

EvMS Procedures

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The following procedures must be established, implemented and maintained to conform to the ISO 14001 International Standard.

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Note: Due to the scope of the City of Scottsdale's activities, products and services all procedures will be documented in writing for consistency.

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EvMS Scope
ISO 14001 – Element 4.1

The scope of the City of Scottsdale's Environmental Management System is defined as the following:

- owned and leased facilities, occupied by city staff^{1*}
- operations and processes occurring at city owned and operated facilities^{*}
- activities of persons working for or on behalf of the city organization^{2*}
- city owned property^{*}

The city's EvMS will be audited as part of the EPA's National Environmental Performance Track cycle 2006 - 2009.

¹The City of Scottsdale defined its citywide EVMS to the EPA in the National Environmental Performance Track Program by summarizing city owned and leased facilities using the following addresses 3939 N. Drinkwater Blvd. 85251 (primary address for the Civic Center campus of facilities); 9191 E. San Salvador Dr. 85258 (primary address for the Corporation Yard campus of facilities); 8787 E. Hualapai 85255 (Water Campus); 7340 E. Scottsdale Mall (primary address for City Parks and Human Services facilities); 3839 N. Drinkwater Blvd. (primary address for city's library facilities); 9388 E. San Salvador Dr. (primary address for city's water system facilities); 3700 N. 75th St. (primary address for city's Police Department facilities); 8401 E. Indian School Rd. (primary address for city's Fire Department facilities); 15000 N. Airport Dr. (primary address for city's Airport facilities); 275 N. Miller Rd. (secondary address for city's Police and Municipal Services Department facilities); 16601 N. Pima Rd. (WestWorld facilities).

²Persons working for or on behalf of the city organization are defined as; staff, paid contractors, political leadership (Mayor/Council) and those directly appointed by the political leadership.

* within the corporate limits of the City of Scottsdale

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Mayor/council mission statement-

“Quality of life shall be the city’s paramount consideration.”

Mayor/council goal statement-

“Preserve the character and environment of Scottsdale.”

Top management value statement-

“Continuously explore new possibilities and develop unique solutions to common challenges, take appropriate risks and strive to be innovative in planning for our changing environment...”

Citizen Environmental Quality Advisory Board guiding principle-

“Continuously seek opportunities to sustain and enhance the quality of Scottsdale’s natural and built environments.”

Environmental Policy

The City of Scottsdale municipal organization is committed to a citywide environmental management system that conforms to the ISO 14001 International Standard. The city organization empowers individual employees to be environmentally responsible and is committed to:

- continual improvement of citywide environmental management practices and performance;
- the prevention of pollution; and
- compliance with applicable legal requirements and other requirements to which the city subscribes.

At planned intervals, the city organization will set and review measurable and practicable environmental objectives and targets consistent with this environmental policy.

To enhance the quality of life for Scottsdale citizens, the city organization will strive to be innovative in planning built environments and preserving the natural environment.

The city’s environmental policy will be communicated to its employees, citizens and other stakeholders.

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Aspect System Procedure

ISO 14001 – Element 4.3.1

The city organization shall use this procedure to identify environmental aspects and determine those aspects that have or can have significant impacts on the environment. Citywide environmental aspects may be identified by categorizing similar operations and/or staff activities.

To establish a citywide list of identified environmental aspects, determine their impacts on the environment and the significance of those impacts:

- 1.) the Preservation and Environmental Office (PEO) shall provide resources to standardize the process of identifying an aspects list, determining impacts on the environment, and determining the significance of those impacts;
- 2.) PEO staff will consult with staff from relevant units of the city organization to create a list of identified environmental aspects, determine impacts and significance of the impacts on the environment;
- 3.) PEO staff shall document these findings in the EcoSystem software.

To maintain lists of identified environmental aspects, determine their impacts on the environment and the significance of those impacts:

- 1.) At planned intervals, relevant units of the city organization will review and update their lists in consultation with PEO staff;
- 2.) Recent, major changes in processes, new facilities, changed and/or new staff activities will be taken into account during the review of these lists;
- 3.) the Preservation and Environmental Office (PEO) shall provide resources to standardize the process of identifying an aspects list, determining impacts on the environment, and determining the significance of those impacts;
- 4.) PEO staff will maintain the most current documentation in the EcoSystem software.

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The PEO shall consult with departmental top staff to determine significant environmental aspects and decide what objectives and targets to set. At regular intervals, the PEO shall report these decisions to the EvMS Conformance Task Force for the purpose of gaining their concurrence.

