



# **Sustain Winona EMS Manual**

## **Environmental Management System Manual for Sustain Winona Member Organizations**

**Prepared By:  
Sustain Winona Collaboration Team**

**Date:  
June 11, 2009**



# EMS Manual

Revision: 1.0  
June 11, 2009

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## Table of Contents

Purpose .....	5
Scope of the EMS .....	7
Environmental Policy .....	7
Environmental Aspects and Impacts.....	8
Legal and Other Requirements .....	8
Environmental Objectives and Targets .....	8
Environmental Management Programs.....	9
Organizational Structure and Responsibility .....	9
Training, Awareness and Competence .....	10
Communication.....	11
Documentation .....	11
Document Control.....	11
Operational Control .....	12
Emergency Preparedness and Response .....	12
Monitoring and Measurement .....	12
Non-Conformance, Corrective and Preventive Action .....	13
Environmental Records.....	13
EMS Audit.....	13
Management Review .....	14
Appendices.....	15
Appendix 1: Stakeholder Registry.....	15
Appendix 2: EMS Boundary.....	16
Appendix 3: Sustain Winona Environmental Policy.....	17
Appendix 4: List of Significant Environmental Impacts.....	18
Appendix 5: List of Legal and Other Requirements .....	19
Appendix 6: List of Objectives and Targets.....	24
Appendix 7: Environmental Management Programs .....	26



# EMS Manual

Revision: 1.0  
June 11, 2009

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Appendix 8: List of EMS Roles and Responsibilities .....	42
Appendix 9: Training Matrix.....	43
Appendix 10: Master Document List .....	44
Appendix 11: Master EMS Records List .....	46
Appendix 12: EMS Procedures.....	47
Identifying Significant Environmental Aspects – SWEP1 .....	48
Review of Legal and Other Requirements – SWEP2 .....	52
Setting Objectives and Targets – SWEP3 .....	54
Environmental Management Programs – SWEP4 .....	58
Defining Operational Controls – SWEP5 .....	63
EMS Awareness Training – SWEP6.....	67
EMS Competency Training – SWEP7 .....	69
Internal and External Communications – SWEP8 .....	72
Control of EMS Records – SWEP9 .....	77
Control of EMS Documents – SWEP10 .....	79
Emergency Preparedness and Response – SWEP11 .....	82
EMS Monitoring and Measurement – SWEP12 .....	84
Non-Conformance, Preventive and Corrective Action – SWEP13 .....	88
Environmental Management System Auditing – SWEP14.....	91
Management Review – SWEP15.....	94
Appendix 13: EMS Forms .....	96
Listing Operations in the EMS Boundary .....	97
Register of Stakeholders and Expectations.....	97
Preparing a List of Environmental Aspects .....	98
Determining Significant Environmental Aspects .....	99
Setting Objectives and Targets .....	100
Preparing a List of Legal and Other Requirements .....	101
Preparing an Environmental Management Program.....	102
Preparing a Training Requirements Log.....	103
Preparing an EMS Documents List .....	103
Preparing an EMS Records List .....	103



# EMS Manual

Revision: 1.0  
June 11, 2009

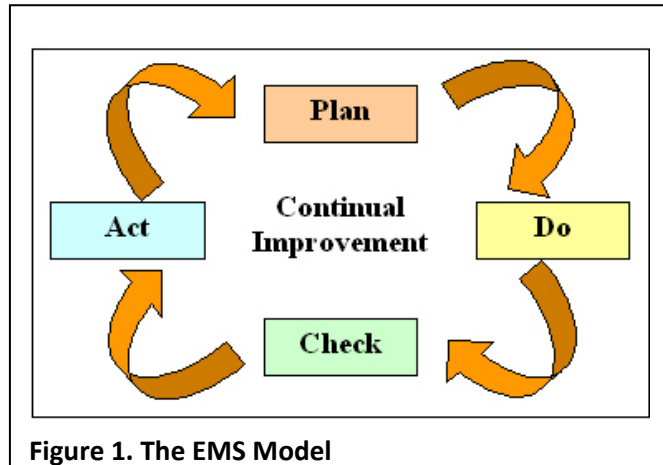
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Preparing a Corrective and Preventive Action Log .....	104
Preparing an EMS Audit Plan .....	105
Preparing For an EMS Audit Summary.....	105
Responding to and EMS Audit Finding.....	106
Appendix 14: EMS Work Instructions .....	107
General Recycling Work Instruction – SWOC1 .....	108
Office Recycling Work Instruction – SWOC2.....	110
Handling and Disposal of Vehicle Maintenance Waste – SWOC3 .....	112
Handling and Disposal Light Bulbs, Fixtures and Ballast – SWOC4 .....	114
Behavioural Changes Work Instruction – SWOC5 .....	116
Use and Disposal of Cleaning Supplies – SWOC6.....	121
Use of Bulk Cleaning Products – SWOC7 .....	123
Handling and Disposal of Construction Waste – SWOC8.....	125
Paper and Printing Use in Offices and Classrooms– SWOC9 .....	127
Green Building Practices – SWOC10 .....	129
LEED Specifications for New Construction and Renovations– SWOC11.....	136
Managing Lights and Electrical Devices – SWOC12 .....	137
HVAC Regular Maintenance – SWOC13.....	139
Vehicle Washing – SWOC 14.....	148
Separation of Food Waste for Compost – SWOC 15.....	150
Vehicle Idling Policy – SWOC 16.....	150
Energy Management Patrols – SWOC 17.....	150
Dishwashing and Kitchen Cleaning - SWOC 18 .....	150
Fleet Vehicle Maintenance – SWOC 19 .....	150
Contractor “Green” Specifications – SWOC 20.....	150
HVAC Automated Controls – SWOC 21.....	150

## Purpose

Sustain Winona member organizations have chosen to cooperatively implement an environmental management system (EMS) in order to demonstrate environmental leadership, commitment to continual improvement and environmental responsibility to all stakeholders within the Winona Community. The structure of this EMS is based on the internationally accepted environmental management standard ISO 14001. In order to ensure that this environmental management system is in compliance with the requirements of ISO 14001, this manual has been prepared following the structure of the standard itself. The EMS manual is the central document for identifying and controlling all EMS-related information and material and provides reference to all supporting documents.

The ISO 14001 EMS Model is based on the “Plan, Do, Check, Review” model introduced by Stewart and Deming (Figure 1). The basic structure of the Sustain Winona EMS is designed around five primary components:



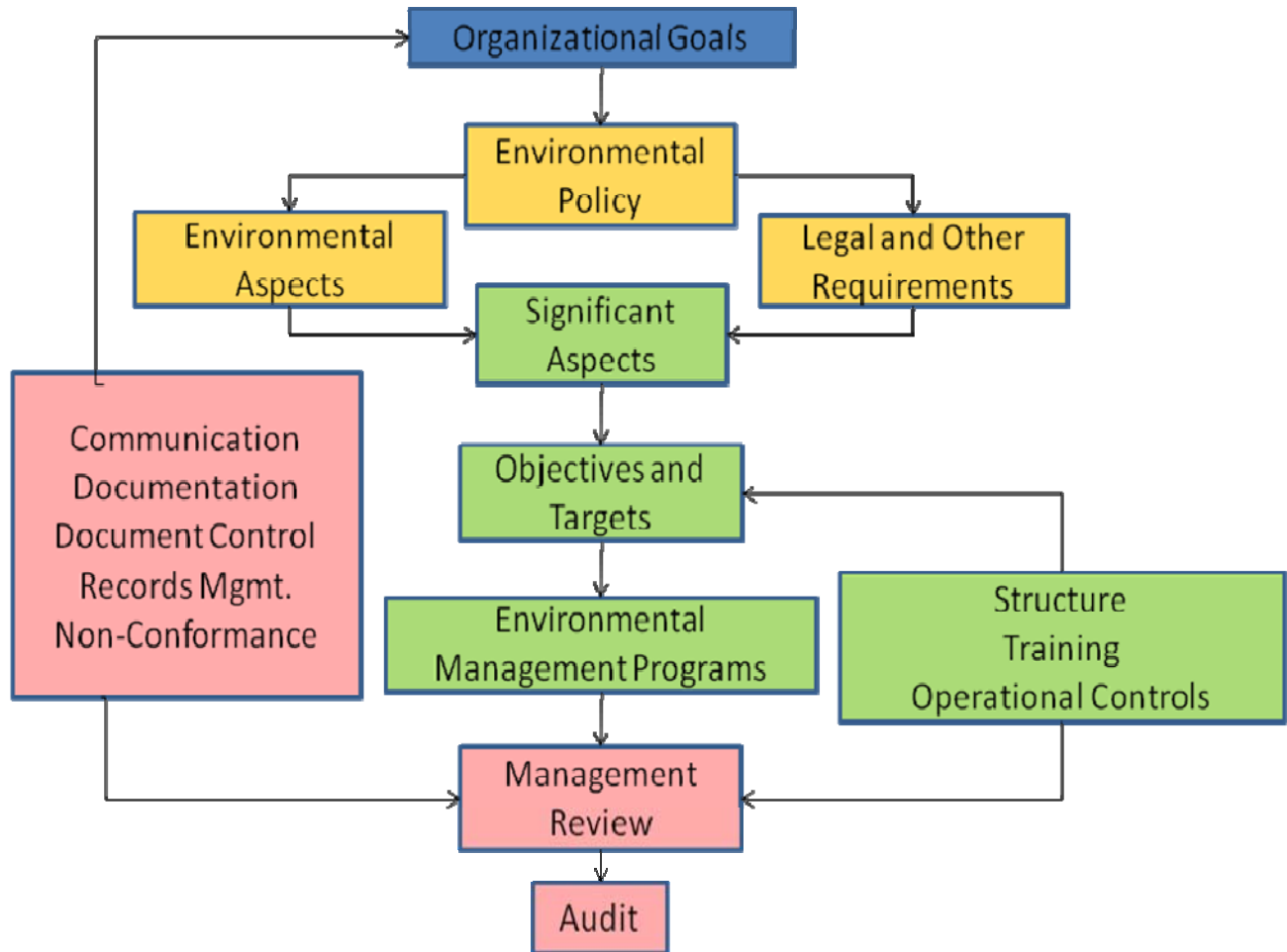
1. Organizational Commitment and Environmental Policy;
2. Planning;
3. Implementation and Operation;
4. Checking and Corrective Action; and,
5. Management Review

These components are all interrelated to produce a framework for managing and continually improving environmental performance. The five components of the EMS are further subdivided into 17 elements:

- Environmental Policy;
- Legal and Other Requirements;
- Environmental Aspects and Impacts;
- Environmental Objectives and Targets;
- Operational Control;
- Environmental Management Programs;
- Organizational Structure and Responsibility;
- Training, Awareness and Competence;
- Communication;
- Documentation;
- Document Control;
- Emergency Preparedness and Response;
- Monitoring and Measurement;
- Nonconformance and Corrective and Preventive Action;

- Records and Record Keeping;
- Environmental Management System Auditing; and
- Management Review.

The interdependency of these elements is depicted in Figure 2.



**Figure 2. Interdependence of EMS Elements**

Within this framework, all Sustain Winona member organizations have made commitments to:

- assess operations within the scope of the environmental policy;
- identify the aspects of those operations that have impacts on the environment;
- establish control mechanisms to change operational activities in order to improve environmental performance;
- ensure that member organizations are meeting all applicable legal obligations that govern operations; and,
- document all operational changes in order to demonstrate improvements to members and 3<sup>rd</sup> party auditors.

## Scope of the EMS

Sustain Winona is a community-based collaboration of the seven largest public and private institutions within the Winona area. These organizations include: the City of Winona, MN Southeast Technical College, Saint Mary's University, Winona Area Public Schools, Winona Cotter Schools, Winona County, and Winona State University. Each of these organizations has a range of activities, products and services that are similar to other Sustain Winona members and they have similar impacts on the environment. As a result, Sustain Winona has been able to develop an Environmental Policy that applies to all of the member organizations in the collaboration and has prepared an Environmental Management System that applicable to all. This collaborative approach to ISO 14001 certification is unique and challenging but also very practical.

Sustain Winona has developed and implemented this EMS to cover all activities, products and services occurring within a defined scope of operations known as the EMS boundary. The scope of this EMS can be applied to the operations of all Sustain Winona member organizations where they have activities, products and services that are within the EMS boundary and where it is economically practical to implement EMS measures. Each entity is represented by one or more individuals on the Sustain Winona EMS Collaboration Team.

Operations that fall within the EMS boundary are listed in *Appendix 2, List of Operations within the EMS Boundary*. The EMS addresses all environmental aspects that may have a significant impact on the environment arising from activities within the EMS boundary. The EMS covers only those aspects for which Sustain Winona member organizations are responsible or over which they can reasonably expect to have control or influence.

## Environmental Policy

Sustain Winona has a publicly available Environmental Policy that has been endorsed by the Sustain Winona Senior Management Team. The policy sets forth the environmental commitments of the Sustain Winona collaboration, which covers all activities within the defined EMS boundary. As required by the ISO 14001 standard, the policy includes the following key components:

- A commitment to continual improvement;
- A commitment to the prevention of pollution; and
- A commitment to meet or exceed relevant environmental legislation, regulations and other internal or external requirements.

A copy of the Environmental Policy for Sustain Winona is included in *Appendix 3, Environmental Policy*. The policy is reviewed annually by the Sustain Winona Collaboration and Senior Management Teams as part of the management review (covered in the section on Management Review, below), communicated to all organization members and made available to the public as required in by the ISO 14001 standard. The management review considers whether or not the policy is appropriate to the nature, scale and environmental impacts of the activities within the EMS boundary.

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## Environmental Aspects and Impacts

The Sustain Winona Collaboration Team identifies the environmental aspects of all activities that are within the scope of the EMS and that member organizations have control over or which they can reasonably be expected to influence. The Sustain Winona Collaboration Team then determines which of the aspects may have a significant impact on the environment. This is done using Sustain Winona EMS procedure *EMS/1.001 Procedure for Identifying Significant Environmental Aspects* (see Appendix 12). A list of all aspects and the significant impacts is included in *Appendix 4. List of Environmental Aspects and Significant Impacts*

Aspects determined to have significant impacts are reviewed at least annually by the Sustain Winona Collaboration Team as well as anytime there are new or changed activities to consider for each Sustain Winona member organization. Meeting discussions and procedures used to determine significant impacts are recorded in Sustain Winona Collaboration Team meeting minutes (see [www.sustainwinona.org](http://www.sustainwinona.org)). The Sustainability Coordinator for the County of Winona currently maintains the Sustain Winona Collaboration Team meeting minutes and other records, as required.

## Legal and Other Requirements

Sustain Winona, as part of its Environmental Policy commitment to regulatory compliance, has established an EMS procedure (*EMS Procedure for Identifying Legal and Other Requirements, Appendix 12*) for ensuring compliance with environmental regulations and other internal requirements. This procedure involves identifying, accessing and communicating legal and other environmental requirements that are applicable to the activities within the EMS boundary.

Information necessary to ensure compliance is acquired through legal publications and other sources identified by the Sustain Winona Collaboration Team. The relevant requirements are identified, accessed and communicated to all personnel, as necessary. At least once a year, the Sustain Winona Collaboration Team reviews the current national, state and local legal requirements and other requirements to ensure ongoing compliance. Collaboration team representatives from each Sustain Winona member organization will also review national, state and local legal requirements with appropriate staff in their organization in order to ensure that no requirement is overlooked. These reviews will be shared with the Sustain Winona Collaboration Team in order to ensure compliance in each member organization is consistent. *Appendix 5, List of Legal and Other Environmental Requirements*, contains the list of current Sustain Winona requirements.

## Environmental Objectives and Targets

The Sustain Winona Collaboration Team establishes environmental objectives and targets to set performance improvement goals for the aspects that may lead to significant impacts. These are integrated into programs developed to stimulate action within and across all Sustain Winona member organizations for activities, products and services that fall within the EMS boundary. Objectives and

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targets are developed for aspects considering significant environmental impacts, legal and other requirements, technical and financial feasibility, commitments in the environmental policy and operational requirements. The EMS Team develops objectives and targets to define:

1. The performance objectives (e.g., monitor, study, control or improve) for each aspect with a significant environmental impact;
2. The specific, quantified targets which define those performance objectives; and,
3. The planned schedule for achieving targets.

*Appendix 6 – List of Objectives and Targets* contains all of the EMS environmental objectives and targets that have been established to date by Sustain Winona. The objectives and targets are developed using environmental control procedure *EMS Procedure for Developing Objectives and Targets* (see Appendix 12) and are reviewed annually.

## Environmental Management Programs

Environmental management programs represent the embodiment of actions and activities that are required to successfully achieve the environmental objectives and targets developed by Sustain Winona. This element of the EMS translates objectives and targets into programs that direct Sustain Winona member organizations towards achieving results.

The Sustain Winona Collaboration Team establishes environmental management programs (EMPs) for all objectives and targets. EMPs are reviewed and approved by the Sustain Winona Senior Management Team prior to implementation. These EMPs define the principal actions to be taken, the individuals responsible and the scheduled times for implementation that will achieve the desired results. Current Sustain Winona EMPs are included in *Appendix 7 Environmental Management Programs* and are developed using the Sustain Winona EMS procedure *EMS Procedure for Establishing Environmental Management Programs* (see Appendix 12).

## Organizational Structure and Responsibility

The environmental management programs identify roles, responsibilities and authorities for each Sustain Winona member organization. The Sustain Winona Collaboration Team ensures that the resources (e.g., budget and personnel time) required for implementing and controlling the EMS are understood and agreed upon by each Sustain Winona member organization's team representative. Environmental management programs require resources for training, human resources, specialty services, financial resources, and technical and informational services. These requirements represent a commitment to the Sustain Winona EMS by each member organization and must be expended in order to achieve implementation success for the Collaboration.

A key element of responsibility for each Sustain Winona member organization is the identification of a representative for the Sustain Winona Collaboration Team. This person has primary responsibility for

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establishing, operating and maintaining procedures, in accordance with the ISO 14001 standard, that will lead to the successful implementation of the Sustain Winona EMS across multiple institutions.

Sustain Winona, as a collaboration, is the entity that is the owner of this EMS and is the group that is being certified for ISO 14001 compliance. Given that Sustain Winona is composed of 7 different institutions, however, it is the responsibility of each member organization to contribute to the achievement of Sustain Winona's environmental objectives and targets through the local implementation environmental management programs.

The Sustain Winona Collaboration Team provides routine EMS support and reports directly to the Sustain Winona Management Team. A list of roles and responsibilities is available in *Appendix 8: List of Environmental Responsibilities*.

## Training, Awareness and Competence

EMS implementation includes training for Sustain Winona members on both general awareness of the EMS and competency regarding implementation requirements. Awareness training ensures that all members are familiar with the environmental policy and the relevance of the EMS, including the potential significant environmental impacts of their work activities. Additional competency training addresses environmental procedures that are specific to individual work activities. All members receive appropriate training based on a delivery procedure that matches training requirements with work activities.

Each Sustain Winona member organization identifies, plans, monitors and records awareness and competency training needs and delivery for all members. Sustain Winona has a procedure to ensure effective and timely training for members at all levels to ensure awareness of:

- The importance of conformance with the environmental policy;
- The implementation of environmental management procedures and the EMS;
- The actual and potential significant environmental impacts of their work activities;
- The environmental benefits of improved personal performance;
- Their own roles and responsibilities for achieving conformance with the policy and procedures, and with the requirements of the EMS; and
- The potential consequences of departure from specified operating procedures.

The Collaboration Team Representative for each Sustain Winona member organization is responsible for coordination and delivery of training in their respective institution and is also responsible for maintaining training records. Records are to be monitored and reviewed on a scheduled basis by the Sustain Winona Collaboration Team. Individual supervisors determine competency as outlined in the Sustain Winona EMS procedure *EMS/4.001 Environmental Awareness and Competency Training*. *Appendix 9: Training Matrix* lists environmental training needs and delivery programs.

