



**Chesterfield County and Chesterfield County Public Schools  
Chesterfield, Virginia  
Environmental, Health, Safety & Sustainability Commitment**

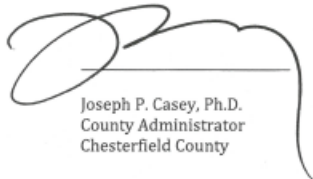


The County of Chesterfield and the Chesterfield County Public Schools believe in preventing harm to people and the environment. We will protect the health and safety of our employees, students, partners and citizens. We will operate our facilities in a responsible manner, ensuring the protection and sustainability of the environment and enhancing the quality of life for our residents.

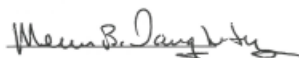
In support of this Commitment, the County and Public Schools will:

1. Only perform job tasks if they can be performed safely.
2. Conduct our operations and activities in compliance with all applicable federal, state and local environmental, health and safety laws, regulations, standards and applicable internal requirements.
3. Establish, implement and continually improve our environmental, health and safety management systems, programs, procedures and performance under the direction and guidance of the County Department of Risk Management.
4. Design, construct, operate and maintain all properties, equipment, machinery and facilities in a safe, compliant, environmentally responsible and sustainable manner.
5. Identify significant environmental, health and safety aspects and establish and periodically review objectives, targets and plans to ensure adequate resources are provided, and effective operational controls implemented, to appropriately manage these risks.
6. Practice established methods of pollution prevention and waste minimization.
7. Periodically assess and review regulatory compliance and conformance to this Commitment.
8. Educate, train, recognize and engage employees to ensure they are aware of environmental, health and safety requirements and risks associated with their respective jobs, and understand how their job function relates to this Commitment.
9. Address County or School related environmental, health and safety incidents or concerns in a timely manner.
10. Communicate this Commitment to all contractors, vendors and consultants who perform work or other services for the County and/or Schools. Require their compliance to this Commitment and use of compliant environmental, health and safety practices while performing these services for the County and/or Schools.

This commitment to protect human health, safety and the environment is required of all persons working for the County of Chesterfield or for Chesterfield County Public Schools.



Joseph P. Casey, Ph.D.  
County Administrator  
Chesterfield County



Mervin B. Daugherty, Ed.D.  
Superintendent  
Chesterfield County Public Schools



## Chesterfield County

Department of General Services

Originator	Revised by	Approved by
RLE 02/28/03	GS EHS Team 09/18/17	GS EHS Team 09/18/17

1 of 3

Revision No. 011

## 4.2 Environmental, Health and Safety Policy Procedure

**Persons responsible:** GS EHS Team GS-WARR Division

**Areas of application:** Department of General Services

**Warning!** Earlier versions of this document are obsolete and should be removed from points of use.

**Distribution:** GS EHS Team, EHS Website

### Revision Schedule

Rev. No.	Date	Description
Orig	02/28/03	Original Document (Note: Environmental Policy was signed on 05/07/03).
001	07/09/03	Corrections to header.
002	03/02/05	Revised review method in 3.3: added Environmental Management Committee review
003	09/06/05	The Environmental Policy was updated to include "other" standards and "applicable to all persons working for Chesterfield County".
004	07/27/06	1.1, 2.1: Deleted OEM- redundant, part of countywide operations; 2.1: Added ISO 14001:2004 reference; 3.5, 5.1 Cleaned up sentence flow; Changed Environmental Program Manger to Environmental Manager throughout.
005	06/14/07	Annual Review by Environmental Management Committee; no changes.
006	09/17/07	3.5: Added "working for or on behalf"; The Environmental Policy was signed by our new County Administrator on August 31, 2007.
007	09/26/08	3.1: Eliminated the need to maintain procedure development minutes; 3.2: Cleaned up wording; 3.5 Moved to Process Section 5.3; 5.1 and 5.2: Cleaned up wording.
008	02/04/10	Changed procedure review time to three years.
009	06/04/10	Changed Office of Environmental Management to General Services – Environmental Division in header; minor punctuation and grammar updates.
010	02/20/14	Incorporate OSHA's Voluntary Protection Program requirements to establish new EHS policy; 3.2: Added EHSSC approval responsibility.
011	09/18/17	Changed Policy Procedure to General Service Department Level; 2.0: ISO 14001 and OSHA's VPPP are now used as guidelines; 3.0: Updated responsibilities to GS EHS team.

### Worksheet Index

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 RESPONSIBILITIES
- 4.0 DEFINITIONS
- 5.0 PROCEDURE/PROCESS
- 6.0 REFERENCE/RELATED DOCUMENTS



Originator	Revised by	Approved by
RLE 02/28/03	GS EHS Team 09/18/17	GS EHS Team 09/18/17

## 4.2 Environmental, Health and Safety Policy Procedure

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### 1.0 PURPOSE

- 1.1 The purpose of this procedure is to establish practices related to the development and implementation of the Environmental, Health and Safety (EHS) Policy for Chesterfield County.

### 2.0 SCOPE

- 2.1 This procedure uses the ISO 14001 standard and the elements of OSHA's Voluntary Protection Program (VPP) as guidelines and covers the Department of General Services.

### 3.0 RESPONSIBILITIES

- 3.1 The GS EHS Team is responsible for the distribution and implementation of the EHS Policy.
- 3.2 The GS EHS Team will revise the EHS Policy to reflect changing conditions.

### 4.0 DEFINITIONS

- 4.1 Refer to 3.0 Definitions, Terms, and Acronyms

### 5.0 PROCESS

- 5.1 The EHS Policy shall include a commitment on behalf of Chesterfield County for continual improvement, pollution prevention, and the protection of county employees. The policy shall also include a commitment to comply with EHS legal and other requirements to which the county subscribes.
- 5.2 The EHS Policy shall provide the framework for setting and reviewing EHS objectives and targets.
- 5.3 The EHS Policy shall consider activities, products, and services pertinent to EHS management and includes all employees working for or on behalf of the county.
- 5.4 The EHS Policy will be maintained through document control protocol detailed in **4.4.5 Document Control Procedure**. The policy will be communicated to employees, contractors, and external interested parties via provisions set forth in **4.4.3 Communication Procedure**.
- 5.5 Initial training regarding the EHS Policy will be included as a part of the new employee orientation training program.



