



Verification	Originator	Approved	Issued
Initials	ST	ST	ST
Date	8/29/2014	12/5/2014	12/15/2014

Title: COFL-FF-EP-4.2-1 Environmental Policy Procedure

Person responsible:	Management Representative	
Area of application:	Fleet Fenceline	
Document location:	www.fortlauderdale.gov/ESMS	
Revisions		
Rev. No.	Date	Description
001	7/25/16	Minor text update.
002		
Recurring action items		
Activity	Responsibility	Frequency
1. Review and if necessary revise Environmental Policy	ESMS Core Team	Annually
2. Management Review of Environmental Policy	ESMS Core Team	Annually
3. Implement Environmental Policy during training awareness with employees and contractors	ESMS Core Team	Ongoing – Per Competence, Training & Awareness

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 City of Fort Lauderdale/Fleet Fenceline.

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 City of Fort Lauderdale/Fleet Fenceline.
- 2.2 The Environmental Policy recognizes that all activities, products and services within the defined scope of the Environmental Management System (ESMS) for the City of Fort Lauderdale and Fleet Fenceline may cause impacts to the environment.



- 2.3 The Environmental Policy defines the environmental commitments of City of Fort Lauderdale, establishes the framework for setting objectives and targets, and provides guidance for the development, management and maintenance of the ESMS.

3.0 Responsibility

- 3.1 **City Manager and Management Representative** are 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 **Program Manager** is responsible for:
- 3.2.1 Documenting and implementing the Environmental Policy within the City of Fort Lauderdale / Fleet Fenceline;
 - 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 City of Fort Lauderdale;
 - 3.2.4 Ensuring the necessary information is collected to allow **City Manager and Management Representative** to review and determine the continuing suitability of the Environmental Policy;
- 3.3 The **ESMS Coordinator** is responsible for:
- 3.3.1 Maintaining meeting minutes to provide objective evidence of the process used to adopt the Environmental Policy by the City of Fort Lauderdale / Fleet Fenceline;
 - 3.3.2 Ensuring the Environmental Policy is available to the public.
- 3.4 The **ESMS Core 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.
- 3.5 The City of Fort Lauderdale is responsible for communicating the Environmental Policy to all persons working for or on behalf of the City of Fort Lauderdale / Fleet Fenceline outlined in the **COFL-FF-EP-4.4.2-1 Competence, Training and Awareness** procedure.

4.0 Definitions

- 4.1 Refer to **COFL-FF-EP-4.4.4-2 Related Definitions Procedure**



5.0 Process

- 5.1 The Environmental Policy includes a commitment on behalf of the City of Fort Lauderdale / Fleet Fenceline 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 City of Fort Lauderdale / Fleet Fenceline 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 City of Fort Lauderdale / Fleet Fenceline will be included.
- 5.3 Preparation of the Environmental Policy will be managed by the designated **ESMS Management Representative** and the **ESMS Core Team**.
- 5.4 Comments, inquiries and suggestions submitted to City of Fort Lauderdale / Fleet Fenceline 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 **City Manager and Management Representative**. This approval represents Senior Management's endorsement and commitment to promote and adhere to the Environmental Policy.
- 5.6 A hard copy of the Environmental Policy will be displayed in a prominent location and maintained in the ESMS. An electronic copy of the Environmental Policy will be available on City of Fort Lauderdale and Internet and Intranet sites.
- 5.7 The Environmental Policy will be maintained and revised through the document control protocol detailed in **COFL-FF-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 **COFL-FF-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 **COFL-FF-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 **COFL-FF-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 **ESMS Management Representative** will coordinate the revisions of the Environmental Policy as required.

6.0 References / Related Documents

- 6.1 COFL-FF-ED-4.2.3 Environmental Policy Annual Review Maintenance



- 6.2 COFL-FF-EP-4.4.5-1 Control of Documents Procedure
- 6.3 COFL-FF-EP-4.4.3-1 Communication Procedure
- 6.4 COFL-FF-EP-4.4.2-1 Competence, Training and Awareness Procedure
- 6.5 COFL-FF-EP-4.6.-1 Management Review Procedure