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## Communication

EMS communication includes programs addressing communication with internal and external parties. The purpose of internal communication is to ensure that environmental information is disseminated to all Sustain Winona members and that all members feel they are able to participate in the EMS through available opportunities. Communication with individuals, groups, other government agencies, local businesses and others outside of Sustain Winona member organizations provides insight into how the environmental performance of operations within the EMS boundary is perceived externally.

The Sustain Winona Collaboration Team has established and is maintaining a procedure for internal and external communication relating to the EMS as described by two procedures *EMS Internal Communications and EMS External Communications (See Appendix 12)*.

## Documentation

The Sustain Winona Collaboration Team has established and is maintaining information to describe the core elements of the EMS. All EMS-related documents are referenced in this EMS manual, and copies of EMS documents can be obtained from the Sustain Winona Collaboration Team, upon request or by visiting the EMS website at [www.sustainwinona.org](http://www.sustainwinona.org).

## Document Control

The Sustain Winona EMS requires extensive documentation of procedures, tools and other elements. Document control procedures are implemented to ensure that all members have access to appropriate EMS documentation and that out-dated documents are replaced and only current versions are used.

The Sustain Winona Collaboration Team has established an operational procedure, *EMS Document Control Procedure* (See Appendix 12) for controlling all documents relevant to the EMS. This procedure describes where documents are located and how and when they are reviewed. The procedure ensures that current document versions are available and that obsolete versions are removed from use or are suitably identified. Controlled documents are maintained in an orderly manner and are obtained from the EMS responsible person (title of the person) or designee. A list of controlled documents is provided in *Appendix 10: Master Document List*. This manual is a controlled document in accordance with the operational procedure *EMS Document Control Procedure*. The Sustain Winona Collaboration Team (or designate), with approval by the Sustain Winona Senior Management Team, issues amendments to the EMS manual. All copies of this EMS manual or other EMS documentation that are not marked 'CONTROLLED DOCUMENT' are uncontrolled and are to be used for reference purposes only.

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## Operational Control

The Sustain Winona Collaboration Team follows a process to identify aspects that may lead to significant impacts and uses these to establish objectives and targets, which are addressed in the environmental management programs. Environmental management programs are then used to develop specific operational control procedures or work instructions.

Work instructions and other operational controls direct member work activities. These procedures stipulate operating criteria to ensure work operations and activities are carried out in a manner supportive of Sustain Winona's environmental objectives and targets. *Appendix 12: Operational Control and Work Instruction Registry* lists all of the current operational controls for management of the Sustain Winona EMS and operations with potential for significant environmental impact. The list of operational controls is developed using the Sustain Winona EMS procedure *Developing Operational Controls* (See Appendix 12).

## Emergency Preparedness and Response

Emergency preparedness and response plans identify the potential for and response to environmental accidents and emergency situations. These plans also address the prevention and mitigation of the environmental impacts of accidents that do occur. Given that Sustain Winona is a collaboration, and does not actually have any staff or a physical location, the Emergency Preparedness and Response aspects of the Sustain Winona EMS are resident with the member organizations that make up the Sustain Winona.

Each Sustain Winona member organization has developed and maintains emergency preparedness and response measures related to Sustain Winona's significant aspects. These measures were developed using the Sustain Winona EMS *Procedure for Emergency Preparedness and Response* (see Appendix 12). The EMS Representative from each Sustain Winona member organization reviews emergency plans annually and following any accidents or emergency situations that do occur.

## Monitoring and Measurement

The Sustain Winona Collaboration Team establishes environmental performance objectives and targets that require monitoring and measurement to assess performance. The EMS Team establishes and maintains work instructions and other operational controls to monitor and measure the key characteristics of activities within the EMS boundary that have aspects that may lead to significant environmental impacts. This EMS procedure, *Procedure Monitoring and Measurement* (See Appendix 12), outlines requirements for recording information needed to track performance, relevant operational controls and specified environmental objectives and targets. The procedure includes requirements for equipment calibration and maintenance and ensures that records are retained.

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A key element of monitoring is the EMS audit program, which outlines a procedure for scheduling audits used to monitor the overall effectiveness of the EMS and particularly regulatory compliance. Sustain Winona has established an environmental regulatory compliance program to monitor regulatory requirements. The Sustain Winona EMS procedure *Environmental Management System Audit* (See Appendix 12) outlines the requirements of the program and the need to periodically review regulatory compliance and report results to the Sustain Winona Management Team on a yearly basis.

## Non-Conformance, Corrective and Preventive Action

The Sustain Winona EMS procedure Non-Conformance and Corrective Action (See Appendix 12), defines responsibility and authority for handling and investigating occurrences of non-conformance with the requirements of the EMS. This includes taking action to mitigate significant environmental impacts, and initiating and completing corrective and preventive action. Any changes in procedures resulting from corrective and preventive actions are implemented and recorded. The Sustain Winona Collaboration Team maintains these records.

## Environmental Records

The Sustain Winona procedure *Document Control and Records Management* (see Appendix 12), ensures that environmental records are correctly identified, maintained and disposed of. Environmental records relevant to the EMS include training records and the results of audits and reviews. Records are legible, identifiable, traceable, readily retrievable, and protected against damage, deterioration and loss. Record and document retention is also specified in the procedure. Sustain Winona member organizations maintain environmental records using the EMS procedure. A list of relevant records is provided in *Appendix 11: Master EMS Records List*.

## EMS Audit

The Sustain Winona Collaboration Team conducts internal EMS audits to ensure that the EMS has been properly implemented and is being maintained. Audits include a review of documentation and records, member interviews, and a review of the results from monitoring and measurement.

The results of these audits are communicated to The Sustain Winona Senior Management Team for inclusion in the management review process described below. Audits are performed according to a regular schedule based on the management review cycle. The audit procedure is described in the Sustain Winona EMS procedure *EMS Audits* (See Appendix 12). The audit procedure covers the audit scope, frequency, methodologies applied and the responsibilities and requirements for conducting audits and reporting results. All auditors are properly trained, and the audit records are provided to the Sustain Winona Collaboration Team for use in the management review process.

## Management Review

The EMS review process includes a senior management review of all elements of the EMS. Management reviews are conducted annually by the Sustain Winona Collaboration Team and are reported to the Sustain Winona Management Team. The purpose of these reviews is to ensure suitability, adequacy and effectiveness of the EMS, as defined in EMS procedure *Management Review Procedure* (See Appendix 12). All management review meeting minutes are recorded and kept by the Sustain Winona Collaboration Team.

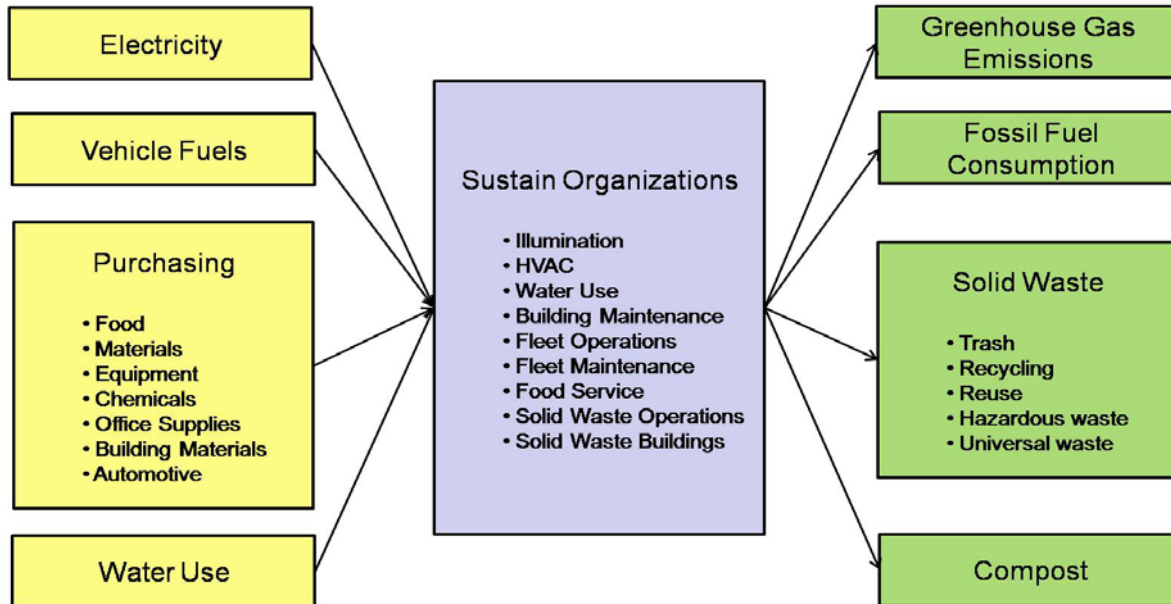
## Appendices

### *Appendix 1: Stakeholder Registry*

Name of Group	Description of Group	Environmental Expectation	Regulatory or Other?
Staff, Faculty, Students, Employees	All permanent and temporary employees and students of member organizations	A work environment and work activities that respect the environment	No
Local Residents	Residents of the Winona Community	Provision of activities, products and services in a way that minimizes environmental degradation	No
Local Environmental Groups	Citizens and interest groups promoting environmental protection	Continual improvement in environmental performance towards a leadership position	No
Users of Facilities	Residents and visitors using member organization facilities and public areas	Maintenance of facilities and public areas to minimize environmental and health risks	Yes
Suppliers and Contractors	Companies from which member organizations purchase products and/or services	Access to environmental information and freedom to compete in a fair selection process	Yes
State Agencies (MPCA, DNR, MNDOT, MDH)	State regulators focusing on environmental regulations	Maintenance of required environmental permits and compliance with regulations	Yes
OSHA	Health and safety regulatory compliance enforcement	Compliance with health and safety regulations	Yes
U.S. EPA	Regulators and promoters of environmental performance	Compliance with Federal regulations and participation in environmental programs	Yes
U.S. DOE	Promoters of energy efficiency and renewable energy resources	Continual improvement in energy usage	No

## Appendix 2: EMS Boundary

EMS Boundary – Graphic Representation:



List of Activities within the EMS Boundary:

	Activity	Description
1.	Illumination	bulbs, ballast, behaviors, large area lighting (athletics, parking etc.), outdoors,
2.	HVAC	boilers, chillers, air handlers, pumps, operations and maintenance
3.	Water Use	Pumping for distribution, heating, storage
4.	Building Maintenance	Chemicals, waste handling, ambient temperatures, interface with exterior, cleaning
5.	Fleet Operations	Commuting, business travel, bussing, athletics, deliveries
6.	Fleet Maintenance	Trash, washing, fluid disposal, hazardous waste (lead, batteries, paint, Freon)
7.	Food Service	Cooking, refrigeration, dish washing, waste (compost), reuse, recycling, reheating
8.	Solid Waste – Operations	Trash (offices, bathrooms), reusable items (ink cartridges, envelopes etc.), behaviors, paper use, hazardous waste (batteries, aerosols, solvents), appliances, heating and cooling.
9.	Solid Waste - Construction	Wood, metals, recyclables, liquids, hazardous materials, trash, separation.

## ***Appendix 3: Sustain Winona Environmental Policy***

The environmental and economic consequences of climate change compel us, as Winona's largest public and private institutions, to commit to reducing greenhouse gas emissions and solid waste production through the promotion of energy conservation, low-carbon technologies, recycling and pollution prevention strategies. As energy consumers, facility managers, solid waste producers and regulatory agencies, it is important that we manage our energy consumption and waste generating activities so as to minimize our contribution to climate change and environmental pollution. It is also essential that we strive to continuously improve our environmental management activities and that we ensure we are complying with all applicable legislation, regulations and guidelines. Recognizing the linkages between climate change, energy security, environmental health and robust economic growth, we are partnering as Sustain Winona to share experiences, implement improvements, fund solutions and educate our communities on the need for aggressive action to address climate change.

## *Appendix 4: List of Significant Environmental Impacts*

Environmental Aspects	Significant Environmental Impact
Illumination	Emission to Air (greenhouse gases, particulates, and heavy metals (mercury))
	Generation of Waste (regulated)
HVAC	Emission to Air (greenhouse gases, particulates, and heavy metals (mercury))
	Discharge to Land (spills) (regulated)
	Generation of Water (waste water) (regulated)
Water Use	Emissions to air
	Discharge to water (regulated)
Building Maintenance	Consumption of Land (landfill)
	Discharge to water (waste water) (regulated)
Fleet Operations	Consumption of Fuels
	Emissions to air
	Discharge to water (Groundwater) (regulated)
Fleet Maintenance	Generation of Waste
	Discharge to Water (Surface Water) (regulated)
Food Service	Generation of Waste
	Emissions to Air
	Consumption of Land (landfill) (regulated)
	Discharge to Water (Waste Water) (regulated)
Solid Waste (Operations)	Generation of Waste
	Emissions to Air
	Consumption of Land
Solid Waste (Const. and Demo)	Emissions to Air
	Consumption of Land
	Generation of Waste (regulated)
	Discharge to Water (Surface Water) (regulated)

## *Appendix 5: List of Legal and Other Requirements*

<b>EMS CONTROLLED FORM</b>	
Organization:	Sustain Winona – Winona Area Public Schools
Prepared By:	Maureen Mullen
Number:	
Date:	6/11/09

### **Legal Environmental Requirements**

<b>Environmental Aspect</b>	<b>Legal Requirement</b>	<b>Reference</b>
Illumination	Disposal of florescent bulbs	EPA Universal Waste Rule 40 CFR Part 273 EPA Hazardous waste Regulations 40 CFR Part 262
HVAC	Emissions Testing	MN R. 7017.2030
	MPCA Emissions Reporting	216H.02 GREENHOUSE GAS EMISSIONS CONTROL.
	Underground Storage Tanks	Minnesota Statutes 116.46 underground storage tank
	Above Ground Storage Tanks	Minnesota Statutes 7151.1100 aboveground storage tank
	Annual Boiler Inspections	Minnesota Statutes 183.50, INSPECTION OF BOILERS
	Boiler Operator Licensure	Minnesota Statutes 5225.0400 boiler license
	Indoor Air Quality	MN law 123B.57
Water Use	Backflow Testing	Minnesota Statutes 4715.2100 BACKFLOW PREVENTERS.
	Swimming Pool Inspections	Minnesota Statutes 4715.1560 SWIMMING POOLS.
Solid Waste	Separation and recycling	County Ordinance xxxx

	Hazardous Waste Plan	MPCA MN Rules Chapters 7001, 7045, and 7046
	Waste Tracking	MN Statutes Chapters 400, 473, and 115A
	Electronics Waste	MN Statute 115A.1310 to 115A.1330
	Managing Unknown Waste	The proper management of abandoned or unknown hazardous waste (HW) requirements is established in the HHW program and state agency contract (Exhibit A), Minn. Rules 7045.0205 through 7045.0310 Supb 3, and Department of Transportation (DOT) 29 CFR 1910.120 (a) and (q). See DOT Right of Way Abandonment information at <a href="http://www.dot.state.mn.us/tecsup/tmemo/active/tm05/13env07.pdf">http://www.dot.state.mn.us/tecsup/tmemo/active/tm05/13env07.pdf</a>
Hazardous Materials	Waste Tracking	MPCA MN Rules Chapters 7001, 7045, and 7046
	Asbestos Abatement Statutes and Rules	MN Dept. of Health, MN Rules, Parts 4620.3000 to 4620.3724 MPCA MN Rules Chapters 7001, 7045, and 7046 at OSHA, Section 29 CFR 1910.1001, OSHA, Section 29 CFR 1910.1001, <a href="http://www.moea.state.mn.us/publications/hhw-asbestos.pdf">www.moea.state.mn.us/publications/hhw-asbestos.pdf</a> ,
	Compressed Gas	MPCA MN Rules Chapters 7001, 7045, and 7046
	Blood Borne Pathogens	HHW program and state agency contract (Exhibit A, part B), Minn. Statute § 116.78, sub. 2, and OSHA 29 CFR 1910.1020, 1910.1030, 1910.1030(f), 1910.1030(g)(2)(i).
	Transport of Hazardous Waste	State agency contract (Exhibit A), DOT Title 49, Code of Federal Regulations, Parts 100 through 185. . For DOT questions, contact the Minnesota DOT Office of Motor Carrier Services at 888-472-3389, or <a href="http://www.dot.state.mn.us/motorcarrier/">www.dot.state.mn.us/motorcarrier/</a> . For spill response: 800-422-0798. For individual online training, <a href="http://www.dot.state.mn.us/cvo/hazmatElearning/index.html">www.dot.state.mn.us/cvo/hazmatElearning/index.html</a> .
Managing Mercury	Mercuric wastes shall either be recycled or disposed of as a hazardous waste (HW).	To report a mercury spill or receive emergency assistance with questions regarding the cleanup of household mercury, call the Minnesota Duty Officer at 800-422-0798. Contact the Minnesota Pollution Control Agency at 800-657-3864 or visit <a href="http://www.pca.state.mn.us/waste/pubs/4_26.pdf">www.pca.state.mn.us/waste/pubs/4_26.pdf</a> , <a href="http://www.pca.state.mn.us">www.pca.state.mn.us</a> , or <a href="http://www.pca.state.mn.us/waste/lightbulbs.html">www.pca.state.mn.us/waste/lightbulbs.html</a> . For mercury spills see <a href="http://www.pca.state.mn.us/publications/hhw-mercuryspills.pdf">www.pca.state.mn.us/publications/hhw-mercuryspills.pdf</a> . For health concerns, contact your physician or the Minnesota Department of Health at 651-215-0700 or visit their website at <a href="http://www.health.mn.us">www.health.mn.us</a> or contact the Poison Control Center at 800-222-1222.



# EMS Manual

Revision: 1.0  
June 11, 2009

Shipping Papers and Tracking Waste	“Cradle to Grave” tracking of HW	HHW program and state agency contract (see Exhibits A, parts A, F and H and Contract Section 4.4.2.1 and 5.13), Department of Transportation (DOT) HMR 49 CFR 100-185 and 172.704, 172.602 A-C and 172.604 A-B, Minn. Stat. Chapter 221, Minn. Rules 7045.0310, subp. 3. B, C, and 3. C.1; subp. 5.B, 5.C.1-2.; subp. 6 and 6. 1; 7045.0261and 7045.0351-.0397.
Food Service	Bi-Annual Food and Beverage Establishment Inspection Report – all schools	MN Dept. of Health MN Food Code, Chapter 4626 Inspection done by Winona County
	Food Manager Certificate, Middle School and High School	MN Dept. of Health MN Food Code, Chapter 4626
	Steamer Inspection	MN Dept. of Health MN Food Code, Chapter 4626
	HACCP (Hazard Analysis Critical Control Point)	MN Dept. of Health MN Food Code, Chapter 4626 Winona County conducts bi-annual document review

## Other Environmental Requirements

Environmental Aspect	Other Requirement	Reference
Radon		WAPS Radon Program
Freon	Documentation of pounds of freon discharged and replaced.	Contracted service to licensed agent
Green Purchasing	Promotion on	Executive Order 13148 – Greening Government Through

	Green Purchasing principles for Sustain Winona Members	Leadership in Environmental Management
Requirements for school busses	% of alternative fuels to be used	State of MN
	Limit idling time and location	State of MN Statute 123B.57
OSHA	Provide a safe and healthy workplace	OSHA requirements are established in the HHW program and state agency contract (Exhibit A, parts A and B), CFR 1910, 1910.151, 1910.120 (q), and 1904; Minn. Stat. § 182.653 subd. 8; Minn. Rules Chapter 5206, 7045.0558, Minn. Stat. § 182.653 subdiv. 8, and HMR 49 CFR 100-185, and OSHA 29 CFR 29 1910.95, 1910.132-.140, 1910.155-.165, 1910.1000-.1450, 1904, and 1200 (h).
OSHA Record Keeping and Posting	Provide safe work environment and instruction on how to report injury and illness	Occupational Safety and Health Administration (OSHA) standards posting and recordkeeping requirements are established in the OSHA standards 29 CFR 1903.2 (a and b) and 1904. Minnesota OSHA at <a href="http://www.doli.state.mn.us/pdf/recordkeepingstandard.pdf">www.doli.state.mn.us/pdf/recordkeepingstandard.pdf</a> . For printable OSHA posters, see <a href="http://osha.gov/pls/publications/pubindex.list#posters1">http://osha.gov/pls/publications/pubindex.list#posters1</a> .
Personal Protective Equipment	PPE shall be used to protect Facility staff from exposure or injuries.	OSHA 29 CFR; 1910.120 (q) and 1910.132–138. 29 CFR 1910, Appendix B, Subpart I, ANSI eyewear standard Z78.1–1989, ANSI head protection standard Z89.1–1986, and ANSI footwear standard Z41.1–1991 and 1910.136.
Respirator Program	Eliminate or reduced exposure to air contaminants shall be	OSHA respirator standard 29 CFR 1910.134, 1910.134 (c)(1), 1910.134 (k)(6), 1910.134 Appendix D and 1910.1020.
Right To Know	If facility staff have a “reasonable” potential for exposure to chemicals, the Facility shall have a Right-to-Know (RTK) Program pertaining to chemicals used within the Facility.	Minnesota Rules 1910.1200(g)(8), 5205.0110, Chapters 5206.and CFR 1910.146.

