

EMAS

The European Eco-Management and Audit Scheme

Improving your environmental
and business performance



Toolkit for Local Authorities

<http://www.europa.eu.int/comm/environment/emas>



European Commission



EMAS

Performance, Credibility, Transparency

ECO-MANAGEMENT AND AUDIT SCHEME TOOLKIT FOR LOCAL AUTHORITIES

Produced By:



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Introduction by Minister of the Environment of Minister for Local Government

A single side of information clearly sign posting:

- Message of encouragement from central government to local government to implement EMAS
- Identifying key national benefits – such as environmental legislative compliance and demonstrable good environmental management.
- Links / relationship with other national environmental or local government priorities.

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Background to EMAS and context for local authorities

What is an Environmental Management System?

An Environmental Management System (EMS) is a management tool that can be used by organisations of all sizes to assess, improve, monitor and report on their environmental performance. Procedures are established to ensure that environmental improvements are on-going and that the EMS remains an appropriate and effective tool. An EMS can be applied to the provision of local authority services as well as the management of facilities and assets. An EMS can be applied at the level of the whole local authority or for a particular operational unit, site or function.

There are 2 main verifiable Environmental Management System standards in the EU. The first is The Eco-Management and Audit Scheme (EMAS). EMAS was developed as an EU regulation in 1995. Initially only a limited number of industrial activities could be verified under EMAS. However, the regulations allowed for each Member state to adapt the regulations for specific sectors. The UK government adapted the regulations to enable local authorities to register under the scheme.

In 2001 the EMAS regulations were amended (EC. Regulation No. 761/2001) to allow all sectors (including local authorities) to register under the scheme. The stated objective of EMAS is to promote continual improvement in the environmental performance of organisations (including local authorities) by a number of key steps:

- 1) The establishment and implementation of an Environmental Management System
- 2) The objective and periodic evaluation of the EMS
- 3) The active involvement of employees and the provision of appropriate training
- 4) Provision of information on environmental performance with the public and other interested parties.

The amendment also recognised that the management component of EMAS is identical to International Standard ISO14001 the second main verifiable Environmental Management System standard in the EU. EN ISO14001 was launched by the International Organisation for Standardisation (ISO) as the international standard for environmental management in 1996.

What is EU Policy Context for EMAS

The strategic environmental management priorities for the EU until 2010 are set out in the 6th Environmental Action Programme. The 6th EAP contains objectives related to 4 key environmental areas.

- 1) The management of natural resources and waste
- 2) Climate change
- 3) Nature and biodiversity
- 4) Environment and health.

The 6th EAP includes the following objective regarding Environmental Management Systems : *'Encouraging wider uptake of the Community's Eco-Management and Audit Scheme and developing initiatives to encourage companies to publish rigorous and independently verified environmental or sustainable development performance reports'*

Local Authority use of EMAS

The first local authority to achieve EMAS registration in Europe was London Borough of Sutton in 1995. Since then the numbers of local authorities implementing EMAS and ISO14001 has steadily grown.

- ¹114 local authority sites registered to EMAS in Europe from the following countries
- Germany, UK, Austria, Spain, Denmark, Belgium, Sweden, Italy and France
- Many others also have ISO14001

Table 1 shows EMAS local authorities by country on 16/01/2004

Table 2 shows the rate of EMAS uptake by local authorities on 16/01/04

¹ Following Figures from EU EMAS website January 2004
<http://europa.eu.int/comm/environment/emas/>.

Table 1. Local Authorities with EMAS 16/01/04

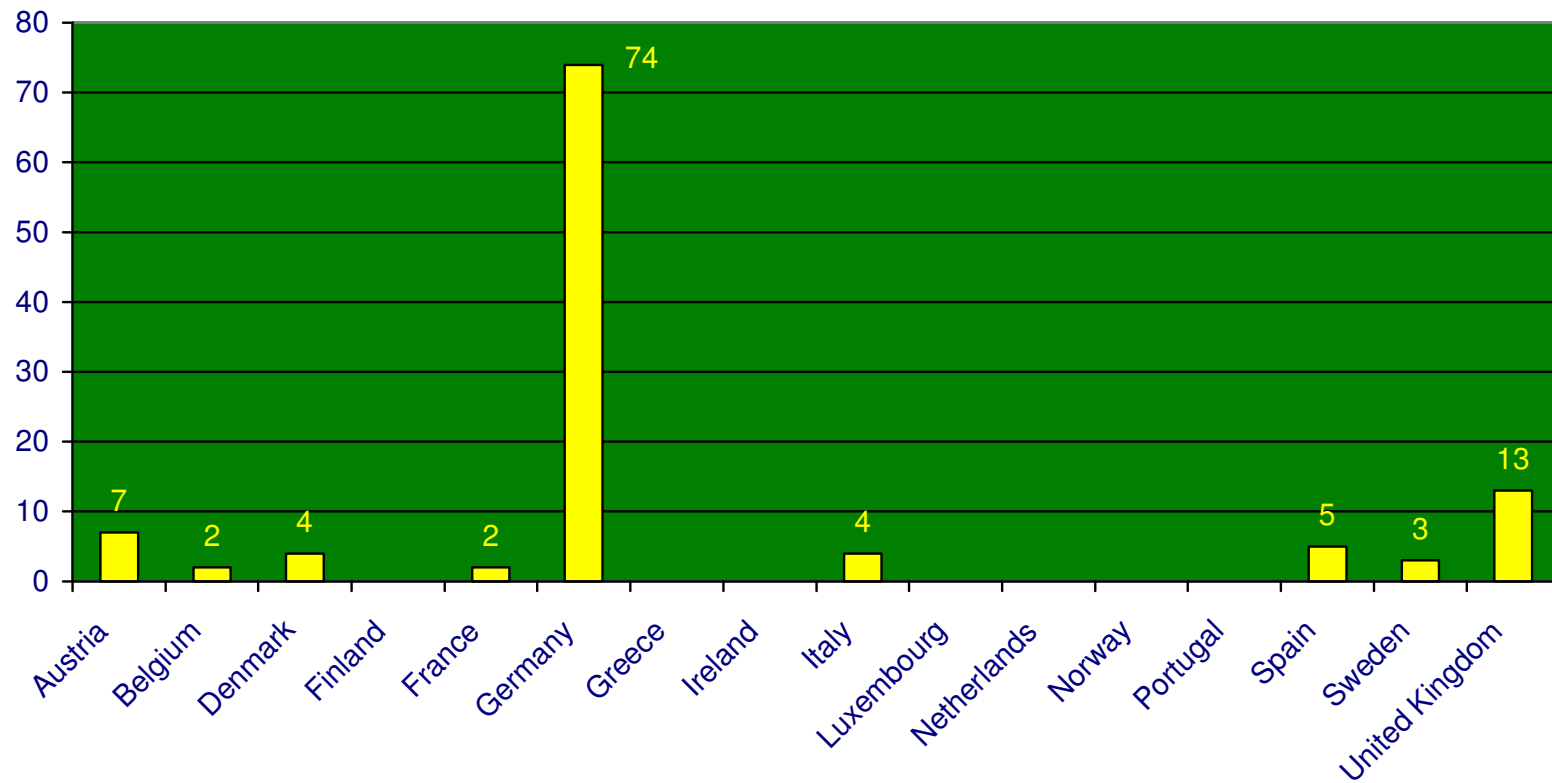
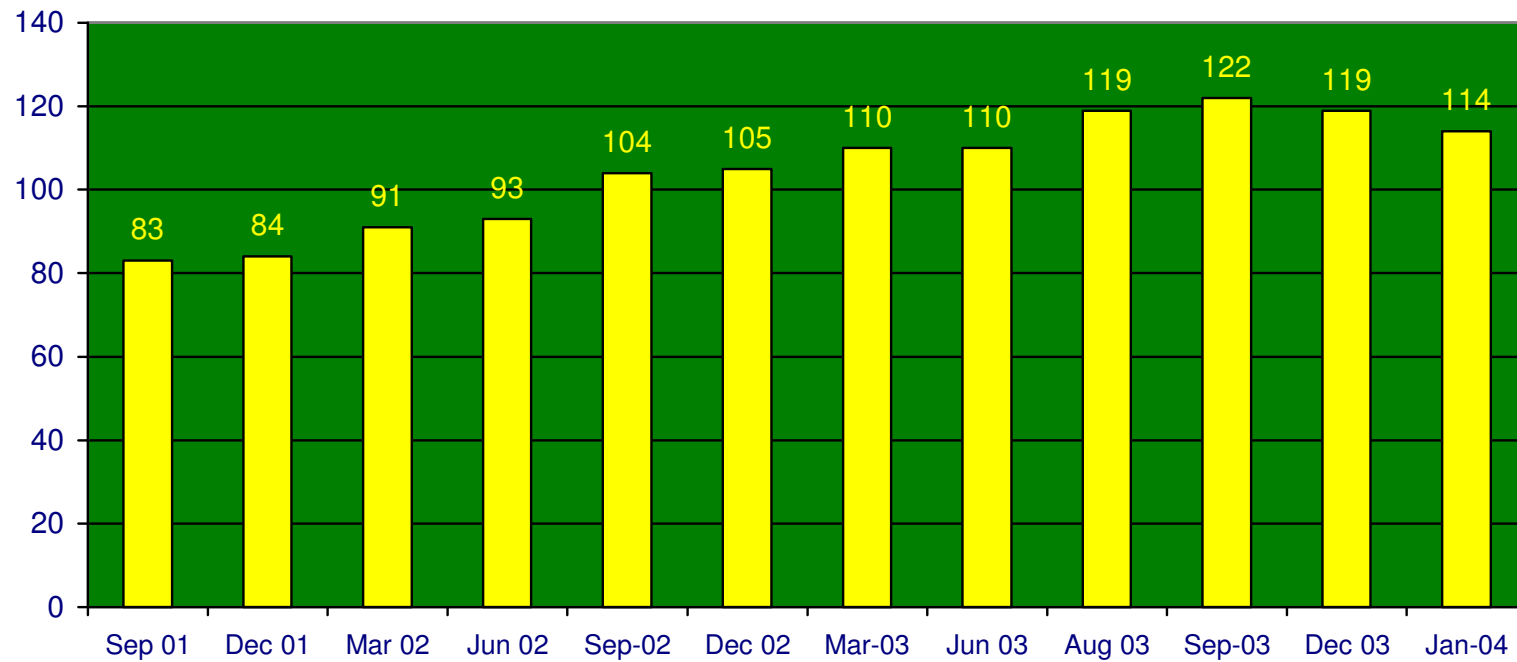


Table 2. Uptake of EMAS by local authorities on 16/01/04



Why are Environmental Management Systems important for Local Authorities?

EMAS is an important management tool for local authorities. The EU EMAS web site² identifies why:

*Local authorities are **key players** in the local economy. As the government level closest to the citizen, they have an important **influence** on the environmental habits of the general public and can make a major contribution to the implementation of the principles of sustainable development at local level. Public authorities can improve their own environmental performance, not just for their own **benefit**, but also to **set an example** for the community.*

***EMAS** can help in achieving this by providing a **structured framework** for managing and improving the local authority's own environmental performance. There are an increasing number of public authorities seeking EMAS registration. Today the public administration sector is one of the fastest growing sectors as regards EMAS uptake.*

What are the costs and benefits of EMAS for a local authority?

The costs and benefits of EMAS will obviously vary between different local authorities depending on a wide range of factors such as organisational size, structure, responsibility etc. However there are a number of common costs and benefits that will be felt by any organisation establishing EMAS. These can be summarised as follows:

EMAS Costs.

The main costs of EMAS implementation are from staff costs and external assistance (EMS consultants) together with the costs of EMAS verification and registration.

- **Local Authority staff costs** – Staff involvement is critical in the establishment and maintenance of an effective EMAS from providing operational information for the environmental review, through to implementing the environmental programme, monitoring and measuring performance and maintaining the system over coming

² http://europa.eu.int/comm/environment/emas/local/index_en.htm

years. Many local authorities establish an EMAS team to drive the development and implementation process, often employing an EMAS co-ordinator to steer the process.

- **Environmental Improvement Actions.** Some improvement actions identified by the EMAS process may need financial resources to achieve, but often improvement actions can be achieved by refocusing existing budgets. Investing in environmental improvements can often lead to significant on going resource savings.
- **Environmental Statement.** This is a document that details your existing environmental impacts, targets for the future and performance against the targets. The statement must be made publicly available. This may result in layout, printing and distribution costs, together with the staff costs involved in drawing all the relevant information together.
- **EMAS verification costs.** The final stage of the EMAS process is verification. This needs to be carried out by an accredited EMAS verifier from outside the local authority and will include a site visit. The cost of the verification process will depend on the size and structure of the local authority.
- **EMAS Registration costs.** There is an initial registration fee with an on-going annual membership fee.

EMAS Benefits

It should not be forgotten that whilst there are a number of obvious costs associated with establishing EMAS, there are also many benefits.

- **Improved Environmental Performance.** The main reason for implementing EMAS is to deliver on-going improvements in environmental performance based on the most significant environmental impacts arising from a local authority's services. This

improved environmental impact should provide benefits for the local and wider community.

- **Leading by example.** Local authorities encourage and require local businesses and householders to improve their environmental impacts and adopt good environmental practices whilst often not being able to show good performance themselves. EMAS can be one way that local authorities can 'lead by example' and show how to implement real, long lasting environmental improvements rather than just policy aspirations.
- **Reducing resource use/cost.** Many local authorities have found that EMAS can lead to cost savings arising from the reduction in use of resources such as energy, water, transport and reduction in waste
- **Reduced environmental risk.** Local authorities, like other organisations need to effectively manage their own environmental impacts in order to comply with environmental regulations and legislation. An Environmental Management System requires a local authority to have up to date knowledge of all environmental legislation and regulations related to council operations and to reduce all significant environmental impacts. This can help in reducing the risk of legal non-compliance.

Case Study – Kirklees Metropolitan Council, UK

Kirklees is a Metropolitan Council covering 40,860 hectares, located in West Yorkshire, UK. The Council area covers a population of approximately 395, 000 people. 11% of the Council's administrative area is in the Peak District National Park. The northern part of the Council's area comes close to the City of Leeds. The Council's administration is based in the town of Huddersfield. Kirklees is a Metropolitan Council organised into 33 separate departments, based in 800 buildings and employing over 17,000 people.

Kirklees Metropolitan Council has a long track record of developing and

implementing environmental management initiatives and has gained a reputation for being an example of good practice in this area.

Cost and Benefits

Costs: Kirklees Metropolitan Council spends approximately **€157,000** on operational costs for environmental auditing, environmental training, EMAS verification, and the salaries bill of two full time EMS officer posts.

Benefits: Kirklees recognise that the costs have been more than paid back through resource savings arising from environmental management activities. Some examples of the savings made between 1999 and 2000 are shown below:

- **€145, 000** in building energy cost savings
- A further **€137, 000** in fuel cost savings from the 45 projects supported by the Council's Energy and Water Conservation Fund
- Approximately **€79, 100** in fuel cost savings from switching 26 vehicles over to dual fuel (LPG / Petrol)
- Approximately **€15,800** in waste disposal cost savings (in spite of increasing waste disposal taxes)
- **€31, 700** was saved in vehicle insurance and fuel consumption costs after 350 drivers from the Building Services department were trained in improved driver awareness and ECO driving techniques

Kirklees Metropolitan Council also recognises that funding external funding opportunities that were previously unavailable to the Council (due to the requirements for successful applications for funding to have an EMS in place) have now been successfully utilised. Examples of such additional funding include:

- **€332,400** to establish a regional Energy Agency and Energy Efficiency Advice Centre.
- **€292, 900** was provided by the Regional water Company to fit 37, 000 water conservation devices in Council owned houses
- **€231, 000** was secured for a 'Food Futures' project which sought to encourage the use of locally produced food in order to promote a

healthier diet, support regional food producers and reduce the amount of travel (food miles) that food has to be transported.

First Steps - Deciding on the Approach

There is no 'one way' to implement an EMS in a local authority. Some local authorities will implement an EMS in a single operational unit, whilst others will develop an EMS for the entire Council operations. The size, structure, and existing policy priorities of a council will all influence the best EMS implementation approach to take. Examples of some of the commonest implementation approaches are shown below.

- The whole authority – A 'whole organisation' approach, usually managed centrally and dealing with key strategic environmental issues. A single management system covers the activities of the entire local authority.
- Department by Department – An incremental approach. Council departments with obvious and important environmental impacts (such as construction or transport management) are dealt with first. This ensures EMAS is focussed much more at the operational level and can help to deliver some 'quick wins' and early resource savings. with
- Key sites – Some local authorities choose to apply EMAS to specific sites where there are issues of environmental risk (such as vehicle workshops and supply depots).
- Key direct environmental effects – Some local authorities have very successfully applied EMAS to key direct environmental effects across their organisation such as:
 - Transport management
 - Waste management
 - Energy management
 - Water management
 - Procurement management

Case Studies:

Hertfordshire County Council

Hertfordshire County Council has a commitment to develop an ISO14001 EMS for the Environment Department. The Environment Department is to be used as a pilot for other departments within the County Council. The process has been lead by Sian Treasure in the Forward Planning Unit of the Environment Department.

Hertfordshire County Council has developed an Environmental Management System for the Council's Environment Department. The intention was to use the environmental Department as a pilot department for the wider application of EMS within the council. The Environmental Department contain a number of Groups of services that have important environmental impacts. These are shown below.

Environmental Management – This includes - Environment, strategy & action, Historic Environment, Aldenham Country Park, Rights of Way, Hertfordshire biological records centre, Countryside management service and Environmental land management service

Resources – This includes - Finance, Directorate, Communications, Information Management and Personnel training and office services.

Strategy – This includes - County Development, Forward Planning, Transportation Planning and Policy, and Waste Management.

Transport Management – Integrated transport services, Area Highways offices and Road Safety

Case Studies:

Kirklees Metropolitan Council

The EMS was piloted in six departments selected because they were all well defined, well managed, and demonstrated a commitment to environmental issues. The pilot was supported by the guidance of local environmental consultants. Approximately 8 units per year were then

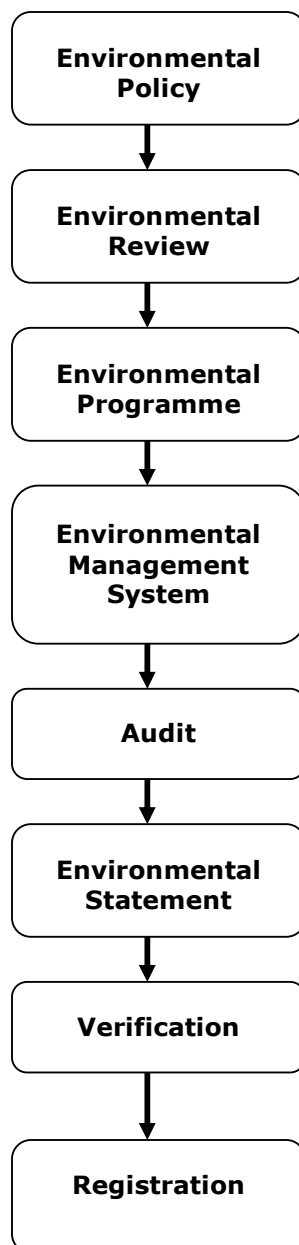
taken through the EMS development process. All units are committed to the development of a verified EMAS system by 2003. A copy of the environmental Policy is shown in Annex A.

