

Bureau 58
Environmental Management Systems (EMS)

Awareness Training
January 24, 2011

NHDOT is currently implementing an Environmental Management System (EMS) to assist the department in managing its work activities, to minimize the potential for environmental impacts through those work activities. The EMS System is a continual ongoing process, which will help us manage and track the many operations that we conduct that could potentially impact the environment.

The Bureau of Highway Maintenance (BHM) along with the other 4 Bureaus of the Division of Operations have been tasked with creating an EMS for our operations at our facilities to start. The “fenceline” of BHM’s EMS generally follows the property of BHM facilities including district offices, patrol sheds, gravel pits, and rest areas. The EMS System will expand at some point to include all of our maintenance operations.

The Bureau of Highway Maintenance has appointed an EMS team, which consists of the Assistant Highway Maintenance Engineer, several Civil Engineers and the Safety & Environment Coordinator from each district. We have reviewed operations conducted at our patrol sheds and have identified 6 activities, to start, that could have potential major environmental impacts and are working those activities through the EMS process. The Bureau EMS Activity List and Environmental Objectives and Targets are attached for your information.

The good news... Because we are in compliance with the known and current environmental rules and regulations, and already have practices and procedures in place to minimize or prevent environmental impacts, Highway Maintenance is designing the EMS around those current practices.

The Bureau Objectives and Targets are summarized below are:

- Improve compliance of Hazardous and Special Wastes practices
- Develop BMPs for Salt Handling and Storage
- Improve Wastewater Handling and Disposal
- Improve Chemical, Handling, Storage and Disposal operations
- Improve compliance of Equipment painting operations
- Improve compliance of Underground & Above ground Storage Tank programs (USTs & ASTs)

So what do you need to know about EMS? At a minimum you need to know:

- You need to recognize that we have an EMS
- You need to know the commitments of the Environmental Policy (please take a moment to read the environmental policy).
- How your job or task may impact the environment
- Procedures and Best Management Practices that we use to protect the environment in a specific task.
- The consequences of departing from those procedures and practices.

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION
POLICY 501.01

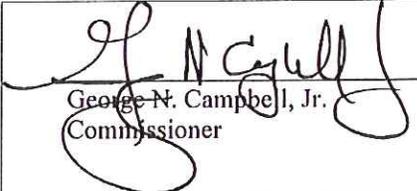
Title: Environmental Policy

Statement:

The New Hampshire Department of Transportation is the State's largest public works agency. Our activities affect the environment through land use, natural resource consumption, and transportation corridor redevelopment and maintenance activities. The Department will **seek to minimize environmental impacts** whenever practicable when planning, constructing, and maintaining the state's transportation infrastructure, and when providing for public safety and the economic strength of the state. We will do this by **operating in compliance with all applicable laws and regulations**, by utilizing best management practices in all of our activities in an effort to prevent pollution, and by promoting environmental stewardship in our programs. We are committed to **continuously improving our environmental performance** through regular activity reviews, and by bringing forward improvements that merit implementation for reducing or eliminating negative environmental impacts.

Comments: To support the performance of our undertakings in an environmentally responsible manner, the Department will:

- Develop, implement and maintain an Environmental Management System (EMS) that encompasses Department program functions and complies with the requirements of the International Standard Organization's ISO 14001: 2004 standard for environmental management systems;
- Utilize the EMS, with support and guidance from the Office of Stewardship & Compliance, to set objectives and targets for process improvements that can be measured and regularly monitored, and contribute to pollution prevention and protection of the state's natural resources;
- Minimize Department-generated waste by reducing, reusing, or recycling materials, and using environmentally friendly materials and products whenever practicable;
- Communicate our commitment to this policy to our employees, consultants, contractors, and other interested parties;
- Provide employees with training appropriate to their functions concerning the Department's environmental responsibilities, through the new-employee orientation process and periodic refresher training;
- Utilize an appropriate proactive public stakeholder involvement process to address environmental concerns and facilitate problem solving in a collaborative manner; and
- Make this environmental policy available to the public and all interested parties.



George N. Campbell, Jr.
Commissioner

As you can see there are three main commitments that all NHDOT Employees must be aware of and adhere to in our day-to-day operations.

- The Department will **seek to minimize environmental impacts**
- We will do this by **operating in compliance with all applicable laws and regulations**
- We are committed to **continuously improving our environmental performance**

Part of that ongoing EMS process is to periodically audit your system to ensure that its working and personnel understand their responsibilities within the EMS. Essentially making sure that we are doing what we say we are doing.

During 2011, the 5 Operations Bureaus in NHDOT will participate in an EMS Audit by an independent contractor, GZA Geo-Environmental Inc. (GZA). In Highway Maintenance, this audit will include the Highway Maintenance Office in Concord, each District Office, and 30% of the patrol sheds.

This audit is not a compliance inspection similar to the Safety & Environmental, Facility Inspections that we typically use to ensure compliance with known safety & environmental rules, regulations, and Best Management Practices.