Spill Response	Incidental Spills	Facility and state agency contract, Exhibit A, Part B, MN Rules 7045.0292, subp. 1. C, 7045.0310, subp 5.B, 7045.0395, 7045.0566, subp.3, 7045.0572, DOT CFR 172.602 A-C, 172.604 A-B, OSHA 29 CFR 1910.38, 1910.120 (a) and (q), 1910.132, and 1910.157. Minnesota Duty Officer: 800/ 422-0798. <a href="http://www.pca.state.mn.us/publications/c-er1-02.pdf">http://www.pca.state.mn.us/publications/c-er1-02.pdf</a>
Workplace Accident and Injury Reduction Program	Reduce the incidence of workplace accidents, injuries, and illnesses.	Minnesota OSHA statute 182.653, subd. 8 and Minnesota Rules, Chapter 5208. For more information, see <a href="http://www.doli.state.mn.us/awair/pdf/awair.pdf">www.doli.state.mn.us/awair/pdf/awair.pdf</a>
Lock-Out/Tag-Out	Minimum performance requirements for the control of unexpected start-up or energization (release of stored energy) of equipment during routine adjustment or maintenance.	OSHA General Industry Standard 29 – CFR 1910.147-150
Emergency Contingency Plan	Minimize hazards to human health or the environment from fire, explosion, or unplanned chemical releases	Minn. Rules pt. 7045.0572, the HHW program and state agency contract (Exhibits A and B), and OSHA standards 29 CFR 1910.38 and 1910.120 (a) and (q). For additional emergency plan information, see <a href="http://www.pca.state.mn.us/publications/w-hw1-08c.pdf">www.pca.state.mn.us/publications/w-hw1-08c.pdf</a> .

## Appendix 6: List of Objectives and Targets

Environmental Aspect	Policy Objective	Source	Organizational Activities	Measurement
Emissions to Air	Reduce Greenhouse Gas Emissions	Electrical Power Generation	<ul style="list-style-type: none"> <li>Illumination</li> <li>HVAC</li> <li>Water Usage</li> <li>Food Service</li> <li>Solid Waste</li> </ul>	kWh/sq.ft./yr
Emissions to Air	Reduce Greenhouse Gas Emissions	Burning Fossil Fuels	<ul style="list-style-type: none"> <li>HVAC</li> <li>Transportation</li> <li>Food Service</li> <li>Water Usage</li> </ul>	<ul style="list-style-type: none"> <li>BTU/sq.ft./yr</li> <li>Gal/vehicle/yr.</li> <li>BTU/person/yr.</li> <li>BTU/Gal/yr.</li> </ul>
Generation of Waste	Reduce Solid Waste Production	Creation of Trash and Recyclables	<ul style="list-style-type: none"> <li>Building Maintenance</li> <li>Fleet Maintenance</li> <li>Food Service</li> <li>Operations</li> <li>Const &amp; Demo</li> </ul>	Cu.yds/person/yr.

### Objectives:

1. Reduce the greenhouse gas emissions of that result from the consumption of electrical power.
2. Reduce the greenhouse gas emissions of that result from the burning of fossil fuels.
3. Reduce the volume of solid waste (trash) that is generated annually by the operations of Sustain Winona member organizations.
4. Full compliance with local, state and national regulations and legislation that apply to the operations of Sustain Winona member organizations.

### Targets:

1. Using 2007 as the benchmark year, reduce electrical power consumption by 10% by the end of the calendar year 2011. Consumption will be measured in kWh/sq.ft./year.

2. Using 2007 as the benchmark year, reduce that amount of fossil fuel consumed annually by 5% by the end of the calendar year 2011. Consumption to be measured in MBTU/sq.ft./year, Gal/vehicle/yr or BTU/person/yr. depending on the activity.
3. Using 2007 as the benchmark year, reduce solid waste production by 25% by the end of the calendar year 2011. This target will be achieved through changes in behavior, increased recycling, and the promotion of reusable materials.
4. For all SEA's that are subject to local, state or national regulatory or legal compliance, continue to comply with all applicable regulations and/or legislation. All compliance activities must be fully documented in accordance with the Sustain Winona EMS procedure for Identification of Legal and Other Requirements.

## Appendix 7: Environmental Management Programs

REDUCTION OF FOSSIL FUEL CONSUMPTION ENVIRONMENTAL MANAGEMENT PROGRAM		
<b>A. Significant Environmental Aspect(s):</b> HVAC Water Usage Fleet Operations Fleet Maintenance Food Services	<b>B. Document Control Code:</b> SW-EMP-09-03	
	<b>C. Date:</b> 6/11/09	
<b>D. Contact Information:</b> Maureen Mullen – Winona Area Public Schools		
<b>1. Objective(s):</b>  <p><b><i>O.1: Reduce the quantity of greenhouse gas emissions that result from the annual consumption of fossil fuels by Sustain Winona organizations.</i></b></p> <p>To maintain compliance with all federal, state &amp; county greenhouse gas emission regulations.            To ensure that all HVAC retrofits and new installations consider fuel management provisions.            To implement behavioral changes that increase awareness of fossil fuel consumption and contribute to lower use.            To establish baseline data on fossil fuel consumption by all Sustain Winona member organizations.</p>		
<b>2. Target(s):</b>  <p><b><i>T.3: Using 2007 as the benchmark year, reduce fossil fuel consumption by 5% by the end of the calendar year 2011.</i></b></p> <p>Achieve 100% compliance with all federal, state and county regulations.            Establish base amounts of fossil fuel consumption by 12-31-2009.            Incorporate recommended fuel conservation projects by 12-31-2011.            Promote the purchase of AFV and hybrid vehicles as new fleet vehicles are purchased 12-31-2009            Reward members for personal choice of fuel efficient vehicles (e.g. preferred parking) 12-31-2011            Include energy conservation measures in all new fleet purchases by 12-31-2011            Increase the number of members commuting by mass transit, bicycle, walking etc. by 12-31-2011            Reduce by 5% the amount of fossil fuel consumed by 12-31-2011.</p>		
<b>3. Significant Aspect Conditions or Impacts:</b>  <p>Reduction of the quantity of greenhouse gas emissions generated by Sustain Winona member organizations as a result of fossil fuel consumption was ranked as the second highest objective in the initial implementation of the Sustain Winona EMS. Awareness and management of fossil fuel consumption issues are applicable to all Sustain Winona member organizations. Each organization maintains fleet vehicles, contracts for transportation services, has members that commute to work and school, manages buildings and other facilities, and uses large volumes of hot water. Significant reductions in fossil fuel consumption can be realized through a combination of behavioral changes, incentives, fleet purchasing policies, HVAC purchases and retrofits and incorporation of fossil fuel management initiatives in all transportation related activities.</p> <p>See Sustain Winona Procedure for the Identification of Significant Environmental Aspects for further information.</p>		

#### 4. Legal and Other Requirements (Specify):

EO 13423 "Strengthening Federal Environmental, Energy, and Transportation Management." <http://www.archives.gov/federal-register/executive-orders/2007.html>

EO 13150 "Federal Workforce Transportation" <http://ceq.eh.doe.gov/nepa/regs/eos/eo13150.html>  
Federal agencies shall implement a transportation fringe benefit program.

Energy Policy Act of 2005 Title VII. SEC. 701 VEHICLES AND FUEL  
<http://thomas.loc.gov/cgi-bin/bdquery/z?d109:h.r.00006> Requires federal fleets to use alternative fuels in dual-fuel vehicles.

MN Executive Order 05-16: Providing for Energy Conservation Measures for State Owned Buildings.  
<http://www.admin.state.mn.us/pmd/energy/index.htm>

Minnesota Statute 16B.32. Sustainable Building Guidelines for New State Construction and Renovations. <http://www.msbg.umn.edu/index.html>

Minnesota Next Generation Energy Act of 2007. The law requires several state agencies and a wide array of stakeholders to work together to come up with a "climate change action plan" that will identify and evaluate a broad range of greenhouse gas reduction strategies, assess the potential costs and benefits of the various options, including the potential cost to consumers, and recommend a course of action. [http://www.nextstep.state.mn.us/res\\_detail.cfm?id=4034](http://www.nextstep.state.mn.us/res_detail.cfm?id=4034)

Minnesota Statute 216C. Energy Planning and Conservation, 2008. It is the energy policy of the state of Minnesota that the per capita use of fossil fuel as an energy input be reduced by 15 percent by the year 2015, through increased reliance on energy efficiency and renewable energy alternatives.  
<https://www.revisor.leg.state.mn.us/statutes/?id=216C>

#### 5. Program Description:

To help achieve the Sustain Winona Greenhouse Gas emission reduction targets and promote better energy management, this environmental management program has been adopted to provide guidelines for members of Sustain Winona organizations to reduce the consumption of fossil fuels. Since burning of fossil fuels through transportation and facilities management contributes significantly to the production of greenhouse gas emissions, any reduction of consumption has an immediate, positive effect on the environment.

Vehicle Use and Transportation:

As a regular part of their work activities, many members of Sustain Winona organizations must leave the office on business related travel. In addition, a number of the organizations also engage in providing transportation services for residents and students. Given the significant volume of fossil fuel that is consumed by these activities annually, each Sustain Winona organization will obtain data including; the number, make, model, estimated gas mileage, number of miles driven, and amount of fuel consumed as a baseline for performance indicators. The calendar year 2007 (01-01-2007 to 12-31-2007) will be used as the baseline year for vehicle measurements and data will be collected annually for each year afterwards in order to assess change and measure progress.

Sustain Winona member organizations will also implement a comprehensive vehicle use policy which addresses existing equipment, new purchases, idling practices, vehicle use guidelines, vehicle maintenance schedules, and promotes alternative transportation methods for students and staff. This

policy will:

- Develop and implement a vehicle purchasing policy that has fuel efficiency as a top priority, with alternative fuel vehicles taking priority over traditional fuel vehicles wherever possible.
- Inventory the current fleet and track its use, including tracking fossil fuel consumption, to serve as a baseline for future tracking and comparison.
- Optimize fleet size by targeting old and under-used vehicles for priority replacement and/or elimination from the fleet. Vehicles that are over-sized for their use shall be replaced with a more appropriate and fuel efficient alternative.
- Use alternative fuels, such as biodiesel, wherever possible.
- Develop and enforce a vehicle idling policy.
- Develop and enforce a vehicle maintenance schedule to ensure maximum fuel efficiency.
- Promote alternative transportation for both students and staff such as bicycling, mass transit and foot travel.
- Develop and encourage the use of a carpool network for employees.
- Minimize vehicle miles traveled by using phone and video conferencing as an alternative to physical meetings.

## Heating and Air Conditioning

Operating schedules for the heating, ventilation, and air conditioning should be optimized as follows:

### Heating Season:

- Thermostats should be set to maintain 65°F – 72°F during occupied times. For unoccupied times, heating should be set back to appropriate levels for the space.
- During the heating season, the equipment should be started approximately one – two hours before building occupancy to allow the building to be at occupied set point at the start of business. The scheduled shut down time should be set at the moment the building is unoccupied. This time period may be adjusted for different buildings by maintenance personnel based on experience.

### Cooling Season:

- For the cooling system, building thermostats should be set to maintain a minimum 74°F during occupied times. During unoccupied times, the cooling system shifts to the unoccupied settings.
- The cooling equipment should be started two to three hours before building occupancy to allow the building to pre-cool. This time period may be adjusted for different buildings by maintenance personnel based on experience.

## HVAC General

- Fresh air minimum requirements should be reviewed and set to state code levels (7.5

CFM/occupant).

- HVAC coil cleaning should be completed per the preventive maintenance schedule to assure the highest operating efficiency as possible.
- Minimize the use of overhead doors during the heating and cooling seasons.

#### Hot Water Usage

- Hot water temperatures cannot exceed 130 degrees.
- Hot water temperatures must be at a minimum of 110 degrees for hand dishwashing.
- Hot water temperatures must be at a minimum of 120 degrees for low temperature, chemical sanitizing dishwashing machines.
- Install booster water heaters where sensible to eliminate extended flow from centralized water heating locations
- Leaking water fixtures waste water and should be repaired promptly.
- Where appropriate based on usage requirements, water flow regulating devices should be installed in order to reduce water usage.

#### Food Service

- Run time of ovens, stoves, and fryers should be kept at the minimum levels possible.
- Exhaust fans should run only when absolutely necessary.
- Energy saving devices and/or practices should be implemented by the food service manager.

#### New Buildings, Additions and Remodeling

- Construction for new buildings and additions should include U.S. Green Building Council's LEED standard or equivalent.
- Remodeling projects should include designs for the room and/or infrastructure to make the area as energy efficient as possible.
- Long-range capital equipment plans shall include replacements of boilers, chillers, and air handling units to more energy efficient models and systems.

The base year for initial measurement of fossil fuel consumption will be 2007. The target year for achieving goals and objectives related to fossil fuel use will be 2011.

#### **6. Operational Controls:**

Implementing Behavioural Changes – SWOC5

Green Building Practices – SWOC10

Incorporating LEED Design Suggestions in New Buildings and Renovations – SWOC11

Advanced and automated controls for HVAC plants – SWOC21

HVAC regular maintenance – SWOC13

HVAC air compressor instructions – SWOC13a

HVAC air handler instructions – SWOC13b

HVAC boiler inspection instructions – SWOC13c

HVAC circulating pump instructions – SWOC13d

Contractors "Green" Expectations – SWOC20

Dishwashing and cleaning instructions – SWOC18

Fleet vehicle use and maintenance instructions – SWOC19



# EMS Manual

Revision: 1.0  
June 11, 2009

Vehicle and equipment washing instructions – SWOC14

**7. Budget (resources):** N/A

**8a. Tasks and Responsibilities**

a. Tasks	b. Person Responsible
<p>Development and communication of Sustain Winona greenhouse gas emission reduction strategies and energy management programs</p> <p>Preparation of work instructions</p> <p>Development of a Sustain Winona vehicle idling policy</p> <p>Determining the baseline fossil fuel consumption for fleet and provision of mass transit</p> <p>Determining the final fossil fuel use for all fuel conservation projects implemented</p> <p>Annual calculation of combined fossil fuel reduction for Sustain Winona</p>	<p>Sustain Winona Collaboration Team</p> <p>Sustain Winona Collaboration Team</p> <p>Sustain Winona Collaboration Team</p> <p>EMS Representative, Transportation Supervisor and Facility/Maintenance Supervisor</p> <p>EMS Representative and Facility/Maintenance Supervisor</p> <p>Sustain Winona Collaboration Team</p>
<p><b>8b. Record(s):</b></p> <p>Fossil fuel consumption data (including vehicle, HVAC, Food Service and hot water) for each Sustain Winona member organization and reporting to the Sustain Winona Collaboration Team</p> <p>Annual percentage of reduction in fossil fuel consumption</p>	<p><b>Person Responsible and Record Location:</b></p> <p>EMS Representative and Facility/Maintenance Supervisor</p> <p>Sustain Winona Collaboration Team</p>
<p><b>8c. Document(s):</b></p> <p>Applicable Work Instructions and other applicable EMS records</p>	<p><b>Person Responsible and Record Location:</b></p> <p>Sustain Winona Collaboration Team, Sustain Winona website</p>

**9. Other Program Elements:**

From time to time Sustain Winona will consider special projects related to alternative strategies for reduction of fossil fuel consumption. These special projects may be proposed by Sustain Winona member organizations, community members and/or 'for profit' third party entities. Such proposals will be considered, debated and approved by the Sustain Winona Collaboration Team.

## GREENHOUSE GAS EMISSION REDUCTION ENVIRONMENTAL MANAGEMENT PROGRAM

<b>A. Significant Environmental Aspect(s):</b> Illumination HVAC Water Use Food Services Solid Waste - Operations Solid Waste - Construction	<b>B. Document Control Code:</b> SW-EMP-09-02
	<b>C. Date:</b> 6/11/09

**D. Contact Information:** Dan Wicka – City of Winona

### 1. Objective(s):

***O.1: Reduce the quantity of greenhouse gas emissions that result from the annual consumption of electrical power by Sustain Winona organizations.***

To maintain compliance with all federal, state & county greenhouse gas emission regulations.  
 To ensure that all building renovations and new construction consider energy management provisions  
 To establish baseline data on electrical power consumption by all Sustain Winona member organizations.

### 2. Target(s):

***T.3: Using 2007 as the benchmark year, reduce electrical power consumption by 10% by the end of the calendar year 2011.***

Achieve 100% compliance with all federal, state and county regulations.  
 Establish base amounts of electrical power consumption by 12-31-2009.  
 Develop a list of feasible energy management programs for all members by 12-31-2010  
 Incorporate recommended energy conservation projects by 12-31-2011.  
 Include energy conservation measures in all new building construction and renovations by 12-31-2011  
 Reduce by 10% the amount of electrical power consumed by 12-31-2011.

### 3. Significant Aspect Conditions or Impacts:

Reduction of the quantity of greenhouse gas emissions generated by Sustain Winona member organizations as a result of electrical power consumption was ranked as the top objective in the initial implementation of the Sustain Winona EMS. Energy management initiatives are applicable to and can be implemented by all of the Sustain Winona member organizations. Significant reductions in electrical power consumption can be realized through a combination of behavioral changes, small replacement projects, facility renovations and incorporation of energy management initiatives in new construction.

See Sustain Winona Procedure for the Identification of Significant Environmental Aspects

### 4. Legal and Other Requirements (Specify):

EO 13423 “Strengthening Federal Environmental, Energy, and Transportation Management.” <http://www.archives.gov/federal-register/executive-orders/2007.html>

Energy Policy Act of 2005 Title VII, SEC. 553 FEDERAL PROCUREMENT OF ENERGY EFFICIENT PRODUCTS <http://thomas.loc.gov/cgi-bin/bdquery/z?d109:h.r.00006>

EO 13221 “Energy Efficient Standby Power Devices” <http://www.ofee.gov/eo/eo13221.pdf>

MN State Energy Code, exceeds ASHRAE/IESNA 90.1-1989, mandatory statewide; can use COMcheck to show compliance. Effective June 1, 2009, builders must use [Chapter 1323](#) (based on ASHRAE 90.1-2004) of the [new state building code](#).