The EMS implementation strategy for Kirklees Metropolitan Council was to combine a 'corporate issues' approach and a 'department-by-department' approach.

The 'corporate issues' approach involved identifying environmental impacts common to each department of the Council and a set of common corporate wide objectives and targets developed for the impacts. But it was also recognised that there were impacts unique to each department of the Council and each department was also responsible for identifying and managing these 'departmental' environmental impacts.

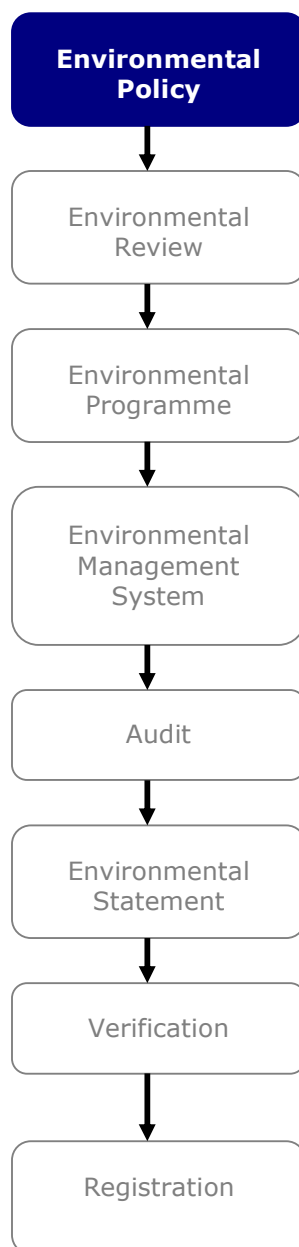
EMAS Implementation Steps.

A local authority (or any other organisation) needs to complete the following steps in order to achieve EMAS registration.



Each of these steps is considered in more detail in the following chapters of the Toolkit

Environmental Policy



Explanation of the requirements of an Environmental Policy

The requirements for Environmental Policy are described in Annex 1 A.2 of the EMAS regulations (EC No. 761/2001) and Section 4.2 of International Standard for Environmental Management Systems ISO14001.

Top management shall define the organisation's environmental policy and ensure that it

(a) is appropriate to the nature, scale and environmental impacts of its activities, products and services;

(b) includes a commitment to continual improvement and prevention of pollution;

(c) includes a commitment to comply with relevant environmental legislation and regulations, and with other requirements to which the organisation subscribes;

(d) provides the framework for setting and reviewing environmental objectives and targets;

(e) is documented, implemented and maintained and communicated to all employees;

(f) is available to the public.

Developing the Environmental Policy – First steps

1. Deciding on the policy development approach. There are many different approaches to the development of an environmental policy. For example:

- Hold a policy workshop for relevant stakeholders within the local authority to identify key issues and existing environmental priorities and build the environmental policy around these key issues and priorities
- Gather good practice examples of EMAS/ISO14001 Environmental Policy and use as basis for new policy
- Build EMAS/ISO14001 policy requirements into existing corporate environmental policy of strategy.

2. Identifying stakeholders – Who should be involved in developing the environmental policy.

- The EMAS regulations require that 'Top management shall define the organisation's environmental policy.' Senior management within

any local authority are key to successful implementation of an EMS. It is essential that senior management are involved at the earliest opportunity and provide very public support through agreeing the environmental policy.

- Key technical officers who will be heavily involved in implementing the environmental policy and EMS. Such as transport managers, engineers and planners
- Environmental champions, such as environmental management specialists, LA21 co-ordinators etc who can help gain support for the EMS and drive environmental performance improvements across the organisation.
- Local politicians, to ensure local political support and greater awareness of environmental management issues in the political decision making process.

3. Demonstrating the commitment of Senior Management. Local authorities have many different issues to deal with, organisational, political, economic, social, environmental etc. It can be very difficult for local authority staff and stakeholders to understand where the priorities lie. That is why, if an EMS is going to be effectively implemented, it is critical that senior management give a very clear message that EMS implementation is a priority. There are many ways of showing senior management commitment, including:

- Ensuring the most senior member of staff in the Council or the Mayor sign the Environmental Policy and that the policy is then sent out to all members of staff by senior management.
- Senior management are present at staff briefings introducing the Policy.
- The Environmental Policy is posted on the local authority web site with a message of support from the Chief Executive or Mayor

4. Deciding on the contents. Whilst the EMAS regulations specify a basic minimum content for the Environmental Policy, it is important that the policy truly reflects the nature, structure and priorities of the local authority. Not all local authorities are the same, so the environmental policies should not be the same. However, it can sometimes be difficult from just reading an environmental policy to gain an understanding of the type of organisation, the location, or the key issues of concern.

To illustrate this point, take a couple of environmental policies from the web. Cross out the name of the organisation and then ask a colleague to tell you whether the policy was written by a public or private sector organisation, what the organisation does, where it is located and what the key environmental priorities are.

Case Study

New Plymouth District Council's Draft Environmental Policy

New Plymouth District Council is the Territorial Local Authority for the 2, 324 square kilometre New Plymouth District. The District has a unique character arising from the influence of its landmark "Mount Taranaki", its hills, rivers and coastal plains bordering the Tasman Sea.

This policy is adopted by the Council and its staff with the vision for its district to be one which is rich in agriculture, energy and tourism opportunities and which is underpinned by economic growth, community growth and a sustainable environment. The vision acknowledges that the vision of Local Agenda 21 will be applied to all economic social and environmental policies and the District's unique identity.

Carrying out its wide range of functions, the Council has a major actual and potential effect on the local natural and physical environment. It is responsible for delivering many services which are directly concerned with protecting and enhancing our environment (e.g. District Planning, Environmental Health, Sewage Treatment, Refuse collection and disposal, Parks and Reserves etc). Some of these are statutory duties which the Council must carry out by Law. The Council is also responsible for delivering services and either undertaking or funding physical works which have significant environmental impacts (e.g. roading, works, landfills, utility services etc). In addition to these traditional functions the Council affects the environment as a large landowner and employer (e.g.. A large energy consumer, land developer, user of transportation services, consumer of products, waste generator etc).

In all its activities the Council will seek to:

- 1) Comply with all environmental legislation and regulations including the Council By-Laws, District Plan requirements, Regional Plan requirements, conditions of Resource Consents and Building Act requirements.
- 2) Adopt best practical options to reduce or eliminate adverse effects on the environment resulting from the Council's activities.
- 3) Prevent pollution, reduce waste and consumption and commit to recovery and recycling as opposed to disposal.

- 4) Promote environmental education and training both within the Council and the wider community.
- 5) Produce an annual report on the state of the environment so that the implementation of this environmental policy can be monitored.
- 6) Improve the Council's own efficiency of energy and water use.
- 7) Adopt an environmental management system to identify current environmental performance and ensure continuous improvement.
- 8) Incorporate environmental performance standards and/or giving positive weighting to those contractors who have environmental management systems in place, in contracts and service level agreements (within legislative constraints).
- 9) Increase public awareness of environmental issues and the actions people can take by providing timely, accurate and understandable information.
- 10) Use the Council's purchasing power to favour sustainable and environmentally friendly products.
- 11) Promote the development and implementation of renewable energy sources.
- 12) Protect and enhance the open spaces, waters, trees, and heritage buildings and items in the council's ownership.
- 13) Promote the sustainable management of the District's natural and physical resources through the Council's District Plan.
- 14) Promote the use of non-regulatory methods (such as rates relief, grants, education etc) to achieve resource management objectives.
- 15) Ensure that the environmental policy is communicated to all employees and made available to the public

WELLINGTON REGIONAL COUNCIL'S CORPORATE ENVIRONMENTAL POLICIES AND ENVIRONMENTAL STATEMENT

The Regional Council's Corporate Environmental Policies

The Wellington Regional Council delivers services to the community throughout the Wellington Region in the areas of environmental management, land and coastal management, catchment management, flood protection, regional parks, regional water supply and regional transport. The Council has sustainable environmental management as its number one priority. It has a key role in setting environmental policy and in managing impacts on water, land, and air.

The Regional Policy Statement for the Wellington Region sets out a vision for the Region and outlines the environmental results the community and Council are working towards. These are agreed to by the community.

The Corporate Environmental Statement shows that the Council is committed to providing its services in an environmentally responsible manner within a framework of economic reality. For all activities and services provided the Council intends:

- | | |
|------------|---|
| Compliance | To demonstrate compliance with all legal requirements for environmental management. Programmes and procedures will be implemented to ensure compliance. |
| | To recognise that environmental legislation applies constraints on activities in order to protect key resources on which human health and economic welfare depends. When providing services or carrying |

	<p>out activities, Council will actively demonstrate support for the intent of legislation and agreements adopted through leading by example.</p>
Reducing Environmental Risks	<p>To evaluate environmental effects of new activities or developments before comprehensive project planning takes place. Council will be able to demonstrate that it has identified environmental effects and alternative ways of carrying out the activity or providing the service, together with the means to protect the environment from short and long-term effects of activities.</p>
Pollution, Hazardous Substances and Waste Management	<p>To reduce or avoid pollutants being discharged to the environment from existing and new Council activities by considering alternative methods of undertaking an activity or achieving the desired outcome. Where discharges are unavoidable at present, Council will use environmentally safe treatment and disposal practises.</p> <p>To work towards reducing the volume and toxicity of hazardous substances used. Activities requiring the use of hazardous substances will be carried out to industry standards. Hazardous wastes that cannot be eliminated at source, reused or recycled, will be a priority for environmentally safe treatment and disposal.</p> <p>To pursue progressively waste reduction, reuse and recycling initiatives to reduce the amount of waste generated from Council activities.</p>
Natural Resource Limits	<p>To recognise and provide for natural limits to the use of renewable resources such as water, soil and forests, when planning or carrying out activities.</p>
Resource Conservation	<p>To conserve finite non-renewable resources, such as fuels, some energy sources and materials, by:</p> <ul style="list-style-type: none"> considering the use of environmentally sensitive alternatives; efficiently using finite resources where alternatives are not available ensuring options for reuse or recycling are considered before final disposal to landfills; and improving energy efficiency and conservation in our operations where opportunities are available.
Biodiversity	<p>To aim for no net loss of significant habitats, communities and ecosystems processes where Council carries out activities in the Region. Any adverse effects of our activities on habitats and communities will be reduced wherever practicable. Where adverse effects are unavoidable, habitats may be enhanced as compensation.</p>
Environment and Business Decisions	<p>To ensure that the environmental implications of business decisions are explicitly addressed.</p>
Staff Participation In Environmental Management	<p>To provide all staff with information about the importance of Council's environmental performance.</p> <p>Environmental awareness and specific areas of environmental risk will be addressed in training programmes and, where necessary, operating guidelines and standards provided.</p> <p>To provide all staff with a copy of the Corporate Environmental Policies.</p>
Environmental Standards and Suppliers	<p>To specify the environmental standards to be adhered to by Council's contractors. Standards will be the same as those required of Council.</p> <p>To encourage, or require through purchasing specifications, suppliers to Council to conform to the Corporate Environmental Statement.</p>

Environment Performance Assessment Report	and	To assess, using the ISO14000 standard as a framework; services, activities and management procedures: to ensure requirements of environmental legislation and the Corporate Environmental Policies are being met; and to identify ways to achieve continuous improvement in environmental performance. An annual report on Council's environmental performance and recommendations for improvements will be prepared. Key points from the report will be included in the Council's Annual Report.
Public Availability		To make the Council's Corporate Environmental Policies and report on environmental performance available to the public.

The Corporate Environmental Policies are supported by a Corporate Environmental Statement, which was designed to be a 'one pager' concisely showing the commitment of the General Manager to Environmental Management Systems

Case Study:

Stroud District Council Environmental Policy

We have direct powers and responsibilities in planning and land use, environmental health, waste management, housing, leisure and economic development. We are also a significant resource user and employer. We therefore have a major impact on the local environment.

The Council is aware of the leading role it plays and will therefore use its powers responsibly to both encourage and, where necessary enforce good environmental practice.

The Council commits itself to continually improve its environmental performance, beyond the requirements of current legislation or regulation. In this respect it will specifically endeavour to:

- Encourage the reduced consumption of natural resources and energy.
- Operate a Purchasing Policy that avoids the use of environmentally damaging products, packaging and services, and encourages others to do likewise.
- Maintain and improve the health and welfare of the public.
- Prevent environmental pollution arising from its own operations and use its powers to minimise the impacts of others within the District.
- Balance the need to enhance the built environment with measures which reduce the environmental impact of development, and promote a balanced transport policy.
- Safeguard natural habitats and species and preserve the nature and character of the countryside.
- Reduce the volume of waste generated both by the Council and within the District (where appropriate exceeding Government targets).
- Provide information and support to both the public and staff to encourage interest in environmental matters.

In order to achieve this, the Council will operate an environmental management system which will:

- Apply to all activities undertaken by the Council, including contracted out services as new contracts are negotiated.
- Set objectives and implement action programmes in order to minimise the negative environmental effects and increase the positive effects of the Council's activities.
- Publish, at appropriate intervals, a Statement of the Council's environmental performance.
- Include mechanisms for consultation with both regulatory bodies and the public.

Ideas for integrating the EMS policy requirement into a local authority's existing management systems.

Integrating the environmental management system into existing management systems and procedures can help drive environmental performance management into the heart of the organization and ensure that environmental management is not seen as a 'stand alone' management tool with no connection to the council's core business.

- EMS policy requirements can be incorporated into existing sustainable development, LA21 or environmental strategies.
- EMS policy requirements can be included with other corporate business priorities

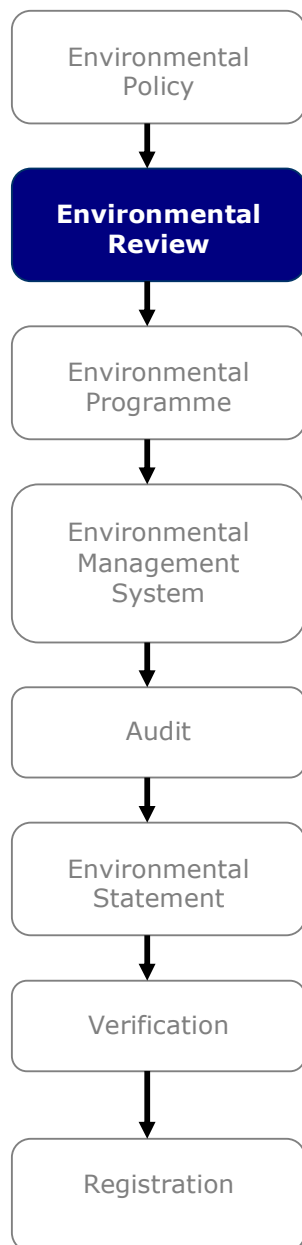
Case Study - Public transport operator in Miskolc, Hungary 2002 **Way of Integrating Environmental Procedures into Management and Quality Management Procedures**

- Adopting existing procedures or referring to relevant quality management procedures where they sufficiently address environmental actions,
- Inserting environmental elements into existing procedures,
- Setting up new procedures that follow the structure of the existing quality management procedures.

Fast Track EMAS

Do not re-invent the wheel. Many local authorities have developed environmental policies or environmental strategies as part of their Local Agenda 21 (LA21) process. These LA21 policies can often be readily adapted to meet the EMAS requirements for an Environmental Policy

Environmental Review



Explanation of the requirements of an Environmental Review

The review is the planning stage of the EMS. The review involves the identification of the environmental aspects of the council's activities and the legal and other requirements that relate to these environmental activities. This is followed by an assessment to identify which of the environmental aspects are significant.

The requirements for Environmental Review are described in Annex 1 A.3.1 and A3.2 of the EMAS regulations (EC No. 761/2001) and Section 4.3.1 and 4.3.2 of ISO14001.

I-A.3.1. Environmental aspects

The organisation shall establish and maintain (a) procedure(s) to identify the environmental aspects of its activities, products or services that it can control and over which it can be expected to have an influence, in order to determine those which have or can have significant impacts on the environment. The organisation shall ensure that the aspects related to these significant impacts are considered in setting its environmental objectives. The organisation shall keep this information up-to-date.

I-A.3.2. Legal and other requirements

The organisation shall establish and maintain a procedure to identify and have access to legal and other requirements to which the organisation subscribes, that are applicable to the environmental aspects of its activities, products or services.

In addition Annex 1 B of the regulations requires that:

Organisations shall be able to demonstrate that they:

- (a) have identified, and know the implications to the organisation of, all relevant environmental legislation;*
- (b) provide for legal compliance with environmental legislation; and*
- (c) have procedures in place that enable the organisation to meet these requirements on an ongoing basis.*

And Annex VII details the coverage of the Environmental Review.

The review should cover five key areas:

- (a) legislative, regulatory and other requirements to which the organisation subscribes;*
- (b) an identification of all environmental aspects with a significant environmental impact in accordance with Annex VI, qualified and quantified as appropriate, and compiling a register of those identified as significant;*

(c) a description of the criteria for assessing the significance of the environmental impact in accordance with Annex VI, point 6.4;

(d) an examination of all existing environmental management practices and procedures;

(e) an evaluation of feedback from the investigation of previous incidents.

Explanation of Terms³

Environmental Aspect

The element of an organisation's activities, products or services that can interact with the environment

Environmental Impact

Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products or services.

Undertaking an Environmental Review – the steps.

The Environmental review process can involve the 5 following steps.

1. An Activity Analysis – To define the activities undertaken by the part of the organisation to which the EMS is being applied and to make an initial assessment of the scale of the activities. This step is not required under either the EMAS or ISO14001 standards but is a useful preliminary step that helps provide a structure for the rest of the EMS and creates a link to baseline information.

2. A review of legislative, regulatory and other requirements – To identify whether legislative, regulatory and other requirements apply to any of the activities covered by the EMS. This includes not only national legislation, but also relevant EU regulations, local regulations, professional standards and codes of practice etc. A register of relevant legislation, regulation and other requirements is then established.

³ Definition of terms taken from ISO14001 section2.

3. Assessment of Environmental Aspects – An assessment of the activities undertaken by the organisation to identify the environmental aspects associated with the activities. The majority of local authorities across Europe, whatever their size, location or management structure will have similar environmental aspects because they perform a similar services for their community. These aspects will be either **Direct Aspects**, arising directly from the council’s own activities or as **Indirect Aspects** arising as a result of council policies, planning decisions etc. Some examples of direct and indirect environmental aspects are shown below.

Direct Aspects

- Energy Consumption
- Water consumption
- Transport use
- Purchasing
- Waste management
- Visual and noise

Indirect Aspects

- Suppliers and contractor
- Effects of policies
- Planning and resource consent decisions
- Grants and loans
- Investments

More detail on direct and indirect aspects is provided in Annex Vi of the EMAS regulations

4. Test of Significance – Applying a test of significance in order to determine which of the environmental aspects have or can have a significant environmental impact. A test of significance will ensure you are dealing with the most important environmental impacts as part of the EMS and not trying to tackle every single impact all at once.

5. Register of Significant Environmental Aspects – Identifying the significant environmental aspects of the activities covered by the EMS. It is only these significant environmental aspects that are to be improved as part of the environmental programme.

Fast Track EMAS

Do not ask the same question twice. Many local authorities have already undertaken detailed reviews of specific environmental issues, such as corporate energy reviews, waste and recycling audits and green travel plans. These can be used to provide very valuable quantifiable data for the purposes of the environmental review and using this information that has already been collected will ensure you do not waste time and resources by asking the same questions again.