## Chesterfield County

Department of General Services

Originator	Revised by	Approved by
RLE 02/28/03	GS EHS Team 09/18/17	GS EHS Team 09/18/17

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Revision No. 011

## 4.2 Environmental, Health and Safety Policy Procedure

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### 6.0 REFERENCES/RELATED DOCUMENTS

- 6.1 4.2 Environmental, Health and Safety Policy
- 6.2 4.4.2 Training, Awareness and Competence Procedure
- 6.3 4.4.3 Communication Procedure
- 6.4 4.4.5 Document Control Procedure
- 6.5 4.6 Management Review Procedure



**CHESTERFIELD COUNTY**  
**ENVIRONMENTAL ASPECT EVALUATION MATRIX**  
**DEPARTMENT: B & G**

Significant (S) =	4
Controlled (C) =	6
Aspect (OA) =	23

		Environmental Significance					Business Significance										
Category		Scale of Impact	Legal Exposure	Severity of Impact	Probability of occurrence	Duration of impact	Ease of Change	Public Image	Change on Process	Interested Parties	Cost of changing impact	Totals	Management Controls	Aspect Impact	Mandatory Requirements	Aspect Type	Operational Controls
Explanation		What is the relative size of an aspect's impact on the environment	The likelihood and severity of incurring fines or civil liability.	How bad is the adverse environmental consequence caused by the aspect or impact	What is the likelihood that the aspect or impact will cause an adverse environmental impact?	How long will the adverse environmental consequence persist in the environment.	Includes technical difficulties of implementing the change and impacts to operational procedures.	The degree to which the impact will negatively impact the public's perception.	The complexity of implementing a change to mitigate the impact.	Includes concerns of interested parties and cultural changes necessary to implement change.	Cost of change		Consider process controls, procedures, permit requirements, etc. that are in place.	If net aspect impact (max significance column value - management controls) = 4 or 5, then the aspect is significant	CR = Mandatory County Requirement		
Aspect	Impacts	(1-5)	(1-5)	(1-5)	(1-5)	(1-5)	(1-5)	(1-5)	(1-5)	(1-5)	(1-5)	Totals	(0-5)	Net Impact	Requirements	Type	OC #
Disposal of building materials before renovation (asbestos, lead based paint, mold, lead pipes)	air, soil, storm water, water treatment	2	3	4	2	5	3	3	2	3	3	26	4	1	N/A	C	
AC Coil Cleaning	stormwater, soil, water treatment plant	4	3	3	4	4	3	3	3	3	2	28	4	0	N/A	C	
Municipal solid waste	landfills, storm water, soil, water treatment plant	2	1	2	3	3	3	4	4	4	3	29					4.4.6.1
Application equipment cleaning for pesticides and herbicides	stormwater, soil, water treatment plant	2	4	3	3	3	2	4	2	3	2	25	3	1	N/A	OA	4.4.6.2
Chemically treated water run off (towers)	stormwater, soil, water treatment plant	2	2	2	5	2	3	2	3	2	3	26	0	5	N/A	S	4.4.6.10
Fluorescent bulbs	air, storm water, soil, water treatment plant	4	3	3	3	3	2	2	2	2	2	26					
Degreasers	soil, storm water, water treatment	2	2	4	2	5	3	2	2	2	2	26	2	3	NA	S	
Oil (used - New, Storage and Disposal)	soil, storm water, water treatment	3	3	3	3	3	2	2	2	2	2	25					4.4.6.6
Wash/waste water (Storm Water Plan)	soil, storm water, water treatment	1	3	2	5	1	3	2	3	3	2	25	2	3	NA	S	
Oil filters	soil, storm water, water treatment	2	3	3	3	2	3	2	2	2	2	24	2	1	NA	c	
Natural gas	ozone, atmosphere	2	2	1	3	3	3	2	3	3	2	24	2	1	NA	c	
CFC/HFC contaminated oils (HVAC compressor oil)	storm water, water treatment, soil	3	4	4	3	2	2	2	2	1	1	23	1	3	N/A	OA	4.4.6.6
PCB capacitors/transformers	soil, storm water, water treatment	2	4	3	2	2	2	3	2	2	2	23	1	3	N/A	OA	4.4.6.3
Asbestos	soil, storm water, water treatment	1	2	2	1	3	3	2	3	3	2	22	2	1	NA	oa	
Office waste paper	landfills, storm water, soil, water treatment plant	1	1	1	3	3	3	2	3	3	2	22	2	1	NA	c	
Lubricants	soil, storm water, water treatment	2	1	2	2	2	3	2	3	3	2	22	2	1	NA	c	
Paint Use (storage, disposal)	storm water, water treatment, soil	3	2	2	2	2	2	2	2	2	2	21				OA	4.4.6.7
Floor washing/strippers	storm water, water treatment, soil, sewer	3	3	3	3	2	2	1	2	1	1	21				OA	4.4.6.5
Antifreeze	soil, storm water, water treatment	2	2	3	2	3	2	2	2	1	2	21	2	1	NA	S	
Emergency generator emissions	ozone, atmosphere	1	1	1	2	3	3	2	3	3	2	21	2	1	NA	oa	
Lawnmower cleaning	soil, storm water, water treatment	1	1	2	3	1	3	2	3	3	2	21	2	1	NA	oa	
Aerosol Cans	air, ozone layer	2	1	2	2	3	3	1	2	3	1	20	2	1	NA	OA	4.4.6.5
Refrigerants - Freon	air, soil, storm water, water treatment	3	3	2	2	3	2	2	1	2	2	20	2	1	N/A	OA	
Erosion and sediment control	soil, storm water, water treatment	1	1	2	2	1	3	2	3	3	2	20	2	1	NA	oa	
Pesticide and Herbicide	stormwater, soil, water treatment plant	1	3	3	2	3	1	2	1	2	1	19					
Cardboard	landfills, storm water, soil, water treatment plant	1	1	1	1	1	3	2	3	3	2	18	2	1	NA	oa	
Compressed gases	ozone, atmosphere	1	1	1	1	1	3	2	3	3	2	18	2	1	NA	oa	
Noise		1	1	1	1	1	3	2	3	3	2	18	2	1	NA	oa	
Carpentry stains and sealants	soil, storm water, water treatment	2	2	2	1	3	2	1	1	2	1	17	0	3	N/A	OA	4.4.6.5
PVC glues and cleaners	soil, storm water, water treatment	2	2	2	1	3	2	1	1	2	1	17	0	3	N/A	OA	
Fertilizer handling/applications	soil, storm water, water treatment	1	2	2	2	2	1	2	1	3	1	16	1	2	N/A	OA	4.4.6.2
Shop rags	storm water, soil,	3	2	2	2	2	1	1	1	1	2	15	2	1	N/A	OA	
Mercury bulb thermostats, switches (mercroid)	soil, storm water, water treatment	2	2	2	1	3	1	2	2	1	1	15	2	1	N/A	OA	
HID lamps	landfills, storm water, soil, water treatment plant	3	2	1	1	2	1	2	1	2	1	15	1	2	N/A	OA	
Used cleaning supplies (buffer pads, latex gloves)	soil, storm water, water treatment	2	1	2	3	3	1	1	1	1	1	14	2	1	N/A	OA	
Fluorescent lighting ballasts	landfills, storm water, soil, water treatment plant	3	1	2	1	2	1	1	1	1	2	13	2	1	N/A	OA	4.4.6.3

## Environmental Aspect Notes

### *NOTES (10/11/12 and 10/18/12)*

\* Combined B&G and Airport Aspects

### *NOTES (10/01/12)*

\* Delete airport tires

\* Re-ranked aerosol can aspect

### *NOTES (09/20/12)*

\* Changed formatting of aspects with new matrix

### *NOTES (09/19/12)*

\* Reviewed aspects matrix with B&G team

\* Reranked coil cleaner aspect

Corrected on th

### *NOTES (2/3/22)*

\* Reviewed aspects matrix with B&G EHS team

Fuel (airport) no longer relevant

Changed impact for Application Equipment cleaning for pesticides and herbicides. We no longer use the same application equipment for both.