MN Executive Order 05-16: Providing for Energy Conservation Measures for State Owned Buildings. <http://www.admin.state.mn.us/pmd/energy/index.htm>

Minnesota Statute 16B.32. Sustainable Building Guidelines for New State Construction and Renovations. <http://www.msbg.umn.edu/index.html>

Minnesota Next Generation Energy Act of 2007. The law requires several state agencies and a wide array of stakeholders to work together to come up with a "climate change action plan" that will identify and evaluate a broad range of greenhouse gas reduction strategies, assess the potential costs and benefits of the various options, including the potential cost to consumers, and recommend a course of action. [http://www.nextstep.state.mn.us/res\\_detail.cfm?id=4034](http://www.nextstep.state.mn.us/res_detail.cfm?id=4034)

B3-MSG - The combined New Buildings and Major Renovations guidelines are called the B3 State of Minnesota Sustainable Building Guidelines. <http://www.msbg.umn.edu/index.html>

## 5. Program Description:

To help achieve the Sustain Winona Greenhouse Gas emission reduction target and promote better energy management, this environmental management program has been adopted to provide guidelines for staff to maximize energy productivity and reduce waste of electrical power. Since greenhouse gas emissions related to Sustain Winona activities are primarily a function of the generation and consumption of electrical power, this Program focuses on energy management activities.

Energy management is a tool that can be used to reduce costs while providing the proper environment for carrying out the mission and goals of Sustain Winona. It is the responsibility of every individual in Sustain Winona member organizations to ensure that all reasonable efforts are made to conserve energy and natural resources.

Energy conservation efforts will be focused on:

- Using the minimum amount of energy needed to support an environment that meets the Sustain Winona member organization's standards for temperature settings.
- Moderate heat loss and gain.
- Ensure optimum efficiency in the operation of energy converting, transmitting and consuming systems and equipment.
- Life cycle costs, that include the cost of energy consumption, should be evaluation criteria for selecting equipment and designing new facilities.

### General

- Every person is expected to be an "energy saver."
- All staff, faculty, students, and volunteers of member organizations are responsible for implementing the Sustain Winona and/or site specific energy policy during the time they are within their respective areas (office, classroom, common area etc.).
- A designated person(s) from each organization is responsible for climate control of

common areas such as halls, conference rooms, the cafeteria, gym, etc.

- The EMS Representative of each member organization is responsible for scheduling annual energy audits of their facilities. Audits should be performed during both occupied and unoccupied times. Audits may be performed by designated person(s) within each entity; other than the EMS Representative.
- Each entity's auditor is responsible for making recommendations to the EMS Representative concerning the energy policy and audit. EMS representatives are responsible to relay those recommendations to the Sustain Winona Collaboration Team.
- The following are not permitted unless approved by the EMS Representative or individual/team designated by their organization prior to use: individual space heaters, foot warmers, refrigerators, microwaves, and coffee pots. This is of concern regarding both energy consumption and building fire codes.
- All faculty and staff are encouraged to minimize the use of personal electrical equipment to save energy and to minimize fire hazards.
- Unplug chargers when no longer needed. They continue to draw 'phantom power' even after the battery is fully charged.
- Purchases of appliances and equipment should be Energy Star certified products in all areas for which such ratings exist. Refer to the Sustain Winona Green Purchasing Environmental Management Program for more information.

## Computers

- Everyone shall turn off their computers and monitors when not in use for extended periods of time and before leaving for the day. The exception to this policy is when IT requires all computers be left on for updates and virus scanning. The monitor does not need to be left on when your computer is left on for virus scanning and updates.
- Anyone who is going to be absent for several days, should not leave their computer on for the entire time they will be gone. They should arrange for another employee to turn their computer on before leaving for the day on the day when the updates will take place and turn it off again the following day, if they have not returned.
- All computers are recommended to shift to "standby" mode after one hour of inactivity.

## Heating and Air Conditioning

Operating schedules for the heating, ventilation, and air conditioning should be optimized as follows:

### Heating Season:

- Thermostats should be set to maintain 65°F – 72°F during occupied times. For unoccupied times, heating should be set back to appropriate levels for the space.
- During the heating season, the equipment should be started approximately one – two hours before building occupancy to allow the building to be at occupied set point at the start of business. The scheduled shut down time should be set at the moment the building is unoccupied. This time period may be adjusted for different buildings by maintenance personnel based on experience.

### Cooling Season:

- For the cooling system, building thermostats should be set to maintain a minimum 74°F during occupied times. During unoccupied times, the cooling system shifts to the unoccupied settings.
- The cooling equipment should be started two to three hours before building occupancy to allow the building to pre-cool. This time period may be adjusted for different buildings by maintenance personnel based on experience.
- Air conditioning equipment should not be run during the November through April billing periods.
- Air conditioning equipment operation should be optimized during the May through October billing periods by starting the equipment before the peak demand electric rate is in effect. When possible, the air conditioning equipment should not be allowed to ramp up to 100% full load, which will help to lower peak demand charges with the utility.
- Window blinds should be adjusted during the cooling season to minimize solar gain in offices when the room is exposed to direct sunlight.

## HVAC General

- Fresh air minimum requirements should be reviewed and set to state code levels (7.5 CFM/occupant).
- HVAC coil cleaning should be completed per the preventive maintenance schedule to assure the highest operating efficiency as possible.
- Minimize the use of overhead doors during the heating and cooling seasons.

## Lighting

- Lighting schedules should be optimized to reduce usage.
- Lights should be turned off when the last person exits the room.
- Lighting levels shall be adjusted to the Illuminating Engineers Society of North America (IESNA) recommendations.
- All new buildings will be constructed with the most energy efficient lighting systems possible.
- All remodeling/recommissioning projects will include replacement of existing inefficient lighting systems with the most energy efficient lighting systems possible.
- All outside lighting should be off during daylight hours.
- In large areas, such as gyms or hockey arenas, lights should not be left on unless the area is being utilized.

## Water Usage

- Leaking water fixtures waste water and should be repaired promptly.
- Lawns should not be watered during the heat of the day, typically 10 a.m. to 8 p.m.
- Grounds should be landscaped in such a manner as to minimize the amount of watering and mowing necessary.
- Where appropriate based on usage requirements, water flow regulating devices should be

installed in order to reduce water usage.

**Food Service**

- Run time of ovens, stoves, and fryers should be kept at the minimum levels possible.
- Exhaust fans should run only when absolutely necessary.
- Energy saving devices and/or practices should be implemented by the food service manager.

**Equipment Replacement**

- When energy consuming equipment is replaced, it should be replaced with Energy Star equipment, or, if the equipment comes from a class that is not reviewed by the Energy Star program we shall purchase the highest energy efficient models.
- Major energy-consuming equipment should have a Life Cycle Cost Analysis (LCCA) performed prior to purchasing to determine the most cost-beneficial option. The LCCA shall be calculated by the purchasing organization.

**New Buildings, Additions and Remodeling**

- Construction for new buildings and additions should include U.S. Green Building Council's LEED standard or equivalent.
- Remodeling projects should include designs for the room and/or infrastructure to make the area as energy efficient as possible.
- Long-range capital equipment plans shall include replacements of boilers, chillers, and air handling units to more energy efficient models and systems.

The base year for initial measurement of electricity consumption will be 2007. The target year for achieving goals and objectives related to electricity use will be 2011.

**6. Operational Controls:**

- Handling and Disposal of Light Bulbs, Fixtures and Ballast – SWOC4
- Paper and Printing Use in Offices and Classrooms – SWOC9
- Implementing Behavioural Changes – SWOC5
- Green Building Practices – SWOC10
- Incorporating LEED Design Suggestions in New Buildings and Renovations – SWOC11
- Managing lights and electrical devices (computers, appliances, chargers, laptops etc.) – SWOC12
- Advanced and automated controls for HVAC plants – SWOC21
- HVAC regular maintenance – SWOC13
- HVAC air compressor instructions – SWOC13a
- HVAC air handler instructions – SWOC13b
- HVAC boiler inspection instructions – SWOC13c
- HVAC circulating pump instructions – SWOC13d
- Contractors "Green" Expectations – SWOC16
- Dishwashing and cleaning instructions – SWOC18

**7. Budget (resources): N/A**

**8a. Tasks and Responsibilities**

b. Tasks	b. Person Responsible
Development and communication of Sustain Winona greenhouse gas emission reduction	



# EMS Manual

Revision: 1.0  
June 11, 2009

<p>strategies and energy management programs</p> <p>Preparation of work instructions</p> <p>Identifying and advocating sustainable building practices</p> <p>Determining the baseline energy of and energy conservation projects proposed or identified</p> <p>Determining the final energy use of any energy conservation projects implemented</p> <p>Annual calculation of combined greenhouse gas reduction for Sustain Winona</p>	<p>Sustain Winona Collaboration Team</p> <p>Sustain Winona Collaboration Team</p> <p>Sustain Winona Collaboration Team</p> <p>EMS Representative and Facility/Maintenance Supervisor</p> <p>EMS Representative and Facility/Maintenance Supervisor</p> <p>Sustain Winona Collaboration Team</p>
<p><b>8b. Record(s):</b></p> <p>Utility and consumption data for each Sustain Winona member organization and reporting to the Sustain Winona Collaboration Team</p> <p>Annual percentage of greenhouse gas emission reduction</p>	<p><b>Person Responsible and Record Location:</b></p> <p>EMS Representative and Facility/Maintenance Supervisor</p> <p>Sustain Winona Collaboration Team</p>
<p><b>8c. Document(s):</b></p> <p>Applicable Work Instructions and other applicable EMS records</p>	<p><b>Person Responsible and Record Location:</b></p> <p>Sustain Winona Collaboration Team, Sustain Winona website</p>
<p><b>9. Other Program Elements:</b></p> <p>From time to time Sustain Winona will consider special projects related to alternative strategies for reduction of emissions of greenhouse gasses. These special projects may be proposed by Sustain Winona member organizations, community members and/or 'for profit' third party entities. Such proposals will be considered and debated by the Sustain Winona Collaboration Team.</p>	



# EMS Manual

Revision: 1.0  
June 11, 2009

## WASTE REDUCTION ENVIRONMENTAL MANAGEMENT PROGRAM

<b>A. Significant Environmental Aspect:</b> Building Maintenance Fleet Maintenance Food Services Solid Waste - Operations Solid Waste - Construction	<b>B. Document Control Code:</b> SW-EMP-08-01
	<b>C. Date:</b> 6/11/09

**D. Contact Information:** Anne Morse – County of Winona

### 1. Objective(s):

***O.3: Reduce the volume of solid waste (trash) that is generated annually by the operations of Sustain Winona organizations.***

- To maintain compliance with all federal, state & county waste disposal regulations.
- To ensure that all recyclables are separated from solid waste and properly recycled.
- To establish baseline data on volumes and types of hazardous and non-hazardous waste generated.
- To focus on source reduction & reuse (Zero Waste) as primary in reducing waste generation.

### 2. Target(s):

***T.3: Using 2007 as the benchmark year, reduce solid waste production by 25% by the end of the calendar year 2011.***

- Achieve 100% compliance with all waste disposal regulations.
- Establish base amounts of material recycled and waste generated by 12-31-09.
- Incorporate principles of Zero Waste into the design of all events and programs by 12-31-2010.
- Reduce by 25% the amount of waste generated for disposal by 12-31-2011.

### 3. Significant Aspect Conditions or Impacts:

Reduction of the volume of solid waste and promotion of recycling was ranked as one of the top three objectives in the initial Sustain Winona EMS. Solid Waste is generated by all nine of the Sustain Winona Significant Environmental Aspects.

Solid waste and recycling  
Reduce volume of waste to landfill

See Sustain Winona Procedure for the Identification of Significant Environmental Aspects

### 4. Legal and Other Requirements (Specify):

Minnesota Statutes Chapter 115, 115A, 116 and 400  
Winona County Solid Waste Ordinance:

City Code 35.09 (get this from Dan)

#### Recycling Requirements:

Owners and/or managers of non-residential property must provide central collection locations for, at a minimum, the following recyclable materials generated on their premises: corrugated cardboard, boxboard, office paper, mail, magazines and catalogs, newsprint, glass food containers, steel (tin) and aluminum food containers, and PETE and HDPE plastic bottles. Owners and/or managers of non-residential property shall ensure delivery of these recyclable materials to a recycling facility, either by self-haul or contract with a licensed hauler.

In addition to the materials above that are required to be recycled, members are encouraged to recycle, reuse or refurbish pallets and collect toner cartridges for remanufacturing. Members are also encouraged to recycle batteries, scrap metal and fluorescent lamps and ballasts as appropriate.

Composting Requirements :

Yard waste shall not be placed in mixed municipal solid waste, and must instead be composted.

Hazardous Waste Requirements:

Basic EPA permitting requirements, such as application requirements, standard permit conditions, and monitoring and reporting requirements.

Other Hazardous Waste Requirements:

- a. OSHA, 29 CFR Part 1910 Occupational and Health Safety Standards
  - 1910.120 Hazardous Waste Operations and Emergency Response. Cleanup, corrective actions, voluntary cleanup, TSD facilities, emergency response
  - 1910.134 Respiratory Protection Standard. Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, must be provided wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered
- b. EPA, 40 CFR Part 260, RCRA, "Hazardous Waste Management System: General"
  - Provides definitions of terms, general standards, and overview information applicable to parts 260 through 265 and 268
- c. EPA, 40 CFR Part 261, RCRA, "Identification and Listing of Hazardous Waste"
  - Identifies those solid wastes which are subject to regulation as hazardous wastes under parts 262 through 265, 268, and parts 270, 271, and 124 of this chapter and which are subject to the notification requirements of section 3010 of RCRA
- d. EPA, 40 CFR Part 262, RCRA, "Standards Applicable to Generators of Hazardous Waste"
  - 262.10(c) A generator who treats, stores, or disposes of hazardous waste on-site must only comply with the following sections of this part with respect to that waste: Section 262.11 for determining whether or not he has a hazardous waste, §262.12 for obtaining an EPA identification number, §262.34 for accumulation of hazardous waste, §262.40 (c) and (d) for record-keeping, 262.43 for additional reporting additional reporting.
- e. EPA, 40 CFR Part 266, RCRA, "Standards for the Management of Specific Hazardous Wastes and Specific Types of Hazardous Waste Facilities"
  - Products produced for the general public's use that are used in a manner that constitutes disposal and that contain recyclable materials are not presently subject to regulation
- f. EPA, 40 CFR Part 268, RCRA, "Land Disposal Restrictions"
  - identifies hazardous wastes that are restricted from land disposal and defines those limited circumstances under which an otherwise prohibited waste may continue to be land disposed
- g. EPA, 40 CFR Part 270, RCRA, "General Application Permit Requirements"
  - basic EPA permitting requirements, such as application requirements, standard permit conditions, and monitoring and reporting requirements

- h. EPA, 40 CFR Part 273, RCRA, "Standards for Universal Waste Management"
- 273.1(a) Requirements for managing batteries, pesticides, thermostats, and lamps
- i. EPA, 40 CFR Part 761, TSCA, "Polychlorinated biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions"
- Subpart A, "General" Establishes prohibitions of, and requirements for, the manufacture, processing, distribution in commerce, use, disposal, storage, and marking of PCBs and PCB Items
  - Subpart B, "Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions"  
761.35 Storage for Reuse
  - Subpart C, "Marking of PCBs and PCB items"  
761.40 Marking Requirements  
761.45 Marking Formats
  - Subpart D, "Disposal Requirements"  
761.50 Applicability  
761.60 Disposal Requirements  
761.61 PCB Remediation Waste  
761.64 PCB Disposal of wastes generated as a result of research and development activities authorized under 761.30(j) and chemical analysis of PCBs  
761.65 PCB Storage for Disposal  
761.79 PCB Decontamination Standards and Procedures
  - Subpart G, "PCB Spill Cleanup Policy"  
761.125 Requirements for PCB Spill Cleanup. Reporting, disposal, and pre cleanup requirements apply to all spill of PCBs at concentrations 50 ppm or greater which are subject to TSCA decontamination requirements  
761.205 Notification of PCB Waste Activity
  - Subpart J, "General Records and Reports"
  - Subpart K, "PCB Waste Disposal Records and Reports"
- j. 49 CFR 172.101, "Purpose and Use of Hazardous Materials Table"
- Hazardous Materials Table designates the materials listed as hazardous materials for transportation. For each listed material, the table identifies the hazard class or specifies that the material is forbidden in transportation, and gives the proper shipping name or directs the user to the preferred proper shipping name. In addition, the Table specifies or references requirements for labeling, packaging, quantity limits aboard aircraft and vessels.
- k. COMAR 26.13. Disposal of Controlled Hazardous Substances
- 26.13.02. Identification and Listing Of Hazardous Waste. Contaminated soils and other solids recovered from spills or removed from old disposal sites containing PCB at concentrations of less than 50 ppm shall be disposed of at approved sites only if they do not otherwise qualify as a hazardous waste under this regulation.
  - 26.13.02. Hazardous waste includes any residue or contaminated soil, water, or other debris resulting from the cleanup of a spill, into or on any land or water, of any commercial chemical product or manufacturing chemical product or manufacturing chemical intermediate or mixtures containing polychlorinated biphenyls (PCBs) at concentrations greater than 50 ppm. The hazardous waste number for these mixtures is MX 01.
  - 26.13.03. Standards Applicable to Generators of Hazardous Waste. Accumulated hazardous wastes are subject to regulation under COMAR 26.13.03-26.13.07 and 26.13.10 and the applicable notification requirements of §3010 of RCRA.
  - 26.13.05.D3. Special Requirements for Hazardous Waste Generated by Small Quantity Generators. In order for hazardous waste to be excluded from regulation under this chapter, the generator may not accumulate on

site at any time acute hazardous wastes in quantities greater than 1 kilogram or more than a total of 100 kilograms of any hazardous waste not otherwise regulated under §D(3)(a) of this regulation.

- 26.13.03.05E. If <500 kg of hazardous waste and <1 kg acute hazardous waste is accumulated on site, then the waste may be accumulated for 180 days.

## 5. Program Description:

Sustain Winona member organizations include the large government and educational institutions within the City and County of Winona. These organizations generate solid waste from daily operations that include: office administration; building and facilities management; food service; fleet operations and maintenance; grounds keeping; and, construction and demolition. Solid waste takes a variety of forms, including trash, recyclable material, compostable material, universal waste and hazardous waste. The objective of this environmental management program is to ensure that Sustain Winona member organizations prioritize the reduction of waste generated, followed by the optimization of reuse, recycling and composting practices, and finally, the proper handling and disposal of the remaining waste.

The Sustain Winona Waste Committee is responsible for communication of overall direction and strategy related to the Waste Reduction Environmental Management Program. This committee is chaired by the Winona County Sustainability Coordinator and liaises with the Facility/Maintenance supervisors of Sustain Winona member organizations in order to provide direction. Specifically, this committee:

- researches and develops new approaches to waste management;
- coordinates waste management efforts between Sustain Winona member organizations;
- provides feedback on approaches that are working and those that are not;
- monitors the success of waste reduction efforts by compiling numerical results from each member and for Sustain Winona as a whole;
- control and maintain all EMS records related to waste reduction;
- compiles, maintains and communicates a comprehensive list of behavioral changes that can be implemented by member organizations in order to promote waste reduction; and,
- initiates/undertakes special projects related to waste reduction for Sustain Winona

For each Sustain Winona member organization, the Core Team Representative, in conjunction with the Facility/Maintenance Supervisor, will be responsible for implementing and **tracking waste reduction programs. This person will be responsible for communicating the objectives and targets of this Environmental Management Program to members of their respective organization and implementing operational controls that are specifically designed to achieve those goals.**

In order to measure the progress of Sustain Winona towards our waste reduction target, the Facility or Maintenance Supervisor of each member organization will compile an annual measure of the total tons of waste disposed and the total tons of recyclables generated. In addition, they will track the amount of compostable food waste that is generated and identify how and where it is disposed. Finally, the Supervisor will ensure that all hazardous and universal waste is handled and disposed of in a manner consistent with applicable legal and other requirements.