A set of templates that can be used to undertake the environmental review process, together with instructions for use are shown below.

EMS TEMPLATES

Environmental Review Step 1. - An Activity Analysis

The activity analysis template will be used to record the following information.

- An organisational description of the operational unit (for example, this could be the whole council or a single unit such as Engineering or a particular site such as the Town Hall).
- A description of the different activities undertaken by the operational unit. (see above example. It would be useful to divide these aspects into Direct (internal activities) first and then Indirect (external activities) second and making a note of which aspect is direct and which indirect.
- A description of the scale of each activity. (ie how much electricity is purchased, how much gas, water etc, volume of goods and services purchased etc)
- Trends – Is the scale of each activity increasing or decreasing? (ie energy use etc)
- References – Showing sources of information



STEP 1. ACTIVITY ANALYSIS TEMPLATE

ORGANISATIONAL DESCRIPTION

[Provide an overall description of the operational unit, size, location, responsibilities, management structures etc – This could be shown as an organisational diagram.]



Name of Operational Unit: Operational Unit:				
Activity	Unit /section or person responsible for activity	Quantification of activity over last year	Trends over last 2 or 3 years. [is the size of the activity increasing or decreasing]	References [provide a reference to any documents that contain baseline data related to this activity]
1.				
2.				
3.				
4.				
etc.				

Environmental Review Step 2. - A review of legislative, regulatory and other requirements.

To identify whether legislative, regulatory and other requirements apply to any of the activities covered by the EMS. This includes not only national legislation, but also relevant EU regulations, local regulations, professional standards and codes of practice etc. The environmental significance of an activity will be in part decided by whether the activity is covered by environmental legislative, regulatory or other requirements.

The template below provides a structure for the environmental register. The first column identifies a range of categories a) to L) such as Principal Planning Legislation, Air Pollution, Energy Conservation EU Directives, Council Policies and Strategies Voluntary initiatives signed. Identify any environmental legislation, regulations etc that you are aware under these categories a) to l).

In the second column note any activities covered by the EMS that are influenced by the corresponding legislation or regulations.

In the third column note the relevant section of the legislation or regulation that applies to the activity, state why it is relevant and note any performance requirements applying to the activity.



STEP 2. REVIEW OF LEGISLATIVE, REGULATORY AND OTHER REQUIREMENTS.

Legislation/ Regulation category.	Activity affected by legislation/ regulation	- Specify relevant section of legislation/ regulation - State why it is relevant - Identify any performance requirements
a) Principal National Environmental Acts		
b) Principle Planning Legislation		
c) Air Pollution Legislation/Regulation		



Legislation/ Regulation category.	Activity affected by legislation/ regulation	- Specify relevant section of legislation/ regulation - State why it is relevant - Identify any performance requirements
d) Water Pollution Legislation/Regulations		
e) Waste Management		
f) Land Management		
g) Energy Conservation		



Legislation/ Regulation category.	Activity affected by legislation/ regulation	- Specify relevant section of legislation/ regulation - State why it is relevant - Identify any performance requirements
h) Health and Safety		
i) EU Directives		
j) Council Policies and Strategies		



Legislation/ Regulation category.	Activity affected by legislation/ regulation	- Specify relevant section of legislation/ regulation - State why it is relevant - Identify any performance requirements
k) Voluntary environmental initiatives signed		
l) other		

The following example shows some of the legislation, regulations and guidance relevant to local authorities in the UK.



EXAMPLE REVIEW OF LEGISLATIVE, REGULATORY AND OTHER REQUIREMENTS.

Legislation/ Regulation category.	Activity affected by legislation/ regulation	- Specify relevant section of legislation/ regulation - State why it is relevant - Identify any performance requirements
a) Principal National Environmental Acts		
Environmental Protection Act (EPA) 1990 – Part 1 Integrated Pollution Control		
Control of Pollution Act 1974		
Environmental Protection Act 1990 part (IV)		
Environmental Act 1995		
Environmental Protection Act part 3 statutory nuisance		
Environmental Protection (Prescribed Processes + Substances) Regs 1991		
Environmental Information Regs 1992		
b) Principal Planning Legislation		
Town and Country Planning Act 1990		
Town and Country Planning (Environmental Impact Assessment) Regulations 1999		
Town and Country (Assessment of		



Legislation/ Regulation category.	Activity affected by legislation/ regulation	- Specify relevant section of legislation/ regulation - State why it is relevant - Identify any performance requirements
Environmental Effects) Regulation 1988 (as amended)		
Town and Country Planning (Tree Preservation) Order		
Town and Country Planning (Environmental Assessment and Permitted Development) Regulations 1995		
Planning (Listed Buildings and Conservation Areas) Act 1990		
Planning and Compensation Act 1991		
Wildlife and Countryside Act 1981		
Highways Act		
National Parks and Access to the Countryside Act 1948		
The Conservation (Natural Habitat, etc) Regulations 1994		
The Hedgerow Regulations 1997		
The Countryside and Rights of Way Bill 2000		
PPG7 The Countryside		
PPG9 Nature Conservation		



Legislation/ Regulation category.	Activity affected by legislation/ regulation	- Specify relevant section of legislation/ regulation - State why it is relevant - Identify any performance requirements
Town and Country Planning (General Permitted Development) Circular 1995		
c) Air Pollution Legislation/Regulation		
Environmental Protection Act 1990 Part 1. Local Authority Air Pollution Control (LAAP)		
Environmental Protection Act 1990, Part 3 Statutory Nuisance + Clean Air		
Environment Act 1995 Part IV. Air Quality Management Areas (AQMAs)		
Air Quality Regulations 2000		
The Road Vehicle (Construction + Use) reg 1986		
The Control of Asbestos Air Regulations 1990		
The Clean Air Act 1993 Part 1, Dark Smoke		
Control of Asbestos at Work Regulations 1987		
The Montreal Protocol on substances that deplete the Ozone Layer – Montreal 16/09/87		
EC 549/91 Regulations on Substances that deplete the Ozone layer		



Legislation/ Regulation category.	Activity affected by legislation/ regulation	- Specify relevant section of legislation/ regulation - State why it is relevant - Identify any performance requirements
d) Water Pollution Legislation/Regulations		
Water Resources Act 1991		
Water Industry Act 1991		
e) Waste Management		
Environment Act 1995		
Part II. Contaminated Land		
Environment Act 1995. Part V		
Miscellaneous – National Waste Strategy. Additions to the Environmental Protection Act 1990		
Environmental Protection Act 1990, Part 2, Waste on Land		
Waste Minimisation Act 1998		
Special Waste Regulations 1996 and Controlled Waste (Amendment) Regulations 1993		
Environmental Protection Act (Duty of Care) Regs 1991		
Control of Pesticides Regs 1986		
Code on the safe use of Pesticides for non Agricultural Purposes		



Legislation/ Regulation category.	Activity affected by legislation/ regulation	- Specify relevant section of legislation/ regulation
		- State why it is relevant - Identify any performance requirements
The Controlled Waste Regs 1992		
The Controlled Waste (Registration of Carrier + Seizure of Vehicles) Regs 1991 si1624		
Ionising Radiation Regs 1985		
The Control of Pollution (Special Waste) Regs 1996		
f) Land Management		
Environment Act 1995. Part II. Contaminated Land		
Environmental Protection Act 1990 Part 4. To keep land free of litter and refuse		
Finance Act 1996. Primary Law on Landfill tax Landfill Directive		
Land Compensation Act		
g) Energy Conservation		
EU Directive to improve Energy efficiency (93/76)		
Home Energy Conservation Act 1995		
The Buildings Regs 1991		



Legislation/ Regulation category.	Activity affected by legislation/ regulation	- Specify relevant section of legislation/ regulation - State why it is relevant - Identify any performance requirements
Local Government Housing Act 1989		
h) Health and Safety		
Control of Substances Hazardous to Health Regulations (CoSHH) 1988		
Health and Safety at Work Act 1974		
Control of Major Accident Hazards Regulations (COMAH) 1999		
Construction (Design and Maintenance) Regulation 1994		
Noise at Work Regulations 1980 and 86/188 EEC on Noise		
Construction (Design and Management Regulation) 1994		
Public Health Act 1936		
Si; 1984/1244 Classification, Packaging + Labelling of Dangerous Substances Regs.		
i) EU Directives		
Landfill Directive		
Strategic Environmental Appraisal		
Directive 75/439/EEC Disposal of Waste Oils		



Legislation/ Regulation category.	Activity affected by legislation/ regulation	- Specify relevant section of legislation/ regulation - State why it is relevant - Identify any performance requirements
Directive 80/68/EEC Protection of Groundwater		
74/409 Directive on Conservation of Wild Birds		
92/43 Conservation of Natural Habitats		
Directive 87/79/EEC Air Quality and 96/62/EEC Air Quality		
83/477 EEC on Asbestos		
86/188 EEC on Noise		
76/796 Directives on Marketing and use of Certain Dangerous Substances		
EC Directive on the Minimum Health and Safety Requirements for the Workplace.		
j) Council Policies and Strategies		
Sustainability Policy Statement		
Local Agenda 21 Strategy		
Policy and Performance Plan Targets Annually reviewed		
Green Travel Plan		



Legislation/ Regulation category.	Activity affected by legislation/ regulation	- Specify relevant section of legislation/ regulation - State why it is relevant - Identify any performance requirements
Tropical Hardwoods Policy		
Responsible Timber Purchasing Policy		
Biodiversity Action Plan		
Development Control Environmental Assessment Checklist		
Air Quality Audit of Practice for E&T schemes of work		
Local Plan 1992		
Local Plan (Deposit Version) 1999		
Regional Structure Plan 1995		
Mineral and Waste Local Plans		
k) Voluntary environmental initiatives signed		
FoE Climate resolution		
UK Sustainable Development Strategy		
Sustainable Cities Campaign		
Making a Corporate Commitment (DETR)		
Peatland Charter		
Roadside Verge Natural Reserves		



Legislation/ Regulation category.	Activity affected by legislation/ regulation	- Specify relevant section of legislation/ regulation - State why it is relevant - Identify any performance requirements
Biodiversity Action Plan		
RAMSAR (wetlands)		
l) other		
Forestry Act 1967 – Felling licence required for removal of large numbers of trees		
Tree Pest Order 1980		
Hedgerow regulations 1997		

Environmental Review Step 3. Assessment of Environmental Aspects

Step 1 has already been used to identify the activities undertaken by the operational unit. Step 2. identifies the environmental legislation and regulations that apply to these activities. Step 3 builds on the first 2 steps to identify environmental aspects related to the activities. These significant environmental aspects will form the focus of the environmental programme will involve assessing how the aspects have an impact on the environment and whether the impact is important or 'significant'.

Environmental Aspects:

EMAS requires that you identify how these aspects of each activity affect the environment. These are called 'Environmental Aspects' A range of possible environmental aspects are highlighted in the EMAS regulations. These are shown below.

- a) emissions to air
- b) releases to water
- c) avoidance, recycling, reuse, transportation and disposal of solid and other wastes, particularly hazardous wastes.
- d) use and contamination of land
- e) use of natural resources and raw materials (including energy)
- f) local-issues (noise, vibration, odour, dust, visual, etc)
- g) transport issues (both for goods and services and employees)
- h) risks of environmental accidents and impacts arising, or likely to arise, as consequences of incidents, accidents and potential emergency situations
- i) effects on biodiversity
- j) for indirect environmental aspects (e.g. product related issues, capital investments, new markets, choice and composition of services, administrative and planning decisions; product range compositions, environmental performance and practices of contractors, subcontractors and suppliers, environmental education)

An environmental review template is shown below. The following steps should be followed in order to complete the detailed review template.

Look at each of the activities you have identified in your activity analysis (and transferred on to the environmental review template). Can you break each activity down into individual elements or aspects of the activity (For example an activity such as energy management of council offices may have a number of aspects such as purchase of electricity, purchase of fuel oil, installing energy conservation, monitoring energy use, energy saving campaigns etc.) and note any environmental aspects a) to J) (shown above) each aspect may have on the environment. Note the environmental aspect in the column titled Environmental Aspect (just note a, b, c, or d etc). One aspect can have a range of possible effects on the environment and these effects may be actual or potential.

Environmental Impact: Describe briefly in words how the activity impacts on the environment. Eg your service may use a large amount of building materials, require transport or result in other people having to use their cars etc.

The template is also used to show the results of step 4. The Test of Significance.

Environmental Review Step 4. Test of Significance – Applying a test of significance in order to determine which of the environmental aspects have or can have a significant environmental impact. A test of significance will ensure you are dealing with the most important environmental impacts as part of the EMS and not trying to tackle every single impact all at once.

Determining Environmental Significance: There are many different approaches to risk assessment and environmental significance testing. These models can often be very complex and require very detailed analysis. The purpose of applying a significance test to the environmental impacts identified as part of the EMS is so that it is not necessary to try and improve every single environmental aspects at once. By ranking environmental aspects in terms of significance you can decide which ones you need to deal with first, and which ones you can leave to latter or not need to deal with at all.

The significance test provided in this toolkit has been used successfully by a number of local authorities to develop EMS. It is a relatively straightforward model incorporating only 3 parameters, environmental importance and influence of operational unit in making improvements and consideration of any other 'local' influences that may ensure the environmental impact should be considered significant by the local authority. When assessing the significance of the environmental impacts consider not only normal operating conditions but also reasonably foreseeable emergency conditions.

Environmental Importance:

The significance assessment starts with an assessment of the importance of the environmental impact of your activity. The more important the impact on the environment the higher you will score it. Use the following scoring system, which is specific enough for the typical environmental effects in local government:

- Insignificant damage or enhancement **1.**

-
-
- | | |
|--|-----------|
| - Damage or enhancement of minor local significance | 2. |
| - Damage or enhancement of major local significance | 3. |
| - Damage or enhancement of national significance | 4. |
| - Damage or enhancement of international significance. | 5. |
| - You are extremely unlikely to score 5 and rarely 4. | |

Influence of local authority department responsible for activity.

The stronger the local authority influence in being able to change the environmental impact, the more you can do. Use the following scoring system:

- | | |
|--|-----------|
| - Very minor influence over the impact | 1. |
| - A minor influence | 2. |
| - A medium influence | 3. |
| - A major influence | 4. |
| - Complete direct control | 5. |

Environmental Significance

Multiplying the environmental importance and influence scores will give you a good indication on how significant the environmental impact is. Try the following banding for an overall assessment:

The activity and effects are highly significant	15-25
The activity and effects are significant	9 -14
The activity and effects are probably significant	4 – 8
The activity and effects are not significant	0 - 3

For example if the importance score for an environmental impact is 3 and the influence score is 4 the environmental significance score will be 12.

Any impact with a score of 9 or more should automatically be placed on the register of significant environmental impacts. It is at this stage that we must remember some environmental impacts are important locally whether they achieve a high assessment score or not. Therefore the final step in deciding whether an activity has significant environmental impacts is to consider any of these other 'local' influences that may ensure the environmental impact should be considered significant by the local authority. A template for deciding on whether the significance is affected by 'local' influences is provided below.

Completing the Template.

In column 1 and 2 transfer the aspect and significance score from the previous table.

In column 3 identify any Environmental legislation, regulation and external policy related to the aspect (this has already been identified in Step 2. Review of Legislation and Regulations).

In column 4 note any Council Environmental Policies and strategies.

In column 5 identify whether the environmental aspects of the activity are of relevance/concern to the local community.

In column 6 identify whether there has been environmental incidents (such as accidents) in relation to this activity?

If the Environmental Aspect had been given a score of 9 or above it should be placed on the Register of Significant Environmental Effects by placing an x in column 7.

If the Environmental Aspect had not received a score of 9 or above but a legislative or local issue had been noted in column 3, 4, 5 and 6. Then it should also be entered onto the Register of significant environmental aspects in column 7.

Lastly use the template to identify any procedures that are already in place to manage any of the significant environmental aspects on the register.



Template to identify other local issues of significance and the Register of Significant Environmental Aspects.

Aspect of Activity	Environmental Significance score	Environmental legislation, regulation and external policy	Council Environmental Policies and strategies	Relevance to the local community (H/M/L)	Have there been environmental incidents in relation to this activity?	Environmental effects register (X)	How is effect being managed (procedure ref. if available)

Example of Environmental Review

Activity	Aspect of Activity	Environmental Aspects										Environmental Impact	Determining Environmental Significance			
		a	b	c	d	e	f	g	h	i	j		Importance	Influence	Significance	
1. Office Work - from central office, 12 staff	1.2 Use of Paper			x		x		x					The use of energy and creation of pollution to water and air from paper production process. The production of vehicle emissions from transport of material. Production of waste to landfill for resource that could be recycled	1	1	1
2. Office Work from Country Park offices, 17 staff in Country parks have more control over purchasing & can therefore have more influence	Administration Use of Materials in office work			x		x		x					The use of paper, and the production of paper and other stationary waste, that is taken to landfill for disposal	1	5	5

Activity	Aspect of Activity	Environmental Aspects										Environmental Impact	Determining Environmental Significance		
		a	b	c	d	e	f	g	h	i	j		Importance	Influence	Significance
3.Site visits for inspections, meetings contract management	The use of vehicles (private cars)	x				x	x	x	x	x	x	Use of non-renewable resource, pollution, and congestion	2	4	8 probably significant
4. Travel to sites to undertake countryside and arb. maintenance work	Use of vehicles (fleet vehicles for direct staff or contractors vehicles)	x				x	x	x	x	x	Use of non-renewable resource, pollution, and congestion	2	4	8 probably significant	
5.Tree maintenance – Amenity tree pruning	Disposal and storage of arisings	x		x	x	x	x	x	x	x	Release of carbon from wood. Production of waste,	3	5	15	
5.Tree maintenance – Amenity tree pruning	Use of chainsaws and shredders	x		x	x	x	x	x	x	x	Noise from machines. Oil and fuel	3	5	15	
6. Trees Planting (2000 trees, whips and standards, incl. Community plantings, and advice to public)	Selection of tree species	x		x	x	x		x		x	Appropriate choice of trees for area. Helps enhance biodiversity.	2	5	10	



Activity	Aspect of Activity	Environmental Aspects										Environmental Impact	Determining Environmental Significance			
		a	b	c	d	e	f	g	h	i	j		Importance	Influence	Significance	
6. Trees Planting (2000 trees, whips and standards, incl. Community)	Choice of materials e.g. locally produced stakes	X	X	X		X	x							3	5	15
6. Trees Planting (2000 trees, whips and standards, incl. Community)	Use of trees for amenity/conservation use	x			x			x		x				2	5	10
6. Trees Planting (2000 trees, whips and standards, incl. Community)	Watering, weed control	x	x	x		x		x						2	5	10
6. Trees Planting (2000 trees, whips and standards, incl. Community)	Providing information on appropriate trees can help to improve biodiversity of area	x		x	x	x		x		x	x			2	2	4

Activity	Aspect of Activity	Environmental Aspects										Environmental Impact	Determining Environmental Significance		
		a	b	c	d	e	f	g	h	i	j		Importance	Influence	Significance
7. Woodland maintenance – 24 Countryside sites	Tree work (chainsaw use)	x	x			x	x		x		x	Use of fuel and oil for chainsaw. noise	1	5	5
7. Woodland maintenance – Countryside sites	Disposal of tree arisings	x	x	x	x	xc	x	x	x		x	Left to rot down/chipped/ some timber used on other sites (production and management of waste)	2	5	10
7. Woodland maintenance – Countryside sites	Management of particular important species and habitats					X	X				X	Mgt of important sites supports no of BAP or locally scarce spp.	4	5	20
8. Fencing on countryside sites	2000m pa	x		x	x	x	x	x		x	x	Use of tanalized timber	2	5	10
9. Path construction & maintenance on countryside sites					x	x	x	x		x	x	Use of woodchip or limestone scalpings. Related machinery use	2	5	10