Changed impact for wash/waste water (storm water plan)

Parts Washers no longer relevant

Oil Water Separator no longer relevant

De-icing operations no longer relevant - belongs to airport

Electric devices/cell phones - no longer relevant - we do not accept cell phones now

Grease - no longer relevant. We do not service grease traps

Waste Tires are recycled



# CHESTERFIELD COUNTY

## 4.3.1.2 ENVIRONMENTAL ASPECT RANKING CRITERIA MATRIX

		Environmental Significance of Impact					
		Criteria	Scale of Impact	Regulatory and Legal Exposure	Severity of Impact	Probability of Occurrence	Duration of Impact
		Description	What is the relative size of the aspect or impact?	What is the likelihood and severity of incurring fines or civil liability?	How bad is the adverse environmental consequence caused by the aspect or impact?	What is the likelihood that the aspect or impact will cause an adverse environmental impact?	How long will the adverse environmental consequence persist in the environment?
Ranking Categories	low	1	<i>insignificant volume/quantity</i> * The impact involves little or no resources and/or produces an insignificant amount of waste.	<i>no civil or criminal liability</i>	<i>minimal impact</i> *negligible impact on the environment *produces a recyclable waste	<i>very unlikely under any operating condition</i> *so unlikely, it can be assumed an occurrence may not be experienced	<i>Spike situation extremely short-term duration within one day</i> *material degrades rapidly in the environment
		2	<i>low volume/quantity</i>	<i>may expose the organization to a letter of agreement</i>	<i>some impact but localized and readily containable</i> *produces a solid waste	<i>occurs during abnormal/emergency conditions/probability anticipated and managed</i> *unlikely, but possible to occur in the life of an item	<i>less than one month</i> *involves renewal resources that are recycled
		3	<i>medium volume/quantity but sporadic</i>	<i>may expose the organization to a minor administrative fine</i>	<i>limited impact over multiple locations</i> *produces a universal waste	<i>occurs during small-medium new projects or routine maint. activities</i> *likely to occur sometime in the life of an item	<i>one to six months</i> *material may persist for several months *involves non-renewal resources that are recycled
		4	<i>medium volume/quantity but ongoing</i>	<i>potential or significant administrative fines or civil liability; notice of violation</i>	<i>significant impact and/or regional</i> *damaging to the environment * produces a RCRA hazardous waste	<i>occurs during major new projects or major maintenance activities</i> *will occur several times in the life of an item	<i>less than one year</i> *material degrades slowly in the environment *involves renewable resources that are not recycled
	high	5	<i>high volume/ quantity</i> *The aspect involves a large quantity of materials or resources or creates a continuous impact.	<i>potential for large civil fines or criminal liability</i>	<i>extreme impact and/or potential for global impact</i> *damaging to fish or animals *produces an extremely hazardous waste	<i>occurring during normal operating conditions</i> *likely to occur frequently	<i>long-term duration greater than on year or continuous</i> *impact may persists in the environment for several years *involves non-renewable resources that are not recycled



# CHESTERFIELD COUNTY

## 4.3.1.2 ENVIRONMENTAL ASPECT RANKING CRITERIA MATRIX

		Business Significance of Impact					
		Criteria	Ease of Changing Impact	Effect on Public Image	Minimal Change on Process	Concerns of Interested Parties	Cost of Changing Impact
		Description	What are the technical difficulties of implementing the change and what will be the impacts to operational procedures?	To what degree will the impact negatively influence the public's perception?	What is the complexity of implementing a change to mitigate the impact?	Consider the concerns of interested parties and cultural changes necessary to implement the change.	What is the cost consideration of changing the impact?
Ranking Categories	low	1	<b>easy to accomplish</b> *requires no change in current procedures	<b>no effect</b> *yawn	<b>not complex</b> *can be implemented at the shop level	<b>no concerns</b>	<b>procedural</b> *less than or equal to \$1000
		2	<b>minor level of effort required</b> *requires minor changes in operations	<b>minor / local scrutiny</b> *special interest groups newsletter	<b>minimal complexity</b> *requires coordination with other shops or departments	<b>minor interest at local level</b> *limited number of parties	<b>minor process change</b> *greater than \$1000 but less than or equal to \$25,000
		3	<b>organized effort required</b> *involves some additional effort to implement	<b>limited public scrutiny; manageable</b> *community news letter	<b>medium complexity</b> *requires approval from engineering or procurement	<b>limited interest/manageable at local level</b> *limited number of parties	<b>moderate process changes</b> *greater than \$25,000 but less than or equal to \$100k
	high	4	<b>major effort required</b> *involves significant additional effort to implement	<b>intense local or regional scrutiny requiring more effort</b> *small article inside section of newspaper	<b>very complex</b> *requires approval from legal or outside agencies	<b>major interest at federal level more widespread</b> *greater number of parties	<b>major process change</b> *greater than \$100k but less than or equal to \$1m
		5	<b>impact cannot be changed only managed</b> *involves redesign or major change in maintenance procedures	<b>extreme scrutiny – major facility profile impact</b> *front page of newspaper	<b>extremely complex</b> *requires GM or Board approval to change	<b>extreme/major impact</b> *e.g., financing / litigation	<b>extreme</b> *greater than \$1m





## CHESTERFIELD COUNTY

### 4.3.1.2 ENVIRONMENTAL ASPECT RANKING CRITERIA MATRIX

		Management Controls	
		Description	Consider process controls, procedures, permit requirements, and training and competency that are put in place to reduce the environmental impact of an aspect (goods, products or services)
Ranking Categories	low	0	<i>no controls in place</i>
		1	<i>minimal controls in place</i> *minimal operating procedures and work instructions; no process controls; no containment systems; no permit requirements
		2	<i>operational controls are in place</i> *work instructions have been developed and initial training has been completed
	high	3	<i>operational controls are in place; enhanced training</i> *work instructions have been developed and employees have received refresher training
		4	<i>significant management controls in place</i> *multiple operating procedures and work instructions developed with process controls in place; good training w/ competency review; frequent aspect monitoring and review of aspect
		5	



## Chesterfield County

Department of General Services

Originator	Revised by	Approved by
JTH 03/22/05	JTH 09/19/17	GS EHS Team 09/19/17

1 of 4

Revision No. 013

### 4.3.1 Environmental Aspects Procedure

**Persons responsible:** GS EHS Team GS – WARR Division

**Areas of application:** Department of General Services

**Warning!** Earlier versions of this document are obsolete and should be removed from points of use.

**Distribution:** GS EHS Team, EHS Website

#### Revision Schedule

Rev. No.	Date	Description
Orig	03/22/05	Original Procedure
001	05/02/05	Updated Numbering of Form 4.3.1.1 and Checklist 4.3.1.2; Corrected numbering in Sec. 5.0
002	07/28/06	1.1: Added operational controls; 3.2.2: Changed form to from; 3.2.3: Added OEM
003	04/27/07	3.3.1 Removed site; 5.1: Changed at to by; 5.4: Changed first to second; 5.6: Added and has no management controls; 5.8: Changed corporate to County
004	10/02/07	Made countywide procedure throughout; 5.8 Clarified significant aspect determination
005	11/28/07	5.6: Changed form to from; 5.8.1 added 'or equal to' for significant aspect scoring
006	07/09/08	5.3: Clarified provision to group activities as one aspect; 5.9: Simplified mandatory requirement designation; 5.9.1: Added consideration statement for environmental and business significance column scores of 4 or 5.
007	02/10/09	5.4: normal operations including shut-down and start-up conditions, abnormal operations and emergency situations should be evaluated for all aspects; therefore, the category column can be eliminated in the Environmental Aspects Evaluation Matrix; 5.6: Revised Management Controls range rankings; Eliminated old 5.7 which described total score calculation; 5.7.1: Enhanced the definition of significant aspect; 5.7.2: Updated definition of controlled aspect; 5.7.3: Enhanced definition of aspect; 5.9.1: Eliminated, included in 5.7.1; 5.9: Modified operational control column in Environmental Aspects Evaluation Matrix.
008	02/15/10	Updated responsibilities; corrected typos.
009	02/16/10	5.7.1: Added importance of mitigating impacts of a significant aspect; 5.7.2: Clarified that management controls continue to apply after a significant aspect is controlled.
010	05/25/10	Changed OEM to GSEN; minor punctuation and grammar updates
011	07/22/11	Aspect review process okay; changed review to 3 years.
012	06/18/14	5.10: Added management of change language and suggested method of documentation.
013	09/19/17	Changed Policy Procedure to General Service Department Level; 2.0: ISO 14001 and OSHA's VPPP are now used as guidelines.