The base year for initial measurement of waste volume will be 2007. The target year for achieving waste reduction goals and objectives will be 2011.

## 6. Operational Controls:

General Recycling Work Instruction – SWOC1  
Office Recycling Work Instruction - SWOC2



# EMS Manual

Revision: 1.0  
June 11, 2009

Handling and Disposal of Waste Oil and Other Automotive Fluids – SWOC3  
 Handling and Disposal of Light Bulbs, Fixtures and Ballast – SWOC4  
 Use and Disposal of Cleaning Supplies – SWOC6  
 Use of Bulk Cleaning Supplies – SWOC7  
 Handling and Disposal of Construction Waste – SWOC8  
 Implementing Behavioural Changes for Promote Waste Reduction – SWOC5  
 Paper and Printing Use in Offices and Classrooms – SWOC9

**7. Budget (resources):** N/A

**8a. Tasks and Responsibilities**

<b>c. Tasks</b>	<b>b. Person Responsible</b>
<p>Development and communication of Sustain Winona waste reduction strategies and programs</p> <p>Preparation of work instructions</p> <p>Compilation of waste generation and disposal statistics</p>	<p>Sustain Winona Waste Committee</p> <p>Sustain Winona Collaboration Team</p> <p>EMS Representative and Facility/Maintenance Supervisor</p>
<p><b>8b. Record(s):</b></p> <p>Collection of annual volume of trash, recyclable materials and compostable food waste by member organization</p> <p>Annual percentage of waste reduction</p>	<p><b>Person Responsible and Record Location:</b></p> <p>EMS Representative and Facility/Maintenance Supervisor</p> <p>Sustain Winona Collaboration Team</p>
<p><b>8c. Document(s):</b></p> <p>Applicable work Instructions</p>	<p><b>Person Responsible and Record Location:</b></p> <p>Sustain Winona Collaboration Team, Sustain Winona website</p>

**9. Other Program Elements:**

From time to time Sustain Winona will consider special projects related to alternative strategies for waste reduction. These special projects made be proposed by Sustain Winona member organizations, community members and/or 'for profit' third party entities. Such proposals will be considered and debated by the Sustain Winona Waste Management Team and the Sustain Winona Collaboration Team.



# EMS Manual

Revision: 1.0  
June 11, 2009

## *Appendix 8: List of EMS Roles and Responsibilities*

	Sustain Winona Management Team	Sustain Winona Collaboration Team	Member Organization Representative	Member Green Teams	Member Maintenance Supervisor(s)	Finance	Employees, Staff, Faculty, Students
EMS Audit	X	X	X	X			
Regulatory Compliance		X	X		X		X
Obtain and Maintain Permits					X		X
Coordination of EMS Training			X	X	X		
Contractor EMS Performance					X	X	X
Maintain EMS Manual		X					
Maintain Monitoring and Measuring Requirements			X	X	X		X
Coordinate Emergency Response Plans		X	X	X			
Identify Environmental Aspects		X	X	X			
Establish Objectives and Targets	X	X	X	X		X	
Implement Environmental Management Programs		X	X	X	X		X
Maintain EMS Records		X	X				
Coordinate Document Control		X	X				



# EMS Manual

Revision: 1.0  
June 11, 2009

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## *Appendix 9: Training Matrix*

<b>Training Required</b>	<b>Description</b>	<b>Attendance</b>	<b>Frequency</b>	<b>Date Completed</b>
EMS Awareness	Introduction to the EMS and the Environmental Policy	All members	Annually	
Health and Safety	Responsibility for employee health and safety	Maintenance Supervisors	Bi-annually	
Emergency Response	Procedure for responding to emergency situations	Maintenance Supervisors	Bi-annually	
Recycling and Waste Management	Conducted by Sustain Winona Waste Management Team re. new procedures	Collaboration Team Members	As required	
Etc.				

## *Appendix 10: Master Document List*

Document Control #	Document Name	Creation Date	Location
Documents			
	Environmental Policy	1/30/08	www.sustainwinona.org
	List of Operations within the EMS Boundary	06/09/09	www.sustainwinona.org
	List of Aspects and Significant Impacts	06/09/09	www.sustainwinona.org
	Environmental Objectives and Targets	06/09/09	www.sustainwinona.org
	List of Legal and Other Environmental Requirements	06/09/09	www.sustainwinona.org
	Table of Environmental Management Programs	06/09/09	www.sustainwinona.org
	Master Document List	06/09/09	www.sustainwinona.org
	Registry of Operational Control Procedures	06/09/09	www.sustainwinona.org
Procedures			
	Identifying Significant Environment Aspects – SWEP1	06/09/09	www.sustainwinona.org
	Review of Legal and other Requirements – SWEP2	06/09/09	www.sustainwinona.org
	Setting Objectives and Targets – SWEP3	06/09/09	www.sustainwinona.org
	Environmental Management Programs – SWEP4	06/09/09	www.sustainwinona.org
	Defining Operational Controls – SWEP5	06/09/09	www.sustainwinona.org
	EMS Awareness Training – SWEP6	06/09/09	www.sustainwinona.org
	EMS Competency Training – SWEP7	06/09/09	www.sustainwinona.org
	Internal and External Communications – SWEP8	06/09/09	www.sustainwinona.org
	Control of EMS Records – SWEP9	06/09/09	www.sustainwinona.org
	Control of EMS Documents – SWEP10	06/09/09	www.sustainwinona.org
	Emergency Preparedness and Response – SWEP11	06/09/09	www.sustainwinona.org
	EMS Monitoring and Measurement – SWEP12	06/09/09	www.sustainwinona.org
	Non-conformance, Preventive and Corrective Action – SWEP13	06/09/09	www.sustainwinona.org
	Environmental Management System Auditing – SWEP14	06/09/09	www.sustainwinona.org
	Management Review – SWEP15	06/09/09	www.sustainwinona.org
		06/09/09	www.sustainwinona.org
Forms			
	Listing Operations in the EMS Boundary	06/09/09	www.sustainwinona.org
	Register of Stakeholders and Expectations	06/09/09	www.sustainwinona.org
	Preparing a List of Environmental Aspects	06/09/09	www.sustainwinona.org
	Determining Significant Environmental Aspects	06/09/09	www.sustainwinona.org
	Setting Objectives and Targets	06/09/09	www.sustainwinona.org
	Preparing a List of Legal and Other Requirements	06/09/09	www.sustainwinona.org
	Preparing an Environmental Management Program	06/09/09	www.sustainwinona.org
	Preparing a Training Requirements Log	06/09/09	www.sustainwinona.org
	Preparing and EMS Documents List	06/09/09	www.sustainwinona.org

	Preparing an EMS Records List	06/09/09	www.sustainwinona.org
	Preparing a Corrective and Preventive Action Log	06/09/09	www.sustainwinona.org
	Preparing an EMS Audit Plan	06/09/09	www.sustainwinona.org
	Preparing an EMS Audit Summary	06/09/09	www.sustainwinona.org
	Responding to an EMS Audit Finding	06/09/09	www.sustainwinona.org
	Listing Operations in the EMS Boundary	06/09/09	www.sustainwinona.org
	Register of Stakeholders and Expectations	06/09/09	www.sustainwinona.org
	Preparing a List of Environmental Aspects	06/09/09	www.sustainwinona.org
	Determining Significant Environmental Aspects	06/09/09	www.sustainwinona.org
	Setting Objectives and Targets	06/09/09	www.sustainwinona.org
Operational Controls	General Recycling Work Instruction – SWOC1	06/09/09	www.sustainwinona.org
	Office Recycling Work Instruction – SWOC2	06/09/09	www.sustainwinona.org
	Handling and Disposal of Waste Oil and Other Automotive Fluids – SWOC3	06/09/09	www.sustainwinona.org
	Handling and Disposal of Light Bulbs, Fixtures and Ballast – SWOC4	06/09/09	www.sustainwinona.org
	Implementing Behavioural Changes – SWOC5	06/09/09	www.sustainwinona.org
	Use and Disposal of Cleaning Supplies – SWOC6	06/09/09	www.sustainwinona.org
	Use of Bulk Cleaning Supplies – SWOC7	06/09/09	www.sustainwinona.org
	Handling and Disposal of Construction Waste – SWOC8	06/09/09	www.sustainwinona.org
	Paper and Printing Use in Offices and Classrooms – SWOC9	06/09/09	www.sustainwinona.org
	Green Building Practices – SWOC10	06/09/09	www.sustainwinona.org
	Incorporating LEED Design Suggestions in New Buildings and Renovations – SWOC11	06/09/09	www.sustainwinona.org
	Managing lights and electrical devices (computers, appliances, chargers, laptops) – SWOC12	06/09/09	www.sustainwinona.org
	HVAC regular maintenance – SWOC13	06/09/09	www.sustainwinona.org
	HVAC air compressor instructions – SWOC13a	06/09/09	www.sustainwinona.org
	HVAC air handler instructions – SWOC13b	06/09/09	www.sustainwinona.org
	HVAC boiler inspection instructions – SWOC13c	06/09/09	www.sustainwinona.org
	HVAC circulating pump instructions – SWOC13d	06/09/09	www.sustainwinona.org
	Vehicle and equipment washing instructions – SWOC14	06/09/09	www.sustainwinona.org
	Separation of Food Waste For Compost – SWOC15	06/09/09	www.sustainwinona.org
	Vehicle Idling Policy – SWOC16	06/09/09	www.sustainwinona.org
	Energy Management Patrols – SWOC17	06/09/09	www.sustainwinona.org
	Kitchen Practices: Dishwashing and Cleaning – SWOC18	06/09/09	www.sustainwinona.org
	Fleet Vehicle Maintenance – SWOC19	06/09/09	www.sustainwinona.org
	Contractor Green Expectations – SWOC20	06/09/09	www.sustainwinona.org
	HVAC Automated Controls – SWOC21	06/09/09	www.sustainwinona.org

## *Appendix 11: Master EMS Records List*

No.	Record Type	Person Responsible	Location	File Method	Retention Minimum
1.	ADMINISTRATIVE				
	Auditing				
	Management Review Minutes				
	Waste Management				
	Fuel Purchases				
	Electricity Consumption				
	Purchases				
2.	ENVIRONMENTAL				
	Meeting Minutes				
	Significant Impacts				
	Objectives and Targets				
	Incident Reports				
	Complaints				

## ***Appendix 12: EMS Procedures***

This section contains all the organization's EMS procedures. Each procedure describes the methodology used by Sustain Winona to execute various elements of an integrated EMS. The purpose of these procedures is to enable individuals within Sustain Winona member organizations to understand the requirements of the EMS and to ensure a reliable and consistent execution of those requirements for an effective system. The procedures in this section of the EMS Manual are the authorized organizational version of the EMS procedures. Copies may be distributed to each relevant function and level in the organization so that they are available to those individuals that need to reference them.

### **EMS Procedures**

1. Identifying Significant Environment Aspects – SWEP1
2. Review of Legal and other Requirements – SWEP2
3. Setting Objectives and Targets – SWEP3
4. Environmental Management Programs – SWEP4
5. Defining Operational Controls – SWEP5
6. EMS Awareness Training – SWEP6
7. EMS Competency Training – SWEP7
8. Internal and External Communications – SWEP8
9. Control of EMS Records – SWEP9
10. Control of EMS Documents – SWEP10
11. Emergency Preparedness and Response – SWEP11
12. EMS Monitoring and Measurement – SWEP12
13. Non-conformance, Preventive and Corrective Action – SWEP13
14. Environmental Management System Auditing – SWEP14
15. Management Review – SWEP15

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## Identifying Significant Environmental Aspects – SWEPE1

### 1.0 Purpose

The purpose of this procedure is to identify how the significant environmental aspects of Sustain Winona's Environmental Management System are determined. Sustain Winona designates an environmental aspect as "significant" when it is determined that it has a significant potential impact on the environment or on the operations of member organizations. Sustain Winona considers all legal and other requirements for its activities when determining significant aspects. Activities that are regulated by legislation and rulemaking are automatically determined to be significant.

### 2.0 Scope

This procedure applies to all activities, products and services that are within the stated scope of the Sustain Winona Environmental Management System. Sustain Winona member organizations will set objectives and targets in the EMS for all environmental aspects that are deemed significant.

### 3.0 Definitions

*Activity/Product/Service* - An activity is a natural or normal function of an organization. A product is what the organizations produce. A service is performing any of the business functions auxiliary to production or distribution.

*EMS Representative* – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership. This individual may also serve as the leader of their organization's Green Team.

*Environment* - The physical surroundings in which the Sustain Winona member organizations operate, including air, water, land, natural resources, flora, fauna, humans and their interrelation.

*Environmental Aspect* – Any element of an organization's activities, products and services that can interact, positively or negatively, with the environment.

*Environmental Impact* – Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects, activities, products or services.

*Significant Aspects* – Any environmental aspect that has been assessed and identified as being significant within the stated scope of the Sustain Winona EMS.

*Sustain Winona Collaboration Team* – The collaboration of EMS Representative's from each organization that will act together as the EMS Champion for Sustain Winona.

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*Sustain Winona Green Teams* – Employees and other representatives of Sustain Winona member organizations who meet at least quarterly to review and support the implementation of Sustain Winona initiatives within their respective organizations.

## 4.0 Responsibilities

- 4.1 The EMS Representative is responsible for maintaining a current list of activities, products and services for their organization that fall within the scope of the Sustain Winona EMS and also communicating that list to the Collaboration Team when determining significance.
- 4.2 The Sustain Winona Collaboration Team will, at a minimum, meet annually to establish and/or review the activities, products and services of Sustain Winona member organizations; identify environmental impacts of those activities, products and services and assess environmental significance.

## 5.0 Procedure

- 5.1 Sustain Winona identifies environmental aspects of its operations by analyzing inputs and outputs related to, and/or the cause and effect of current and past, activities, products and services. We also consider the potential regulatory, legal, and business exposure of these activities, products and services.
- 5.2 To identify the significant environmental aspects associated with activities, products and services, the Sustain Winona EMS considers, where relevant: a) releases to water, b) emissions to air, c) waste management, d) contamination of land, e) use of raw materials and natural resources, and f) local environmental and community issues. Normal, abnormal and emergency operating conditions, as well as shut-down and start-up conditions and the potential significant impacts associated with reasonable foreseeable situations are also considered.
- 5.3 Once the environmental aspects and their associated impacts are identified and put in a comprehensive list, the Sustain Winona Collaboration Team evaluates the environmental and business significance of each of the impacts in order to determine which aspects to address in the EMS. A matrix is used to evaluate and score a list of activities, products and services and their aspects and impacts. A diverse group of representatives from the Sustain Winona member organizations with expertise in various professional disciplines meet to score the aspects and impacts by consensus. These scores are combined and averaged and evaluated to determine and select a smaller number of **significant** aspects for approval by management.
- 5.4 Sustain Winona takes the following steps in evaluating aspects and determining significance:
  - 1. The comprehensive list of each member organizations activities, products, and services and the aspects and impacts associated with them is entered into a

spreadsheet.

2. Significance is determined by evaluating both the environmental and business significance of each item on the list.
3. The following criteria are used to determine environmental significance:
  - Scale of impact – how big is it? (L, ML, M, MH, H)
  - Severity of impact – how bad is it? (L, ML, M, MH, H)
  - Probability of impact – how likely is it to occur? (L, ML, M, MH, H)
  - Duration of impact – how long will it persist? (L, ML, M, MH, H)
4. The following criteria are used to determine business significance:
  - Potential for legal exposure – how much risk does it pose? (L, ML, M, MH, H)
  - Public concern or effect on image – how much does the public care about this? (L, ML, M, MH, H)
  - Ease of changing the impact – can it be stopped or changed economically? (Y or N)
  - Minimal change of process – do we control the process and can it be changed to lessen significance? (Y or N)
5. Using their best professional judgment, the Sustain Winona Collaboration Team rates the aspects and uses a spreadsheet to combine and average the individual ratings to determine a composite rating for each aspect for environmental and business significance.
6. The resulting combined rating is calculated by the spreadsheet for each environmental aspect.
7. The list of proposed significant aspects is reviewed and approved by Senior Management, posted on the Sustain Winona website and entered as records according to the Sustain Winona EMS document control procedure.
8. Steps 1 through 7 are repeated before the due date of the current EMS objectives so that new objectives can be established for EMS revisions.
9. Annual Maintenance - Steps 1 through 7 may also be repeated if, during the annual Management Review, a determination is made that there is a need to re-evaluate significant aspects or if any planned or new developments or programs are added that would affect Sustain Winona's activities, products, and services. EMS Representatives can also use employee input, team input from scheduled meetings and the annual Legal and Other Requirements review, to determine and recommend the need for adding new significant environmental aspects.

- 5.5** The EMS Representative will be responsible for ensuring that the affected staff members within their organization are appropriately trained on the determination of significant environmental aspects. This should be done in accordance with EMS Training Procedures.

## 6.0 Frequency

The determination of significant environmental aspects will be made annually or as needed due to the addition of new developments and/or programs by Sustain Winona member organizations.

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## Review of Legal and Other Requirements – SWEP2

### 1.0 Purpose

To ensure that the organizations identify, have access to, and evaluate laws, regulations, and internal organizational requirements that apply to the environmental aspects of its activities, products, and services.

### 2.0 Scope

This procedure covers laws, regulations, and other requirements established at the federal, state and local level that apply to Sustain Winona's environmental aspects of its activities, products and services. Sustain Winona takes these requirements into account when setting its environmental objectives and targets.

### 3.0 Definitions

*Applicable laws and regulations* – Legal requirements promulgated by federal, state or local government authorities that apply to environmental aspects of the organization's products, activities and services.

*EMS Representative* – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership. This individual may also serve as the leader of their organization's Green Team.

*Sustain Winona Collaboration Team* – The collaboration of EMS Representative's from each organization that will act as the EMS Champion for Sustain Winona.

*Sustain Winona Green Teams* – Employees and other representatives of Sustain Winona member organizations who meet at least quarterly to review and support the implementation of Sustain Winona initiatives within their respective organizations.

### 4.0 Responsibilities

**4.1** The EMS Representative is responsible for maintaining a current listing of applicable laws and regulations, and communicating this information to the Sustain Winona Collaboration Team.

**4.2** The Sustain Winona Collaboration Team shall establish and review the list(s) of legal and other requirements.

### 5.0 Procedure

**5.1** Each EMS Representative is responsible for maintaining a listing of applicable laws and regulations. A current list of applicable laws and regulations will be documented on the attached form. The EMS Representative will utilize internal personnel resources such as members of their Green Team to assist with this effort and to identify how these laws and regulations impact their facilities and functions.

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- 5.2** Each EMS Representative will utilize a variety of information sources to maintain a current listing of applicable laws and regulations. These include, but are not limited to: commercial services/databases; information provided by its trade association; communications with federal and state regulatory agencies; company environmental meetings; and periodic environmental refresher training. Each EMS Representative monitors these information sources on a regular basis to ensure that new issues are identified on a timely basis.
  - 5.3** As necessary, “off-site” resources (such as consultants and attorneys) may be called upon to assist the EMS Representative in evaluating applicable laws and regulation or in developing programs in response to applicable laws and regulations.
  - 5.4** The EMS Representative will be responsible for ensuring that all their department managers have an updated list of all facilities legal and other requirements. This will be done in accordance with the Communications Procedure.
  - 5.5** The EMS Representative will be responsible for ensuring that the affected staff members within their organization are appropriately trained on these requirements. This should be done in accordance with the Training Procedure.
  - 5.6** At least annually, the Sustain Winona Collaboration Team will review the most current federal, state and local legal and other requirements. In addition, the current list will be reviewed and revised as appropriate, whenever new requirements are adopted.

## **6.0 Frequency**

This listing of applicable laws and regulation will be evaluated and updated on an annual basis or whenever new applicable requirements are adopted.

