



Verification	Originator	Approved	Issued
Initials	MRA	ST	ST
Date	9/29/2014	12/15/2014	12/15/2014

Title: COFL-GTL-EP-4.4.6-1 Operational Control Procedure

Person responsible: Regional Wastewater Facility Manager

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

Document location: www.fortlauderdale.gov/ESMS

Revisions

Rev. No.	Date	Description
001	8/7/15	Minor update to text
002	7/20/16	Updates to activity and procedure. Removed 5.8 regarding hardcopies since the footer in all documents has a disclaimer.

Recurring action items

Activity	Responsibility	Frequency
1. Identify activities needing Standard Operation Procedures (SOP) under the significant aspects.	GTL Team	Annually and as needed
2. Maintain records of SOP training to ensure continual compliance with ESMS/ISO standards.	ESMS Coordinator	As necessary
3. Evaluate and implement training needs based on new and revised SOP.	GTL Team	As needed.



4. Monitoring and evaluating the application and effectiveness of the operational controls and SOP.	GTL Team	Annually or more frequently as needed.
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Procedure Index

- 1.0 Purpose
- 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 operational controls associated with the significant environmental aspects of GTL.
- 1.2 This procedure will also describe the method by which GTL will plan and control each of the identified operations and activities as they pertain to the significant environmental aspects.

2.0 Scope

- 2.1 This procedure is responsive to element 4.4.6 Operational Control, of the ISO 14001:2004 standard and covers operations of GTL.



- 2.2 This scope establishes Operational Controls for SOP to manage those activities, products and services:
 - 2.2.1 That are under the control or influence of GTL.
 - 2.2.2 That are associated with the significant environmental aspects.
 - 2.2.3 Where the absence of a SOP could lead to a deviation of the ESMS.

3.0 Responsibility

- 3.1 The **Regional Wastewater Facility Manager** and the **GTL Team** are:
 - 3.1.1 Responsible for **identifying** processes and activities of the operational control needs. Following the identification, they will be responsible for coordinating the documentation of the selected processes.
 - 3.1.2 Responsible for evaluating the Operational Control SOPs on an annual basis or more frequently if physical or operational changes are made at the GTL, and make any necessary revisions. The SOP evaluation will be documented and attendance recorded (e.g. agendas, sign in sheets, and meeting minutes) and the **COFL-GTL-ED-4.4.6-5 Operational Control, Standard Operation Procedure (SOP) Tracking Log** will be revised as needed.
- 3.2 **GTL Staff** will train and update GTL employees under their supervision about the proper execution of the Operational Control, SOPs for which the employees are responsible.
- 3.3 The **Regional Wastewater Facility Manager**, with the **Procurement Division**, will develop and maintain a process to address suppliers and contractors who will be required to follow one or more of the Operational Control, SOPs.

4.0 Definitions

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

5.0 Process

- 5.1 Operational controls will be established to provide for the proper management of significant aspects. Operational controls should be in place for situations at GTL where their absence could lead to deviation from the environmental policy, or the objectives and



targets.

- 5.2 Processes and activities related to significant aspects will be identified by the **Regional Wastewater Facility Manager** and the **GTL Team**. These activities will be assessed for the need of a written SOP to document the process. The development and implementation of the SOPs shall be monitored using **COFL-GTL-ED-4.4.6-5 Operational Control, Standard Operation Procedure (SOP) Tracking Log**.
- 5.3 Documentation of the operational control for selected processes will be the responsibility of the **Regional Wastewater Facility Manager** and the **GTL Team**. This responsibility includes the drafting of SOPs. The SOPs should be written in sufficient detail to provide the necessary level of instruction to ensure the desired outcome. Consideration may be given to the experience, education, and/or training of the person(s) who are executing the instructions. Particular attention will be given to the potential or actual consequences of certain information not being provided.
- 5.4 Employee comments, inquiries and suggestions submitted to the **Regional Wastewater Facility Manager** and the **GTL Team** will be considered when proposing and preparing the SOPs.
- 5.5 The **Regional Wastewater Facility Manager** and the **GTL Team** will reassess the operational control documentation annually.
- 5.6 Documents pertaining to Operational Control for SOPs will follow the document control system in **COFL-GTL-EP-4.4.5-1 Control of Documents Procedure**.
- 5.7 Electronic copies of documentation not secured by Homeland Security concerns or not of a sensitive nature will be accessible from **www.fortlauderdale.gov/ESMS**.
- 5.9 ESMS documents critical to the daily operation must be accessible to personnel who rely on such documents to complete their tasks in accordance to the ESMS.
- 5.10 Operational Control requirements (implementation of SOPs) will occur through training as detailed in **COFL-GTL-EP-4.4.2-1 Competence, Training and Awareness Procedure**.
- 5.11 The City of Fort Lauderdale GTL will use the Audit and Nonconformance elements to ensure that the Operational Control SOPs are adhered to and provide an effective means of planning and controlling critical activities. Auditing and Nonconformance are detailed in **COFL-GTL-EP-4.5.3-1 Nonconformity, Corrective & Preventive Action Procedure** and



COFL-GTL-EP-4.5.5-1 Internal Audit Procedure.

6.0 References / Related Documents

- 6.1 COFL-GTL-EP-4.4.2-1 Competence, Training and Awareness Procedure
- 6.2 COFL-GTL-ED-4.4.6-5 Operational Control, Standard Operation Procedure (SOP) Tracking Log
- 6.3 COFL-GTL-EP-4.4.4-2 ESMS Related Definitions Procedure
- 6.4 COFL-GTL-EP-4.4.5-1 Control of Documents Procedure
- 6.5 COFL-GTL-EP-4.5.3-1 Nonconformity, Corrective & Preventive Action Procedure
- 6.6 COFL-GTL-EP-4.5.5-1 Internal Audit Procedure
- 6.7 COFL-GTL-ED-4.4.6-6 Operational Control Annual Review Maintenance