Significant environmental aspects shall be taken into account when the city organization sets objectives and targets. Other considerations when setting objectives and targets shall be: legal and other requirements; consistency with the environmental policy and the commitments to prevention of pollution and continual improvement; the city organization's technological options, financial, operational and business requirements; and the views of interested parties.

The PEO shall provide standardized forms for written environmental management plans (EMP's). The EMP's shall include a designation of responsibility for achieving objectives and targets, along with the means and timeframe by which they are to be achieved. EMP's shall be entered into the web platform software. The PEO and departmental top staff shall monitor progress toward achieving objectives and targets. At regular intervals the PEO shall report progress on achieving objectives and targets to the EvMS Conformance Task Force.

The city organization shall externally communicate performance on its objectives and targets.

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System Procedure for the Identification and Evaluation of Legal and Other Requirements

ISO 14001 – Elements 4.3.2, 4.5.2.1 & 4.5.2.2

1. The Preservation and Environmental Office (PEO), city attorneys' office and top staff at the department level are jointly responsible for identifying and evaluating legal requirements applicable to city operations and staff activities.
 - a. The PEO provides: access to applicable laws and regulations; access to information about changes in laws and regulations; summaries of applicable environmental regulations at the federal, state, county, local and other agency levels; environmental compliance consulting services to departments; and resources to help departments identify and evaluate their legal and other requirements.
 - b. The city attorneys' office is responsible for evaluating the city organization's legal and other requirements. The city attorneys' office shall provide opinions, reviews and information on specific environmental laws and regulations as requested by the departments, the PEO and/or at their own initiative.
 - c. The PEO and city attorneys' office consult with departmental top staff to identify and evaluate legal and other requirements.
2. The PEO provides to the organization a "plain English" guidebook summary of federal, state, county, local and other agency environmental laws, rules and regulations applicable to city facilities, operations and activities.
3. The PEO provides to the organization environmental audit checklists that assist in determining which federal, state, county, local and other agency environmental laws, rules and regulations are applicable to city facilities, operations and activities.
4. The city organization shall use the EvMS Audit Procedures to identify legal and other requirements.
5. EcoSystem subscription service provides access to environmental regulations for city staff and information regarding changes to the regulations.

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| Document Control No. 00005R06 | Original Date: 04/27/99 | Date last revised: 11/3/06 | Revised by: Andrew J. Kocisky |
| Document Titled: EvMS Legal and Other Requirements System Procedure | | | When Printed Approximately 2 Page (s) |
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- a. E-mail notifications of regulatory changes are sent to specific individuals in the organization who are in turn responsible for communicating relevant changes which impact the organization's compliance status.
 - b. Named individuals in departments are responsible for implementing changes necessary to keep that department in compliance with regulations.
 - c. The environmental compliance software provides a process for informing city staff about changes to environmental requirements.
6. At planned intervals the PEO and city organization staff will conduct conformance audits of city facilities, activities and processes. PEO staff will report results of conformance audits to the EvMS Conformance Task Force. At planned intervals the EvMS-CTF will evaluate compliance with applicable other requirements, and will take into account other requirements to which the organization subscribes when establishing, implementing and maintaining its environmental management system.
7. The EvMS Conformance Task Force (EvMS-CTF) will review this system procedure at planned intervals, evaluate compliance with applicable legal requirements and evaluate changes to the organization's facilities, operations and activities that may necessitate review of regulatory compliance and/or ISO 14001 conformance.

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EvMS Awareness Procedure

ISO 14001 – Element 4.4.2

The city organization shall use this procedure to make persons working for it or on its behalf aware of¹:

- The importance of conformity with the environmental policy, EvMS procedures and requirements of the EvMS;
- The city's significant environmental aspects and impacts associated with their work;
- The Environmental benefits of improved personal performance;
- Their roles and responsibilities in achieving conformity with the requirements of the EvMS; and
- The potential consequences of departure from specified procedures.

Awareness Procedure:

- 1.) The Preservation and Environmental Office (PEO) will create and maintain up to date summaries and other resources that will be used to communicate the awareness requirements listed above;
- 2.) Content of the awareness program will be communicated through established internal communication channels, including orientation sessions, contract language, internal EvMS audit processes, electronically on the city's website, selected training sessions, and EvMS/environmental communications.
- 3.) At planned intervals the awareness program will be reviewed and updated as necessary.