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## Setting Objectives and Targets – SWEPP3

### 1.0 Purpose

The purpose of this procedure is to provide guidance and consistency in the process of establishing EMS objectives, targets and performance indicators for Sustain Winona.

### 2.0 Scope

Objectives and targets are established to address selected significant environmental aspects identified by the Sustain Winona EMS procedure for Identifying Significant Environmental Aspects. These objectives and targets must also adequately address compliance with legal and other regulatory requirements identified by Sustain Winona's EMS procedure for Legal and Other Requirements. The objectives and targets established with this procedure extend to all levels and functions of the Sustain Winona organizations where they are applicable. They may also apply to other environmental elements in support of commitments made in the Sustain Winona Environmental Policy.

### 3.0 Definitions

*EMS Representative* – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership.

*Sustain Winona Collaboration Team* – The collaboration of EMS Representatives from each organization that will act as the EMS Champion for Sustain Winona.

*Sustain Winona Green Teams* – Employees and other representatives of Sustain Winona member organizations who meet at least quarterly to review and support the implementation of Sustain Winona initiatives within their respective organizations.

*Environment* – is defined as the physical surroundings in which the Sustain Winona member organizations operate, including air, water, land, natural resources, flora, fauna, humans and their interrelation.

*Objective* – An overall environmental sustainability goal arising from the environmental policy that Sustain Winona organization's set to achieve.

*Target* – A detailed, quantifiable performance requirement that is linked to an objective. A target must: be measurable, have a benchmark against which it can be assessed; have a due date; and, be met in order to accomplish the objective.

*Environmental Performance Indicator* – A specific measure that provides information about an organization's environmental performance.

*Interested Party* – Individual or group concerned with or affected by the environmental performance of an organization.

*Environmental Policy* – A statement made by an organization regarding its intentions and principles related to overall environmental performance that also provides a framework for action and for setting objectives and targets.

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*Continual Improvement* – The process of enhancing the EMS to achieve improvements in overall environmental performance in line with the organization’s environmental policy. Continual implies that there are times in which improvement will be flat.

## 4.0 Responsibilities

**4.1** Each EMS Representative is responsible for assessing the progress of their respective organization towards the objectives and targets established by Sustain Winona. The Representative will report progress to the Collaboration Team on a semi-annual basis and undertake corrective action as required to ensure that progress towards specifically defined targets continues.

**4.2** The Sustain Winona Collaboration Team will, at a minimum, meet annually to establish and/or review the EMS objectives and targets of Sustain Winona member organizations. The team will assess progress towards targets and adjust procedures and work instructions as required.

## 5.0 Procedure

1. Every EMS cycle, all significant environmental aspects are reviewed by the Sustain Winona Collaboration Team and objectives are established for each significant aspect. They may also be set for other elements of the EMS.
2. The Sustain Winona Collaboration Team reviews all sustainability and environmental goals to determine if additional objectives need to be established. Objectives and targets should be consistent with the Environmental Policy.
3. In setting objectives and targets, the Sustain Winona Collaboration Team considers the views of interested parties based on input received via the external communication process (See Sustain Winona Internal and External Communication Procedure).
4. Objectives are further categorized into one or more of the following areas:
  - a) “C” Control/Maintain: continued ongoing control and compliance with regulations and/or policies, guidelines and procedures.
  - b) “I” Improve: stated ongoing improvement actions already established or readily definable.
  - c) “S” - Study/Investigate: requires investigation of potential alternatives for improvement including technology and process changes.
5. Having set broad objectives that are applicable to Sustain Winona as whole, the Collaboration Team then directs the EMS Representative of each member to: review the objectives with their respective organization for technological, financial, operational and business issues; evaluate various options for meeting objectives taking into consideration each the organization’s constraints; considers what goals and time periods are realistic to

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achieve; and evaluate how the member organizations can better manage activities and processes that contribute to the significant aspects. This step helps in the establishment of targets. Acceptance of EMS objectives by each member organization should be documented in the minutes of a meeting with each organization's senior management.

6. With feedback in place from each member organization, the Sustain Winona Collaboration Team next establishes targets for each objective taking into consideration the classification of the objective (C, I, S) and technological, financial, operational and business parameters. Whenever possible targets are set in quantifiable terms with specific timeframes for accomplishment to facilitate performance monitoring and trends analysis. However, quantification is not a requirement. In some cases quantification may not be possible; for example if an environmental aspect has not been previously measured, there is no baseline against which to measure performance. In these cases, the first cycle of measurements acts as a baseline to assist in establishing future targets.

Targets can also provide performance metrics in cases where objectives are qualitative. For example, if an objective is to develop a plan, the first target may be to complete a draft plan within 2 months of setting the objective, and the second target may be to finalize the plan within 9 months. The achievement of these targets then becomes the metric by which performance against the objective is measured.

7. Once targets have been set, the Sustain Winona Collaboration Team again directs each EMS Representative to review the targets with their respective organization. The purpose of this exercise is to garner individual acceptance of the targets and to develop estimates for additional resources (e.g. FTE, extramural funds, and capital requirements) that may be required to meet the desired target. Acceptance of EMS targets by each member organization should be documented in the minutes of a meeting with each organization's senior management.
8. Each EMS Representative then returns to the Sustain Winona Collaboration Team and communicates the agreement of their respective organization with the established objectives and targets for final approval. They also discuss any financial, operational, and organizational considerations that are required by their organization in order to implement the objectives and targets. The Sustain Winona Collaboration Team then formally adopts the objectives and targets and documents the adoption of Team meeting minutes.
9. The objectives and targets are reviewed at each EMS cycle and whenever there is a significant Sustain Winona policy change.
10. The Sustain Winona Collaboration Team keeps the list of objectives and targets up to date.

## 6.0 Records

Records generated by this procedure may include:

- Sustain Winona Collaboration Team decisions contained within meeting minutes.

- Member organization decisions contained in meeting minutes
- Acceptance of objectives and targets by member organizations documented in meeting minutes.
- A current list of objectives and targets.

## Environmental Management Programs – SWEPA

### 1.0 Purpose

The purpose of this procedure is to establish a uniform process for developing and maintaining environmental management programs (EMPs). These programs define the various approaches that Sustain Winona will use for managing environmental aspects that have significant impacts on the environment. They will also be designed to focus on activities that help achieve the environmental objectives and targets that are established by Sustain Winona following the EMS Procedure for Developing Objectives and Targets.

### 2.0 Scope

Environmental management programs are established in order to provide a framework for the implementation of operational controls and other measures that Sustain Winona will use to achieve its environmental objectives and targets. EMPs provide the guidance, information, timelines, resources, responsibilities and references that are necessary for the efficient and effective accomplishment of these goals.

These programs are intended to be dynamic in order to account for changes in the significance of the environmental impacts of Sustain Winona's aspects, that are derived from its activities, products, and services (*e.g.*, processes), and from changes in the legal and other requirements that govern those processes.

This Procedure applies to the development of environmental management programs for all significant environmental aspects within the stated scope of Sustain Winona's Environmental Management System (EMS). A continuous improvement process must be in place to revise and/or amend environmental management programs when necessary.

### 3.0 Definitions

Definitions provided here are meant to help explain terms that are used throughout this procedure.

*Environmental Management Program* – These programs are implemented to achieve the objectives and targets that are set for the EMS. They include the timelines, resources and responsibilities for achieving those objectives and targets and are amended as necessary with changing circumstances, activities and operations in Sustain Winona.

*Operational Control* – Mechanisms (technological or administrative) that are used to maintain a desired level of environmental performance. Controls are applied to activities, products, and services to prevent or mitigate the environmental aspect they exhibit from occurring.

*Objective* – An overall environmental sustainability goal arising from the environmental policy that Sustain Winona organization's set to achieve.

*Target* – A detailed, quantifiable performance requirement that is linked to an objective. A target must: be measurable, have a benchmark against which it can be assessed; have a due date; and, be met in order to accomplish the objective.

*Environmental Aspect* – Any element of an organization's activities, products and services that can interact, positively or negatively, with the environment.

*Significant Environmental Aspect* – Any environmental aspect that has been assessed and indentified as being significant within the stated scope of the Sustain Winona EMS.

*EMS Representative* – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership. This individual may also serve as the leader of their organization's Green Team.

*Sustain Winona Collaboration Team* – The collaboration of EMS Representative's from each organization that will act as the EMS Champion for Sustain Winona.

*Sustain Winona Green Teams* – Employees and other representatives of Sustain Winona member organizations who meet at least quarterly to review and support the implementation of Sustain Winona initiatives within their respective organizations.

*Legal and Other Requirements* – EMS legal and other requirements encompass all the constraints imposed on Sustain Winona to control its environmental aspects and operations. These constraints include federal, state, and local laws and regulations, environmental permits, and registrations. In addition, internal organizational procedural requirements that apply to environmental aspects are also considered.

*Senior Management Team* – Senior Management Team is defined as the senior administrators of Sustain Winona member organizations. Senior Managers are found within the boundaries of the areas or functions covered by the scope of that EMS. Senior management has authority over all the areas and functions that the EMS impinges on, and that their authority is sufficient to initiate actions and allocate resources without further review or approvals.

## **4.0 Responsibilities**

- 4.1** The Sustain Winona Collaboration Team will identify significant environmental aspects according to the Sustain Winona Procedure for Significant Environmental Aspects and Impacts. Objectives and targets will then be established from these significant aspects by the Collaboration Team. Environmental Management Programs will be created to achieve the objectives and targets associated with one or more of Sustain Winona's environmental aspects.
- 4.2** The Sustain Winona Collaboration Team, with the assistance of the Green Teams of Sustain Winona members as required, will develop the EMPs by completing the EMP Template Form attached to this procedure.
- 4.3** Once completed, the EMPs will be forwarded to the Senior Management of Sustain Winona member organizations for their consideration and approval. Senior management may direct changes to the EMP as long as those changes do not violate the legal and other requirements that are applicable to the Sustain Winona activities, products and services that are addressed by the EMS.

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- 4.4 If changes are requested by Senior Management, they will be sent to the Sustain Winona Collaboration Team for action. Once changes have been made, the EMPs will again be made available for Senior Management review and approval.
  - 4.5 Approved EMPs are provided to all Sustain Winona member organizations for implementation by EMS Representatives.
  - 4.6 Progress towards completing the activities and achieving the objectives and targets should be annotated in the remarks section of the EMP Form and should be in accordance with the Sustain Winona Procedure for Monitoring and Measurement.

## 5.0 Procedure

### 5.1 Complete the Administrative Data Fields (A, B, C, and D) of the EMP Form:

- In Field A insert the name(s) of the significant environmental aspect(s) for which the program is being developed (*e.g.*, generation of air emissions).
- In Field B insert the appropriate document control code in accordance with the most current version of the Sustain Winona Procedure for Document Control and Records Management.
- In Field C insert the date the form is completed. This is also the date used in the top right corner of the document. Updates to information on the form are indicated by changing the date in Field C. If an update to the form is considered significant enough by the EMS Coordinator to warrant updating the version number of the form, then the date in the top right corner would also be updated.
- In Field D insert the name, organization, and phone number of the person with overall responsibility for the EMP.

### 5.2 Complete the Basis for EMP Development Fields (1,2,3 and 4) of the EMP Form:

- In Field 1 list the objectives that are to be met through completing the EMP.
- In Field 2 list the target(s) that are to be met through completion of the EMP, the corresponding performance indicators that will be used to assess progress toward completing the EMP, the record(s) and document(s) associated with the performance indicator, and the name of the person responsible for the record/document along with where the record/document will be maintained. When the target is completed, fill in the date.
- In Field 3 describe the conditions and/or impacts associated with the significant environmental aspect that are avoided by implementing the EMP.
- In Field 4 list the specific legal and other requirements applicable to the significant environmental aspect that must be maintained and accounted

for in the EMP.

**5.3** Complete the EMP Description Fields (5, 6, and 7) of the EMP Form:

- In Field 5 insert a general description of the management program designed to achieve the EMS objective(s) and target(s).
- In Field 6 list the names and document control numbers associated with the operational controls already in place to maintain the significant environmental aspect(s).
- In Field 7 provide a description of the resource requirements (financial, personnel, support, behavioral change, equipment, etc.) above and beyond normal staff time that are needed to achieve the EMP and their estimated costs.

**5.4** Complete the EMP Task Description and Remarks Fields (8 and 9) of the EMP Form:

- In Field 8 insert a list of the key tasks, paired to a corresponding target, that are required to complete the EMP, the schedule for the tasks, and the individuals (name or title) responsible for them. Fill in the date completed column when the task is complete
- In Field 9 provide any additional information relative to the completion of the EMP such as: reasons for updating the form, difficulties or successes, and other notes.

**5.5** Changes in Environmental Management Programs, will be communicated to Sustain Winona organizations as appropriate. Communications will be in accordance with the Sustain Winona Procedure for Internal Communications. Any communication will be documented and maintained in accordance with the Sustain Winona Procedure for Records Management.

## **6.0** Frequency

All Environmental Management Programs will be reviewed annually to assure that they reflect current objectives, targets, expectations, regulatory requirements, and practices in accordance with Sustain Winona's Document Control Procedure. The EMPs may be reviewed and revised more frequently as a result of non-conformance, corrective and/or preventive actions, audits, or change in processes.

## **7.0** Records

Records related to Environmental Management Programs for Sustain Winona's EMS will be maintained either in hard copy or electronically and will be readily available to the Collaboration Team and Auditors. Records will include, but will not be limited to:

1. Environmental Management Programs;
2. Completed EMP forms; and
3. Communication of changes to EMPs.



# EMS Manual

Revision: 1.0  
June 11, 2009

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Refer to Sustain Winona's EMS Procedure for Documentation and Records Management for further details on document retention.

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## Defining Operational Controls – SWEP5

### 1.0 Purpose

The purpose of this procedure is to define how Sustain Winona will:

1. identify the environmental operational controls required to manage all operations associated with specific significant environmental aspects; and,
2. ensure that such controls are sufficient to:
  - a. minimize the potential environmental impact from activities;
  - b. adhere to the Sustain Winona environmental policy; and,
  - c. assist in achieving all environmental objectives and targets.

This procedure also identifies management controls that are in place to compliment the operational controls and ensures that operational controls are periodically reviewed for relevance to the activities of Sustain Winona member organizations.

### 2.0 Scope

Operational controls must explicitly describe how environmental management activities will be implemented and they must define the link between operations and significant aspects, the environmental policy and objectives and targets. As a result, this procedure applies specifically to persons working for Sustain Winona organizations that are undertaking work activities which have the potential to cause a significant impact on the environment. In addition, it applies to individuals and entities working on behalf of these organizations (e.g. contractors, support agencies, tenants etc.). Finally, it applies to existing operational controls (pre-EMS) as well as those newly developed to mitigate significant environmental impacts.

### 3.0 Definitions

Definitions provided here are meant to help explain terms that are used throughout this procedure.

*Operational Control* – Mechanisms (technological or administrative) that are used to maintain a desired level of environmental performance. Controls are applied to activities, products, and services to prevent or mitigate the environmental aspect they exhibit from occurring. Examples of operational controls include those built into technology (e.g., motion sensors, sleep mode for electronics, etc.), those requiring operator action (e.g., manual valve opening, electronic documents, engaging manual water regulators etc.), and those that are incorporated in standard work instructions (e.g., instructions for storage and disposal of universal waste, specifications for various types of recycled waste).

*Objective* – An overall environmental sustainability goal arising from the environmental policy that Sustain Winona organization's set to achieve.

*Target* – A detailed, quantifiable performance requirement that is linked to an objective. A target must: be measurable, have a benchmark against which it can be assessed; have a due date; and, be met in order to accomplish the objective.

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*Environmental Aspect* – Any element of an organization's activities, products and services that can interact, positively or negatively, with the environment.

*Significant Environmental Aspect* – Any environmental aspect that has been assessed and indentified as being significant within the stated scope of the Sustain Winona EMS.

*EMS Representative* – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership.

*Sustain Winona Collaboration Team* – The collaboration of EMS Representative's from each organization that will act as the EMS Champion for Sustain Winona.

*Sustain Winona Green Teams* – Employees and other representatives of Sustain Winona member organizations who meet at least quarterly to review and support the implementation of Sustain Winona initiatives within their respective organizations.

## **4.0 Responsibilities**

- 4.1** The Sustain Winona Collaboration Team will identify significant environmental aspects according to the Sustain Winona procedure for significant environmental aspects and impacts. Each significant environmental aspect will be reviewed in conjunction with its activities, products, or services and associated environmental impacts to determine whether operational controls (either technological or administrative) are needed.
- 4.2** The Sustain Winona Collaboration Team will develop generic operational controls for activities, products and services that have significant environmental impacts and that are common to each Sustain Winona member organization. These controls will take the form of technological implementations, management supported behavioral changes, work instructions and standard operating procedures.
- 4.3** Each EMS Representative is responsible for developing, maintaining and implementing operational controls that are specific to their respective organization. These unique controls, while not part of the Sustain Winona EMS, will be complimentary to generic operational controls that are formally part of Sustain Winona and will address items that are unique to the member organization. For example, Sustain Winona will have a general work instruction for boiler maintenance and while a member organization may have a specific work instruction that deals with boiler maintenance of Freemont boilers.
- 4.4** The Sustain Winona Collaboration Team will, at a minimum, meet annually to review and revise significant environmental aspects and identify activities, products and services for which operational controls are required.

## **5.0 Procedure**

- 5.1** Operational controls primarily describe work practices and document processes that can be applied to those practices in order to reduce or mitigate environmental impacts.

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These controls are activity specific in their application. The Sustain Winona Collaboration team identifies work activities, products and services that have the potential to significantly impact the environment.

- 5.2** Once an activity, product or services has been identified as having the potential to cause a significant impact, the Sustain Winona Collaboration Team will develop generic operational controls that address those impacts. These controls can take the form of technological implementations, management supported behavioral changes, work instructions, standard operating procedures or any combination thereof.
- 5.3** Once the Sustain Collaboration Team has developed a generic operational control, each EMS Representative will communicate the need for an organization specific control to the appropriate staff in their organization. The specific operational control will be written, implemented and maintained by the individual member organization and will be available for review during Sustain Winona ISO 14001 audits.
- 5.4** The EMS Representative will ensure that all operational controls for their organization address the specific environmental impacts that caused the significant aspect for the process. He or she will also ensure that the operational controls can be accomplished cost effectively or without undue hardship on the performance of the activity, product or service which they address.
- 5.5** Staff of Sustain Winona member organizations, whose job activities are covered by specific operational controls, will be trained in the application of those controls in accordance with the Sustain Winona Procedure for Competency Training. This is to ensure that all staff are aware of the consequences of deviating from the operational controls that have been implemented.
- 5.6** Functional area supervisors (e.g. Maintenance Supervisor) within each Sustain Winona member organization are responsible for ensuring that Operational Controls are implemented for those activities, products and services that are within their purview and that contribute to identified significant environmental aspects. In order to track the implementation of Operational Controls, each of these supervisors will maintain a form that includes the following information:
  - Operational control name and number
  - Significant aspect addressed
  - Revision Date
  - Document owner
  - Document approver
  - Indicator
  - Associated Job Function
  - Existing Operational Control
  - Operational Control Needed
  - Legal and other requirement addressed (if applicable)

- Location of the operational control document

These documents will be maintained as per the Sustain Winona Procedure for Document Control.

**5.7** When necessary, operational controls will also be applied to the identifiable significant environmental aspects of activities, products, or services that are received by Sustain Winona members from external third parties. Operational controls that need to be implemented by an external party shall be communicated to those sources as per the Sustain Winona Procedure for External Communication.

**5.8** Changes in Operational Controls, including work instructions, will be communicated to Sustain Winona organizations as appropriate. Communications will be in accordance with the Sustain Winona Procedure for Internal Communications. Any communication will be documented and maintained in accordance with the Sustain Winona Procedure for Records Management.