Activity	Aspect of Activity	Environmental Aspects										Environmental Impact	Determining Environmental Significance			
		a	b	c	d	e	f	g	h	i	j		Importance	Influence	Significance	
10. Contract writing (specification, advertisement, tender evaluation, setting and management)	£265 000 Amenity tree planting, establishment and maintenance					X	X					X	Office work	1	4	4
11. Visitor Centres	Visitor management	X	X	X	X	X	X	X	X	X	X	X	2 visitor centres c.600 000 visitors pa Most visitors come by car; littering; water/fuel use at centres;	2	5	10
11. Visitor Centres	Building maintenance	X	X	X	X	X	X	X	X	X	X	X	The use of materials in maintaining the buildings, the production of waste from building maintenance	2	5	10



Activity	Aspect of Activity	Environmental Aspects										Environmental Impact	Determining Environmental Significance		
		a	b	c	d	e	f	g	h	i	j		Importance	Influence	Significance
	Provision of interpretation and environmental education								X	X	X	Env. Ed should have beneficial effects - make people more aware of env. Issues and reduce vandalism, littering etc (75 ranger led school groups pa 70 ranger led walks and talks mostly at country parks pa Visitor centres have range of interpretative displays and leaflets)	3	3	9

Activity	Aspect of Activity	Environmental Aspects										Environmental Impact	Determining Environmental Significance			
		a	b	c	d	e	f	g	h	i	j		Importance	Influence	Significance	
12. Amenity tree Contract monitoring (contract value £265, 000)	Site visits and monitoring	X				X	X	X				X	Office administration and use of vehicles in contract maintenance 3 f/t staff spend 75% of time monitoring contracts	2	5	10
13. Site Management - grassland sites 166ha of grassland over 8 sites, 5 of which are SNCIs and support a number of BAP or locally scarce species.	Site Management			X	X	X					X	Creation of waste or creation of food. Depending on site grass may be left or baled as hay. Use of mechanical agricultural machinery leading to localised air pollution and noise pollution	4	5	20	



Activity	Aspect of Activity	Environmental Aspects										Environmental Impact	Determining Environmental Significance			
		a	b	c	d	e	f	g	h	i	j		Importance	Influence	Significance	
14. Site Management – grassland sites	Grazing used as mgt tool on good sites e.g. BAP	X	X		X	X	X			X	X	X	Traditional management techniques to maintain species richness of grasslands and reduce need for mechanical maintenance leading to localised air emissions and use of fuel and other resources.	4	5	20
15. Site Management – grassland sites	Spot treatment of problem weeds and stump treatment		X	X	X					X	X	Use, storage and disposal of chemicals can lead to emissions to air water and land	4	5	20	
16. Site Management –	The management and maintenance of nationally rare species				X						X	X	Maintained and improved local and national biodiversity	4	5	20



Activity	Aspect of Activity	Environmental Aspects										Environmental Impact	Determining Environmental Significance			
		a	b	c	d	e	f	g	h	i	j		Importance	Influence	Significance	
17. Repair of vandalism	Trees broken, fences damaged etc			X	X	X	X					X	Extra work, cost, resources (replacements and vehicle useage) etc Visual appearance	2	3	6
18. Technical advice	Technical advice to public, elected members, developers and other council depts. No charge is made				X		X	X	X	X	X	X	Broad subject range of advice covering all tree and conservation issues. Leading to improved floral community and local biodiversity	3	5	15
19. Community involvement - Volunteers	Mgt. of 19 sites, 2500 vol. workdays, 2 mgt committees											X	Volunteers undertake whole range of site mgt activities as listed above. Potential to provide volunteers with knowledge and skills on environmental management work	2	4	8

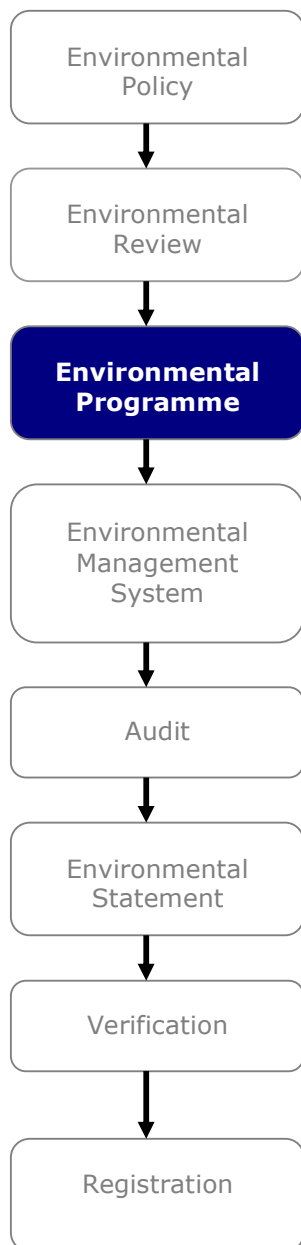


Activity	Aspect of Activity	Environmental Aspects										Environmental Impact	Determining Environmental Significance			
		a	b	c	d	e	f	g	h	i	j		Importance	Influence	Significance	
20. Responding to Fly Tipping	Reactive response to Fly tipping on countryside and amenity sites. (incl site visits and instruction to contractor to clean site. Rarely if ever able to prosecute)	X	X	X	X	X	X	X	X	X	X	X	Reducing waste on sites, potentially reducing harmful emissions to air and water. Reducing danger of fly tipping affecting biodiversity. Visual impacts of waste in green areas.	3	5	15

Ideas for integrating the EMS requirement into a local authority's existing management systems.

Many local authorities undertake annual service planning, which involves the setting of performance targets related to key policy and service deliverables. An increasing number of local authorities are using EMS based environmental reviews and environmental programmes to identify key environmental performance targets which are integrated fully into the service planning process. One benefit of such an approach is that the service plan monitoring and reporting can also be used to monitor and report on the environmental performance associated with the EMS.

Environmental Programme



Explanation of the requirements of an Environmental Programme

The environmental programme is the action planning stage, it involves 2 key steps. Step 1 is setting quantified improvement objectives and targets for the significant environmental aspects identified in the environmental review. Step 2. the environmental Management Programme identifies the timescales, resources, means and responsibilities for achieving the

objectives and targets. The purpose of setting improvement objectives and targets is threefold.

- improve the significant environmental aspects you have identified.
- ensure you are implementing your environmental policy
- ensure you are in legislative compliance

The requirements for Objectives and Targets and Environmental Management Programme are described in Annex 1 A.3.3 and A3.4 of the EMAS regulations and Section 4.3.3 and 4.3.4 of ISO14001.

I-A.3.3. Objectives and targets

The organisation shall establish and maintain documented environmental objectives and targets, at each relevant function and level within the organisation. When establishing and reviewing its objectives, an organisation shall consider the legal and other requirements, its significant environmental aspects, its technological options and its financial, operational and business requirements, and the views of interested parties. The objectives and targets shall be consistent with the environmental policy, including the commitment to prevention of pollution.

I-A.3.4. Environmental management programme(s)

The organisation shall establish and maintain (a) programme(s) for achieving its objectives and targets. It shall include

(a) designation of responsibility for achieving objectives and targets at each relevant function and level of the organisation;

(b) the means and timeframe by which they are to be achieved.

If a project relates to new developments and new or modified activities, products or services, programme(s) shall be amended where relevant to ensure that environmental management applies to such projects.

In addition Annex 1 B of the EMAS regulations require that *Organisations shall be able to demonstrate an open dialogue with the public and other interested parties including local communities and*

customers with regard to the environmental impact of their activities, products and services in order to identify the public's and other interested parties' concerns.

And that with regard to employee involvement

In addition to the requirements in Annex I – Section A employees shall be involved in the process aimed at continually improving the organisation's environmental performance. Appropriate forms of participation such as the suggestion-book system or project-based group works or environmental committees should be used for this purpose. Organisations shall take note of Commission guidance on best practice in this field. Where they so request, any employee representatives shall also be involved.

I.e. that an organisation needs to be able to demonstrate that public concerns and the input of employees has been taken into account when establishing environmental significance and developing the environmental programme.

Completing the Template

A template for the environmental programme follows this explanation of the key terms used in the environmental programme template

Explanation of Terms

Environmental Objective

The environmental objective describes the overall aim or 'end point', what you are trying to achieve by establishing an environmental improvement programme for each significant environmental aspect. The environmental objective for each significant environmental aspect tends not to be quantified but is usually described in words such as.

- *To minimise*
- *To eliminate*
- *To maximise*
- *To maintain*

Action

An action is what needs to be done in order to achieve the objective. There tends to be 3 main types of action shown in an Environmental programme

- **A research action** – For example, if quantifiable figures were not available for a particular environmental aspect in the environmental review a research action could be to identify existing performance data. Researching best practice is also a common action.
- **Improvement action.** Where existing performance information has already been collated it is possible to set quantifiable improvement actions.
- **Control action.** In some cases an environmental review can identify an environmental aspect as significant but also identify that existing management control is improving the environmental performance. The action may then be to continue existing management of the significant environmental aspect. This is a control action.

Actions can be one-off (such as identifying best practice) or continuous (such as reducing transport use by 15% per year).

Target

A quantifiable measurement of performance of the action or measurable step towards the objective. ie

- Reduction of 15% on last years figure
- Applied to 100% of contracts over €5,000
- Improve recycling rates by 70%

One objective can have a number of targets. One target can apply to a number of objectives.

Timescale

Specify the date by when each target will be achieved. The targets that relate to the environmental aspects with the highest significance are usually dealt with first.

When there is a significant timescale for achieving a target it can be helpful to establish performance indicators. Performance indicators help to monitor progress towards the target.

For example if you set an improvement target to improve the amount of paper being recycled min council offices by 75% in 3 years. It would be helpful to set performance indicators such as:

- 25% recycled by end of year 1.
- 50% recycled by end of year 2
- 75% recycled by end of year 3.

Resources

It is important to ensure that the resources needed to achieve the targets that have been identified when planning the Environmental Management Programme. Resources can include staff time, new equipment, training, consultancy support etc

Responsibility

It is vital that a named person is assigned responsibility for achieving each target. Without specific responsibility it is unlikely that the actions will be undertaken.

Fast Track EMAS

Set ambitious improvement targets. Try to eliminate environmental impacts. The work involved in achieving a 5% improvement in performance can often be similar to the work required for achieving a 25 or 30% improvement in performance. There are many examples of environmental programme good practice from local authorities across Europe. Look to these good practice examples, as the basis of your own environmental programme and as a benchmark against which to assess performance.

The template for the environmental programme is shown below.



Template for describing the Environmental Management Programme

Significant Aspect Taken from environmental review	Objective	Action: How are you going to achieve your objective?	Target and timescale Insert the target for the action and date for completion of one-off action or for setting up of new procedures for repeat actions	Indicator: How will you tell that you are succeeding?	Records: Where are you keeping records of your actions?	Responsibility and resources Who is responsible for ensuring action takes place and where resources have been identified

Example of an Environmental Programme

Significant Aspect Taken from environmental review	Objective	Action: How are you going to achieve your objective?	Target and timescale Insert the target for the action and date for completion of one-off action or for setting up of new procedures for repeat actions	Indicator: How will you tell that you are succeeding?	Records: Where are you keeping records of your actions?	Responsibility and resources Who is responsible for ensuring action takes place and where resources have been identified
Woodland maintenance contract. Management of particular important species and habitats on 24 sites (Significance 20)	Maintain and enhance woodland habitats whilst ensuring amenity use and optimising sustainable timber production	1. Develop management plans for all woodlands and all tree screen sites	A. Tree screen management plans by October 2002 B. Woodland management plans for all 24 sites by March 2004	50% of tree screen plans produced by 8/2002 100% by 10/02. 15% of Woodland Mgt Plans by 10/02 30% by 3/03. 60% by 10/03 80% by 01/04 100% by 03/04	Management Plans kept at CP office and on V drive. For TP &G	M. S. D.C.



Significant Aspect Taken from environmental review	Objective	Action: How are you going to achieve your objective?	Target and timescale Insert the target for the action and date for completion of one-off action or for setting up of new procedures for repeat actions	Indicator: How will you tell that you are succeeding?	Records: Where are you keeping records of your actions?	Responsibility and resources Who is responsible for ensuring action takes place and where resources have been identified
Woodland maintenance contract. Management of particular important species and habitats on 24 sites (Significance 20)	Maximise use of waste from tree work	2. Contact Bioregional Development Group to identify potential for establishment of local charcoal production	A. Information obtained from BioRegional Development Group by 4/02	BioRegional contacted by 4/02	Minutes of DMT	Simon and Steve
		3.. Produce report to head of service on outcome of research	A. Report on viability presented to DMT by 07/02	Production of report to DMT		
Site Management Grassland Sites Grass cutting and disposal of arisings (Significance 20)	Maintain and enhance grassland habitats whilst ensuring amenity use	4. .Management plans developed for grassland sites	A.. 8 management plans by January 2005	2 plans by 1/03, 4 plans by 1/04 8 by 1/05	Management Plans kept at CP office and on V drive. For TP &G	M. S. D.C.



Significant Aspect Taken from environmental review	Objective	Action: How are you going to achieve your objective?	Target and timescale Insert the target for the action and date for completion of one-off action or for setting up of new procedures for repeat actions	Indicator: How will you tell that you are succeeding?	Records: Where are you keeping records of your actions?	Responsibility and resources Who is responsible for ensuring action takes place and where resources have been identified
		5.. Investigate amenity grassland sites for potential conservation enhancement	A.. List of sites for enhancement by July 2003 B.. Development of mgt plans for top 10. by 01/05	List of all possible site by 01/03. All sites for enhancement by 7/03 5 mgt plans by 7/04. 10 by 01/05		
Site Management Grassland Sites Grazing on 2 SNCI Sites (Significance 20)	Maintain and enhance grassland habitats whilst ensuring amenity use	6.. Management plans developed for grassland sites	A.. management plans by January 2005	2 plans by 1/03, 4 plans by 1/04 8 by 1/05	Management Plans kept at CP office and on V drive. For TP &G	M. S. D.C.



Significant Aspect Taken from environmental review	Objective	Action: How are you going to achieve your objective?	Target and timescale Insert the target for the action and date for completion of one-off action or for setting up of new procedures for repeat actions	Indicator: How will you tell that you are succeeding?	Records: Where are you keeping records of your actions?	Responsibility and resources Who is responsible for ensuring action takes place and where resources have been identified
Site Management Grassland Sites Use, storage & disposal of herbicides for weed and stump treatment (Significance 20)	Maintain and enhance grassland habitats whilst ensuring amenity use	7.. Management plans developed for grassland sites. 8.. Confirm that contractors have appropriate training to use, store and dispose of herbicides	A.. 8 management plans by January 2005 A.. Write to contractors seeking confirmation that staff have relevant training and take appropriate measures to use, store and dispose of herbicides. May 2002	2 plans by 1/03, 4 plans by 1/04 8 by 1/05 Letter sent to contractor by 2002	Management Plans kept at CP office and on V drive. For TP &G Copy of letter and response on EMS records file Capstone	M. S. D.C.
Site Management Grassland Sites Management of important species on 8 SSCI sites (Significance 20)	Maintain and enhance grassland habitats whilst ensuring amenity use	9.. Management plans developed for grassland sites	A.. Management plans by January 2005	2 plans by 1/03, 4 plans by 01/04 8 by 1/05	Management Plans kept at CP office and on V drive. For TP &G	M. S. D.C.



Significant Aspect Taken from environmental review	Objective	Action: How are you going to achieve your objective?	Target and timescale Insert the target for the action and date for completion of one-off action or for setting up of new procedures for repeat actions	Indicator: How will you tell that you are succeeding?	Records: Where are you keeping records of your actions?	Responsibility and resources Who is responsible for ensuring action takes place and where resources have been identified
Office administration for Country Park Offices. Use of materials and paper in office work. (Significance 15)	To develop a 'green office' approach to office equipment, paper and stationary purchase, use and disposal	10.. Request guidance from Jonathan Turner on environmental good practice for purchase & use of office equipment, stationary, paper and furniture & request staff follow guidance when purchasing	A. Request to Jonathan Turner for Guidance by 4/02. B.. Guidance in place and followed by 09/02	Memo requesting guidance. Draft guidance by 08/02 Final guidance by 09/02 Guidance followed when purchasing	Memo and guidance on EMS records file Distribution list for guidance on EMS records file.	M.S.
Tree maintenance contract. Disposal of arisings from amenity tree work (Significance 15)	Achieve green waste recycling	11.. Research into use of woodchip and brush for pathing or compost	Report July 03 and implement recommendations	Production of report to DMT	Minutes of DMT	M. S. D.C

Significant Aspect Taken from environmental review	Objective	Action: How are you going to achieve your objective?	Target and timescale Insert the target for the action and date for completion of one-off action or for setting up of new procedures for repeat actions	Indicator: How will you tell that you are succeeding?	Records: Where are you keeping records of your actions?	Responsibility and resources Who is responsible for ensuring action takes place and where resources have been identified
Tree maintenance contract. Use of chainsaws and shredders (Significance 15)	Implement environmental best practice in use of chain saw oil	12.. Write to manufacturers to identify feasible environmental alternatives to use of chain saw oil (ie vegetable or mineral based oils)	A.. Major manufacturers/distributors requested for information by 8/2002.	Letters sent to manufacturers. Report produced and recommendations implemented	Correspondence and report on EMS records file	 M. S. D.C
13.. Report on feasibility of introducing such performance requirements into amenity and woodland contracts	A. Report produced for head of unit and recommendations of report implemented by 11/02					
Tree planting contract – use of stakes for planting (significance 15)	Use locally produced tree stakes	14.. Continue to Research alternatives to existing stakes	A. On-going	List produced by July 2002 Included in all contracts for tree planting from September 2002	List and correspondence on EMS records file. Contracts kept on Contracts file (CCP)	 M. S. D.C
15.. Letter requesting alternatives sent to major suppliers. 5/02	A. Letters sent by 5/02					



Significant Aspect Taken from environmental review	Objective	Action: How are you going to achieve your objective?	Target and timescale Insert the target for the action and date for completion of one-off action or for setting up of new procedures for repeat actions	Indicator: How will you tell that you are succeeding?	Records: Where are you keeping records of your actions?	Responsibility and resources Who is responsible for ensuring action takes place and where resources have been identified
		16. Specify in contracts	A. List of generic types of suitable products produced and specified in each contract from September 2002			
Vehicle use when undertaking work (significance 12)	To minimise harmful emissions from vehicle use	17. To buy fleet vehicles that are dual fuel/LPG.	A. Request LPG/dual fuel or low emission diesel when purchasing replacement/new fleet vehicles. (on-going)	All new fleet vehicles are dual fuel or low emission diesel	Purchase records on EMS records file	M. S. D.C
		18. Request that staff using existing dual fuel vehicles use LPG wherever possible	A. Memo sent to staff by 4/02 requesting use of LPG in dual fuel vehicles	Memo sent to all staff	Copy of memo on EMS records file	
		19. Inform contractors of preference for use of low emission vehicles.	A. Contract specification to request dual fuel or low emission vehicles	All new contract specifications contain requirement	List of all new contracts on EMS records file and on V drive contract file	