¹ Persons working for or on behalf of the city organization are defined as; staff, paid contractors, political leadership (Mayor/Council) and those directly appointed by the political leadership.

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EvMS Communication Procedure

ISO 14001 – Element 4.4.3

The city organization shall use this procedure for internal and external communications.

Internal Communications:

The Preservation and Environmental Office (PEO) provides consulting and communication resources to the city organization. Staff utilizes web platform software as the primary method for EvMS communications between various levels and functions of the organization. Staff can initiate EvMS communications using the software. The software is capable of receiving, documenting and initiating a process for management to respond to staff. In addition, the PEO communicates with the city organization via employee newsletters and/or environmental campaigns. City organization staff uses regular work group meetings, bulletin board postings, and/or other methods for EvMS communication.

External Communications:

The Preservation and Environmental Office (PEO) provides resources for interested external parties to access information relating to the city's significant environmental aspects and its environmental management system.

Modes of external access:

- Postings on the city's electronic website; and/or
- participation in various state and federal performance track programs; and/or
- participation in other voluntary environmental programs to which the city subscribes; and/or
- publications on significant environmental aspects; and/or
- citizens reporting issues on the city's environmental hotline; and/or
- citizens reporting issues on the cities electronic website; and/or
- the citizen environmental board.

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| Document Control No. 00007R06 | Original Date: 04/27/99 | Date last revised: 11/6/06 | Revised by: Andrew J. Kocisky |
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EvMS Control of Documents Procedure

ISO 14001 – Element 4.4.5

The city organization shall use this procedure to establish, implement and maintain a system for controlling documents.

Documents required by the Environmental Management System and by the ISO 14001 International Standard that shall be controlled are:

- Policy, scope, procedure and decision documents required by the ISO 14001 International Standard.
- Forms, resources and tools specified in the system procedures necessary to standardize the city's EvMS.

The organization shall use web platform software to control documents. The software includes controlled processes for:

- approval of documents for adequacy prior to issue,
- review, update and re-approve documents,
- ensuring that changes and the current revision status of documents are identified,
- ensuring that relevant versions of documents are available at points of use,
- ensuring that documents are legible and identifiable,
- ensuring that external documents are identified and their distribution controlled, and
- preventing the unintended use of obsolete documents and applying suitable identification to them if they are retained.

The Preservation and Environmental Office (PEO) shall be responsible for entering controlled documents into the web platform software. The PEO created a standard footer to be placed on all controlled documents. The standardized footer states that, “only the electronic version of a document found in the EcoSystem software will be recognized as the “Controlled Document.”

The EvMS – Conformance Task Force shall approve controlled documents for adequacy prior to issue.

Note: Records are a special type of document and are not controlled by this procedure. See EvMS Records Procedure 4.5.4.

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EvMS Operational Control Procedure

ISO 14001 – Element 4.4.6

The city organization shall use this procedure to identify, evaluate and plan operations and staff activities that are associated with the city's significant environmental aspects, to ensure that these operations and activities do not hinder the organization's environmental performance toward achieving stated objectives and targets.

The Preservation and Environmental Office (PEO) shall be responsible for identifying, evaluating and planning operations and procedures that support the organization's environmental performance toward stated objectives and targets. At planned intervals, the PEO shall report findings and make recommendations to the EvMS Conformance Task Force (EvMS CTF). The EvMS CTF shall approve operational procedures and any changes to the procedures that are necessary to conform to the ISO 14001 International Standard and the city's Environmental Management System.

The evaluation process shall include the following operating conditions and criteria:

- design phase of the facility and/or process; and/or
- start-up phase and procedures performed by a contractor; and/or
- shut-down of the operation or process for maintenance; and/or
- change over phase to a revised process; and/or
- temporary interruption of the process; and/or
- contractual language and communication with contractors

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EvMS Identification of Potential Emergency Situations Procedure

ISO 14001 – Element 4.4.7

The organization shall use this procedure to:

- identify emergency situations and their proper response,
- record actual emergencies and the organization's response and mitigation efforts,
- periodically review and where necessary revise its emergency preparedness and response procedures, and
- periodically test procedures where practicable.

The city organization's emergency response and preparedness plans are created and maintained by the Scottsdale Fire Department, Scottsdale Police Department, Preservation and Environmental Office, Risk Management Division and top management. The Scottsdale Fire Department takes the lead role in implementing emergency preparedness and response procedures, responding to emergency situations and accidents, mitigating adverse environmental impacts, and reviewing, revising and testing emergency preparedness and response procedures.

