transport driver to terminate the transfer and have the driver move the tanker during an emergency;
 - 2.11 The transport driver will remove transfer lines such that excess material will flow back toward the receiving tank or catchment basin;
 - 2.12 The area or department representative will monitor the termination process.
- 3 The appropriate area or department retains copies of shipping manifests. The Environmental Management Representative or designee retains waste manifests.
- 4 The appropriate area or department head inspects the bulk material storage area weekly and completes an inspection log.

Example Operational Control Procedure for Management Operation

Operation: Environmental Review of New Projects

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- 1 Purpose: Method to identify and evaluate the environmental issues of new projects to:
 - a) Ensure that appropriate consideration is given to environmental issues prior to project approval and funding;
 - b) Ensure that new environmental aspects generated by projects are identified and their significance evaluated; and,
 - c) Provide a mechanism for the amendment of EMS programs, where relevant, to ensure that the environmental management system applies to such projects.
- 2 Activities Affected: All areas and departments
- 3 References: Environmental Aspects, Objectives, Targets, and Management Programs
- 4 Procedure:
 - 5.1 Departments initiate Project Appropriation Requests when the need for project funding becomes apparent;
 - 5.2 The initiating activity identifies and evaluates environmental issues associated with the project. A summary of this shall be documented on a Project Environmental Checklist form and the form added to the Appropriation Request;
 - 5.3 The initiating activity shall submit the Appropriation Request and completed Project Environmental Checklist for review to the EMS Representative;
 - 5.4 The EMS Representative shall review the proposed project to ensure that all relevant environmental issues have been identified, and if incomplete shall return the Appropriation Request to the initiating activity for alteration.
 - 5.5 The Environmental Management Representative, or designee, shall review the environmental aspects of the project, considering their significance;
 - 5.6 The EMS Representative may then approve the project or if unacceptable, the initiating activity will coordinate any necessary actions to satisfy concerns. The initiating activity in conjunction with the EMS Representative will coordinate any necessary prevention, mitigation or control activities associated with the project.
- 5 General Rules
 - 5.1 The Cross Functional Team evaluates significance of environmental aspects associated with projects;
 - 6.2 Facility/Plant Management Team approves any needed changes to the EMS.
- 6 Records: Records shall be retained consistent with record retention procedures