#### Worksheet Index

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 RESPONSIBILITIES
- 4.0 DEFINITIONS
- 5.0 PROCESS
- 6.0 REFERENCES/RELATED DOCUMENTS



Originator	Revised by	Approved by
JTH 03/22/05	JTH 09/19/17	GS EHS Team 09/19/17

## 4.3.1 Environmental Aspects Procedure

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### 1.0 PURPOSE

- 1.1 This procedure describes the process involved in identifying and evaluating the activities, products, and services, which are the environmental aspects associated with the operations of General Services. Execution of this procedure will result in the establishing of operational controls and prioritizing environmental objectives and targets.

### 2.0 SCOPE

- 2.1 This procedure uses the ISO 14001 standard and the elements of OSHA's Voluntary Protection Program (VPP) as guidelines and covers the Department of General Services.
- 2.2 This procedure covers all the activities, products and services that will or may impact the environment.
- 2.3 The identification of environmental aspects includes elements arising from operations undertaken under normal, abnormal, and emergency conditions. During the identification of environmental aspects, planned or new developments, new or modified activities, and products and services are also considered.

### 3.0 RESPONSIBILITIES

- 3.1 Each EHS Team will perform a complete survey of the scope of their EHS and identify and document all environmental aspects, impacts, and activities.
- 3.2 In addition, the EHS Team will:
- 3.2.1 Assess their aspects on an annual basis, or more frequently if physical or operational changes are made;
  - 3.2.2 Evaluate their environmental aspects using the significant criteria found in **4.3.1.2 Environmental Aspect Ranking Criteria Checklist (ENVMGT.CHLST.0008)** and in this procedure.
  - 3.2.3 Maintain their aspects database in the **4.3.1.1 Environmental Aspects Evaluation Matrix (ENVMGT.FORM.0016)**.

### 4.0 DEFINITIONS

- 4.1 Refer to 3.0 EHS Related Definitions.

### 5.0 PROCEDURE

- 5.1 The EHS Team will identify and evaluate all environmental aspects within the scope of their EHS in order to identify those with significance. The significant aspects will be managed in a way that reduces or eliminates the significant environmental impacts associated with them; thus, making the aspects adequately *controlled*. The process of identifying the significant environmental aspects associated with the activities should consider the following:



Originator	Revised by	Approved by
JTH 03/22/05	JTH 09/19/17	GS EHS Team 09/19/17

## 4.3.1 Environmental Aspects Procedure

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- releases to water
  - emissions to air
  - waste management
  - contamination of land
  - use of raw materials and natural resources
  - local environmental and community issues
- 5.2 After identifying the environmental aspects, the aspects will be listed in the ***Environmental Aspects Evaluation Matrix***.
- 5.3 Different activities with similar characteristics may be addressed as a single aspect.
- 5.4 The EHS Team shall ensure that environmental aspects which result from normal operations, including shutdown and start-up conditions (N), as well as abnormal operating conditions (A), and reasonably foreseeable emergency situations (E), are identified.
- 5.5 The identified environmental aspects will be evaluated using the ***Environmental Aspect Ranking Criteria Checklist***. The environmental and business significance of each aspect will be ranked by entering a value from 1 to 5 for each category specified, with 5 representing the highest level of impact for that category and 1 representing the lowest. All columns of the ***Environmental Aspects Evaluation Matrix*** will be filled in to complete the analysis.
- 5.6 Current ***Management Controls*** will be ranked from 0 to 5, with 5 representing a process that has been completely evaluated with environmental procedures in place to address environmental impacts and 0 representing a process or aspect that has not been evaluated at all and has no management controls in place.
- 5.7 The following describes aspect evaluation:
- 5.7.1 ***Significant Aspect (S)***: (1) an aspect with a total score of greater than or equal to 25 without considering any controls, or (2) individual significance columns with adverse scores of "4" or "5" indicating that the aspect has a potential for significant environmental or business impact. No management controls are considered in this evaluation process. Significant aspects must be worked on until environmental impacts are mitigated (or controlled.).
- 5.7.2 ***Controlled Aspect (C)*** – a significant aspect that has sufficient management controls in place to prevent or mitigate the potential impact. Using the same process as above, significance columns with adverse scores of "4" or "5" are evaluated individually for management controls. A significant aspect becomes controlled if management controls are put in place to reduce the individual impact in an environmental or business significant area below "4". Therefore, if management controls rank at least a "2", then a significant aspect is now controlled <i/e: 5 (significant) – 2 (management controls) = 3 (controlled aspect)>. When a significant aspect becomes controlled, management controls continue to apply.
- 5.7.3 ***Aspect (A)*** – (1) an aspect with low potential for impact and scoring less than 25 before the management controls are applied, **and** (2) all individual environmental and business significance columns with adverse scores below "4".



Originator	Revised by	Approved by
JTH 03/22/05	JTH 09/19/17	GS EHS Team 09/19/17

## 4.3.1 Environmental Aspects Procedure

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- 5.8 Any mandatory requirement determined by county management or EHS team may require an aspect to have documented relevant controls and training, although not ranked as significant. A mandatory requirement will be designated by a "CR" in the Mandatory Column of the Evaluation Matrix.
- 5.9 For those aspects that are controlled, the operational control procedure(s) will be noted in the Operational Controls column to show element linkage.
- 5.10 The environmental aspect identification and ranking process will be reviewed at least annually to verify that it is current and is meeting the objectives of the EHS to identify areas of improvement in environmental performance.

Also, if physical or operational changes are made, the EHS team shall reassess their environmental aspects (Note: New regulatory requirements may result in a physical or operational change). A suggested method to document any *management of change* is to create a second spreadsheet in the **Environmental Aspects Evaluation Matrix** workbook and list the changes and any aspects review in chronological order.