Significant Aspect Taken from environmental review	Objective	Action: How are you going to achieve your objective?	Target and timescale Insert the target for the action and date for completion of one-off action or for setting up of new procedures for repeat actions	Indicator: How will you tell that you are succeeding?	Records: Where are you keeping records of your actions?	Responsibility and resources Who is responsible for ensuring action takes place and where resources have been identified
The provision of staff environmental education and awareness raising (significance 12)	To ensure all relevant staff have received environmental training in keeping with the requirements of EMAS	20. To identify environmental training needs as part of staff training need assessment	A. Environmental training needs included in assessment of training needs from 5/02	Training records show that environmental training needs identified	Staff training records at x country Park	(
Tree planting Contract Selection of Tree Species (significance 10)	Selection of tree species to enhance biodiversity/ landscape value, efficiency of maintenance & watering	21. Produce guidelines for the identification of appropriate trees for different sites and provide guidelines to contractors	A. Guidelines produced and sent to contractors by 8/02	Draft Guidelines produced by 07/02 All contractors have been sent copy of final guidelines by 8/02	Guidelines on V drive of Council network and on EMS records file with correspondence.	M. S. D.C
Tree planting Contract Location of Planting (significance 10)	To ensure the size, structure and nature of trees are appropriate for their location	22. Produce guidelines for the identification of appropriate trees for different sites and provide guidelines to contractors	A. Guidelines produced and sent to contractors by 8/02	Draft Guidelines produced by 07/02 All contractors sent copy of final guidelines by 8/02	Guidelines on V drive of and on EMS records file with contractor letters.	M. S. D.C



Significant Aspect Taken from environmental review	Objective	Action: How are you going to achieve your objective?	Target and timescale Insert the target for the action and date for completion of one-off action or for setting up of new procedures for repeat actions	Indicator: How will you tell that you are succeeding?	Records: Where are you keeping records of your actions?	Responsibility and resources Who is responsible for ensuring action takes place and where resources have been identified
Woodland Maintenance contract – Disposal of tree arisings (Significance 10)	Maximise use of waste from tree work	23. Identify potential for establishment of local charcoal production	A. Information obtained from BioRegional Development Group by 4/02	BioRegional contacted by 4/02	Minutes of DMT	Simon and Steve
		24. Produce report to head of service on outcome of research	A. Report on viability presented to DMT by 07/02 and act on recommendations	Production of report to DMT		
The use of tanalised timber in all fencing (significance 10)	Use of sustainable timber	25. Investigate feasibility of sustainable production from own wood (this is linked to Action 1.) means of disposal	A.. Produce and adopt policy on timber use from sustainable sources by May 2002	.All timber used after May 2002 meets sustainable timber use policy 3. Letters sent by end 6/02	Policy and feasibility documents of V drive & CP office. Letters and replies on EMS records file	M. S. D.C
		26. Investigate purchase of sustainable produce from other sources				
		27. investigate alternatives to tanalised timber and appropriate				



Significant Aspect Taken from environmental review	Objective	Action: How are you going to achieve your objective?	Target and timescale Insert the target for the action and date for completion of one-off action or for setting up of new procedures for repeat actions	Indicator: How will you tell that you are succeeding?	Records: Where are you keeping records of your actions?	Responsibility and resources Who is responsible for ensuring action takes place and where resources have been identified
The selection and use of path construction materials in contracts (significance 10)	Durable paths which have minimal impact on the environment	28. Investigate alternative materials.	A. List of alternative products identified by March 2002	list produced. 100% of contracts use list from April 2002	List kept on V drive and contractor letters kept on EMS records file	M. S./ D.C in consultation with J. T. for finding alternative surfaces.
		29. Ensure that appropriate 'alternative' materials are specified for all path work	A. All pathing contracts use appropriate materials after March 2002			
Visitor Centre management (significance 9)	Minimise resource demands and use sustainable products	30. Investigate feasibility of renewable materials / energy sources	A. To have all visitor centres purchasing 'green' energy by September 2002 Use of green products	Electricity bills after September 2002	All bills on budget spreadsheets . Info on supplier on ems records file	JT



Significant Aspect Taken from environmental review	Objective	Action: How are you going to achieve your objective?	Target and timescale Insert the target for the action and date for completion of one-off action or for setting up of new procedures for repeat actions	Indicator: How will you tell that you are succeeding?	Records: Where are you keeping records of your actions?	Responsibility and resources Who is responsible for ensuring action takes place and where resources have been identified
Visitor Centre management (significance 9)	To reduce the potential pollution incidents from run-off and spillage	31. Ensure chemicals stored in staff car park at Capstone CP are stored and handled according to COSHH and H&S requirements	A. H&S / COSHH Audit undertaken 4/02	Audit report produced. Kit on site / Staff instructions produced	Audit report, drainage plans and assessment on EMS records file.	HW
		32. Put emergency spill/bunding kit in place for drain in car park	A. Emergency spill kit and instructions in place 4/02	Drainage plans on records file	Spill Kit use records kept in accident log in Countryside Park office	
		33. Investigate if the drain in car park has oil traps in place.	A. Drainage plans obtained by 5/02 B. Assessment made as to whether oil traps are in place	Assessment reported to senior management for any action		

Environmental Management System



Explanation of the requirements of the Environmental Management System

The environmental management system is the part of the overall management system that defines the organisational structure, roles and responsibilities, management control and operational control required to achieve the environmental programme and implement the Environmental Policy.

There a number of requirements in the EMAS regulations that describe the elements of the Environmental Management System. These are described in Annex 1 A.4.1 through to A5.3 of the EMAS regulations (EC No. 761/2001) and Section 4.4.1 and 4.5.3 of ISO14001.

I-A.4.1. Structure and responsibility

Roles, responsibility and authorities shall be defined, documented and communicated in order to facilitate effective environmental management.

Management shall provide resources essential to the implementation and control of the environmental management system. Resources include human resources and specialised skills, technology and financial resources. The organisation's top management shall appoint (a) specific management representative(s) who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for

(a) ensuring that environmental management system requirements are established, implemented and maintained in accordance with this International Standard;

(b) reporting on the performance of the environmental management system to top management for review and as a basis for improvement of the environmental management system.

I-A.4.2. Training, awareness and competence

The organisation shall identify training needs. It shall require that all personnel whose work may create a significant impact upon the environment, have received appropriate training.

It shall establish and maintain procedures to make its employees or members at each relevant function and level aware of

(a) the importance of conformance with the environmental policy and procedures and with the requirements of the environmental management system;

(b) the significant environmental impacts, actual or potential, of their work activities and the environmental benefits of improved personal performance;

(c) their roles and responsibilities in achieving conformance with the environmental policy and procedures and with the requirements of the environmental management system, including emergency preparedness and response requirements;

(d) the potential consequences of departure from specified operating procedures.

Personnel performing the tasks which can cause significant environmental impacts shall be competent on the basis of appropriate education, training and/or experience.

I-A.4.3. Communication

With regard to its environmental aspects and environmental management system, the organisation shall establish and maintain procedures for

(a) internal communication between the various levels and functions of the organisation;

(b) receiving, documenting and responding to relevant communication from external interested parties.

The organisation shall consider processes for external communication on its significant environmental aspects and record its decision.

I-A.4.4. Environmental management system documentation

The organisation shall establish and maintain information, in paper or electronic form, to

(a) describe the core elements of the management system and their interaction;

(b) provide direction to related documentation.

I-A.4.5. Document control

The organisation shall establish and maintain procedures for controlling all documents required by this International Standard to ensure that

- (a) they can be located;*
- (b) they are periodically reviewed, revised as necessary and approved for adequacy by authorised personnel;*
- (c) the current versions of relevant documents are available at all locations where operations essential to the effective functioning of the environmental management system are performed;*
- (d) obsolete documents are promptly removed from all points of issue and points of use, or otherwise assured against unintended use;*
- (e) any obsolete documents retained for legal and/or knowledge preservation purposes are suitably identified.*

Documentation shall be legible, dated (with dates of revision) and readily identifiable, maintained in an orderly manner and retained for a specified period. Procedures and responsibilities shall be established and maintained concerning the creation and modification of the various types of document.

I-A.4.6. Operational control

The organisation shall identify those operations and activities that are associated with the identified significant environmental aspects in line with its policy, objectives and targets. The organisation shall plan these activities, including maintenance, in order to ensure that they are carried out under specified conditions by

- (a) establishing and maintaining documented procedures to cover situations where their absence could lead to deviations from the environmental policy and the objectives and targets;*
- (b) stipulating operating criteria in the procedures;*
- (c) establishing and maintaining procedures related to the identifiable significant environmental aspects of goods and services used by the organisation and communicating relevant procedures and requirements to suppliers and contractors.*

I-A.4.7. Emergency preparedness and response

The organisation shall establish and maintain procedures to identify potential for and respond to accidents and emergency situations, and for preventing and mitigating the environmental impacts that may be associated with them. The organisation shall review and revise, where necessary, its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations.

The organisation shall also periodically test such procedures where practicable.

I-A.5.1. Monitoring and measurement

The organisation shall establish and maintain documented procedures to monitor and measure, on a regular basis, the key characteristics of its operations and activities that can have a significant impact on the environment. This shall include the recording of information to track performance, relevant operational controls and conformance with the organisation's environmental objectives and targets.

Monitoring equipment shall be calibrated and maintained and records of this process shall be retained according to the organisation's procedures.

The organisation shall establish and maintain a documented procedure for periodically evaluating compliance with relevant environmental legislation and regulations.

I-A.5.2. Non-conformance and corrective and preventive action

The organisation shall establish and maintain procedures for defining responsibility and authority for handling and investigating non-conformance, taking action to mitigate any impacts caused and for initiating and completing corrective and preventive action.

Any corrective or preventive action taken to eliminate the causes of actual and potential non-conformances shall be appropriate to the magnitude of problems and commensurate with the environmental impact encountered.

The organisation shall implement and record any changes in the documented procedures resulting from corrective and preventive action.

I-A.5.3. Records

The organisation shall establish and maintain procedures for the identification, maintenance and disposition of environmental records. These records shall include training records and the results of audits and reviews.

Environmental records shall be legible, identifiable and traceable to the activity, product or service involved. Environmental records shall be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. Their retention times shall be established and recorded.

Records shall be maintained, as appropriate to the system and to the organisation, to demonstrate conformance to the requirements of this International Standard.

Explanation of Key Terms

Structure & Responsibility

Top management need to appoint specific management representative to:

- To make sure the EMS is up & running
- To report on EMS performance to top management for review

Top management also need to ensure sufficient resources (human, technical and financial) are available for a successful EMS

Training & Awareness

Establish procedures to ensure that employees:

- Know the environmental aspects of their work
- Know their responsibilities regarding implementing the environmental programme
- Appreciate the importance of conforming to the EMS
- Know the consequences of not following procedures.

There are many ways to provide training, such as:

- Induction training for new staff
- As part of regular team talks

-
- Management team briefings
 - Specific technical training
 - Circulation lists for environmental information
 - Notice boards

Operational Control

- Establish operational control procedures for the activities that are associated with the significant environmental aspects & ensure that contractors & suppliers are also aware of relevant procedures
- Establish procedures to ensure sufficient reporting structures are in place for your EMS to be effectively managed.

Documentation

- Produce a document that describes the core elements of your EMS and provides direction to related existing documents
- Establish documentation control procedures to ensure only up to date procedures are followed and that obsolete documents are removed.

Environmental Manual

The EMS manual should contain:

- Environmental policy
- Environmental aspects
- EMS description including scope, timescale and implementation plan
- Environmental objectives and targets
- Reference to related documents
- Environmental management programme
- Environmental management procedures
- Environmental legislation

Monitoring & Measurement

The following procedures need to be established:

- To regularly measure the environmental aspects to track performance against objectives and targets
- To ensure monitoring equipment is calibrated & maintained

-
- To measure periodic compliance with relevant environmental legislation

Corrective Action

Establish procedures to:

- Identify non-conformance with your EMS
- Correct the non-conformance you have identified
- Prevent the non-conformance from happening again

Records

It is necessary to keep records to show how your EMS is performing and being maintained, such records are essential for the on-going review and audit of the EMS

Fast Track EMAS

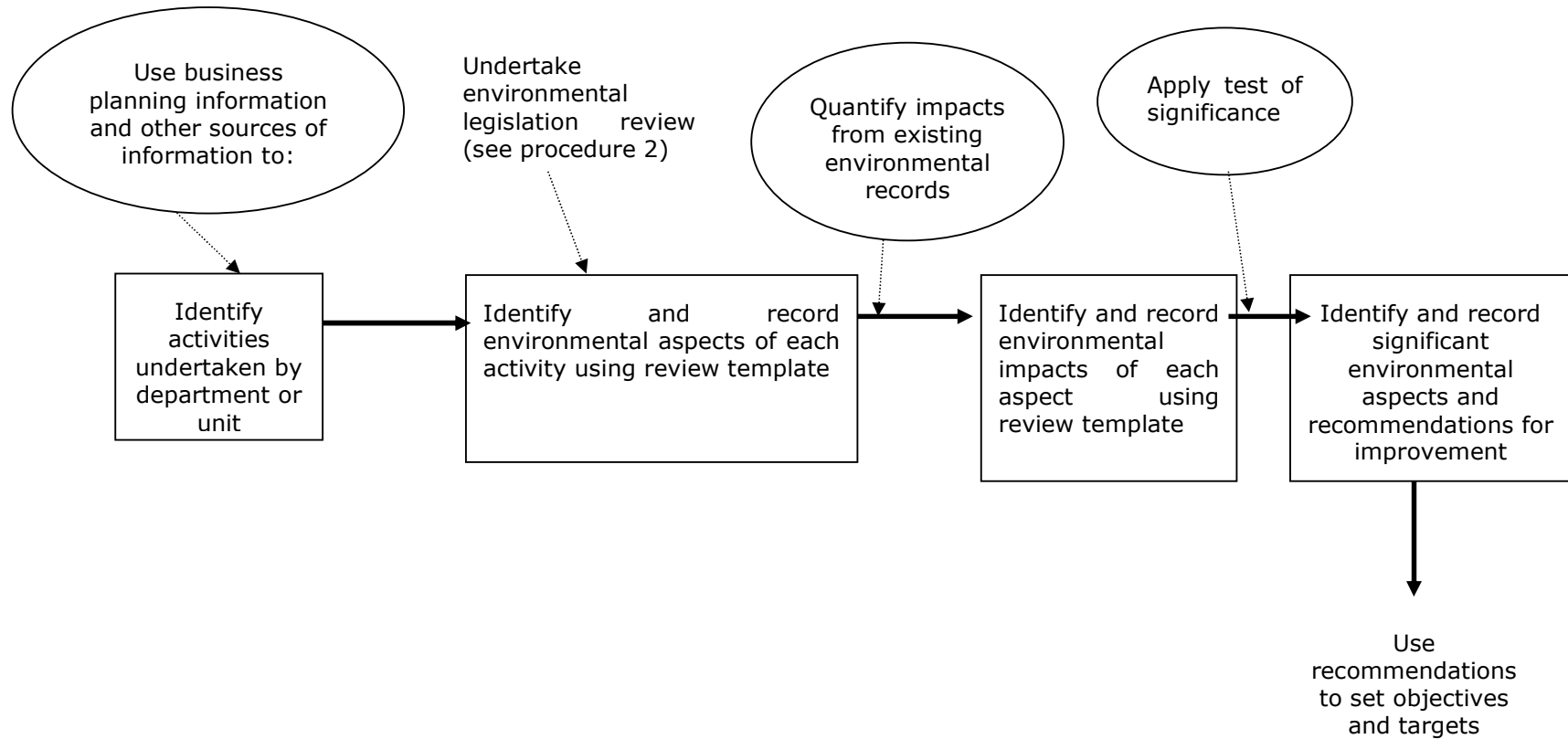
Do not develop new management system procedures, where existing procedures can be easily adapted to meet the requirements of EMAS. Local authorities will have a wide range of management systems in place. Look at these management procedures first, to see if they can be adapted to meet the requirements of EMAS. Only develop new EMAS procedures if existing procedures can not be adapted. This approach also helps ensure that EMAS is not seen as an isolated management system but an part of the corporate management process.

Management System Procedure Templates

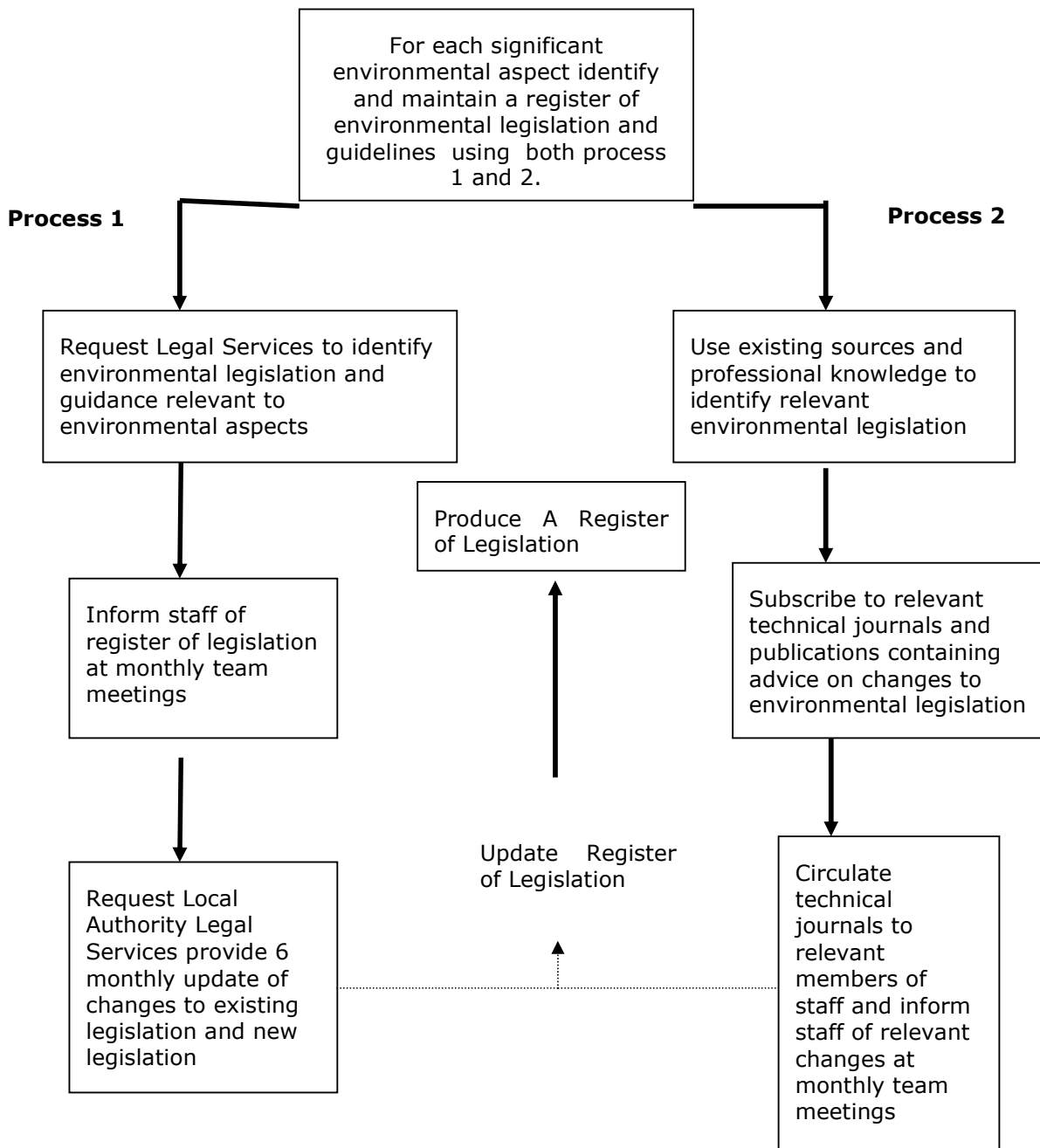
A set of basic management system procedure templates covering each of the procedures required by the Environmental Management System together with procedures describing the other elements of EMAS such as the review etc are shown below. These examples can be used as the basis for developing EMS procedures relevant to a particular local authority. Any local authority can use these procedures as the basis of an Environmental Manual or to create more descriptive, text based procedures.



