



City of Portage

Environmental Management System (EMS)

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Environmental Management System Manual

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Appendix A: Environmental Management System Procedures

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4.1 General Requirements

The City of Portage has established and maintains an environmental management system. The scope of the environmental management system includes City Hall, Parks Department, Waste Water Treatment Plant, Street Department, and Marina.

4.2 Environmental Policy

The City of Portage's Mayor has defined the City of Portage's environmental management policy and ensures that it:

- a) Is appropriate to the nature, scale and environmental impacts of the City of Portage's activities, products or services;
- b) Includes a commitment to continual improvement and prevention of pollution;
- c) Includes a commitment to comply with relevant environmental legislation and regulations, and with other requirements to which the City of Portage subscribes which relates to its environmental aspects;
- d) Is adopted by executive order and communicated to all persons working for or on behalf of the City of Portage; and
- e) Is available to the public at the public library and by posting on the City's website.

4.3 Planning

4.3.1 Environmental Aspects

The City of Portage has established and maintains a procedure to identify the environmental aspects of its activities, products and services that it can control and those that it can influence taking into account planned or new developments, or new or modified activities, products and services in order to determine those, which have or can have significant impacts on the environment. The City of Portage has ensured that the aspects related to these significant impacts are considered in maintaining the environmental management system.

The City of Portage has kept this information up-to-date.

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4.3.2 Legal and Other Requirements

The City of Portage has established and maintains a procedure to identify and have access to legal and other requirements to which the City of Portage subscribes, that are applicable to the environmental aspects of its activities, products or services. Furthermore, the City of Portage has determined how these requirements apply to the environmental aspects and takes them into account in maintaining the environmental management system.

4.3.3 Objectives and Targets and Environmental Management Program(s)

The City of Portage has established and maintains documented environmental objectives and targets, at each relevant function and level within the City of Portage.

When establishing and reviewing its objectives, the City of Portage has considered legal and other requirements, its significant environmental aspects, its technological options, its financial, operational and business requirements, and the views of interested parties.

The objectives and targets are measurable, where practicable, consistent with the environmental policy, including the commitment to prevention of pollution, compliance with applicable legal and other requirements to which the City of Portage subscribes, and to continual improvement.

The City of Portage has established and maintains programs for achieving its objectives and targets. They include the designation of responsibility for achieving objectives and targets at each relevant function and level of the organization and the means and time frame by which they are to be achieved.

If a project relates to new developments and new or modified activities, products or services, programs have been amended where relevant to ensure that environmental management applies to such projects.

4.4 Implementation and Operation

4.4.1 Resources, roles, responsibility, and authority

Roles, responsibility and authorities have been defined, documented in an organizational chart, and communicated in order to facilitate effective environmental management.

The Mayor of the City of Portage has provided resources essential to the implementation and control of the environmental management system. The resources include human resources and specialized skills, organizational infrastructure, technology and financial resources.

The Mayor of the City of Portage has appointed a Stakeholder Committee Leader (SCL), who, irrespective of other responsibilities, has defined roles, responsibilities and authority for:

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- a) Ensuring that environmental management system requirements are established, implemented and maintained in accordance with the State’s CLEAN Community Challenge program.
- b) Reporting on the performance of the environmental management system and providing recommendations for improvement to the Mayor of the City of Portage for review and as a basis for improvement of the environmental management system.

4.4.2 Competence, training, and awareness

The City of Portage has identified training needs. It has required that all personnel and those working on behalf of the City of Portage, whose work may create a significant impact upon the environment, have received appropriate training.

It has established and maintains procedures to make its personnel at each relevant function and level, and those working on its behalf are aware of:

- a) The importance of conformance with the environmental policy and procedures and with the requirements of the environmental management system;
- b) The significant environmental impacts, actual or potential, of their work activities and the environmental benefits of improved personal performance;
- c) Their roles and responsibilities in achieving conformance with the environmental policy and procedures and with the requirements of the environmental management system, including emergency preparedness and response requirements;
- d) The potential consequences of departure from specified operating procedures.

The City of Portage personnel or contractors performing the tasks, which can cause significant environmental impacts, are competent on the basis of appropriate education, training and/or experience.

4.4.3 Communication

With regard to its environmental aspects and environmental management system, the City of Portage has established and maintains procedures for:

- a) Internal communication between the various levels and functions of the City of Portage.
- b) Receiving, documenting and responding to relevant communication from external interested parties.
- c) Sharing environmental performance information and progress on objectives and targets with the community and businesses.

The City of Portage has considered processes for external communication on its significant environmental aspects during its management review and has recorded its decision.

4.4.4 Documentation

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The City of Portage has established and maintains information, in both paper and electronic form to:

- a) Describe the core elements of the management system and their interaction (EMS manual and procedures).
- b) Provide direction to related documentation.