## 6.0 REFERENCES/RELATED DOCUMENTS

- 6.1 Meeting Minutes, Agendas, and Attendance Sign-In Sheets
- 6.2 4.3.1.1 Environmental Aspects Evaluation Matrix (ENVMGT.FORM.0016)
- 6.3 4.3.1.2 Environmental Aspects Ranking Criteria Checklist (ENVMGT.CHLST.0008)
- 6.4 4.6 Management Review Procedure



## Chesterfield County

General Services –  
Environmental Division

Originator	Revised by	Approved by
JTH 10/04/05	DSL 07/15/13	JTH 07/15/13

1 of 4

Revision No. 006

### 4.3.3 Objectives, Targets and Programs Procedure

Persons responsible:	Jeff Howard	EMS Teams
Areas of application:	Countywide	

**Warning!** Earlier versions of this document may be obsolete and should be removed from points of use.

**Distribution:** EMS Departments, County Intranet

#### Revision Schedule

Rev. No.	Date	Description
000	10/04/05	New Procedure
001	05/02/07	Added section 5.3.3 to procedure
002	11/30/07	Made countywide procedure throughout
003	07/10/08	5.1.1: Added objective and target documentation flexibility; 5.1.5: Added consideration statement for environmental and business significance column scores of 4 or 5; 5.2.3: Added environmental program (action plan) documentation flexibility; 5.2.7: Added “as applicable”.
004	02/09/10	Changed “environmental programs” to “action plans” throughout; 1.0: Smoothed wording and corrected typo; 3.1 Changed “schedule a meeting” to “coordinate”; cleaned up wording; 3.1.1 Eliminated need to maintain element meeting minutes; 5.2.3: Cleaned up wording; 5.3: Smoothed wording and corrected typo; 5.3.1: Added “at least”; Changed procedure review to three years.
005	06/10/10	Changed Office of Environmental Management to General Services – Environmental Division in header; minor punctuation and grammar updates.
006	7/15/13	Reviewed procedure. Updated County Seal and Distribution (to include intranet).

#### Worksheet Index

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 RESPONSIBILITIES
- 4.0 DEFINITIONS
- 5.0 PROCEDURE
- 6.0 REFERENCES/RELATED DOCUMENTS



## Chesterfield County

General Services –  
Environmental Division

Originator	Revised by	Approved by
JTH 10/04/05	DSL 07/15/13	JTH 07/15/13

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Revision No. 006

### 4.3.3 Objectives, Targets and Programs Procedure

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#### 1.0 PURPOSE

- 1.1 The purpose of this procedure is to establish practices related to the identification, implementation and maintenance of objectives and targets associated with the operations of Chesterfield County (county).
- 1.2 This procedure also establishes practices related to the development and maintenance of environmental programs (action plans) used to manage and ensure progress toward the objectives and targets.

#### 2.0 SCOPE

- 2.1 This procedure is responsive to Element 4.3.3 Objectives, Targets and Programs of the ISO 14001:2004 standard and covers the operations of all Environmental Management System (EMS) departments.
- 2.2 The scope of establishing the action plans relate to managing those activities, products and services that are under the control or influence of the county and can impact the ability to achieve the environmental objectives and targets.
- 2.3 The action plans contain the identification and allocation of resources and responsibilities at each relevant function and level to provide the structure and framework for achieving the objectives and targets of the county.

#### 3.0 RESPONSIBILITY

- 3.1 The EMS Team Leader will coordinate the development and review of objectives, targets and action plans with the department EMS Team on at least a semi-annual basis, or more frequently if physical or operational changes are made at county operations. The objective, target and action plan review may be conducted concurrently with the aspect evaluation. The EMS Team Leader is also responsible for ensuring that current copies of each objective and target action plan are maintained in the EMS department files.
- 3.2 The assignment of responsibilities for the objectives, targets and action plans may occur at many levels of the county. This procedure considers objectives, targets and action plans pertinent to environmental management for all persons working for or on behalf of the county.
- 3.3 The EMS Team will review key objectives and targets at Management Review meetings.



Originator	Revised by	Approved by
JTH 10/04/05	DSL 07/15/13	JTH 07/15/13

### 4.3.3 Objectives, Targets and Programs Procedure

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#### 4.0 DEFINITIONS

4.1 Refer to 3.0 EMS Related Definitions

#### 5.0 PROCESS

##### 5.1 DEVELOPING OBJECTIVES AND TARGETS

- 5.1.1 Environmental objectives and targets shall be developed and documented at relevant functions and levels within each EMS department. The EMS team shall use the following forms, or similar, to document objectives, targets and action plans:
- ***Objectives and Targets Action Plan Template A (ENVMGT.FORM.0026)***
  - ***Objectives and Targets Summary Table – EMS Teams (ENVMGT.FORM.0021).***
- 5.1.2 Objectives will represent environmental goals and where applicable will have an associated quantifiable target that the EMS department can reasonably be expected to meet.
- 5.1.3 Targets, where applicable, will provide quantifiable milestones for measuring the EMS department's performance against set objectives.
- 5.1.4 Objectives and targets will be consistent with the environmental policy.
- 5.1.5 When establishing department objectives and targets, the EMS Team will take into account the following:
- Legal and other requirements, as documented in ***4.3.2 Legal & Other Requirements Procedure***,
  - Measures to prevent pollution,
  - Commitment to continual improvement,
  - Significant environmental aspects, as documented in ***4.3.1.1 Environmental Aspects Evaluation Matrix***, and
  - Individual environmental and business significance columns with scores of "4" or "5" in the ***4.3.1.1 Environmental Aspects Evaluation Matrix***, although the overall aspect score does not rank as significant
- 5.1.6 When establishing the objectives and targets, the EMS Team will also consider technological options and views of interested parties.





## Chesterfield County

General Services –  
Environmental Division

Originator	Revised by	Approved by
JTH 10/04/05	DSL 07/15/13	JTH 07/15/13

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Revision No. 006

### 4.3.3 Objectives, Targets and Programs Procedure

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#### 5.2 DEVELOPING ENVIRONMENTAL ACTION PLANS

- 5.2.1 Environmental action plans shall be established that list the specific tasks or means by which to achieve the desired objective and target.
- 5.2.2 For each objective and target, one or more tasks will provide a step-by-step description of how the objective and target will be achieved.
- 5.2.3 Environmental action plans will be completed and documented in a logical sequence, with objectives, targets and tasks building upon each other to reach all the identified objectives and targets.
- 5.2.4 Environmental action plans will designate the responsible position or authority for each task listed. Relevant functions and levels of the organization necessary to complete tasks will be addressed.
- 5.2.5 Environmental action plans will include the time frame for completion of each task.
- 5.2.6 Environmental action plans will be developed and maintained by the EMS Team. The EMS Team should use their judgment in developing the tasks so they are practical and realistically obtainable for their department.
- 5.2.7 Documentation, training and financial requirements will also be defined as applicable.

#### 5.3 IMPLEMENTING AND MAINTAINING OBJECTIVES, TARGETS AND ACTION PLANS

- 5.3.1 As a means of ensuring that each EMS department is progressing towards satisfying its objectives, targets and action plans, and that they are current and reflective of the nature and scale of their operations, the EMS Team will review each objective, target and action plan at least **semi-annually** and submit summary data at each management review meeting. A review may be required prior to a *scheduled* review due to changes in processes, operations or other considerations.
- 5.3.2 Objectives, targets and action plans will also be reviewed in detail during annual EMS audits.