The city organization shall follow emergency preparedness and response procedures outlined in the following four documents:

1. The Hazardous Waste Policy and Procedures
2. Safety and Health Plan
3. Process Hazard Analysis Plans and Procedures for Individual City Facilities
4. Risk Management Plans for Off-site Consequences

Additionally, the Scottsdale Fire Department participates in area wide disaster emergency preparedness and response plans and drills. The city organization will comply with area wide disaster preparedness procedures for major incidents.

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EvMS Monitoring and Measurement Procedure

ISO 14001 – Element 4.5.1

The city organization shall use this procedure for monitoring and measuring key characteristics of its operations that can have a significant environmental impact.

The city organization adopts the water department's procedures for monitoring, measurement and calibration by reference. The water department shall document and retain records associated with their procedures.

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EvMS Nonconformity Procedure

ISO 14001 – Element 4.5.3

The city organization shall use this procedure for dealing with nonconformity, corrective action and preventive action. The organization shall use web platform software to standardize, implement and maintain this procedure.

City organization staff can initiate a nonconformance report by entering it into the city's web platform software.

Departmental supervisors identified in the software are responsible for:

- investigating nonconformity,
- determining its cause,
- evaluating the need for action to avoid its recurrence,
- implementing appropriate actions and
- recording the results of corrective and preventive actions taken.

At planned intervals the Preservation and Environmental Office (PEO) shall:

- review the effectiveness of corrective and preventive actions taken,
- determine the appropriateness of those actions,
- ensure environmental impacts were mitigated,
- ensure that any necessary changes are made to the EvMS documentation, and
- Report to the EvMS Conformance Task Force.

At planned intervals the EvMS Conformance Task Force shall review reports of nonconformity, corrective action and preventive action and approve changes made to the EvMS and departmental procedures that ensure conformity.

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EvMS Records Procedure

ISO 14001 – Element 4.5.4

The city organization shall use this procedure to standardize the identification, storage, protection, retrieval, retention and disposal of records.

The web platform software is the principle repository for records necessary to demonstrate conformity to the requirements of this EvMS and the ISO 14001 International Standard. The Preservation and Environmental Office (PEO) is responsible for entering conformance evidence records into the software. The features of the software include record identification, storage, protection and retrieval. EvMS record retention and disposal complies with city policy as well as federal and state mandates, unless otherwise stipulated in an environmental regulation.

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EvMS Audit Procedures

ISO 14001 – Element 4.5.5

The city organization shall follow this procedure when conducting Internal Audits of its environmental management system. The Preservation and Environmental Office (PEO) is responsible for:

- planning and conducting audits at planned intervals,
- reporting audit results, and
- retaining associated records of audit findings.

The EvMS Conformance Task Force (CTF), which is the designated top management review body for the city organization, shall meet at the beginning of each audit cycle. The PEO shall present to and gain approval from the EvMS-CTF for the planned audit process, including:

- audit criteria, scope, frequency and methods,
- review and confirmation that the selection of auditors, conduct of the audits and the audit process itself is objective and impartial, and
- a positive determination that the EvMS conforms to planned arrangements of the city organization's EvMS and the ISO 14001 International Standard.

PEO staff shall conduct EvMS conformance audits at planned intervals throughout the city organization's facilities, processes and staff activities. Top management at each department level shall designate departmental staff to assist with internal audits. PEO may conduct concurrent compliance audits. Audit results, including assignment of responsibilities for follow up, corrective and preventive actions for both nonconformances and non-compliance shall be entered into the web platform software. Responsible individuals shall be assigned an appropriate time frame for completing follow up actions. PEO staff and top management monitor follow up actions to completion via the web platform software.

PEO staff shall provide audit findings review following the audit cycle, including progress toward completion of follow up activities, to the EvMS-CTF.

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EvMS Decision to Communicate Externally Document

ISO 14001 – Element 4.4.3

This is a declaration of the City of Scottsdale's decision to communicate externally about its significant environmental aspects.