4.4.5 Control of Documents

The City of Portage has established and maintains procedures for controlling all EMS documents to ensure that:

- a) They can be located.
- b) They are approved prior to issuance and periodically reviewed, revised as necessary and approved for adequacy by authorized personnel.
- c) The current versions of relevant documents are available to personnel in operations essential to the effective functioning of the environmental management system.
- d) Obsolete documents are promptly removed from all points of issue and points of use, or otherwise assured against unintended use.
- e) Any obsolete documents retained for legal and/or knowledge preservation purposes are suitably identified.
- f) Documents of external origin that are necessary for the planning or operation of the environmental management system are identified and their distribution is controlled.

Documentation is legible, dated (with dates of revision) and readily identifiable, maintained in an orderly manner and retained for a specified period. Procedures and responsibilities have been established and maintained concerning the creation and modification of the various types of documentation. (Records are considered a special type of document and are discussed in section 4.5.4 of this manual.)

4.4.6 Operational Control

The City of Portage has identified those operations and activities that are associated with the identified significant environmental aspects consistent with its policy, objectives and targets. The City of Portage has planned these activities, including maintenance, in order to ensure that they are carried out under specified conditions by:

- a) Establishing and maintaining documented procedures to control situations where their absence could lead to deviations from the environmental policy and the objectives and targets;
- b) Stipulating operating criteria in the procedures;
- c) Establishing, implementing, and maintaining procedures related to the identifiable significant environmental aspects of goods and services used by the City of Portage and communicating relevant procedures and requirements to suppliers, including contractors.

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4.4.7 Emergency Preparedness and Response

The City of Portage has established, implemented and maintains procedures to identify potential emergency situations and accidents that can have an impact(s) on the environment and how it will respond to them. The City of Portage shall respond to actual emergency situations and accidents and prevent or mitigate associated adverse environmental impacts.

The City of Portage has reviewed and revised, where necessary, its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations.

The City of Portage also periodically tests such procedures where it is possible to do so.

4.5 Checking

4.5.1 Monitoring and Measurement

The City of Portage has established and maintains documented procedures to monitor and measure, on a regular basis, the key characteristics of its operations and activities that can have a significant impact on the environment. This includes the recording of information to track performance, relevant operational controls and conformance with the City of Portage's environmental objectives and targets.

Monitoring equipment has been calibrated and maintained. Records of this process have been retained according to the City of Portage procedures.

4.5.2 Evaluation of Compliance

The City of Portage has established and maintains a documented procedure for periodically evaluating compliance with relevant environmental legislation and regulations and other requirements.

4.5.3 Deviations from the EMS and Corrective and Preventive Action

The City of Portage has established and maintains procedures for defining responsibility and authority for handling and investigating actual and potential deviations, taking action to mitigate any impacts caused and for initiating and completing corrective and preventive action.

Any corrective or preventive action taken to eliminate the causes of actual and potential deviations from the EMS is appropriate to the magnitude of problems and commensurate with the environmental impact encountered. The CAR and PAR action plans include provisions for preventing occurrence or recurrence and reviewing effectiveness.

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The City of Portage has implemented and records changes in the documented procedures resulting from corrective and preventive action.

4.5.4 Control of Records

The City of Portage has established and maintains procedures for the identification, maintenance and disposition of environmental records. These records include training records and the results of audits and reviews.

Environmental records are legible, identifiable and traceable to the activity, product or service involved. Environmental records are stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. Their retention times have been established and recorded.

Records are maintained as appropriate to the system and to The City of Portage, to demonstrate conformance to our EMS.

4.5.5 Internal Audit

The City of Portage has established and maintains a program and procedures for periodic environmental management system audits to be carried out, in order to:

- a) Determine whether or not the environmental management system
 - 1) Conforms to planned arrangements for environmental management including the requirements of the International Standard; and
 - 2) Has been properly implemented and maintained; and
- b) Provides information on the results of audits to management.

The City of Portage audit program, including the CLEAN Community Challenge schedule and check list, has been based on the environmental importance of the activity concerned and the results of previous audits. In order to be comprehensive, the audit procedures cover the audit scope, criteria, frequency and methodologies, as well as the responsibilities and requirements for conducting audits and reporting results.

4.6 Management Review

The Mayor of the City of Portage reviews the environmental management system at least annually, to ensure its continuing suitability, adequacy and effectiveness. The management review process ensures that the necessary information is collected to allow management to carry out this evaluation. The review is documented.

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The management review addresses the possible need for changes to policy, objectives and other elements of the environmental management system. In light of environmental management system audit results, the SCL's recommendations for improvement, changing circumstances and the commitment to continual improvement will be considered.

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