### 6.0 REFERENCES / RELATED DOCUMENTS

- 6.1 Meeting Minutes, Agendas, Sign-in Sheets
- 6.2 Objectives and Targets Action Plan Template A (ENVMGT.FORM.0026)
- 6.3 Objectives and Targets Summary Table – EMS Teams (ENVMGT.FORM.0021)
- 6.4 4.3.2 Legal & Other Requirements Procedure
- 6.5 4.3.1.1 Environmental Aspects Evaluation Matrix
- 6.6 4.6 Management Review Procedure



## Chesterfield County

Building and Grounds

Originator	Revised by	Approved by
EMS Team 07/16/07	Tami Martin 01/02/13	EMS Team 01/02/13

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Revision No. 011

### 4.3.3.1 Objectives and Targets Summary Table

Persons responsible:	Kirby, Earl	Martin, Tami	EMS Team	Tilley, Julie
Areas of application:	Building and Grounds			

**Warning!** Earlier versions of this document may be obsolete and should be removed from points of use.

**Document Location:** Building and Grounds

#### Revision Schedule

Rev. No.	Date	Description
Orig.	07/16/07	Original Document
001	01/13/08	Changes to Target dates
002	5/13/08	Update of SOP completion dates
003	6/10/08	Updated the equipment washing to reduce or eliminate. Updated grounds employees to application equipment cleaning. Updated in disposal of solvents affected employees.
004	07/09/08	Inserted performance indicator in Waste Products.
005	11/25/08	Updated Objectives, Targets, and Performance Indicators
006	6/2009	Added Paint Objective, Target and Performance Indicators
007	11/2009	Added chemical cleaners and bulb eater to O&T and Bulb Eater
008	1/2010	Added Liquid Mercury Containing Devices
009	9/2010	Added Rogers Building cooling towers run off.
010	5/2011	Added Replacement of R22 HVAC units with 410A HVAC units.
011	05/2011	Added target date for contractor quotes for water run off for Rogers and Wagner.
012	01/02/13	Updated persons responsible



# Chesterfield County

Building and Grounds

Originator	Revised by	Approved by
EMS Team 07/16/07	Tami Martin 01/02/13	EMS Team 01/02/13

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Revision No. 011

## 4.3.3.1 Objectives and Targets Summary Table

Aspect	Objective	Targets	Performance Indicator	Complete Date	Status/Comments
Equipment Washing	To reduce or eliminate the impacts of building and grounds equipment washing on the storm sewer system. Specifically, oil and grease entering the storm sewer from washing mowers and general grounds maintenance equipment.	1.) Secure a contract for construction of wash rack by January 2009. 2.) Construction of wash rack to handle B&G equipment that is compliant to all federal and state laws by September 2009. 3.) Write equipment washing SOP by 6/1/08. 4.) Move equipment washing location by 9/1/07. 5.) Train employees on new SOPs by 1/1/08. 6.) Research portable wash racks and report to DC by 6/1/08. 7.) Research recycled water system for wash rack and report to DC by 6/1/08. 8.) Develop Baseline data for equipment washing by 6/1/09 in the form of gallons / event / equipment type.	1.) Contractor Name and date of contract 2.) Date constructed 3.) Date SOPs written and reviewed 4.) Dates (documented in EMS Meeting Minutes) 5.) Training Records 6.) Research data on file 7.) Research data on file 8.) Gallons of water used for equipment washing	1.) 2.) 3.) SOP for washing completed 3/11/08 (Procedure to be used until wash rack is complete 4.) 5.) 6.) 7.) 8.) SOP complete	Assigned to David Jewell Researching equipment wash racks. Short term solution: Create a standard operating procedure (SOP) by June 1, 2008. <b>COMPLETE</b>
Pesticides & Herbicides application equipment	To reduce or eliminate the impacts of building and grounds pesticides	1.) Secure a contract for construction of wash rack by January 2009. 2.) Construction of wash rack	1.) Contractor Name and date of contract 2.) Date constructed 3.) Date SOPs written and	1.) 2.) 3.) SOP complete	Assigned to Stacey Arnold. Create a standard operating procedure



Originator	Revised by	Approved by
EMS Team 07/16/07	Tami Martin 01/02/13	EMS Team 01/02/13

### 4.3.3.1 Objectives and Targets Summary Table

Aspect	Objective	Targets	Performance Indicator	Complete Date	Status/Comments
cleaning	and herbicides application equipment washing on the storm sewer system. Specifically, those chemicals associated with pesticides and herbicides from entering the storm sewer by washing application equipment and tanks.	to handle B&G equipment that is compliant to all federal and state laws by September 2009. 3.) Write equipment washing SOP by 6/1/08. 4.) Move equipment washing location by 9/1/07. 5.) Train employees on new SOPs by 1/1/08. 6.) Research portable wash racks and report to DC by 6/1/08. 7.) Research recycled water system for wash rack and report to DC by 6/1/08. 8.) Develop Baseline data for equipment washing by 6/1/09 in the form of gallons / event / equipment type.	reviewed 4.) Dates (documented in EMS Meeting Minutes) 5.) Training Records 6.) Research data on file 7.) Research data on file 8.) Gallons of water used for equipment washing	5/9/08 4.) 5.) 6.) 7.) 8.) SOP complete	(SOP) for equipment cleaning by June 1, 2008. To explore options to reduce need to rinse out containers by using separate herbicide/pesticide applicators. <b>COMPLETE</b>
Solvent Use	To reduce and or eliminate the environmental impacts of solvents used by Building and grounds operations.	1.) Inventory current stock of solvents and determine shelf life and usefulness to B&G operations by 6/1/08. 2.) Develop SOPs to use, store, and dispose of hazardous solvents by 6/1/08.	1.) Inventory list 2.) Work instruction completion 3.) Training records 4.) Filled out chemical approval form	1.) 2.) 3.) 4.) 5.) 6.) SOP complete	<b>Assigned to Richard McCoy.</b> Inventory current stock to determine product use, purpose, environmental friendliness. Develop an operational control draft by June 1,



## Chesterfield County

Building and Grounds

Originator	Revised by	Approved by
EMS Team 07/16/07	Tami Martin 01/02/13	EMS Team 01/02/13

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Revision No. 011

### 4.3.3.1 Objectives and Targets Summary Table

Aspect	Objective	Targets	Performance Indicator	Complete Date	Status/Comments
		3.) Train employees on new SOP procedures by 6/1/08. 4.) Research substitutes and place on the chemical approval forms for OEM approval. (substitutes should be non corrosive, flash above 140 degrees, non-toxic, or reactive, and not be a listed hazardous waste by 2/1/09. 5.) Properly dispose of all solvents that will not be used by B&G staff and or shelf life has been exceeded by 2/1/09.	5.) Hazwaste Manifests/tons 6.) Tons of hazardous waste disposed of through B&G operations (baseline 0)		2008. Create a standard operating procedure (SOP) to properly use and dispose of solvents <b>COMPLETE</b>
MSW	To divert 25 tons of waste generated from B&G operations that would ultimately be disposed of in a landfill.	1.) Increase recycling options at B&G and the county complex by 2/1/09. <ul style="list-style-type: none"> <li>• Plastic, paper, aluminum</li> <li>• Cardboard</li> <li>• Cfls</li> <li>• E-cycling</li> <li>• Re-use programs</li> <li>• Used oil</li> </ul>	1.) Number of recycling programs (baseline zero) 2.) Tons of material recycled (baseline 0) 3.) Generation of Recycling SOPs 4.) Training records	1.) 9 recycling programs 2.) Records on file with Jeff Howard 3.) 5 SOP's completed. 4.) SOP complete 8/07	<b>Assigned to Clyde Carwile.</b> Secured bins with CVWMA. CVWMA pick up recycling on an as needed basis. Divert recyclable litter from entering the solid waste stream by



Originator	Revised by	Approved by
EMS Team 07/16/07	Tami Martin 01/02/13	EMS Team 01/02/13