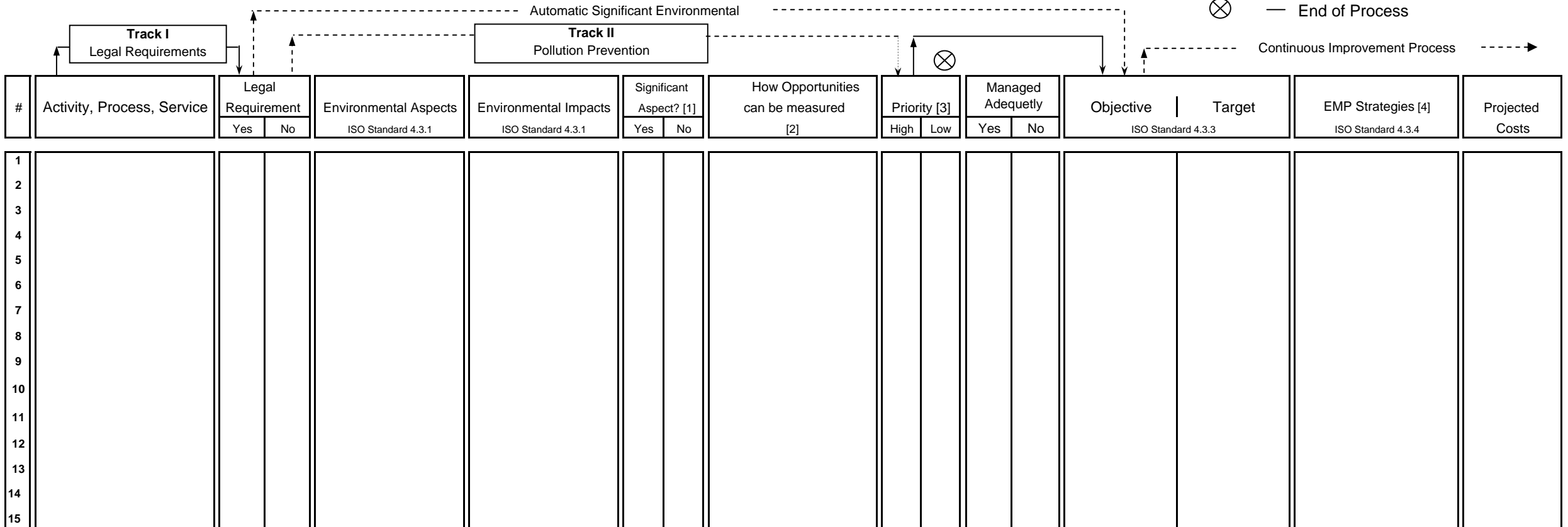
Methods for these external communications areas follows:

- Posting to the city's electronic website; and/or
- participation in various state and federal performance track programs; and/or
- participation in other voluntary environmental programs to which the city subscribes.

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City of Scottsdale
Environmental Management System (Ecosystem) - Process Template

Department: Citywide



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| Document Control Number FS06002N00 | Original Date 01/11/99 | Date last revised | Revised by: Paul McKee |
| Document Titled: Environmental Management Program -- Paper | | | When Printed Approximately Pages 2 |

Environmental Management Program¹ Financial Services

1999 Objective: Reduce paper use related to printers and copiers to conserve natural resources.

1999 Target: Reduce paper use related to printers and copiers by 10% over the prior year.

Who is Responsible?²

Title: Risk Services Manager

Phone number: (602) 312-7793

Person Currently in Position: Paul McKee

email: pmckee@ci.scottsdale.az.us

Brief Description of Program

Purpose: To implement procedures to proactively minimize paper generated by printers and copy machines.

Schedule: Ongoing, quarterly check-ups with individual divisions.

Continual Evaluation: Annual review of number of paper purchases and copy machine counts throughout the department.

Who to report to (written, forms): Reports will be written forms directed to the General Manager of Financial Services.

Emergency Procedures³: **Not Applicable**

Progress report for the year⁴: Program began January 1, 1999

¹ Section 4.3.4 of the ISO 14001 Standard

² Section 4.4.1 of the ISO 14001 Standard

³ Section 4.4.7 of the ISO 14001 Standard

⁴ Section 4.4.6 of the ISO 14001 Standard

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| Resources Necessary to Implement and Maintain |
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Budget: The only anticipated budget impact is related to marketing materials and staff training time and monitoring which should be minimal.

Personnel: It requires one person to monitor copier counts and paper purchases.

Training⁵: With the assistance of EMO staff, all Financial Services employees will be educated about the program.

Other Resources: Staff time of Risk Services Manager to oversee the program.