The EMS Auditors will start by reviewing our EMS to determine where we are in the process, what activities we have determined as having potential environmental impacts, how we are working those activities through the EMS process and how well the EMS system has been communicated to all NHDOT Staff. They will be coming out to the Patrol sheds to interview some personnel and to observe our operations to ensure employees understand that we have an EMS and how their assigned activities may impact the environment and that personnel are knowledgeable on proper procedures to minimize or prevent environmental impacts. They are not looking for compliance issues except to identify a potential problem with the EMS program.

More info to follow...

Attendance

MARK KIROVAC
MIKE SERVETAS
Brian J. [unclear]
JIM GILBERT
Phil Hundley
Kristin Morgera
Christo A. Bonoli - Stokley

Michael [unclear]

New Hampshire Department of Transportation
Bureau Of Highway Maintenance

EMS Activity List

<u>Activity Group</u>	<u>Activity No.</u>	<u>Description</u>	<u>Ranking Score</u>	
1. Facility Operations	1-1	Salt and Brine/Calcium Storage/Handling	36	
	1-2	Sand Storage/Handling	20	
	1-3	Asphalt Storage/Handling	20	
	1-4	Steel Storage/Handling	12	
	1-6	Liquid Materials Storage/Handling (paint and others)	32	
	1-7	Other Materials Storage/Handling	21	
	1-8	Fabrication/Welding	20	
	1-9	Painting/Stripping	20	
	1-10	Shipping/Receiving	9	
	2. Vehicles & Equipment	2-1	Fleet Maintenance/Repairs	32
2-2		Vehicle Washing	15	
2-3		Vehicle Painting	20	
2-4		Equipment Fabrication/Painting/Repairs	32	
2-6		Equipment Disposal/Salvage	16	
2-8		Chemical Storage/Disposal	36	
2-9		Other Materials Storage/Disposal	16	
2-10		Parked Vehicles (DOT, employees, hired, visitors)	24	
3. Facility Management and Support		3-1	Construction - new	27
		3-2	Renovation	40
	3-3A	Building Maintenance - Painting	28	
	3-3B	Building Maintenance - Floors	9	
	3-3C	Building Maintenance - Mechanical	9	
	3-4	HVAC Utilities - electricity/gas-propane/air conditioning/wood/used oil/#2 fuel	27	
	3-5	Compressed Air Handling	28	
	3-8	Auxiliary Generators/Batteries/Other back-up Power Supplies	8	
	3-10	Water Supply - Source/Treatment/Distribution	28	
	3-11	Wastewater - Handling/Treatment/Disposal	40	
	3-12	Hazardous/Special Wastes - Handling/Storage/Treatment/Disposal	36	
	3-13	Solid Waste - Handling/Storage/Processing/Disposal	16	
	3-17	Fire Safety Systems (e.g., alarms, fire suppression, fire detection)	18	
3-18	Medical Support/First Aid Stations	27		
3-19	Break Rooms	16		
3-20	Housekeeping/Cleaning	24		
4. Grounds	4-1	Road/Parking Lot Maintenance	24	
	4-3	Storm Water Management/Site Drainage	21	
	4-4	Landscaping/Grounds/Maintenance	16	
	4-5	Pesticide Applications/Pesticide Management	24	
	4-8	Fencing/Barriers	12	
5. Administration	5-1	Asset Acquisition/Purchasing Control	18	
	5-2	Asset Disposal (furniture, electronics, etc)	14	
	5-3	Overall Energy Management	20	
	5-7	Copying/Printing	30	
6. Fuel Storage, Handling, and Dispensing	6-1	UST	32	
	6-2	AST	32	
	6-3	Portable	27	
	6-6	Delivery and Dispensing	20	

06/15/10

Environmental Objectives and Targets

Bureau/District Highway Maintenance Date June 4, 2009

Objective #	Objective*	Target #	Target*
1. Aspect 3-11 District 3	Improve wastewater handling and disposal	1-1	Develop Matrix to Identify types of floor drains / wastewater systems in each Highway Maintenance patrol facility
		1-2	Develop guidelines for each type of wastewater system in each Highway Maintenance patrol facility
		1-3	Improve / reduce the cost of the wastewater disposal from floor drain systems
2. Aspect 1-1 District 2	Develop BMPs for salt handling	2-1	Develop work instruction document
		2-2	Train Highway Maintenance employees
3. Aspect 2-8 District 4	Improve chemical handling and disposal	3-1	Develop training program
		3-2	Develop guidance document
		3-3	Train Highway Maintenance employees
4. Aspect 3-12 District 1	Improve compliance of hazardous and special waste practices	4-1	Develop guidance document
		4-2	Develop training program
5. Aspect 2-4 and 1-9 District 5	Improve compliance of equipment painting operations	5-1	Identify nature of waste
		5-2	Develop guidance document
6. Aspect 6-1 and 6-2 District 6	Improve compliance of UST and AST programs	6-1	Reduce IMP past due notifications
		6-2	Evaluate and revise training program
		6-3	Compile documents, BMPs, and regulations