### 4.3.3.1 Objectives and Targets Summary Table

Aspect	Objective	Targets	Performance Indicator	Complete Date	Status/Comments
		<ul style="list-style-type: none"> <li>Etc....</li> </ul> 2.) Develop SOPs for recycling initiatives by 2/1/09.	for SOPs		recycling. Create a standard operating procedure (SOP) by June 1, 2008 to properly use and dispose of waste products. <b>COMPLETE</b>
PCB capacitors/transformers	Reduce or eliminate possibility of impacting environment with old PCB capacitors.	1. Identify the location and number of old PCB oil containing capacitors are in county owned buildings and properties by 2/1/09. 2. Develop SOPs to identify, handle and dispose of PCB capacitors by 6/1/08. 3. train employees on new operational controls by 6/1/08. 4. replace old PCB oil containing capacitors by 9/6/09.	1.) Number of capacitors Identified (baseline 0) 2.) SOPs written 3.) Training records 4.) Number of capacitors replaced (baseline 0)	1.) SOP complete 5/08 2.) 3.) 4.)	<b>Assigned to Pete Troxell.</b> Create standard operating procedure (SOP) for storage and handling of PCB capacitors by June 1, 2008. <b>COMPLETE</b>
Paint Storage and Disposal	Remove all paint related waste from the safety town paint	1. Properly dispose of all latex paint	1. Inventory all paint supplies located at safety town	1) Complete 2) Complete 3) Complete	1. Paint supplies inventoried.



## Chesterfield County

Building and Grounds

Originator	Revised by	Approved by
EMS Team 07/16/07	Tami Martin 01/02/13	EMS Team 01/02/13

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Revision No. 011

### 4.3.3.1 Objectives and Targets Summary Table

Aspect	Objective	Targets	Performance Indicator	Complete Date	Status/Comments
	trailer by 8/1/09	<ul style="list-style-type: none"><li>waste at the B&amp;G warehouse by 7/15/09</li><li>2. Properly dispose of all oil base paint related waste at the B&amp;G warehouse</li><li>3. Organize all paint supplies at the trailer to present a visually appealing and well organized facility 7/15/09</li><li>4. Write paint usage and storage operational control for the painting department 8/1/09</li><li>5. Train paint staff on the paint usage and storage</li></ul>	<ul style="list-style-type: none"><li>2. Identify any hazardous or non hazardous paint related waste</li><li>3. Transport all hazardous and non hazardous paint related waste to B&amp;G warehouse for proper storage proposal</li><li>4. Paint and waste pouring and dry packing.</li></ul>	4) SOP complete	<ul style="list-style-type: none"><li>2. All paint identified as to hazardous or non hazardous.</li><li>3. Paint transported to B&amp;G warehouse.</li><li>4. Paint poured and dry packed and picked up by Atlantic Industrial.</li><li>5. Employee training on storage and disposal of paint completed 1/20/2010.</li></ul> <b>COMPLETE</b>



# Chesterfield County

Building and Grounds

Originator	Revised by	Approved by
EMS Team 07/16/07	Tami Martin 01/02/13	EMS Team 01/02/13

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Revision No. 011

## 4.3.3.1 Objectives and Targets Summary Table

Aspect	Objective	Targets	Performance Indicator	Complete Date	Status/Comments
		operational control 1/1/10.			
Chemical Cleaners	Decrease cost and use of cleaning chemicals associated with building and maintenance by purchasing cleaning chemical dispenser units for all B&G maintained buildings.	<ol style="list-style-type: none"> <li>1. Reduce the use of cleaning chemicals by 25%</li> <li>2. Reduce costs associated with purchasing cleaning chemicals by 10%</li> </ol>	<ol style="list-style-type: none"> <li>1. Purchase chemical dispensers by 10/1/08</li> <li>2. Complete written procedure by 9/14/08</li> <li>3. Complete hands on training by 10/21/08</li> </ol>	<ol style="list-style-type: none"> <li>1. Chemical dispensers purchased</li> <li>2. Manufacture's training received 5/6/08.</li> <li>3. B&amp;G SOP pending</li> <li>4. Training with staff on SOP TBD</li> </ol>	COMPLETE 5/08..
Fluorescent Bulb Recycling (Bulb Eater)	Decrease the cost associated with recycling fluorescent light tubes.	1. Reduce recycling costs by 35%	1. Purchase a bulb crusher recycling unit by 10/1/09	<ol style="list-style-type: none"> <li>1. GSEN purchased 11/09</li> <li>2. Complete written procedure by 10/14/09</li> </ol> <p>Complete written and hands on training by 11/09</p>	<p>Bulb crusher purchased by GSEN</p> <p>County Wide written procedure completed by GSEN</p> <p>Training for B&amp;G affiliated staff completed 11/09</p> <p>COMPLETE</p>
Liquid Mercury Containing Devices	Reduce or eliminate possibility of impacting environment with	1. Identify the location and number of liquid mercury containing devices in County	<ol style="list-style-type: none"> <li>1. Number of liquid mercury containing devices identified (baseline 0)</li> <li>2. SOP written</li> </ol>	1. B&G Ems decision to identify as found.	COMPLETE 2/10.





# Chesterfield County

Building and Grounds

Originator	Revised by	Approved by
EMS Team 07/16/07	Tami Martin 01/02/13	EMS Team 01/02/13

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Revision No. 011

## 4.3.3.1 Objectives and Targets Summary Table

Aspect	Objective	Targets	Performance Indicator	Complete Date	Status/Comments
1/20/10	liquid mercury containing devices.	owned building and properties by 4/30/2011. 2. Develop an OC to identify, handle and dispose of liquid mercury containing devices by 5/15/2010. 3. Train HVAC and Electrical employees on new OC by 5/30/2010. 4. Replace liquid mercury containing devices as identified during PM's.	3. Training Records 4. Number of liquid mercury containing devices replaced.	2. SOP written 1/5/10. 3. None to date.	
	Reduce the possibility of impacting the environment of chemically treated water run off towers (Administration and IST).	1. Establish a County approved vendor to monitor chemical levels of water run off. 2. Write SOP. 3. Training of HVAC technicians.	1. Vendor established. 2. SOP written. 3. Training HVAC technicians	1. County approved vendor established. 2. SOP complete 5/24/10.	COMPLETE 5/10.
	Reduce the possibility of impacting the environment of chemically treated water run off at	1. Coordinate with contractor to test chemicals in water run off. 2. Determine quality of water from run off. 3. Verify if there is a local sanitary sewer for possible tie	1. Report from Chemtreat analysis received 9/2/10 and forwarded to GSEN/Jeff Howard. 2. Per Jeff Howard water needs to be piped or pumped to the sanitary sewer.	1. Lab analysis received 9/2/10 2. Verdict received from Jeff Howard 9/2/10 3. Field trip to sight	11/16/2011 UPDATE: Per Jeff Howard, going forward, all cooling towers current and future blow down and bleeds will be piped to



## Chesterfield County

Building and Grounds

Originator	Revised by	Approved by
EMS Team 07/16/07	Tami Martin 01/02/13	EMS Team 01/02/13