⁵ Section 4.4.2 of the ISO 14001 Standard

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| Document Control Number FS06001N00 | Original Date 01/11/99 | Date last revised | Revised by: Paul McKee |
| Document Titled: Environmental Management Program -- Batteries | | | When Printed Approximately Pages 2 |

Environmental Management Program¹ Financial Services

1999 Objective: Minimize the number of batteries generated in the department from going to the landfill.

1999 Target: Increase by 20% the amount of batteries our department recycles.

Who is Responsible?²

Title: Risk Services Manager

Phone number: (602) 312-7793

Person Currently in Position: Paul McKee

email: pmckee@ci.scottsdale.az.us

Brief Description of Program

Purpose: To implement procedures to proactively minimize batteries put into the regular solid waste stream.

Schedule: Ongoing, quarterly check-ups with individual divisions.

Continual Evaluation: Annual review of number of batteries delivered to our battery recycling vendor.

Who to report to (written, forms): Reports will be written forms directed to the General Manager of Financial Services.

Emergency Procedures³: **Not Applicable**

Progress report for the year⁴: Program began January 1, 1999

¹ Section 4.3.4 of the ISO 14001 Standard

² Section 4.4.1 of the ISO 14001 Standard

³ Section 4.4.7 of the ISO 14001 Standard

⁴ Section 4.4.6 of the ISO 14001 Standard

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| Resources Necessary to Implement and Maintain |
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Budget: The only anticipated budget impact is related to marketing materials and staff training time and monitoring which should be minimal.

Personnel: It requires one person to monitor battery counts.

Training⁵: With the assistance of EMO staff, all Financial Services employees will be educated about the program.

Other Resources: Staff time of Risk Services Manager to oversee the program.

⁵ Section 4.4.2 of the ISO 14001 Standard

What-If/Checklist

The what-if/checklist is a broadly based hazard assessment technique that combines creative thinking of PHA team with the methodical focus of a prepared checklist. The what-if/checklist method should be completed as follows:

- I. Each PHA team is given a basic information package regarding the operation to be studied (i.e., process safety plan and information currently being gathered for each site).
- II. The PHA team shall conduct a field tour of each site.
- III. The review team methodically examines the operation from receipt of raw materials to delivery of finished product. At each step, the group collectively generates a listing of “what if questions regarding the hazards and safety of the operation.
- IV. When the review team has completed listing all spontaneously generated questions, it systematically goes through a prepared checklist to stimulate additional questions.
- V. Subsequently, answers are developed for each question. The review team then works to achieve consensus on each question and answer. From these answers, a listing of recommendations is developed specifying the need for additional action or study. The recommendations, along with the list of questions and answers, become the key elements of the hazard assessment report.



City of Scottsdale

Process Hazard Analysis Checklist

Division: Water Department

Process Location: Well Site

Highly Hazardous Chemical Process Examined: chlorine

The following checklist shall be used as a tool to identify, evaluate and control hazards involved in processes that involve highly hazardous chemicals. For each process involving highly hazardous chemicals, examine each critical step (e.g., receipt, storage, process) through use of this checklist.

I. Hazards of the process

| <u>Applicable</u> | <u>N/A</u> | |
|-------------------|------------|---|
| X | _____ | A minor release occurred |
| X | _____ | A major spill or release occurred |
| X | _____ | An employee accidentally inhaled the chemical |
| <u>X</u> | _____ | An employee came in contact with chemical (eyes/skin) |

List controls and procedures in place to minimize the effects of the hazards checked “applicable” above.

Minor leak occurred: monitor alarms, technician completes changeover hook up if safe and if wearing proper PPE

Major release of chemical occurred: leak detection alarm, scrubber kicks in, Fire Department responds

Inhalation of chemical: evacuate and seek medical attention immediately

Employee came in contact with chemical: flush at eye wash station, seek medical attention immediately

II. Previous accident/injury history: none

III. Engineering and administrative controls applicable to the hazards.

| <u>Applicable</u> | <u>N/A</u> | |
|-------------------|------------|---|
| X | _____ | Self contained breathing apparatus |
| X | _____ | Chlorine gas leak detectors |
| X | _____ | Emergency response monitoring services |
| X | _____ | Emergency repair kits |
| X | _____ | Local mechanical ventilation system |
| X | _____ | Chemical goggles and full face shield |
| X | _____ | Protective clothing |
| X | _____ | Eye wash and safety shower stations |
| X | _____ | Written emergency response procedures |
| X | _____ | Employee training and information |
| X | _____ | Written standard operating procedures |
| X | _____ | Material Safety Data Sheets |
| ___X___ | _____ | Release mitigation equipment (e.g., scrubber) |

