

Verification	Originator	Revised	Approved	Issued
Initials	SW			
Date	12/6/13			



City of Petersburg
Facility Management Division of Public Works

EMS Procedure

EP-4.2-1 Environmental Policy

The identification of environmental aspects includes elements arising from operations undertaken under normal, abnormal and emergency conditions. During the identification of environmental aspects, planned or new developments, new or modified activities, products and services were taken into account.

Person responsible: Steven W. Hicks		
Area of application: Facilities Management Division- Custodial Services		
Document location: http://www.petersburgva.gov/index.aspx?NID=619		
Original issue date: 12/18/2013		
Revisions		
Rev. No.	Date	Description
001		
002		
Recurring action items		
Activity	Responsibility	Frequency
1. Review and if necessary revise Environmental Policy.	ESMS Reviewer/ESMS Team	At least annually
2. Implement Environmental Policy during training awareness with employees and contractors.	Senior Executive/ESMS Management Representative	On going
3. Document Annual Review of Environmental Policy	ESMS Coordinator	Annually

Procedure Index

1.0 Purpose

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- 2.0 Scope
- 3.0 Responsibility
- 4.0 Definitions
- 5.0 Process
- 6.0 References / Related Documents

1.0 Purpose

- 1.1 The purpose of this procedure is to establish practices related to the development and implementation of the Environmental Policy for the DPW Facilities Management Division- Custodial Services.

2.0 Scope

- 2.1 This procedure is responsive to element 4.2 *Environmental Policy*, of the ISO 14001:2004 standard and covers operations of the Facilities Management Division- Custodial Services.
- 2.2 The Environmental Policy recognizes that all activities, products and services within the defined scope of the Environmental Management System (EMS) for the DPW/ Facilities Management Division- Custodial Services may cause impacts to the environment.
- 2.3 The Environmental Policy defines the environmental commitments of Facilities Management Division- Custodial Services, establishes the framework for setting objectives and targets, and provides guidance for the development, management and maintenance of the EMS.

3.0 Responsibility

- 3.1 **Senior Management** is responsible for:
 - 3.1.1 Approving the Environmental Policy;
 - 3.1.2 Ensuring the Environmental Policy is adhered to during decision-making processes;
 - 3.1.3 Must approve all revisions to the Environmental Policy.
- 3.2 The **EMS Management Representative** is responsible for:
 - 3.2.1 Documenting and implementing the Environmental Policy within the Facilities Management Division- Custodial Services;
 - 3.2.2 Maintaining meeting minutes to provide objective evidence of the process used to adopt the

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Environmental Policy by the Facilities Management Division –Custodial Services;

- 3.2.3 Properly communicating the Environmental Policy to all personnel, including all on-site contractors and those persons working for or on behalf of the organization;
- 3.2.4 Ensuring the necessary information is collected to allow Senior Management to review and determine the continuing suitability of the Environmental Policy;
- 3.2.5 Ensuring the Environmental Policy is available to the public.
- 3.3 The **EMS Team** is responsible for reviewing the Environmental Policy on a regularly scheduled basis and providing feedback to assist in the evaluation of the Environmental Policy during the Management Review.
- 3.4 The Facilities Management Division- Custodial Services is responsible for communicating the Environmental Policy to all persons working for or on behalf of the DPW/ Facilities Management Division.

4.0 Definitions

- 4.1 Refer to **EP-4.4.4-2 EMS Related Definitions Procedure**

5.0 Process

- 5.1 The Environmental Policy includes a commitment on behalf of the Facilities Management Division- Custodial Services to continual improvement and prevention of pollution. The text also includes a commitment to comply with applicable environmental legal requirements and other requirements to which the DPW/ Facilities Management Division- Custodial Services subscribes relating to the environmental aspects.
- 5.2 The Environmental Policy provides the framework for setting and reviewing environmental objectives and targets. Specific initiatives and environmental programs adopted by the DPW/ Facilities Management Division- Custodial Services will be included.
- 5.3 Preparation of the Environmental Policy will be managed by the designated EMS Management Representative and the EMS Team.
- 5.4 Comments, inquiries and suggestions submitted to Facilities Management Division- Custodial Services by external stakeholders, voluntarily or through consultation, will be considered when preparing and reviewing the Environmental Policy.
- 5.5 The Environmental Policy will be reviewed and approved by a Senior Management representative. This approval represents Senior Management’s endorsement and commitment to promote and adhere to the Environmental Policy.

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- 5.6 A hard copy of the Environmental Policy will be displayed in a prominent location and maintained in the EMS. An electronic copy of the Environmental Policy will be available on DPW/ Facilities Management Division- Custodial Services's Internet and Intranet sites.
- 5.7 The Environmental Policy will be maintained and revised through the document control protocol detailed in **EP-4.4.5-1 Control of Documents** procedure.
- 5.8 The Environmental Policy is communicated to employees, external interested parties and the public via provisions set forth in **EP-4.4.3-1 Communication** procedure.
- 5.9 Training on the Environmental Policy will be conducted during the Environmental Awareness Training and included as part of the new hire employee orientation-training program. Details for environmental training are outlined in **EP-4.4.2-1 Competence, Training and Awareness** procedure.
- 5.10 A Management Review of the Environmental Policy will be completed **at least annually**. The review will help ensure the Environmental Policy is current and reflects any changes in activities, products, services, technological options and legal and other obligations. The review will also help ensure the Environmental Policy continues to promote continual improvement and prevention of pollution. Refer to **EP-4.6-1 Management Review** procedure.
- 5.11 When a revision to the Environmental Policy is required, the Environmental Policy must be approved prior to its release as described in paragraph 5.5 above. The EMS Management Representative will coordinate the revisions of the Environmental Policy as required.

6.0 References / Related Documents

- 6.1 Meeting minutes, Agendas, and Attendance Sign-in Sheets
- 6.2 EP-4.4.5-1 Control of Documents Procedure
- 6.3 EP-4.4.3-1 Communication Procedure
- 6.4 EP-4.4.2-1 Competence, Training and Awareness Procedure
- 6.5 EP-4.6.-1 Management Review Procedure