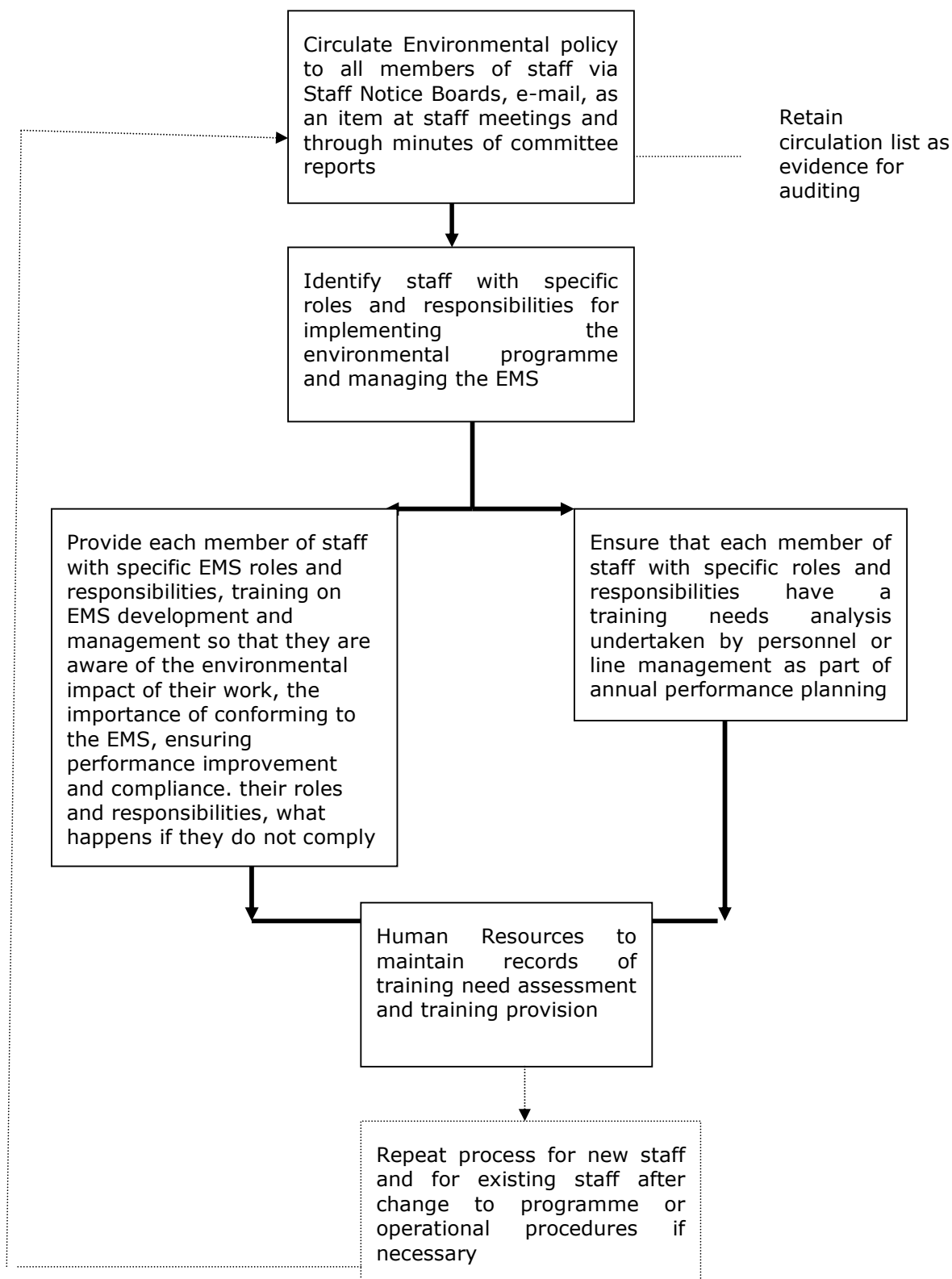
ENVIRONMENTAL MANAGEMENT PROCEDURE 1. IDENTIFYING SIGNIFICANT ENVIRONMENTAL ASPECTS