IV. List the consequences of failure of each engineering/administrative control listed above.

Chlorine gas leak detectors: doesn't warn staff, emergency responders not notified

Emergency response monitoring services: emergency responders not notified

Emergency repair kits: can't stop/contain leak

Local mechanical ventilation System: exposure to technician/staff

Chemical goggles and full-face shield: health hazard exposure to staff

Protective clothing: health hazard exposure to staff

Eyewash and safety shower stations: don't have immediate countermeasure for dermal exposure

Written emergency response procedures: need to revise procedures if they are not adequate

Employee training and information: continually training/refreshers needed annually

Written standard operating procedures: need to be review annually and revised as necessary

Chemical mitigation release equipment (e.g., scrubber): requires regular maintenance and periodic change out

V. Facility Siting

1. Is the facility located in an area in which a chemical release may pose a health/safety threat to the public? (If yes, what procedures are in place to minimize threat to public)

Yes, facility is in a public park adjacent to residential neighborhoods and an industrial facility, major arterial is ½ block away

Procedures include external alarms and emergency response notifications

VI. Human Factors

Inadequate training

Fatigue

Failure to follow established leak/spill procedures

Working alone at the facility

Knowledge of start-up, normal operations and emergency procedures

Failure to use proper personal protective equipment

For the items listed above, indicate procedures that are in place to provide reasonable assurance that the effects of human error will be minimized.

Inadequate training: aggressive, comprehensive training program

Fatigue: Health and Safety Plan, employee flexible scheduling

Failure to follow established leak/spill procedures: incident review board and supervisory

Working alone at the facility: not allowed

Knowledge of start-up, normal operations and emergency procedures: posted at site and a prerequisite training requirement

Failure to use proper personal protective equipment: disciplinary action policies and procedures

VII. Qualitative evaluation of a range of possible safety and health effects of failure of controls on employees in the workplace.

This is a mature PHA program with rigorous monitoring/analysis and demonstrated employee attention to health and safety

Checklist completed by (print): Larry D. Person, Sr. Environmental Coordinator

Signature:_____

—

Date: April 20, 2007

City of Scottsdale Environmental Procurement Code Elements 2007

Sec. 2-205 Recycled and energy consumptive materials; life cycle costing; environmental procurement.

Guidelines shall be established governing the review and approval of specifications for the procurement of selected materials based on considerations of recycling, energy conservation, life cycle costing and other environmental considerations.

PROCEDURES:

R2-205.1 Environmental Procurement Policy

A. On December 16, 1991 the City Council adopted an Environmental Procurement Policy, hereinafter referred to as Policy, to ensure the purchase of products that are less toxic, conserve resources, are recyclable and have recycled content. The Policy requirements are:

1. Departments shall review the products and services they purchase to identify and purchase the most environmentally responsible products and services available for the intended purpose and meeting the performance requirements;
2. Product testing and trial service is encouraged to evaluate environmentally responsible alternatives pursuant to established testing guidelines;
3. Specifications are not to exclude, without justification, environmentally responsible products such as recycled products, reusable products or products designed to be recycled and products consuming less resources;
4. Preferences be given to environmentally responsible products and technologies in accordance with the established requirements for the applicable procurement process;
5. City projects shall incorporate energy efficient fixtures, appliances and mechanical equipment in any new construction, remodel and retrofit of City Facilities.

B. Environmental Planning & Design Staff shall provide support to Purchasing and Departmental Staffs in their efforts to meet the requirements of the Policy.

C. Procedures and Guidelines may be established as necessary to ensure the continuation of a strong Environmental Procurement Program.

PROCEDURES:

P2-205.1 Hazardous Materials Procurement Guidelines

A. The purpose of this Section is to minimize hazardous material purchases and hazardous waste generation throughout City operations, manage necessary hazardous materials and waste and eliminate all acutely hazardous waste streams. The City's Health and Safety Policy Manual includes examples and lists of the following categories of waste and a list of approved alternate materials.

B. The following categories describe various types of materials that may only be purchased pursuant to the restrictions stated in each category:

Category 1: Includes all acutely hazardous materials and/or chemicals which result in the generation of acutely hazardous waste. Under unusual circumstances, a material from the category could be purchased, but only if a WRITTEN EXCEPTION is granted by the Environmental Planning & Design Office. Materials in this category include, but are not limited to, radioactive materials, 2-4-D pesticide, and paints containing fungicides.