## **6.0 Frequency**

All Operational Controls will be reviewed annually to assure that they reflect current objectives, targets, expectations, regulatory requirements, and practices in accordance with Sustain Winona's Document Control Procedure. The controls may be reviewed and revised more frequently as a result of non-conformance, corrective and/or preventive actions, audits, change in processes, or as a result of the implementation of an Environmental Management Program.

## **7.0 Records**

Records related to Operational Controls for Sustain Winona's EMS will be maintained either in hard copy or electronically and will be readily available to the Collaboration Team and Auditors. Records will include, but will not be limited to:

1. Operational Controls including work instructions;
2. Operational Control implementation form; and
3. communication of changes to operational controls

Refer to Sustain Winona's EMS Procedure for Documentation and Records Management for further details on document retention.

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## EMS Awareness Training – SWEP6

### 1.0 Purpose

The purpose of this procedure is to document the process for promoting general awareness of ISO 14001 and Environmental Management System (EMS) objectives within Sustain Winona.

### 2.0 Scope

This procedure applies to all persons working for Sustain Winona organizations as well as individuals and entities working on behalf of these organizations (e.g. contractors, support agencies, tenants etc.). In the case of educational institutions that are part of Sustain Winona organization, this procedure also applies to students and other learners. NOTE: competency training for employees whose jobs have the potential to cause significant impact(s) to identified environmental aspects will be addressed separately in the environmental management system procedure for Competency Training.

### 3.0 Definitions

Definitions provided here are meant to help explain terms that are used throughout this procedure.

*EMS Awareness Training* – Training that is intended to provide an overview of the Sustain Winona partnership environmental policy, objectives and targets, and EMS structure for those working for or on behalf of Sustain Winona members.

*Environmental Aspect* – Any element of an organization's activities, products and services that can interact, positively or negatively, with the environment.

*Significant Environmental Aspect* – Any environmental aspect that has been assessed and identified as being significant within the stated scope of the Sustain Winona EMS.

*EMS Representative* – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership. This individual may also serve as the leader of their organization's Green Team.

*Sustain Winona Collaboration Team* – The collaboration of EMS Representative's from each organization that will act as the EMS Champion for Sustain Winona.

*Sustain Winona Green Teams* – Employees and other representatives of Sustain Winona member organizations who meet at least quarterly to review and support the implementation of Sustain Winona initiatives within their respective organizations.

### 4.0 Responsibilities

**4.1** The EMS Representative is responsible for developing, maintaining and implementing awareness materials and procedures for their respective organization. Records

documenting the delivery of awareness to affected individuals will be maintained as per the EMS Procedure for Documentation and Records Management.

- 4.2** The Sustain Winona Collaboration Team will, at a minimum, meet annually to review, revise and develop materials for awareness training.

## **5.0 Procedure**

- 5.1** Awareness training is provided to Sustain Winona staff, representatives, contractors and students at least annually. It is part of new employee and contractor orientation as well as new student information packages.

- 5.2** Sustain Winona member organizations will use the following mechanisms for disseminating EMS awareness training to appropriate individuals:

- On a quarterly basis, an article will be included in the newsletter, newspaper and/or website of each Sustain Winona member highlighting the EMS process and documenting progress to date.
- Poster will be posted in a variety of public and staff only areas within Sustain Winona member organization facilities. These posters will include the environmental policy and a brief description of the EMS. Posters will be replaced as the environmental policy changes.
- EMS information, including the environmental policy and a brief description of the EMS process will be included in new employee orientation packages, contractor agreements, student calendars and annual reports.

- 5.3** Awareness training efforts will focus on:

- General knowledge of the environmental policy, EMS, significant aspects, and related procedures;
- Leadership support for the implementation of the Sustain Winona EMS;
- Informing individuals of key points of contact for the EMS;
- The importance of conformance with these requirements and the consequences of departure from EMS procedures;
- The potential impacts associated with work activities and the benefits of improved personal performance;
- Roles and responsibilities in the EMS, including emergency preparedness and communication within the EMS; and
- The Sustain Winona's broad environmental objectives that everyone may affect.

## **6.0 Frequency**

The Sustain Winona Collaboration Team will, at a minimum, meet annually to review, revise and develop materials for awareness training.

## EMS Competency Training – SWEPT

### 1.0 Purpose

The purpose of this procedure is to outline how Sustain Winona will provide a consistent means of training and evaluating its members for competence in those activities identified as having the potential to cause a significant impact on the environment. These activities have been defined as significant environmental aspects in the Sustain Winona Environmental Management System (EMS).

### 2.0 Scope

This procedure applies specifically to persons working for Sustain Winona organizations that are undertaking work activities which have the potential to cause a significant impact on the environment. In addition, it applies to individuals and entities working on behalf of these organizations (e.g. contractors, support agencies, tenants etc.). NOTE: awareness training for employees, staff faculty and students of Sustain Winona organizations is addressed separately in the environmental management system procedure for Awareness Training.

### 3.0 Definitions

Definitions provided here are meant to help explain terms that are used throughout this procedure.

*EMS Awareness Training* – Training that is intended to provide an overview of the Sustain Winona partnership environmental policy, objectives and targets, and EMS structure for those working for or on behalf of Sustain Winona members.

*EMS Competency Training* - Training that is intended to consistently address the undertaking of work activities that have the potential to significantly impact the environment. This training involves details of the requirements for each specific job function as required under the EMS such as: work instructions, SOPs, emergency response procedures, legal and other requirements and notification.

*Environmental Aspect* – Any element of an organization's activities, products and services that can interact, positively or negatively, with the environment.

*Significant Environmental Aspect* – Any environmental aspect that has been assessed and identified as being significant within the stated scope of the Sustain Winona EMS.

*EMS Representative* – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership. This individual may also serve as the leader of their organization's Green Team.

*Sustain Winona Collaboration Team* – The collaboration of EMS Representative's from each organization that will act as the EMS Champion for Sustain Winona.

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*Sustain Winona Green Teams* – Employees and other representatives of Sustain Winona member organizations who meet at least quarterly to review and support the implementation of Sustain Winona initiatives within their respective organizations.

## 4.0 Responsibilities

- 4.1 The Sustain Winona Collaboration Team will identify significant environmental aspects according to the Sustain Winona procedure for significant environmental aspects and impacts. Following this, the activities and processes that have the potential to cause a significant environmental impact will be identified and documented accordingly.
- 4.2 The EMS Representative is responsible for developing, maintaining and implementing competency training materials and procedures for their respective organization. Records documenting the delivery of competency training to individuals whose work activities have the potential to cause significant environmental impacts will be maintained on the EMS form Environmental Training Requirements and Delivery Log attached to this procedure.
- 4.3 The Sustain Winona Collaboration Team will, at a minimum, meet annually to review and revise significant environmental aspects and identify activities and processes that have the potential to cause significant environmental impacts.

## 5.0 Procedure

- 5.1 Competency training addresses environmental procedures that are specific to individual work activities. All individuals receive appropriate training based on a delivery procedure that matches training requirements with job descriptions and work activities. The Sustain Winona Collaboration team identifies work activities and processes that have the potential to significantly impact the environment.
- 5.2 Once an activity or process has been identified as having the potential to cause a significant impact, the EMS Representative will create a competency job training matrix, describing the activity or process, the significant environmental aspects associated with that activity, name of the individual who is being trained, type of training (annual, quarterly refresher etc.), a list of applicable work instructions and individual signature for having received the training. See attached form XXXX. This training matrix will be managed in accordance with the Sustain Winona's document and records management procedure.
- 5.3 Sustain Winona individuals that perform activities that can cause significant environmental impacts will be competent on the basis of appropriate education, training, and/or experience. These individuals will receive competency training when it is determined that it is required to address the significant environmental aspect(s) associated with their work activities. This training will include:
  - Environmental training required by applicable regulatory requirements;
  - The significant environmental impacts, actual or potential, of their work activities and the environmental benefits of improved personal performance;

- Specific objectives and targets related to their work activities; and,
- The potential consequences of departure from specified operating procedures.

**5.4** When competency training is required, it will be conducted before an individual begins an activity or process that has the potential to have a serious environmental impact. This training will include formal training or on the job training. It is the responsibility of the individual's immediate supervisor to ensure that he or she has the appropriate competence.

**5.5** Contractors whose work may cause a significant environmental impact and who work on location at any Sustain Winona organization will be identified and both awareness and competency training will be provided.

**5.6** The Sustain Winona Collaboration Team will periodically review the effectiveness of the competency training and will revise it when necessary according to the Sustain Winona corrective action procedure. Refresher training will be conducted in accordance with the frequency indicated in the training matrix.

## **6.0 Frequency**

The Sustain Winona Collaboration Team will, at a minimum, meet annually to review, revise and develop materials for awareness training.

## **7.0 Records**

Records related to competency training for Sustain Winona's EMS will be maintained either in hard copy or electronically and will be readily available to the Collaboration Team and Auditors. Records will include, but will not be limited to:

1. Competency training matrix;
2. The contents of the competency training; and
3. Competence training records (date and attendance, instructor).

Refer to Sustain Winona's EMS Procedure for Documentation and Records Management for further details on document retention.

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## Internal and External Communications – SWEPE8

### 1.0 Purpose

The purpose of this procedure is to ensure effective and timely communication of EMS and environmentally-related information within Sustain Winona organizations, and to ensure proper handling of relevant communications from external interested parties (e.g. community personnel, media, environmental groups). This procedure provides instructions, and assigns responsibilities for the establishment, review, authorization, issue, and distribution of EMS information to include procedures, policies, records and other EMS documents.

### 2.0 Scope

This procedure applies to all activities, products and services that are within the stated scope of the Sustain Winona Environmental Management System. This procedure satisfies the requirements in Section 4.4.3 of ISO 1401:2004 for establishing a procedure for internal communication and responding to relevant communication from external interested parties.

### 3.0 Definitions

*EMS Representative* – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership. This individual may also serve as the leader of their organization’s Green Team.

*Environment* - is defined as the physical surroundings in which the Sustain Winona member organizations operate, including air, water, land, natural resources, flora, fauna, humans and their interrelation.

*External Communication* - Any exchange of information with **interested parties** who are not part of Sustain Winona member organizations.

*Interested Party* - Any person or group concerned with or affected by the environmental performance of the Sustain Winona.

*Internal Communication* - All exchange of information, to include verbal communication (staff meetings, brown bag lunches, training, etc.) e-mail, intranet, memoranda, newsletters, posters, and bulletin boards, with Sustain Winona personnel and organizations..

*Proponent* - The principal official who has primary responsibility for subject matter of a publication. Proponents are responsible for the content of the publication.

*Sustain Winona Collaboration Team* – The collaboration of EMS Representative’s from each organization that will act as the EMS Champion for Sustain Winona.

*Sustain Winona Green Teams* – Employees and other representatives of Sustain Winona member organizations who meet at least quarterly to review and support the implementation of Sustain Winona initiatives within their respective organizations.

## 4.0 Responsibilities

- 4.1** The EMS Representative is responsible for maintaining a current list of activities, products and services for their organization that fall within the scope of the Sustain Winona EMS and also communicating that list to the Collaboration Team when determining significance.
- 4.2** The Sustain Winona document owner(s) identified above shall maintain this procedure. This procedure must be reviewed and approved annually. This document and its revisions shall remain current for no more than one year from the approval date. The EMS Management Representative must maintain a record of document history with this procedure.

## 5.0 Procedure

**5.1 Internal Communication:** Internal communications are a routine part of conducting the normal operations of Sustain Winona member organizations, and is crucial for an effective environmental management system. A variety of processes are used for internal communication on environmentally related matters. The effectiveness of these communication processes are evaluated on an ongoing basis through environmental training programs, audits and inspections, and informal discussions. Major topics of internal communication include, but are not limited to:

- Environmental policy, objectives, and targets;
- Environmental roles and responsibilities;
- Environmental regulatory requirements;
- Environmental performance compared to objectives and targets;
- Environmental policies and procedures; and,
- Hazards and emergency response procedures.

The Sustain Winona Collaboration Team is responsible for communicating the organization's environmental policy. The proponents for all other internal environmental communications are the EMS Representatives. However, dissemination of environmental information to all Sustain Winona member organization staff is the responsibility of all levels of management. Conversely, all organization staff are encouraged to provide feedback through their appropriate management structure on issues that could impact the environmental performance of the Sustain Winona.

Internal communication methods may include:

- Policy and information memoranda;
- Meeting minutes;
- Bulletin-board postings;
- newspaper articles;

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- Posters;
  - Newsletters;
  - Suggestion boxes;
  - Web sites;
  - E-mail;
  - Town hall meetings;
  - Training sessions;
  - Staff meetings; and
  - Any verbal communications.

**5.2 External Communication:** The EMS representative from each member organization of Sustain Winona is responsible for coordinating and documenting responses for environmental information to or from external interested parties for their organization.

**Non regulatory** – Regarding inputs from external interested parties, Sustain Winona has instituted the following process:

- All written, non-regulatory external input concerning environmental performance is received by, or routed to, the appropriate EMS representative for assessment and response. Where necessary, the EMS representative will obtain input from the Sustain Winona Collaboration Team to formulate a proper response.
- EMS representatives will document all telephone conversations with external interested parties that pertain to the environmental management system. All complaints that are related to the scope of the EMS will be forwarded to the Sustain Winona Collaboration Team.
- EMS representatives shall ensure that all responses to inquiries are conducted in a timely manner.
- The Sustain Winona Collaboration Team will consider all external communications when establishing and reviewing environmental objectives and targets for the EMS, and will initiate any necessary changes to the EMS.
- All responses to media organizations will be coordinated by the EMS representatives and routed through the Sustain Winona Collaboration Team.
- Sustain Winona has decided to communicate its significant aspects with the public. EMS representatives will be given the current list of significant aspects and will disseminate them to anyone inquiring about them. Significant aspects will also be available on the Sustain Winona Web site.
- EMS representatives may provide the current environmental policy for Sustain Winona to any parties inquiring about it.

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**Regulatory** –The following process has been established for responding to regulatory requests:

- All regulatory requests concerning environmental performance are received or routed to the Sustain Winona Collaboration Team.
- The Sustain Winona Collaboration Team may obtain input or task the appropriate member of the Sustain Winona organization to prepare a response to the regulatory agency.
- The Sustain Winona Collaboration Team approves the response and responds to the regulatory body.

**Communications with Suppliers and Contractors** – Sustain Winona will communicate the following information to appropriate suppliers and contractors:

- Sustain Winona’s Environmental Policy statement, significant aspects and objectives and targets.
- Sustain Winona has implemented an EMS, which is based on ISO 14001.
- Sustain Winona expects its suppliers and contractors to provide environmentally-friendly products and services when available, or when pricing differences are no more than 10% more than comparable products and services.
- Where a supplier’s product is contributing to an identified significant environmental aspect, Sustain Winona will communicate to that supplier that they should identify alternatives to minimize the environmental impacts from the product, or develop operational controls to minimize its impact.
- Each Sustain Winona member organization will maintain an Authorized Use List (AUL) to minimize the use of products that have the potential to cause a significant environmental impact. The AUL will be shared with all members, suppliers, contractors and tenants. Conversely, Sustain Winona will maintain a Banned Materials List that prohibits the usage of specific products and materials.

Communications with suppliers and contractors shall be documented in accordance with procurement procedures.

## 6.0 Records

Records generated from the execution of this procedure include:

- Record of policy distribution to employees;
- Records of EMS Awareness Training program development and execution;
- Copies of internal e-mails, postings, memorandums or management bulletins that cover EMS topics;
- Record of requests for the Environmental Policy from the public;

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- Records of submissions to regulatory authorities;
  - Records of environmental reports to the public;
  - Records of any external communication regarding significant environmental aspects;
  - External communications received that are within the scope of the EMS;
  - Copies of responses to external communications;
  - Copies of communications to suppliers and contractors; and
  - Communications from suppliers and contractors relating to these environmental matters.

## 7.0 Frequency

This procedure must be reviewed and approved annually. This document and its revisions shall remain current for no more than one year from the approval date. The EMS Management Representative must maintain a record of document history with this procedure.

## Control of EMS Records – SWEP9

### 1.0 Purpose/Scope

This procedure is used to identify, maintain, and dispose of EMS records. The procedure is applicable to all facility activities that create records associated with the EMS.

### 2.0 Definitions

*EMS Representative* – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership. This individual may also serve as the leader of their organization's Green Team.

*Sustain Winona Collaboration Team* – The collaboration of EMS Representative's from each organization that will act as the EMS Champion for Sustain Winona.

*Sustain Winona Green Teams* – Employees and other representatives of Sustain Winona member organizations who meet at least quarterly to review and support the implementation of Sustain Winona initiatives within their respective organizations.

*Records* – documented information that is evidence of an environmental activity or event that has been performed or that is required to be retained for future reference.

### 3.0 Responsibilities

**3.1** The Sustain Winona Collaboration Team is responsible for identifying records that must be maintained as part of the EMS. The Sustain Winona Collaboration Team will maintain the records that pertain to the Sustain Winona Partnership. The EMS Representatives will maintain records that pertain to their specific entity.

### 4.0 Procedure

**4.1** The Sustain Winona Collaboration Team and EMS Representatives are responsible for identifying records that will be maintained by the company as part of the EMS and ensuring compliance with environmental statutes and regulations.

**4.2** The Sustain Winona Collaboration Team will maintain all records that pertain to the Sustain Winona EMS. EMS Representatives will be responsible for maintaining records that are applicable to their specific entity.

**4.3** The Sustain Winona Collaboration Team will maintain an EMS Document Index of all records that are maintained as part of the EMS. The EMS Document Index will note the person responsible for the last revision and the length of retention for each type of record.

**4.4** The Sustain Winona Collaboration Team will identify and note on the EMS Document Index any restrictions on records necessary for security.

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**4.5** The Sustain Winona Collaboration Team and EMS Representatives will review the records and purge obsolete records at least every year.

**5.0 Frequency**

This procedure will be reviewed annually or as needed.

## Control of EMS Documents – SWEP10

### 1.0 Purpose

This procedure establishes a process that Sustain Winona will use for the review, distribution, and implementation of documents that describe and control the EMS.

### 2.0 Scope

The procedure applies to the following documents and any changes to them that must be controlled: the EMS Manual; Sustain Winona procedures; meeting minutes; each entities facility-wide environmental procedures; entities process-specific or activity-specific procedures and work instructions; and forms, checklists, and drawings used for EMS purpose.

### 3.0 Definitions

*EMS Representative* – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership. This individual may also serve as the leader of their organization’s Green Team.

*Sustain Winona Collaboration Team* – The collaboration of EMS Representative’s from each organization that will act as the EMS Champion for Sustain Winona.

*Sustain Winona Green Teams* – Employees and other representatives of Sustain Winona member organizations who meet at least quarterly to review and support the implementation of Sustain Winona initiatives within their respective organizations.

*Document Control* – Synonymous with document management but highlighting the importance of removing outdated versions of documents from use and circulation and ensuring that operators are only using the latest authorized versions.

### 4.0 Responsibilities

**4.1** The Sustain Winona Collaboration Team is responsible for ensuring the document control system is in place and effectively maintained on the Sustain Winona website ([www.sustainwinona.org](http://www.sustainwinona.org)). It is also responsible for the maintenance, control and issuance of all environmental documentation and records. In addition the collaboration team is responsible for the development, implementation, evaluation and revision of documents as needed.

**4.2** Each EMS Representative is responsible for informing the Sustain Winona Collaboration Team of the opinions, ideas and concerns of their entities during the proposal, preparation and revision of documents.

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## 5.0 Procedure

### 5.1 Location

- 5.1.1 All documents will be accessible electronically from the Sustain Winona website ([www.sustainwinona.org](http://www.sustainwinona.org)).
- 5.1.2 Environmental Procedures shall be numbered and organized by a document identifier such as SWEP1, SWEP2, etc.

