

 <p>THE CITY OF <b>COLUMBUS</b> ANDREW J. GINTHER, MAYOR</p> <hr/> <p>DEPARTMENT OF PUBLIC UTILITIES</p>	<b>Document Control #:</b>	DPU-EMS-PRC-0036
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# Consultant / Contractor / Vendor EMS Awareness Procedure

## 1.0 Purpose

This procedure establishes how the City of Columbus Department of Public Utilities (DPU) makes consultants, contractors, and vendors performing work on its behalf aware of the City of Columbus Environmental Policy and its Environmental Management System (EMS).

## 2.0 Scope

This procedure applies to consultants and contractors performing work on DPU's behalf that has the potential to cause an environmental impact and to vendors of bulk chemicals, bulk petroleum products and the following waste management services: hazardous waste, universal waste and used oil.

## 3.0 Procedure

### Consultants and Contractors

- 3.1 Consultants and contractors subject to this procedure should review the City of Columbus Environmental Policy and this procedure and make their employees and subcontractors performing work for DPU aware of the policy and this procedure. The City of Columbus Environmental Policy, this procedure and associated attachments are posted on the City website at [ems.columbus.gov](http://ems.columbus.gov).
- 3.2 Consultants and contractors subject to this procedure should maintain records necessary to demonstrate that they have made their employees and subcontractors aware of the City's Environmental Policy and this procedure. The Environmental Management System Awareness Contact Sheet DPU-EMS-FRM-0040 incorporated by reference and included as an attachment to this procedure, provides a record of compliance with these requirements and may be filled out, maintained, and produced upon the request of DPU personnel. Any other written record demonstrating compliance with these requirements may also be utilized and should be maintained and produced upon the request of DPU personnel.
- 3.3 DPU will review information contained in the City of Columbus Environmental Policy and this procedure with contractor employees and subcontractors who enter DPU facilities to perform work on behalf of DPU at those facilities. Various methods and formats may be utilized, including the City of Columbus Department of Public Utilities EMS Awareness

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Summary DPU-EMS-OTR-0010 incorporated by reference and included as an attachment to this procedure.

- 3.4** The City of Columbus Environmental Policy and DPU ISO 14001 self-declaration statement will be posted at the main entrance of all major DPU facilities.

**Vendors of Products and Services**

- 3.5** Vendors of products and services subject to this procedure are required in bids for products and services published by the City of Columbus to review the City’s Environmental Policy and this procedure.
- 3.6** The City of Columbus Environmental Policy, this procedure and associated attachments are posted on the City website at [ems.columbus.gov](http://ems.columbus.gov). The bidder’s signature on the bid submitted to the city constitutes a declaration that the bidder has fulfilled the requirements of the bid, including reviewing these documents.
- 3.7** DPU will review information contained in the City of Columbus Environmental Policy and this procedure with contractor employees and subcontractors who enter DPU facilities to perform work on behalf of DPU at those facilities. Various methods and formats may be utilized, including the City of Columbus Department of Public Utilities EMS Awareness Summary DPU-EMS-OTR-0010 incorporated by reference and included as an attachment to this procedure.

**4.0 Roles and Responsibilities**

- 4.1** Facility and Program Managers / OSHU / Project Managers / Human Resources are responsible for the following:
- 4.1.1** Ensuring that consultants, contractors and vendors within the scope of this procedure are made aware of the content of the City of Columbus Environmental Policy and this procedure.
- 4.2** The Environmental Management Representative is responsible for the following:
- 4.2.1** Assisting in identifying those contractors, consultants and vendors affected by this procedure.
- 4.2.2** Assisting in the development of training materials to accomplish the goals of this procedure.

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**4.3** The Regulatory Compliance Section is responsible for the following:

**4.3.1** Assisting in identifying those contractors, consultants and vendors affected by this procedure.

**4.4** Consultants, contractors and vendors within the scope of this procedure are responsible for following the provisions contained herein.

## **5.0 References**

None

## **6.0 Related Documents**

**6.1** City of Columbus Environmental Policy

**6.2** Training, Awareness and Competence Procedure DPU-EMS-PRC-0011

**6.3** Environmental Management System Awareness Contact Sheet DPU-EMS-FRM-0040

**6.4** City of Columbus Department of Public Utilities EMS Awareness Summary DPU-EMS-OTR-0010

## **7.0 Definitions**

**7.1** Environmental Aspect --- An environmental aspect is an element of an organization's activities, products or services that can interact with the natural environment.