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Revision No. 011

### 4.3.3.1 Objectives and Targets Summary Table

Aspect	Objective	Targets	Performance Indicator	Complete Date	Status/Comments
	Rogers Building Wagner Building.	in. 4. Coordinate with Utilities, plumbing contractor, and funding to pipe water run off to sanitary sewer. 5. Get quotes for work. 6. Arrange and coordinate work by contractor	3. Sanitary Sewer is within 50 ft. of the cooling tower. 4. Coordinate David Jewell, Clyde Carwile, and Jeff Howard for preliminary meeting by 2/2011. 5. David Jewell to get quotes from two (2) contractors for scope of work to pipe water run off to sanitary sewer for Rogers and Wagner Buildings. Goal by December 30, 2011. 6. Pending	on 10/25	<a href="#">the sanitary sewer.</a>
5/11	Reduce or eliminate the possibility of impacting the environment from ozone depleting refrigerants.	1. Replace R22 HVAC units with 410A HVAC units before they are scheduled for replacement if they fail before their replacement date.	1. Identify and list all R22 HVAC units. 2. Identify and list units to be replaced and by whom ( B&G or CPM). 3. Determine replacement per fiscal year. 4. Determine if unit requires replacement or repair. If replacement is required, record building location of replacement.	1. List complete 5/11/11. Revisions are on-going. See John West for updates. 2. Complete 3. In progress. Progress for this will change due to replacements and changes throughout each fiscal year. 4. On-going. See O&T table for building tracking.	On-going from 2010 – 2020 based on budget.



## Chesterfield County

Department of General Services

Originator	Revised by	Approved by
JTH 12/13/05	JTH 09/25/17	GS EHS Team 09/25/17

1 of 3

Revision No. 006

### 4.4.6 Operational Controls Implementation Procedure

**Persons responsible:** GS EHS Team GS – WARR Division

**Areas of application:** Department of General Services

**Warning!** Earlier versions of this document are obsolete and should be removed from points of use.

**Document Location:** GS EHS Team, EHS Website

#### Revision Schedule

Rev. No.	Date	Description
Orig.	09/20/05	New Procedure
001	05/01/07	Made minor changes in 2.2.1 and 5.6.
002	01/25/08	Made countywide procedure throughout.
003	04/02/09	3.2 and 5.4: Revised operational control review time; 4.3: Added countywide operational control to definition section.
004	06/11/10	Changed Office of Environmental Management to General Services – Environmental Division in header; minor punctuation and grammar updates.
005	12/15/15	Incorporation of ISO 18000 requirements throughout.
006	09/25/17	Changed procedure to General Service Department level throughout; 2.0: ISO 14001 and OSHA's VPPP are now used as guidelines.

#### Worksheet Index

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 RESPONSIBILITIES
- 4.0 DEFINITIONS
- 5.0 PROCEDURES
- 6.0 REFERENCES/RELATED DOCUMENTS



Originator	Revised by	Approved by
JTH 12/13/05	JTH 09/25/17	GS EHS Team 09/25/17

## 4.4.6 Operational Controls Implementation Procedure

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### 1.0 PURPOSE

The purpose of this procedure is to develop and maintain practices to reduce and control impacts to the environment and to eliminate or control health and safety hazards.

### 2.0 SCOPE

- 2.1 This procedure uses the ISO 14001 standard and the elements of OSHA's Voluntary Protection Program (VPP) as guidelines and covers the Department of General Services.
- 2.2 The scope of establishing operational controls relates to managing those tasks, products and services that are associated with significant environmental aspects and safety risks, and where the absence of an operating procedure or work instruction could lead to a deviation from the EHS management system including non-routine and emergency tasks.

### 3.0 RESPONSIBILITIES

- 3.1 Each EHS Team is responsible for identifying processes and tasks for their facility or oversight that have an impact on environmental, health and safety. For the significant aspects related to the environmental impacts, the EHS Team will develop operational controls to manage these processes and tasks.
- 3.2 The EHS Team will reassess operational controls and training documents when physical or operational changes are made.
- 3.3 The EHS Team and division supervisors will train and update all employees under their supervision about the proper execution of the operational controls for which the employees are responsible.
- 3.4 The Assistant Director of Risk Management and the Purchasing department will develop and maintain a process to address suppliers and contractors who will be required to follow applicable county operational controls at the facilities at which they work.

### 4.0 DEFINITIONS

- 4.1 Operational Control (OC) – a standard operating procedure or work instruction.
- 4.2 Refer to 3.0 EHS Related Definitions



Originator	Revised by	Approved by
JTH 12/13/05	JTH 09/25/17	GS EHS Team 09/25/17

## 4.4.6 Operational Controls Implementation Procedure

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### 5.0 PROCESS

- 5.1 OCs will be established to reduce and control impacts to the environment and to eliminate or control health and safety hazards. After environmental aspects have been ranked, OCs will be developed for all *significant* environment aspects. For work activities that create a significant safety risk, OCs will also be required to be developed. OCs should also be in place for situations in EHS operations where their absence could lead to deviation from the EHS policy, or objectives and targets.
- 5.2 Documentation of the OCs for selected processes will be the responsibility of the EHS Team. This responsibility includes the drafting of OCs (e.g., SOPs, Work Instructions, JSAs, signage). These procedures should be written in sufficient detail to provide the necessary level of instruction to ensure the desired outcome. Consideration should be given to the experience, education, and / or training of the person(s) who is executing the instructions. Particular attention will be given to the potential or actual consequences of certain information not being provided or if the work instruction is not followed correctly.
- 5.3 All relevant employee comments, inquiries and suggestions submitted to the EHS Team will be considered when proposing and preparing all EHS documents.
- 5.4 The EHS Team will update OCs and training documentation when physical and operational changes are made.
- 5.5 All documents pertaining to OCs will follow the document control system detailed in the **4.4.5 Document Control Procedure**.
- 5.6 EHS documents critical to the daily operation of the EHS must be accessible to personnel who rely on such critical documents to complete their tasks in accordance with the EHS.
- 5.7 Communication of operational control requirements and implementation will occur through training as detailed in the **4.4.2 Competence, Training, and Awareness Procedure**.
- 5.8 The internal EHS audit and nonconformance processes will be used to ensure that the OCs are adhered to and provide an effective means of planning and controlling critical tasks. Auditing and nonconformance are detailed in the **4.5.3 Nonconformity, Corrective and Preventive Action** and **4.5.5 EHS Audit** procedures.

### 6.0 REFERENCES / RELATED DOCUMENTS

- 6.1 3.0 EHS Related Definitions
- 6.2 4.4.2 Competence, Training and Awareness Procedure
- 6.3 4.4.5 Document Control Procedure
- 6.4 EHS Procedure Template (EHS.FORM.0007)
- 6.5 EHS JSA Template (EHS.FORM.0058)



**CHESTERFIELD COUNTY**  
**POLLUTION PREVENTION PROJECTS**

<b>DEPARTMENT</b>	General Svs – B&G
<b>UPDATED</b>	6/30/2022

<b>POLLUTION PREVENTION ACTIVITY</b>	<b>PROJECT MANAGER</b>	<b>DATE INITIATED</b>	<b>COST</b>	<b>REDUCTION RESULTS (ANNUAL SAVINGS)</b>
Single Stream Recycling (SSR) of office waste to include paper, plastics and cardboard.	Janice Herron	2012	0.00	No annual monetary saving. However, the recycling collected is diverted from the waste stream
Metal Recycling	Janice Herron	2021	0.00	No annal monetary savings. However, the metal is diverted from the waste stream, and we are paid for the metal collected. <i>Calendar Year 2021 we diverted 43,120 pounds of metal.</i>