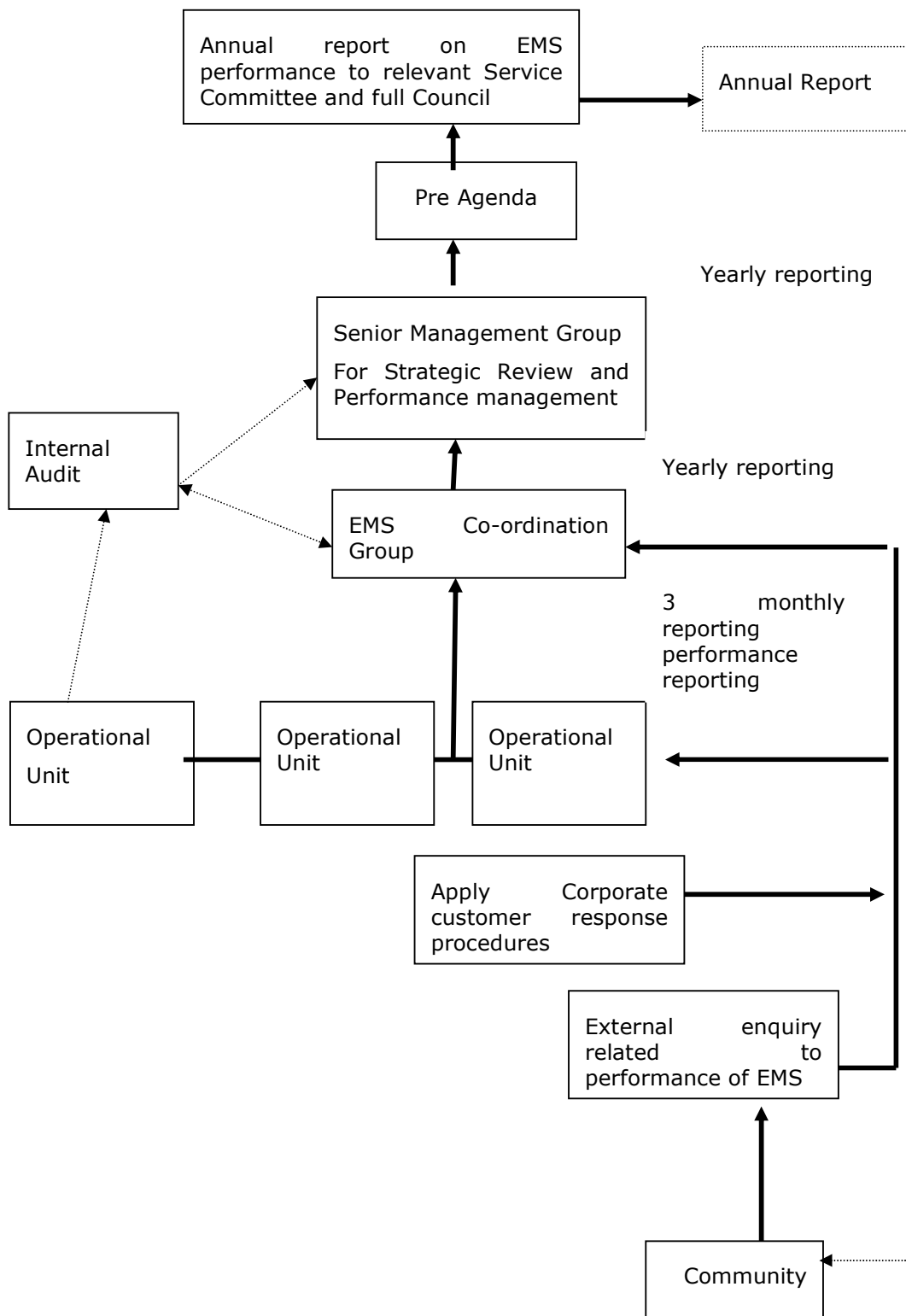
**ENVIRONMENTAL MANAGEMENT PROCEDURE 2.
UNDERTAKING A LEGISLATIVE REVIEW**



**ENVIRONMENTAL MANAGEMENT PROCEDURE 3.
UNDERTAKING TRAINING AND AWARENESS RAISING**

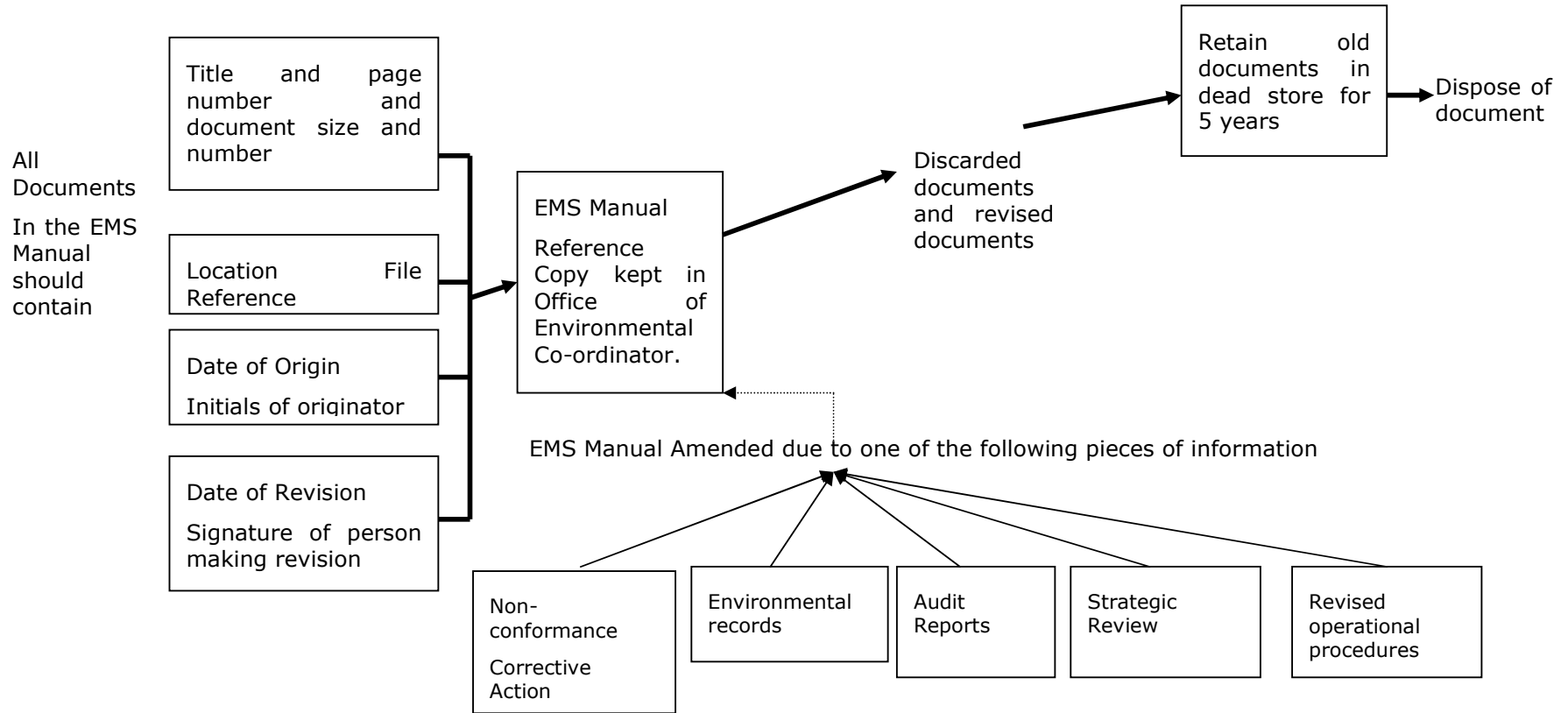


**ENVIRONMENTAL MANAGEMENT PROCEDURE 4.
UNDERTAKING INTERNAL AND EXTERNAL COMMUNICATION**



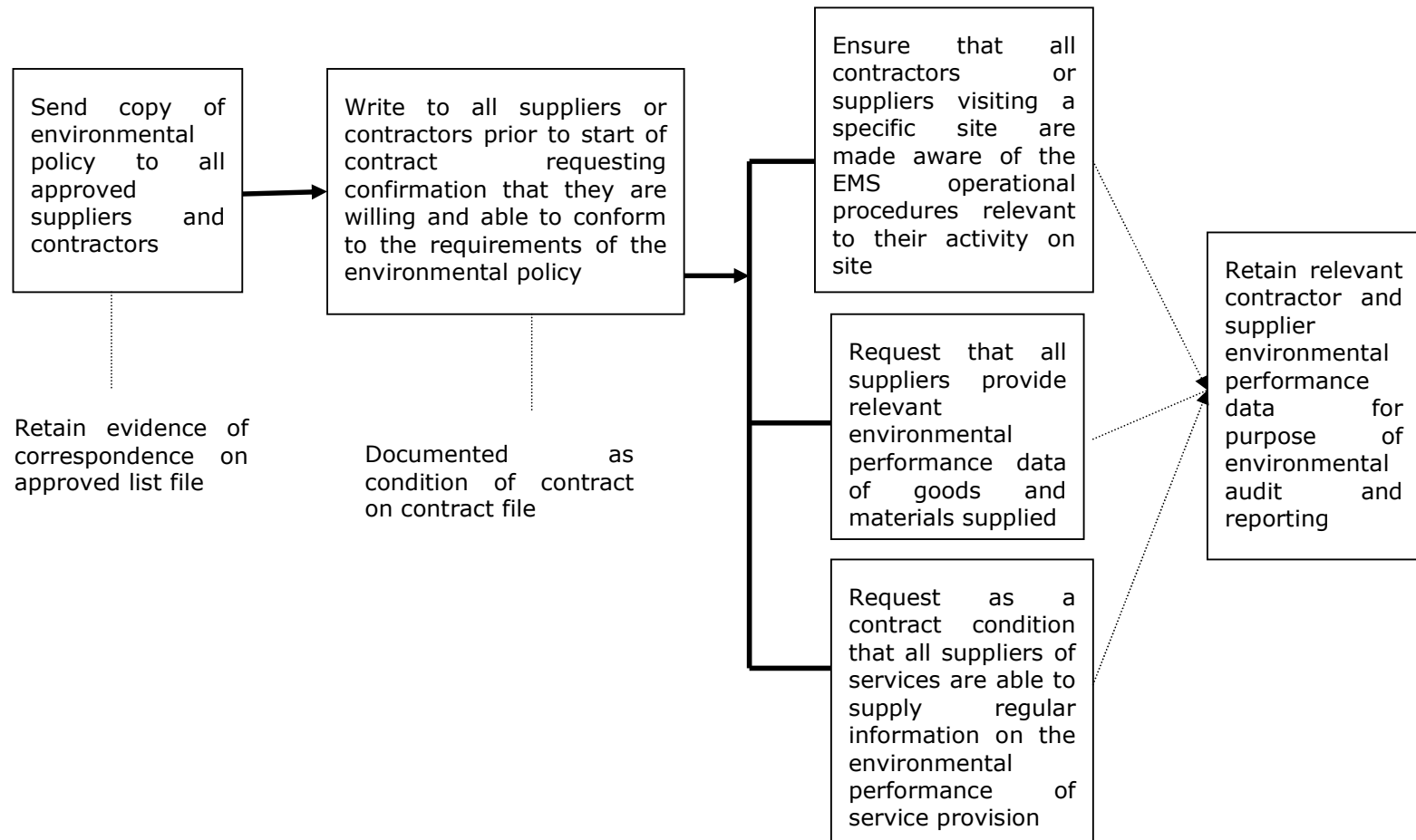


ENVIRONMENTAL MANAGEMENT PROCEDURE 5. ACHIEVING DOCUMENTATION CONTROL



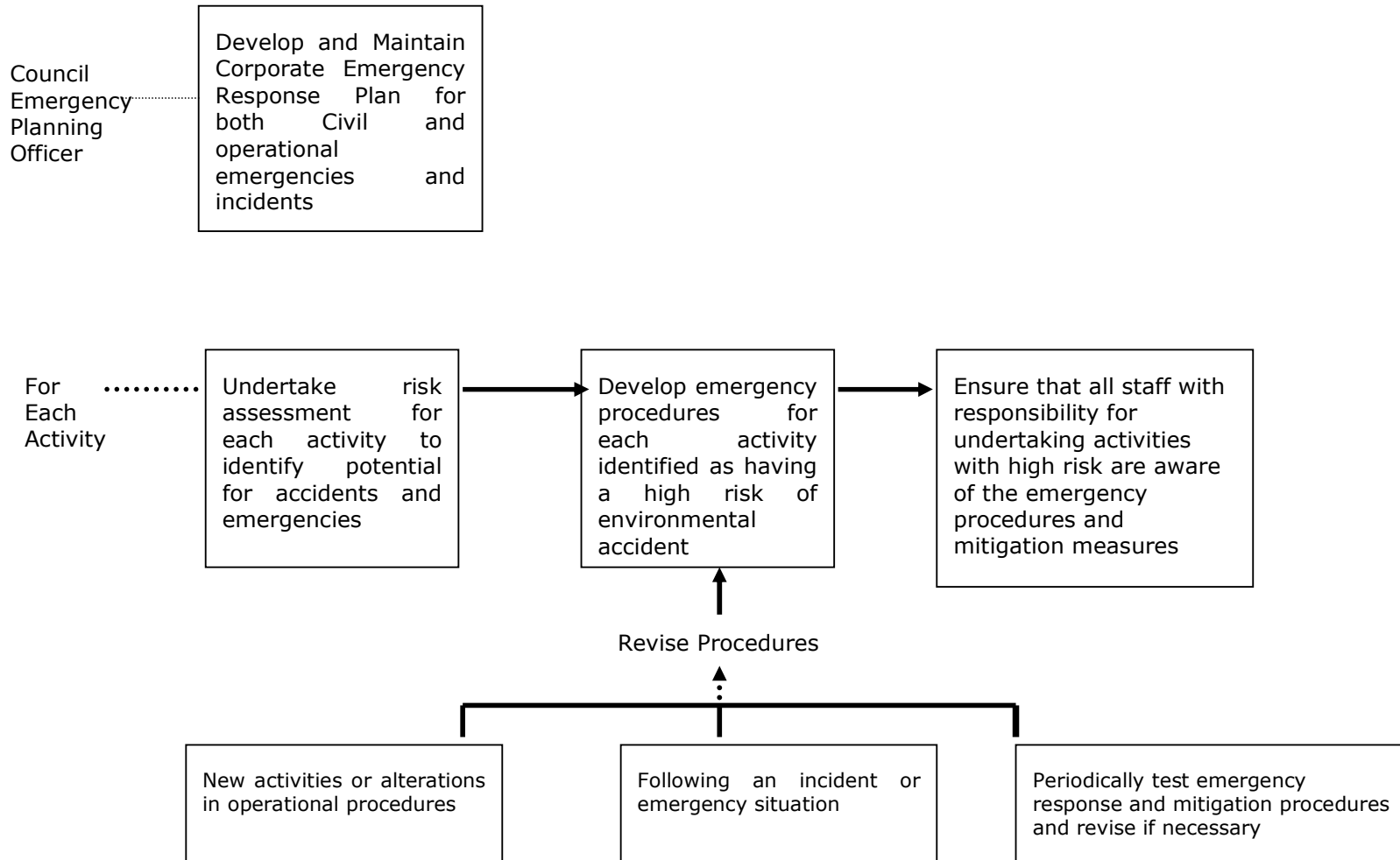


ENVIRONMENTAL MANAGEMENT PROCEDURE 6. UNDERTAKING COMMUNICATION WITH SUPPLIERS AND CONTRACTORS



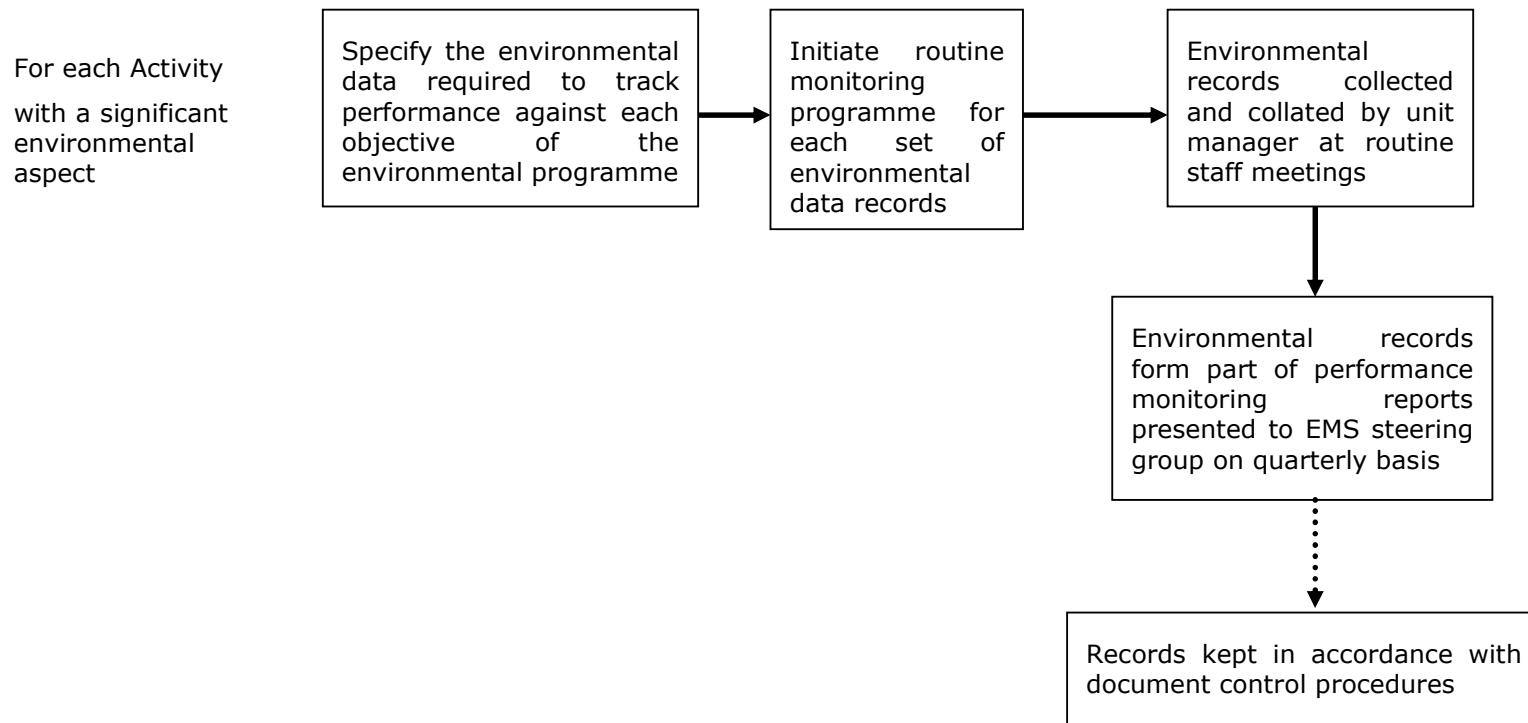


ENVIRONMENTAL MANAGEMENT PROCEDURE 7. EMERGENCY RESPONSE PROCEDURES



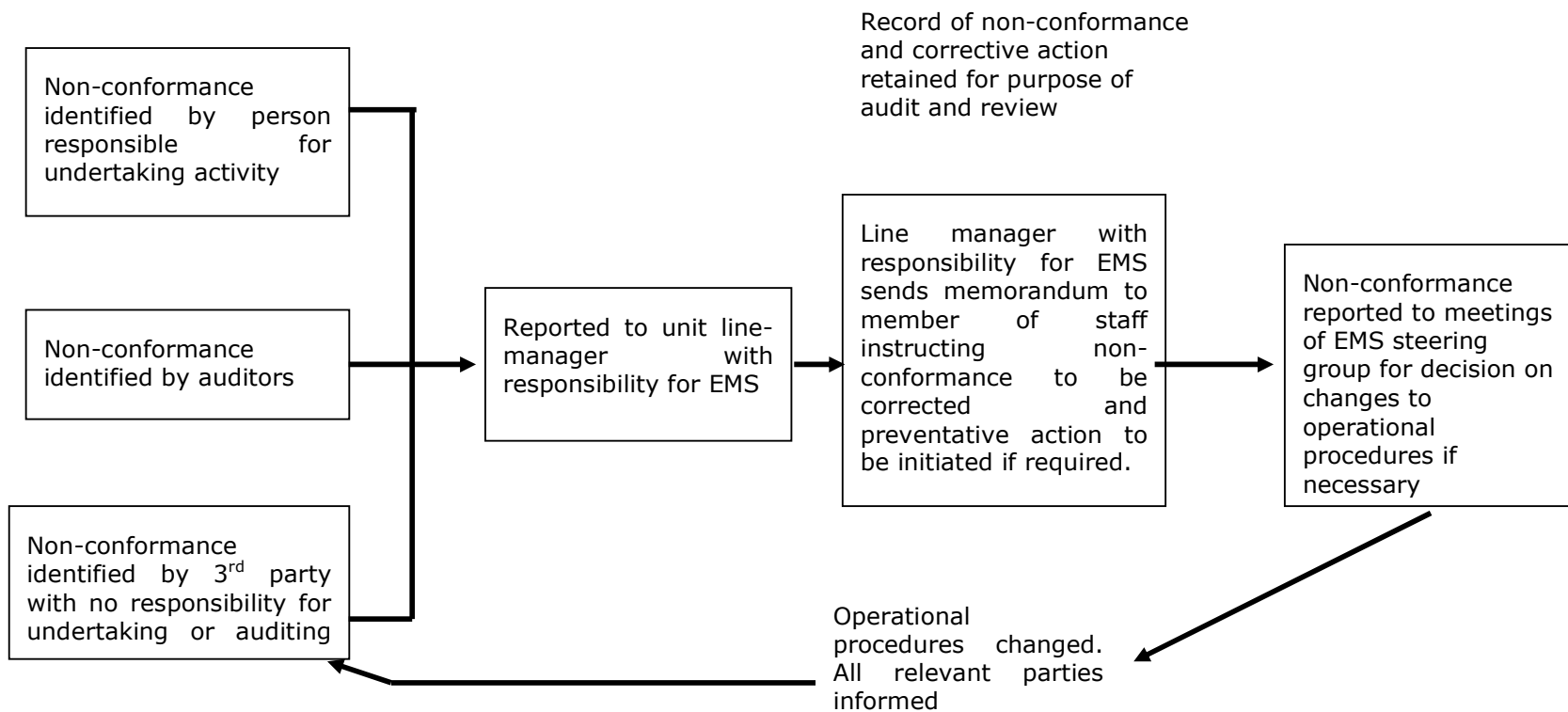


**ENVIRONMENTAL MANAGEMENT PROCEDURE 8.
MONITORING AND MEASUREMENT EMS PERFORMANCE**





**ENVIRONMENTAL MANAGEMENT PROCEDURE 9.
INVESTIGATION OF NON-CONFORMANCE
AND THE INITIATION OF CORRECTIVE AND PREVENTATIVE ACTION**



Integrating Management System Procedures

Do you really need to develop a new procedure for every part of the EMS. You may already have management systems in place that can be used or readily adapted.

Every local authority already uses a wide range of management system procedures. For example:

Financial management,

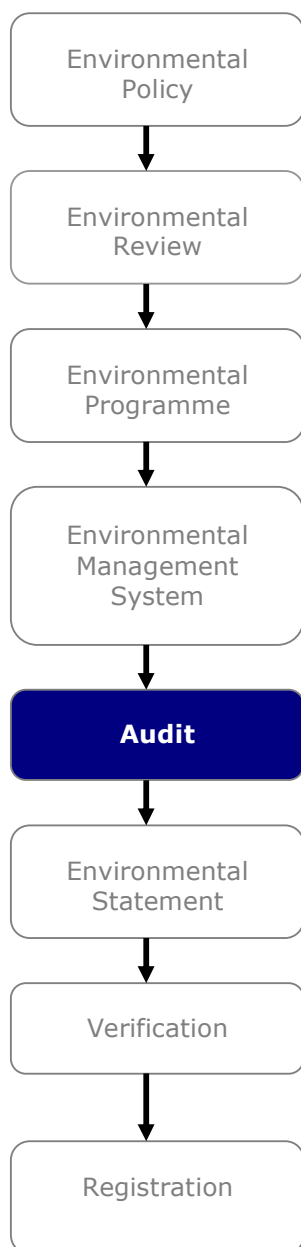
Service planning and performance management,

Quality management

Health and Safety etc

Some of these systems can share common elements with an EMS. Parts of the management system of the EMS could therefore be integrated into parts of these existing management procedures. For example service planning systems and performance management systems identify annual performance targets for each local authority service. The Environmental objectives and targets could be integrated into this annual target setting to produce one procedure.

EMS Audit



Explanation of the requirements of the EMS Audit and Management Review

The environmental management system audit is a periodic check to ensure that the management system has been properly implemented and that targets are being achieved. The management review is a strategic assessment of the environmental management systems continued

suitability, adequacy and effectiveness in light of any changes to the organisation or management priorities and structures.

The requirements in the EMAS regulations that describe the requirements for the environmental management system audit and management review are described in Annex 1 A.5.4 through to A6 of the EMAS regulations (EC No. 761/2001) and Section 4.5.4 and 4.6 of ISO14001.

I-A.5.4. Environmental management system audit

The organisation shall establish and maintain (a) programme(s) and procedures for periodic environmental management system audits to be carried out, in order to

*(a) determine whether or not the environmental management system
(1) conforms to planned arrangements for environmental management including the requirements
of this International Standard; and*

(2) has been properly implemented and maintained; and

(b) provide information on the results of audits to management

The organisation's audit programme, including any schedule, shall be based on the environmental importance of the activity concerned and the results of previous audits. In order to be comprehensive, the audit procedures shall cover the audit scope, frequency and methodologies, as well as the responsibilities and requirements for conducting audits and reporting results.

I-A.6. Management review

The organisation's top management shall, at intervals that it determines, review the environmental management system, to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented.

The management review shall address the possible need for changes to policy, objectives and other elements of the environmental management

system, in the light of environmental management system audit results, changing circumstances and the commitment to continual improvement.

In addition ANNEX II of the EMAS regulations specifies the Requirements Concerning Internal Environmental Auditing, covering

2.1 General requirements

2.2 Objectives

2.3 Scope

2.4 Organisation and resources

2.5 Planning and preparation for an audit

2.6 Audit activities

2.7 Reporting audit findings and conclusions

2.8 Audit follow-up

2.9 Audit frequency

Explanation of Key Issues

The Purpose of an Audit

The purpose of the process is to develop an audit programme to determine whether the EMS:

- Conforms to EMAS / ISO14001
- The objectives & targets are achieved as planned
- The EMS is being implemented & maintained

The results of audits are used for Management reviews.

Scope of the Audit

The audit needs to clearly specify:

1. subject areas covered;
2. activities to be audited;
3. environmental criteria to be considered;
4. period covered by the audit.

Who Should Do the Auditing?

The person undertaking the audit needs to have the following qualities:

- Be competent through training & experience
- Be objective & independent of activities being audited and not accountable to those directly responsible for the subject matter being audited.
- Have knowledge of environmental issues, auditing process and functioning of council operations.

Audit Programme

An audit programme needs to be developed that covers the audit of targets, procedures and system structures as well as a timetable of what is going to be audited, when. The Audit programme should be shown in the EMS manual.

Audit Process

The audit process should follow a structured approach as follows:

- Agree Audit Scope
- Undertake preliminary Document Review
- Develop Audit Plan
- Produce standard working documents
- Hold an opening meeting with key staff responsible for the area being audited
- Collect audit evidence for site inspection and assessment of documentation
- Hold closing meeting to give initial feedback on audit
- Evaluate audit findings
- Prepare audit conclusions
- Produce an Audit Report on audit findings and conclusions

The findings and conclusions of the audit should be communicated to the top organisation management.

Audit Frequency

Annex II section 2.9 of the EMAS regulations specifies that:

The audit or audit cycle shall be completed, as appropriate, at intervals no longer than 3 years. The frequency with which any activity is audited will vary depending upon the

- (a) nature, scale and complexity of the activities;
- (b) significance of associated environmental impacts;
- (c) importance and urgency of the problems detected by previous audits;
- (d) history of environmental problems.

Management Review

A periodic review by top management to ensure the EMS is still adequate & effective and to identify any changes to the objectives and targets in keeping with the need for continual improvement.

Fast Track EMAS

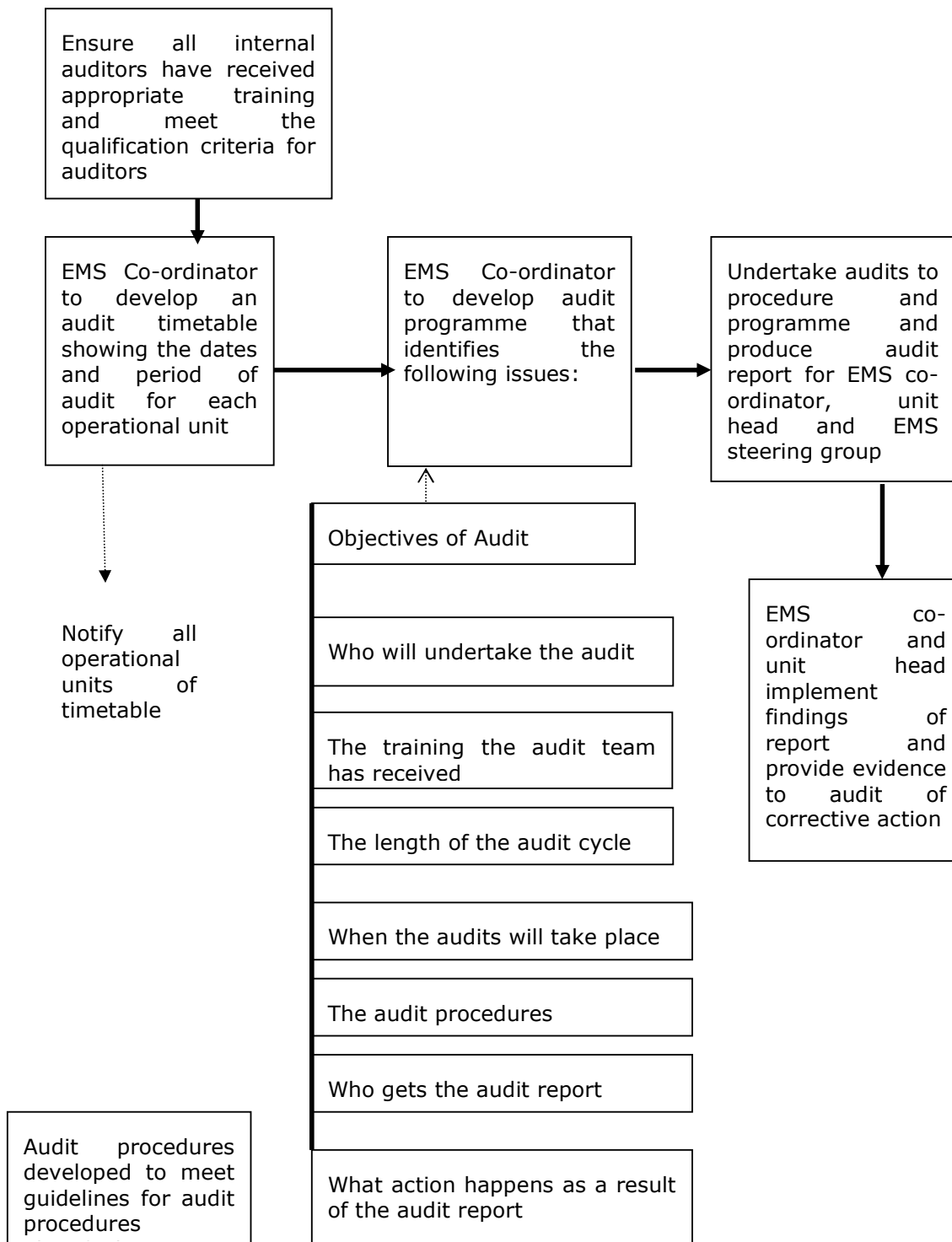
There are many ways to provide training, such as:

- Induction training for new staff
- As part of regular team talks
- Management team briefings
- Notice boards
- Specific technical training
- Circulation lists for environmental information

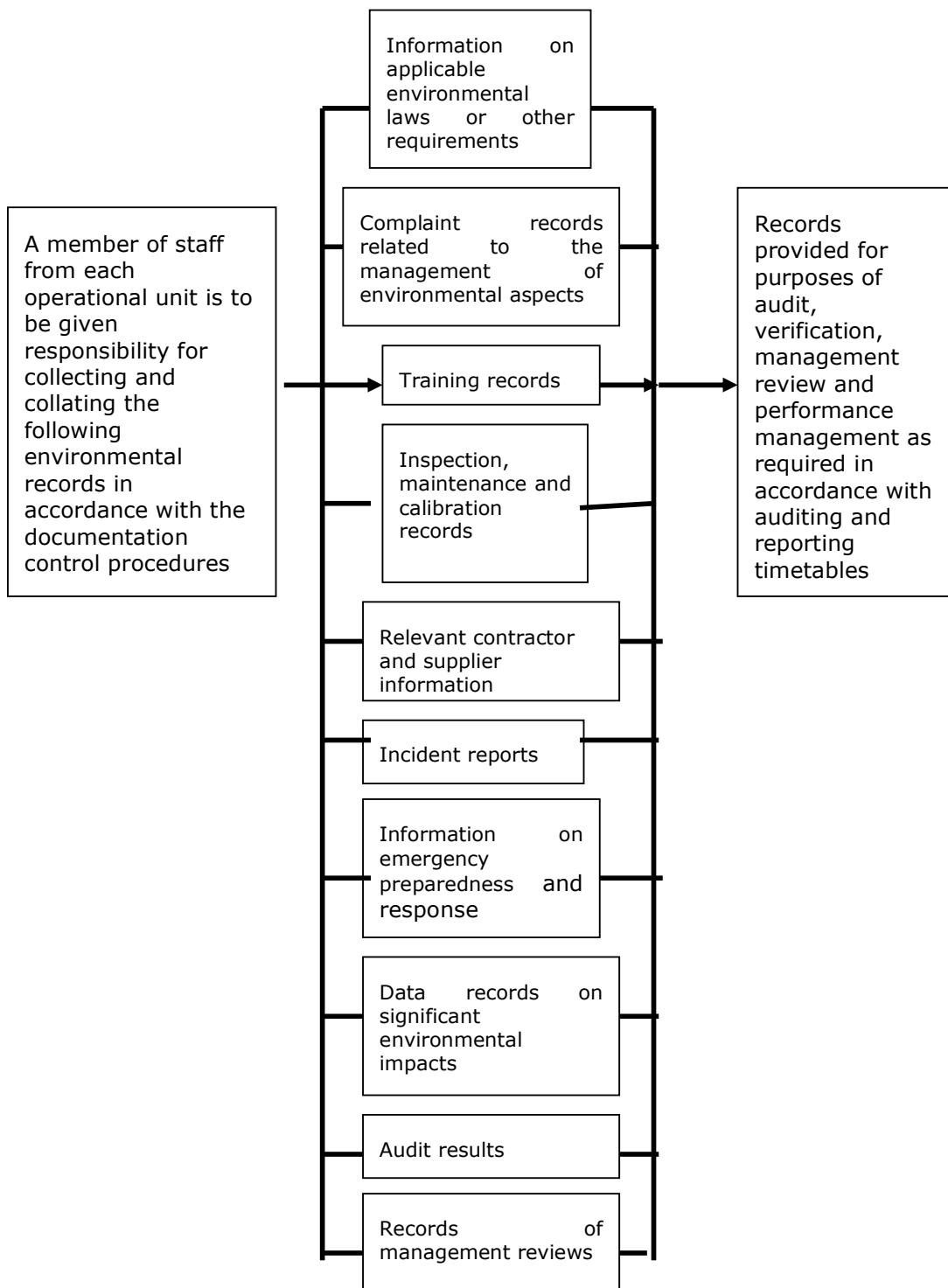
Audit and Management Review Procedure Templates

A set of basic procedure templates covering procedures for EMS Audit and Management Review are shown below. These examples can be used as the basis for developing EMS procedures relevant to a particular local authority.