**7.2** Environmental Impact --- An environmental impact is any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products, or services.



**Office of the Mayor**  
**City of Columbus**  
**Ohio**

**Environmental Policy**

The City of Columbus' mission is to provide leadership that will inspire: high standards of excellence in the delivery of city services; a spirit of cooperation, pride and responsibility to achieve strong, safe and healthy neighborhoods; and a shared economic prosperity and enhanced quality of life. We undertake this mission believing and knowing that we can make a difference for future generations. As part of its mission, the City sets forth this environmental policy which forms the foundation of its environmental stewardship commitment.

The City of Columbus shall:

- Comply with applicable laws, regulations, and other requirements (by way of example- Green Memo, Executive Orders and City Code);
- Prevent pollution at its source through the identification and implementation of best management practices;
- Continually work to conserve resources through waste prevention, reduction, reuse, recycling and reclamation;
- Provide employees with tools, resources and information required to practice environmental stewardship in their daily roles and heightening their awareness of environmental issues through the communication of this policy, written guidance, training, and management and work practices;
- Continually improve environmental performance through proactive environmental management and routine assessment of our performance;
- Encourage efforts by other governments, businesses, and the general public to adopt environmental stewardship and sustainable development practices; and,
- Utilize an environmental management system for operations, as appropriate, to provide a framework for facilitating the preceding actions.

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## City of Columbus Department of Public Utilities EMS Awareness Summary

### 1. City of Columbus Environmental Policy

The following is a summary of the City of Columbus Environmental Policy.

- Comply with applicable laws, regulations, and other requirements.
- Prevent pollution at its source.
- Conserve Resources through reuse, reclamation, recycling, and waste prevention.
- Practice environmental stewardship in your daily roles and encourage others to do so.
- Continually improve environmental performance.
- Utilize and Environmental Management System.

### 2. Environmental Management System

The City of Columbus Department of Public Utilities (DPU) has adopted an environmental management system (EMS). The DPU EMS is a system of procedures and practices that is integrated into everyday operations and that continuously communicates, manages, and verifies DPU's environmental responsibilities. The DPU's EMS reduces DPU's environmental impacts and supports the City of Columbus Environmental Policy. The DPU EMS conforms to the ISO 14001 standard.

### 3. The Importance of Conformity with DPUs' Environmental Policy and with DPUs' Environmental Management System

Conformity with the City's Environmental Policy and the requirements of DPU's EMS is important for the following reasons:

- Conformity helps DPU achieve its commitment to protect and maintain the environment.
- Conformity helps DPU in its goal of continuous improvement in environmental performance.
- Conformity helps DPU to effectively and efficiently carry out its mission.

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- Conformity ensures compliance with laws and regulations.

#### **4. The Environmental Benefits of Improved Personal Performance**

Improved personal performance with respect to the EMS will contribute to protecting and preserving the natural environment in Central Ohio and can result in the following specific environmental benefits:

- Improved water, soil, and sediment quality in Central Ohio by preventing spills of petroleum products and chemicals.
- Improved air quality in Central Ohio by preventing releases of chemicals and other air contaminants to the environment.
- Reduced waste disposal impacts by minimizing waste generation and increasing recycling efforts.
- Improved water quality and community environment in Central Ohio by reducing and/or eliminating collection system backups and combined and sanitary sewer overflows.

#### **5. The Potential Consequences of Departure from Specified EMS Procedures**

The following are among the potential consequences of failing to comply with applicable EMS procedures:

- Actual or substantial risk of harm to human health and the environment.
- Unnecessary resource consumption.
- Unnecessary waste generation.
- Organizational and/or individual administrative, civil, or criminal liability for violation of environmental laws and regulations.
- Reduced effectiveness of the City's Environmental Policy.

**6. Significant Environmental Aspects and Impacts and Related Activities Identified under DPU’s Environmental Management System**

DPU inventoried its activities and determined the associated environmental impacts of those activities. Scoring metrics were then developed and applied to the identified environmental impacts. Significance criteria were established resulting in the following inventory of significant environmental aspects, the subsequent environmental impacts and the related activities.