Category 2: Includes materials for which there are no viable alternatives at present. The City commits to review these materials and replace them with non or less toxic alternatives when available. Each time a material from this Category is purchased, the purchaser is responsible to determine that no acceptable substitutes have been developed. Materials in this category include, but are not limited to, asbestos containing materials, freons, lead containing paints, and refrigerant gases, especially CFC gases.

Category 3: Includes materials that can be recycled. The City commits to recycling as many materials as possible. The materials in this category may only be purchased if a method for recycling exists or is developed upon purchase. Materials in this category include, but are not limited to, antifreeze, fluorescent lamps and ballasts, photographic chemicals and tires.

Category 4: Includes materials which are a necessity for certain City operations, but are not approved for use by any departments or staff other than those specifically designated. Materials in this category include, but are not limited to, fertilizers and soil conditioners, reagent grade chemicals, agricultural poisons and ammonia.

EvMS CONFORMANCE TASK FORCE 2007

EvMS CTF Roles-

The City of Scottsdale's Environmental Management System Conformance Task Force (EvMS CTF) is a matrix management team developed as part of the Environmental Management System (EvMS) initiative. Task force members are department/division heads who represent a broad cross-section of City departments. Task Force members were selected by the Preservation and Environmental Office (PEO) based on their technical expertise, to provide upper management review of the City's comprehensive EvMS.

EvMS CTF roles are to: 1) review EvMS policies and procedures drafted by the PEO; 2) support and promote EvMS policies and procedures throughout the organization; 3) report operational impacts of conformance and compliance with EvMS policies and procedures; 4) audit reports on the City's EvMS conformance and regulatory compliance performance; and 5) make recommendations for changes to EvMS conformance and environmental compliance policies and procedures.

CTF Members-

| | | | |
|--------------------|----------------------------|------------------|----------------------------|
| Bob Cafarella | Preservation Director | Art Nunez | Water Treatment Director |
| Dan Worth | G.M. CPM | Deb Baird | G.M. Comm. Svcs. |
| Jeffrey Freundlich | Fire Dept. OSHA Compliance | Ed Gawf | Deputy City Manager |
| Jay Collier | WestWorld Events Director | Danny Johnson | Fleet Management Director |
| Roger Klingler | Assistant City Manager | Pauline Hecker | Risk Management Director |
| Mary O'Connor | G.M. Transportation | David Mansfield | G.M. Water Resources |
| Rick Pence | Solid Waste Director | Dave Petty | Water/Wastewater Ops. Dir. |
| Rod Ramos | Field Services Manager | Monroe Warren | Purchasing Director |
| Neal Shearer | Assistant City Manager | Bill Murphy | Parks & Grounds Mgmt. Dir. |
| Craig Clifford | G.M. Financial Services | Willie McDonald | Fire Chief |
| Frank Gray | G.M. Planning | Suzanne Grendahl | Water Quality Manager |
| Ashley Couch | Stormwater Mgmt. Director | Marc Eisen | Homeland Security Director |

EvMS CTF Scope of Reviews-

At planned intervals, the EvMS CTF will review the City's EvMS and its performance. These reviews shall include the following:

1. Define the organization's environmental policy -- Winter
2. Ensure the availability of resources essential to the EvMS -- Spring
3. Appoint a specific EvMS Management Representative(s) -- Winter
4. Review performance of the EvMS -- Fall
5. Approve controlled documents for adequacy prior to issue -- Fall
6. Review and revise emergency preparedness and response procedures -- Summer
7. Evaluate organization's compliance status, recommend changes and approve policy and procedure revisions -- Spring
8. Evaluate conformance with other requirements, the organization's EvMS and the ISO 14001 International Standard -- Spring
9. Review the effectiveness of corrective and preventive actions -- Summer
10. Ensure necessary changes made to EvMS documentation -- Fall
11. Determine EvMS conformance -- Fall
12. Determine audit criteria, scope, frequency and methods -- Winter
13. Ensure objectivity and the impartiality of the audit process -- Winter
14. Ensure the continuing suitability, adequacy and effectiveness of the EvMS -- Summer
15. Assess opportunities for improvement and need for change -- Spring
16. Ensure records of management reviews are retained, including input to and output from management reviews -- Summer