



Verification	Originator	Approved	Issued
Initials	SMP	ST	ST
Date	09/26/2014	12/15/2014	12/15/2014

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

Person responsible: Management Representative

Area of application: George T. Lohmeyer Regional Wastewater Treatment Plant (GTL)

Document location: www.fortlauderdale.gov/ESMS

Revisions

Rev. No.	Date	Description
001	7/29/15	Minor revisions to sections
002	7/19/16	Minor revisions to text

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	On Going – Per Competence, Training & Awareness
4. Perform Environmental Policy Review Maintenance	ESMS Core Team	Annual



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 GTL.

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 GTL.
- 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 GTL 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 **Regional Wastewater Facilities Manager** is responsible for:
 - 3.2.1 Documenting and implementing the Environmental Policy within GTL;
 - 3.2.2 Maintaining meeting minutes to provide objective evidence of the process used to adopt the Environmental Policy by GTL;
 - 3.2.3 Properly communicating the Environmental Policy to personnel, including 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 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 **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.
- 3.4 The City of Fort Lauderdale is responsible for communicating the Environmental Policy to persons working for or on behalf of GTL outlined in the **COFL-GTL-EP-4.4.2-1 Competence, Training and Awareness** procedure.

4.0 Definitions



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

5.0 Process

- 5.1 The Environmental Policy includes a commitment on behalf of GTL to continual improvement and prevention of pollution.
- 5.2 The Environmental Policy provides the framework for setting and reviewing environmental objectives and targets. Specific initiatives and environmental programs adopted by GTL 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 GTL 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 Internet and Intranet sites.
- 5.7 The Environmental Policy will be maintained and revised through the document control protocol detailed in **COFL-GTL-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-GTL-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-GTL-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-GTL-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-GTL-EP-4.4.5-1 Control of Documents Procedure
- 6.2 COFL-GTL-EP-4.4.3-1 Communication Procedure



- 6.3 COFL-GTL-EP-4.4.2-1 Competence, Training and Awareness Procedure
- 6.4 COFL-GTL-EP-4.6.-1 Management Review Procedure
- 6.5 COFL-GTL-ED-4.2-3 Environmental Policy Annual Review Maintenance