<b>Significant Environmental Aspect</b>	<b>Significant Environmental Impact</b>	<b>Associated Activities</b>
Human/Habitat Interactions (Combined and Sanitary Sewer Overflows)	Degradation of Aesthetics and Community Environment	Collection System Backup-Combined and Sanitary Sewer Overflows
Accidental Air Release (Chlorine Gas)	Degradation of Air Quality	Chlorine Gas Handling
Major Spill-Chemical	Degradation of Soil, Water, and Sediment Quality	Water / Wastewater Plant Chemical/Material Handling
Major Spill-Electrical Transformers	Degradation of Soil, Water, and Sediment Quality	Installation / Operation / Maintenance of Electrical Transformers
Major Spill-Petroleum	Degradation of Soil, Water, and Sediment Quality	Petroleum Handling
Waste Generation and Disposal	Reduction in Landfill Space	Hazardous / Solid / Universal Waste Management

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## 7. Roles and Responsibilities

The following roles and responsibilities related to DPU's significant environmental aspects are applicable to work performed by a consultant, contractor, or vendor at DPU facilities and job sites:

### Significant Environmental Aspect- Human/Habitat Interactions (Combined and Sanitary Sewer Overflows)

- When performing work related to the DPU's sewage collection system, be aware of DPU's goal of reducing and/or eliminating combined and sanitary sewer overflows.
- Be aware of the elements of the DPU Wet Weather Management Plan that may be applicable to work being performed on behalf of DPU.

### Significant Environmental Aspect-Accidental Air Release (Chlorine Gas)

- When delivering and/or handling chlorine gas, comply with applicable safety standards and applicable DPU chemical handling policies and procedures.
- Notify the designated DPU contact immediately after a release occurs or is observed.

### Significant Environmental Aspect-Major Spill Chemical

- When delivering and/or handling chemicals, comply with applicable safety standards and applicable laws and regulations, including Spill Prevention Control and Countermeasure and storm water pollution prevention laws and regulations, and applicable DPU chemical handling policies and procedures.
- Where applicable to the work being performed, visually inspect, handle, and/or stage above-ground chemical tanks and /or containers so that leaks and spills can be identified, prevented, and/or contained.
- Notify the designated DPU contact immediately after a spill occurs or is observed.

### Significant Environmental Aspect-Major Spill Transformers

- When delivering and/or handling transformers, comply with applicable safety standards and applicable laws and regulations, including Spill Prevention Control and Countermeasure and storm water pollution laws and regulations.

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- Where applicable to the work being performed, visually inspect, handle, and/or stage transformers so that leaks and spills can be identified, prevented, and/or contained.
- Notify the designated DPU contact immediately after a spill occurs or is observed.

**Significant Environmental Aspect-Major Spill Petroleum**

- When delivering and/or handling petroleum products, comply with applicable safety standards and applicable laws and regulations, including Spill Prevention Control and Countermeasure and storm water pollution prevention laws and regulations.
- Where applicable to the work being performed, visually inspect, handle, and /or stage above-ground petroleum tanks and containers so that leaks and spills can be identified, prevented, and/or contained.
- Refuel vehicles, equipment, and containers in a manner that avoids overfills and spills. Collect drips from valves and dispensers.
- Notify the designated DPU contact immediately after a spill occurs or is observed.

**Significant Environmental Aspect-Waste Generation and Disposal**

- Where applicable to the work performed, prior to disposal, evaluate and characterize all wastes generated in work performed for DPU at DPU facilities or job sites and keep on file waste profile sheets of same.
- Provide the designated DPU contact with information on the type and amount by weight or volume of hazardous waste generated at a facility on a monthly basis.
- Prevent, reduce, reuse and recycle waste where possible.
- Accumulate, transport, and dispose of hazardous, solid, and universal wastes in accordance with all applicable laws and regulations.

**8. Contact DPU with Questions**

Questions regarding the DPU EMS may be directed to the DPU designated contact and/or the Environmental Management Representative identified on the DPU's Consultants / Contractor / Vendor EMS webpage at [ems.columbus.gov](http://ems.columbus.gov).