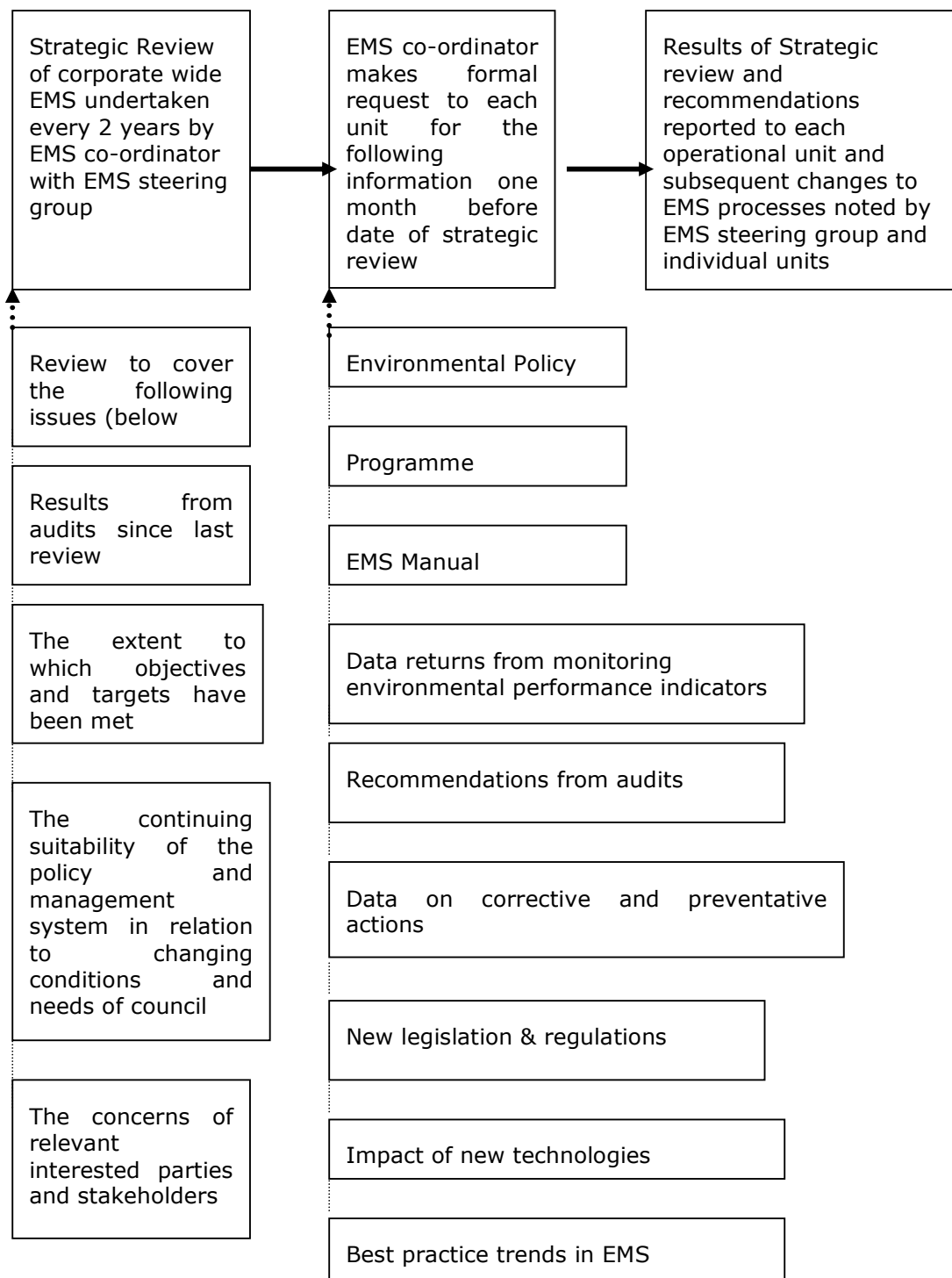
**ENVIRONMENTAL MANAGEMENT PROCEDURE 10.
AUDIT PROGRAMME AND PROCEDURES
TO COVER AUDIT SCOPE, FREQUENCY, METHODOLOGIES
RESPONSIBILITIES AND REPORTING**



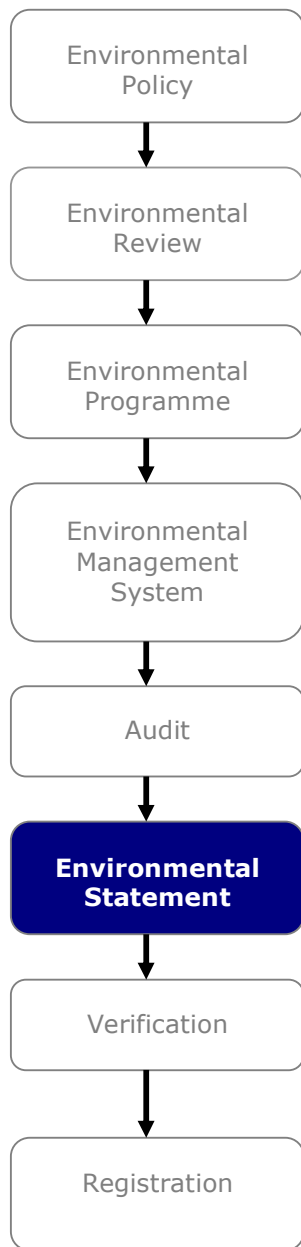
**ENVIRONMENTAL MANAGEMENT PROCEDURE 11.
TO IDENTIFY, MAINTAIN AND DEPOSIT
ENVIRONMENTAL RECORDS FOR PURPOSE OF
PERFORMANCE MONITORING AND AUDIT**



**ENVIRONMENTAL MANAGEMENT PROCEDURE 12.
STRATEGIC MANAGEMENT REVIEW**



Environmental Statement



Explanation of the requirements for the Environmental Statement

The Environmental Statement is unique to EMAS (it does not form a requirement of ISO14001). The aim of the environmental statement is to provide environmental information to the public and other interested parties regarding the environmental impact and performance and the

continual improvement of the organisations environmental performance. The EMAS regulations also identify the statement as a vehicle to address the concerns of interested parties and considered as significant by the organisation

The requirements of an Environmental Statement are described in Annex III section 3.2 of the EMAS regulations (EC No. 761/2001).

Annex III 3.2. Environmental Statement

Upon its first registration an organisation shall produce environmental information, taking into account the criteria of point 3.5 to be referred to as the environmental statement, to be validated by the environmental verifier. This information shall be submitted to the competent body following validation, and then be made publicly available.

The environmental statement is a tool for communication and dialogue with the public and other interested parties regarding environmental performance. The organisation shall consider the information needs of the public and other interested parties when writing and designing the environmental statement.

The minimum requirements for this information shall be as follows:

- (a) a clear and unambiguous description of the organisation registering under EMAS and a summary of its activities, products and services and its relationship to any parent organisations as appropriate;*
- (b) the environmental policy and a brief description of the environmental management system of the organisation;*
- (c) a description of all the significant direct and indirect environmental aspects which result in significant environmental impacts of the organisation and an explanation of the nature of the impacts as related to these aspects (Annex VI);*
- (d) a description of the environmental objectives and targets in relation to the significant environmental aspects and impacts;*
- (e) a summary of the data available on the performance of the organisation against its environmental objectives and targets with respect to its significant environmental impacts. The summary may include figures on pollutant emissions, waste generation, consumption of raw material,*

energy and water, noise as well as other aspects indicated in Annex VI. The data should allow for year-by-year comparison to assess the development of the environmental performance of the organisation;

(f) other factors regarding environmental performance including performance against legal provisions with respect to their significant environmental impacts;

Explanation of Key Issues

Target Groups

The main target groups for the Environmental Statement are usually local community groups and individuals, employees and government and regulators. But a wider target group should be considered. These include:

- Neighbours and local residents
- Suppliers
- Contractors
- Other local authorities
- Schools and universities
- Local press and media
- Environmental groups
- Residents Associations
- Employees
- Local politicians

Site Specific Information

Many local authorities will develop an EMAS system that covers more than one site or location. EMAS is intended to ensure local accountability, and as such a local authority producing an Environmental Statement must ensure the significant environmental impacts of each site are clearly identified and reported within the corporate statement.

Examples of Local Authority Environmental Statements.

The EMAS competent body in each country will keep a record of all Environmental Statements that have been submitted in each country. In addition many local authorities have published their Environmental Statements on their web pages. For example:

The Royal Borough of Windsor and Maidenhead

http://www.rbwm.gov.uk/public/030206_environmental-statement-2001-2002_164kb.pdf

Kirklees Metropolitan Council

<http://www.kirkleesmc.gov.uk/you-kmc/kmc-policies/environmentpolicies.shtml>

High Peak Borough Council

<http://www.highpeak.gov.uk/a-z/fullstatement02.htm>

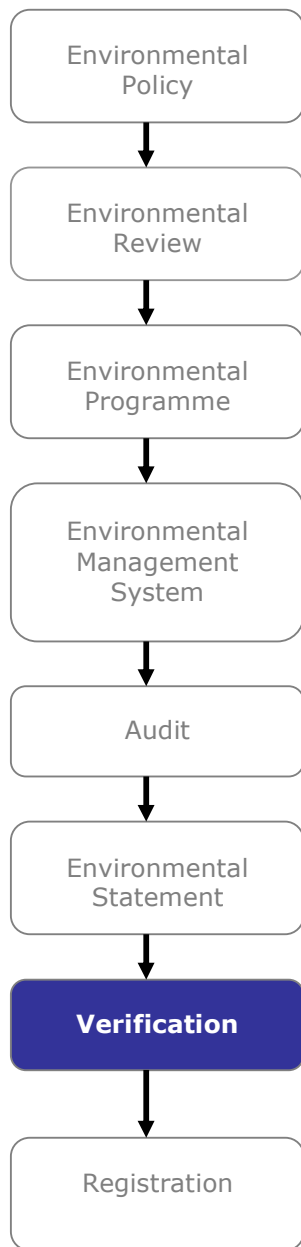
Leeds City Council

<http://www.leeds.gov.uk>

Lewes District Council

<http://www.lewes.gov.uk/coun/env/EMASState2003.pdf>

Verification



Explanation of the requirements for EMAS Verification

Verification is the process of ensuring that the information contained in the Environmental Statement is accurate and in keeping with the requirements of the EMAS Regulations.

The requirements of an Environmental Verification process are described in Annex V section 5.4 of the EMAS regulations (EC No. 761/2001).

5.4. The function of environmental verifiers

The function of the environmental verifier is to check, without prejudice to the enforcement powers of Member States in respect of regulatory requirements:

(a) compliance with all the requirements of this Regulation: initial environmental review if appropriate, environmental management system, environmental audit and its results and the environmental statement;

(b) the reliability, credibility and correctness of the data and information in:

- the environmental statement (Annex III, point 3.2 and point 3.3),*
- environmental information to be validated (Annex III, point 3.4).*

The environmental verifier shall, in particular, investigate in a sound professional manner, the technical validity of the initial environmental review, if appropriate, or audit or other procedures carried out by the organisation, without unnecessarily duplicating those procedures. Inter alia, the environmental verifier should use spot-checks to determine whether the results of the internal audit are reliable.

At the time of the first verification, the environmental verifier shall, in particular, check that the following requirements are met by the organisation:

(a) a fully operational environmental management system in accordance with Annex I;

(b) a fully planned audit programme, which had already begun in accordance with Annex II so that at least areas with the most significant environmental impact have been covered;

(c) completion of one management review;

(d) the preparation of an environmental statement in accordance with Annex III, point 3.2.

5.4.3. Legal compliance

The environmental verifier shall ensure that an organisation has procedures in place to control those aspects of its operations subject to relevant Community or national laws and that these procedures are capable of delivering compliance. The checks of the audit, shall in

particular, provide for evidence of the capability of the procedures in place to deliver legal compliance.

The environmental verifier shall not validate the environmental statement, if during the verification process he observes, for example through spot-checks, that the organisation is not in legal compliance.

5.4.4. Organisation definition

When verifying the environmental management system and validating the environmental statement, the environmental verifier shall ensure that the components of the organisation are unambiguously defined and corresponds to a real division of the activities. The content of the statement shall clearly cover the different parts of the organisation to which EMAS applies.

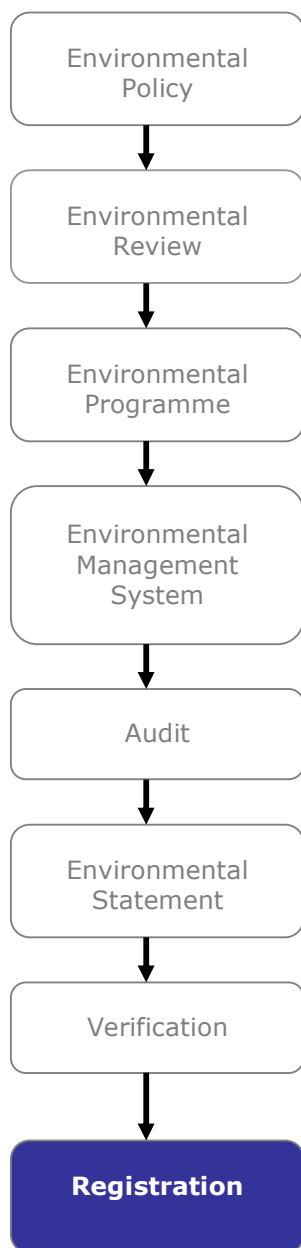
5.6. Verification frequency

In consultation with the organisation the environmental verifier shall design a programme to ensure that all elements required for registration with EMAS are verified in a period not exceeding 36 months. In addition the environmental verifier shall at intervals not exceeding 12 months validate any updated information in the environmental statement.

Who can undertake a Verification?

Each member state has developed a 'competent body' to oversee the implementation of EMAS. The competent body is responsible for designating verifiers (either individuals or organisations). The competent body will keep information on 'approved' verifiers who can be contacted to undertake verification.

Registration



Explanation of the registration

If the results of the verification of the environmental Statement are positive the statement is validated by the verifier. The organisation that has been 'successfully' verified then sends the validated environmental

statement to the national EMAS competent body for registration in the official list of E MAS sites.

The requirements related to registration are described in Article 6. of the EMAS regulations (EC No. 761/2001).

Getting Started

You think that EMAS is the right thing for your organisation – how do you get it going? Some of the following points might be useful:

1. Identify some areas where you could benefit from improvements in environmental performance – these could help you save resources or money, build your organisational competency or increase your credibility with the community you are serving;
2. Make a business case and present it to your bosses – show how you could gain in the short term and in the long run by taking a much more rigorous approach to continually improving your environmental performance;
3. If you haven't already got a management system this would be a good opportunity to improve the overall management of your organisation;
4. If you already have a system show how you can integrate EMAS with your existing system and generate additional advantages to your organisation;
5. Make sure you take a strategic view of the way you introduce your system: use existing empathy within the organisation and your existing management language. For example start with a department or an area of your organisation where people are sympathetic to the idea of improving performance and where you can quickly demonstrate the benefits of EMAS.
6. Make sure you don't overstretch yourself – it is better to focus on say 4-5 new solutions and make a success of them than to have a whole catalogue of changes that you have neither the energy nor the resources to bring to fruition;

-
7. Take a strategic approach to the various steps of introducing EMAS; don't spend too much time on the Review. Remember the really creative parts of EMAS lie in developing an imaginative programme of improvements and enshrining any such improvements in the way you carry out your day to day work.
 8. Make EMAS integral to your way of working and not an add on.
 9. Often the most difficult step is to put your all your plans into operation – no regulation governs this. The point where you start operating your management system is after you have drafted the operational and systems procedures. You will quickly find out whether the procedures work or whether they need to be adjusted. It is at this point that people in the organisation will need to change the way they operate and this is one reason why you need strong support from your colleagues to carry through the necessary changes.
 10. Give yourself 6 months for the system to bed in before you carry out your first internal audit – that is the crucial check whether things really work, identifying any weak points or areas of non-implementation or non-conformity. Once you have deal with any non-conformities at this stage (and you have drafted your environmental statement) you are ready for verification. The more you prepare the less problems will there be at this formal external check.

Good Luck

Useful Contacts

EU Commission Environment Directorate

www.europa.eu.int/comm/environment/

EMAS Site

www.europa.eu.int/comm/environment/emas/

EMAS Helpdesk

www.europa.eu.int/comm/environment/emas/tools/contacts/helpdesk_en.htm

European Environment Agency

www.eea.eu.int

EMAS toolkit

www.inem.org/emas-toolkit/

Global Reporting Initiative

www.globalreporting.org

International Network for Environmental Management

www.inem.org

International Organisation for Standardisation (ISO)

www.iso.ch

Global to Local Ltd

www.globaltolocal.com

Prepared for the European Commission by Global to Local Ltd.

European Commission DG Environment
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B-1049 Brussels, Belgium



EMAS

Performance, Credibility, Transparency