### 5.2 Preparation

- 5.2.1 A new document may be initiated from any entity of the Sustain Winona Partnership. The EMS Representative will notify the Sustain Winona Collaboration Team of the need for a new document. The Sustain Winona Collaboration Team will assemble a group or individual to construct the document. Each EMS Representative will have an opportunity to comment on the draft document.
- 5.2.2 All relevant comments, inquiries and suggestions submitted to the Sustain Winona Collaboration Team will be considered when proposing and preparing documents.
- 5.2.3 Draft documents will be reviewed by the Sustain Winona Collaboration Team and implemented within a reasonable time frame. The time frame will be based on the significance in ensuring compliance with current Sustain Winona Legal and other obligations, the EMS, and preventing significant impacts on the environment.
- 5.2.4 All new documentation will be reviewed, approved and signed off by the Sustain Winona Collaboration Team.

### 5.3 Revisions

- 5.3.1 Documents modifications will be implemented within a reasonable time frame. The time frame will be based on the significance in ensuring compliance with current Sustain Winona Legal and other obligations, the EMS, and preventing significant impacts on the environment.
- 5.3.2 All relevant comments, inquires and suggestions submitted to the Sustain Winona Collaboration Team will be considered when reviewing and revising documents.
- 5.3.3 Revisions to documents are recorded on the Revision Schedule of the subject document. Revisions are identified in chronological order and appear as the current Revision Number: in the upper right corner.
- 5.3.4 When a revision to a document is required, the document must be approved prior to release as described in paragraph 5.2.4.
- 5.3.5 Obsolete documents are maintained as record according to Environmental Procedure Control of Records.

### 5.4 Hard copy document control

**5.4.1** A hard copy of EMS documents is considered uncontrolled and therefore obsolete.

**6.0 Frequency**

**6.1** This procedure will be reviewed every two years or as needed.

## Emergency Preparedness and Response – SWEPI1

### 1.0 Purpose

This procedure is used to anticipate, document, prepare, and review emergency events and preparedness plans.

### 2.0 Scope

This procedure applies to activities related to the Environmental Policy of the Sustain Winona partners for which potential accidents and emergency situations may arise. The procedures for preventing and mitigating the following emergency situations are described:

- Fires, explosions;
- Severe weather conditions;
- Major chemical spillage or leakage;
- Accidents as a result of equipment failure.

### 3.0 Definitions

*EMS Representative* – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership. This individual may also serve as the leader of their organization's Green Team.

*Sustain Winona Collaboration Team* – The collaboration of EMS Representative's from each organization that will act as the EMS Champion for Sustain Winona.

*Sustain Winona Green Teams* – Employees and other representatives of Sustain Winona member organizations who meet at least quarterly to review and support the implementation of Sustain Winona initiatives within their respective organizations.

### 4.0 Responsibilities

**4.1** The EMS Representative is responsible for coordinating the development of a facility Emergency Response Plan for their organization and developing Emergency Incident Reports for all emergency response activities.

**4.2** The Sustain Winona Collaboration Team shall review and approve all Emergency Response Plans and Emergency Incident Reports.

### 5.0 Procedure

**5.1** Each EMS Representative is responsible for identifying dangers, taking proactive steps to prevent emergency incidents, and completing tasks in preparation for emergencies within their organization.

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- 5.2 Each EMS Representative will coordinate the preparation and upkeep of an Emergency Response Plan that contains all emergency procedures required by local, state and federal regulatory agencies within their organization.
  - 5.3 Each EMS Representative may require their organization supervisors /managers/ department heads and/or any relevant employees to prepare an Emergency Response Plan relevant to their activities.
  - 5.3 The EMS Representative shall ensure all affected employees are trained on the procedures described in the Emergency Response Plan. This shall be accomplished in accordance with the Training Procedure.
  - 5.4 For each emergency incident, the EMS Representative, supervisor/manager/department heads and the involved employees will determine the cause of the emergency, evaluate the response to the incident, and identify actions to be taken to minimize its recurrence. The EMS Representative shall be responsible for documenting this in an Emergency Incident Report and presenting it to the Sustain Winona Collaboration Team for review.
  - 5.5 At least annually, the Sustain Winona Collaboration Team will review the Emergency Response Plan and any emergency incidents that occurred since last review. This activity will be conducting on a more frequent basis if facility conditions warrant.
  - 5.7 Each EMS Representative will maintain documentation on emergency response and preparedness, and emergency incidents for at least five years.

## 6.0 Frequency

The Emergency Response Plan will be evaluated on an annual basis or as conditions warrant. Emergency incidents will be documented in compliance with this procedure as they occur.

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## EMS Monitoring and Measurement – SWEP12

### 1.0 Purpose

The purpose of this EMS procedure is to:

1. establish a consistent process for monitoring and measuring the key characteristics of Sustain Winona's activities, products and services that contribute to its significant environmental aspects; and,
2. ensure that equipment used to monitor / measure performance related to these processes is properly calibrated.

This procedure is designed to provide a mechanism that will ensure that Sustain Winona is meeting the commitments specified in its environmental policy and achieving defined environmental objectives and targets.

### 2.0 Scope

Typically, monitoring and measuring requirements are specified as performance indicators in the various environmental management programs (EMPs) and operational controls established by Sustain Winona. They are also often established to meet regular business reporting requirements passed down from Senior Management in Sustain Winona member organizations. As a result, this EMS procedure applies specifically to persons working for Sustain Winona organizations that are undertaking work activities which have the potential to cause a significant impact on the environment. In addition, it applies to individuals and entities working on behalf of these organizations (e.g. contractors, support agencies, tenants etc.). Finally, it applies only to processes within the stated scope of the Sustain Winona Environmental Management System (EMS).

Given that the environmental objectives and targets established by Sustain Winona are based on the collective contributions of seven separate organizations, it is important that each member participate in meeting these goals. As a result, monitoring and measuring processes need to be implemented in each Sustain Winona member organization in order to measure individual progress and then organizational results need to be communicated to the Sustain Winona Collaboration Team in order to track overall progress.

### 3.0 Definitions

Definitions provided here are meant to help explain terms that are used throughout this procedure.

*Environmental Aspect* – Any element of an organization's activities, products and services that can interact, positively or negatively, with the environment.

*Significant Environmental Aspect* – Any environmental aspect that has been assessed and identified as being significant within the stated scope of the Sustain Winona EMS.

*Objective* – An overall environmental sustainability goal arising from the environmental policy that Sustain Winona organization's set to achieve.

*Target* – A detailed, quantifiable performance requirement that is linked to an objective. A target must: be measurable, have a benchmark against which it can be assessed; have a due date; and, be met in order to accomplish the objective.

*Operational Control* – Mechanisms (technological or administrative) that are used to maintain a desired level of environmental performance. Controls are applied to activities, products, and services to prevent or mitigate the environmental aspect they exhibit from occurring.

*Environmental Management Program*: An action plan or series of action plans designed to achieve an environmental objective.

*EMS Representative* – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership. This individual may also serve as the leader of their organization's Green Team.

*Sustain Winona Collaboration Team* – The collaboration of EMS Representative's from each organization that will act as the EMS Champion for Sustain Winona.

*Sustain Winona Green Teams* – Employees and other representatives of Sustain Winona member organizations who meet at least quarterly to review and support the implementation of Sustain Winona initiatives within their respective organizations.

*Continuous Improvement*: Process of enhancing the EMS to achieve improvements in overall environmental performance in line with the organization's environmental policy. (*Note: Continual implies that there will be periods where improvement will be flat.*)

## 4.0 Responsibilities

- 4.1** The Sustain Winona Collaboration Team will identify significant environmental aspects according to the Sustain Winona procedure for significant environmental aspects and impacts. Each significant environmental aspect will be reviewed in conjunction with its activities, products, or services and associated environmental impacts to determine whether operational controls (either technological or administrative) are needed.
- 4.2** The Sustain Winona Collaboration Team will establish specific measures that represent progress towards achieving environmental objectives and targets (e.g. cu.yds. for waste reduction). In addition, they will establish processes for how and when these measurements should be carried out in order to ensure consistent results. Measures and measurement times will be specified in Sustain Winona Environmental Management Programs.
- 4.3** Individual EMS Representatives are responsible for developing and implementing monitoring and measurement activities within their own organization. Processes will be put in place to ensure that the activities are consistent amongst Sustain Winona

member organizations. These organizational specific processes will be complimentary to generic monitoring and measurement procedures that are formally part of the Sustain Winona EMS and will address items that are unique to the member organization.

- 4.4** The Sustain Winona Collaboration Team will, at a minimum, meet annually to review and compile the results of monitoring and measurement processes. Results of progress towards environmental objectives and targets that result from these meetings will be communicated to all Sustain Winona member organizations following the Sustain Winona EMS Procedure for Internal Communication.

## **5.0 Procedure**

- 5.1** Monitoring and measuring activities allow decision makers to determine whether or not a specific process is operating according to expectations and, if not, where changes need to be made in the process to achieve the desired level of performance. In considering what to measure / monitor relative to EMS performance there are generally three categories of requirements that should be considered:

1. items that are monitored through taking quantitative measurements (*e.g.* gallons of fossil fuel consumed or kWh of electricity used annually);
2. tasks that are monitored through a single assessment (*e.g.* was an environmental procedure updated on time); and
3. progress which is monitored through examining trends (*e.g.* progress toward achieving objectives and targets).

To this end, the Sustain Winona Collaboration Team will develop and maintain a master list of all monitoring and measuring requirements (an EMS form) pertinent to the EMS that fall within Categories #1 and #2 above. Requirements related to trends (Category #3), particularly the examination of progress toward achieving objectives and targets, are documented on the individual environmental management program (EMP) forms.

- 5.2** The Master List of Monitoring and Measuring requirements is intended to be a “living document” in that it should be updated whenever new requirements are developed throughout the EMS cycle. In preparing the list, the Collaboration Team should consider the various objectives, targets, tasks, and requirements specified in the Sustain Winona EMPs and requirements related to the maintenance of operational controls. In addition, the Collaboration Team should consider any underlying activities that “feed into” the processes being monitored / measured to determine if monitoring / measuring at these subordinate levels will enhance the ability of Sustain Winona to make better and more informed decisions regarding its performance. At a minimum the master list of monitoring and measuring requirements shall include the:

- EMP and / or operational control from which the monitoring / measuring requirement is derived;
- parameters and / or processes being monitored / measured;

- frequency of measuring / monitoring;
- person responsible; and
- location of the appropriate record(s).

**5.3** Periodically, but at least annually, the Sustain Winona Collaboration Team and others, as appropriate, will review the master list of monitoring and measuring requirements to determine if it is sufficient to adequately track the performance of the Sustain Winona's EMS and / or to make adequately informed decisions about the environmental performance. If it is determined that additional monitoring and / or measurements are needed, the Team will work with the appropriate member organization(s) responsible for the process to develop the indicator and then add it to the Master List.

**5.4** Where applicable, each EMS Representative will develop a master list of all equipment that requires calibration and is used to monitor / measure performance within their specific organization. This list will include the name, manufacturer, model number of each piece of equipment; the calibration method to be used; the frequency of calibration; when the last calibration was completed and when the next is due; who is responsible for performing the calibration; and the location of the calibration record. The list of equipment requiring calibration should be reviewed and updated whenever the Master List of Monitoring and Measuring Requirements is reviewed to ensure any new equipment is identified and added to the calibration list. In addition, the EMS Coordinator should contact the person(s) responsible for ensuring equipment calibrations are completed as needed to update the list with new last and next calibration dates.

## **6.0 Frequency**

All Monitoring and Measurement requirements will be reviewed annually by the Sustain Winona Collaboration Team in order to assure that they reflect current objectives, targets, expectations, regulatory requirements, and practices in accordance with Sustain Winona's EMS. These requirements may be reviewed and revised more frequently as a result of non-conformance, corrective and/or preventive actions, audits, change in processes, or as a result of the implementation of an Environmental Management Program.

## **7.0 Records**

Records related to Monitoring and Measurement requirements for Sustain Winona's EMS will be maintained either in hard copy or electronically and will be readily available to the Collaboration Team and Auditors. Records will include, but will not be limited to:

1. Master list of monitoring and measurement requirements;
2. EMP forms containing monitoring and measurement commitments; and
3. communication of changes to monitoring and measurement requirements.

Refer to Sustain Winona's EMS Procedure for Documentation and Records Management for further details on document retention.

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## Non-Conformance, Preventive and Corrective Action – SWEP13

### 1.0 Purpose/Scope

The purpose of this procedure is to establish and outline the process for identifying, documenting, analyzing and implementing preventive and correction actions. Preventive or corrective actions may be initiated using this procedure for any environmental problem affecting the organizations

### 2.0 Definitions

*EMS Representative* – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership. This individual may also serve as the leader of their organization's Green Team.

*Sustain Winona Collaboration Team* – The collaboration of EMS Representative's from each organization that will act as the EMS Champion for Sustain Winona.

*Sustain Winona Green Teams* – Employees and other representatives of Sustain Winona member organizations who meet at least quarterly to review and support the implementation of Sustain Winona initiatives within their respective organizations.

*Preventive Action* – is generally a proactive process intended to prevent potential problems before they occur or become more severe.

*Corrective Action* – is generally a reactive process used to address problems after they have occurred.

### 3.0 Responsibilities

The EMS Representative is responsible for ensuring that actions are taken to prevent and correct identified problems with their organization. The EMS Representative shall delegate responsibility for dealing with individual problems to specific individuals. These individuals are responsible for the development and implementation of the preventive and corrective actions.

### 4.0 Procedure

#### 4.1 General

- 4.1.1 Corrective action is initiated using the Corrective Action Notice (CAN) document as the primary vehicle of communication. Corrective action may be triggered by a variety of events, including internal audits and management reviews. Other items that might result in a CAN include complaints or results of monitoring and measurement.

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- 4.1.2** Preventive action is initiated using the Preventive Action Notice (PAN) document. Preventive action focuses on identifying negative trends and addressing them before they become significant. Events that might trigger a PAN include monitoring and measurement, trends analysis, tracking of progress on achieving objectives and targets, response to emergencies and near misses, and complaints, among other events.
  - 4.1.3** Preventive and corrective action notices are prepared, managed and tracked using the preventive and corrective action log.
  - 4.1.4** The Sustain Winona Collaboration Team is responsible for reviewing issues affecting the EMS, the application and maintenance of this procedure, and any updates to EMS documents affected by the preventive and corrective actions.
  - 4.1.5** The EMS Representatives are responsible for documenting the PAN or CAN on the preventive and correction action log and tracking and recording submission of solutions. The requester and recipient of the Can or PAN are responsible for verifying the effectiveness of the solution. The EMS Representatives responsible for overall tracking and reporting on preventative and corrective actions.
  - 4.1.6** Personnel receiving PANs and CANs are responsible for implementing the required corrective or preventive action, reporting completion of the required action to their EMS Representative, and assuring sustained effectiveness
  - 4.1.7** The Sustain Winona Collaboration Team maintains completed records of PANs and CANs for at least two years after completion of the corrective or preventive action.

## **4.2 Issuing a CAN or PAN**

- 4.2.1** Any employee may request a CAN or PAN. The employee requesting the CAN or PAN is responsible for bringing the problem to the attention of the manager of their functional area. The area manager then consults with the EMS Representative to determine whether a CAN or PAN is appropriate and enters the appropriate information into the corrective and preventive action log. Responsibility for resolving the problem is assigned to a specific individual ("the recipient").
- 4.2.2** The EMS Representative, working with the recipient, determines and appropriate due date for resolving the CAN or PAN.

## **4.3 Determining and Implementing Corrective and Preventive Actions**

- 4.3.1** The CAN or PAN is issued to the recipient, who is responsible for investigation and resolution of the problem. The recipient is also responsible for communicating the corrective or preventive action taken.

- 4.3.2** If the recipient cannot resolve the problem by the specific due date, the recipient is responsible for determining an acceptable alternate due date with the EMS Representative.

#### **4.4 Tracking CANs and PANs**

- 4.4.1** CANs or PANs whose resolution dates are overdue appear as such on the preventive and corrective action logs. The EMS Representative is responsible for notifying the recipients of any overdue CANs or PANs.
- 4.4.2** Records of PANs and CANs are maintained for at least two years after completion of the corrective or preventive action.

#### **4.5 Tracking Effectiveness of Solutions**

- 4.5.1** The recipient of a CAN or PAN, in conjunction with requester, is responsible for verifying the effectiveness of the solution. If the solution is deemed effective, the CAN or PAN will be reissued to the original recipient.

#### **5.0 Frequency**

Corrective or preventive actions shall be initiated whenever the need to take action arises.

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## Environmental Management System Auditing – SWEPI4

### 1.0 Purpose/Scope

The purpose of this procedure is to define the process for conducting periodic audits of the EMS. The procedure defines the process for scheduling, conducting, and reporting of EMS audits. This procedure applies to all internal EMS audits conducted of the Sustain Winona Partners. The scope of EMS audits may cover all activities and processes comprising the EMS or selected elements thereof.

### 2.0 Definitions

*EMS Representative* – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership. This individual may also serve as the leader of their organization’s Green Team.

*Sustain Winona Collaboration Team* – The collaboration of EMS Representative’s from each organization that will act as the EMS Champion for Sustain Winona.

*Sustain Winona Green Teams* – Employees and other representatives of Sustain Winona member organizations who meet at least quarterly to review and support the implementation of Sustain Winona initiatives within their respective organizations.

*Sustain Winona Management Team* – City of Winona – City Manager, Cotter Schools – Chief Financial Officer, Minnesota Southeast Technical College – Vice President of Operations, Saint Mary’s University of Minnesota – Chief Financial Officer, Winona Area Public Schools - Superintendent, Winona County – Board Member, Winona State University – Vice President of Operations

### 3.0 Responsibilities

**3.1** The Sustain Winona Collaboration Team is responsible for coordinating the completion of all audits and for maintaining relevant records. The Lead Auditor is responsible for conducting the audit and documenting the results. The EMS Representatives are responsible for implementing any follow-up activities that result from the audit.

### 4.0 Procedure

#### 4.1 General

- Internal EMS audits will focus on verifying that activities conform to documented procedures and that corrective actions are undertaken and are effective.
- Trained auditors conduct all audits. Records of auditor training are maintained in accordance with the Control of Records procedure.
- When a candidate for EMS auditor is assigned to an audit team, the Lead Auditor will prepare an evaluation of the candidate auditor’s performance following the audit.

- The Sustain Winona Collaboration Team is responsible for maintaining EMS audit records including a list of trained auditors, auditor training records, audit schedules and protocols, and audit reports.
- EMS audits are scheduled to ensure that all EMS elements and functions are audited at least every other year.
- The Sustain Winona Collaboration Team is responsible for notifying EMS auditors of any upcoming audits a reasonable time prior to the scheduled audit date. Each organization subject to the EMS audit will also be notified a reasonable time prior to the audit.
- The Lead Auditor is responsible for ensuring that the audit, audit report and any feedback to the Sustain Winona organization covered by the audit is completed per the audit schedule.
- The Sustain Winona Collaboration Team, in conjunction with the Lead Auditor, is responsible for ensuring that Corrective Action Notices are prepared for audit findings, as appropriate. This shall be conducted in accordance with the Preventive and Corrective Action Procedure.

**4.2 Audit Team Selection** – One or more auditors comprise an audit team. When the team consists of more than one auditor, the Sustain Winona Collaboration Team will designate a Lead Auditor. The Lead Auditor is responsible for audit team orientation, coordinating the audit process, and coordinating the preparation of the audit report.

**4.3 Audit Team Orientation** – The Lead Auditor will assure that the team is adequately prepared to initiate the audit. Pertinent policies, procedures, standards, regulatory requirements and prior audit reports are made available for review by audit team.

**4.4 Written Audit Plan** – The Lead Auditor is responsible for ensuring the preparation of a written plan for the audit. The EMS Audit Plan Summary form may be used as a guide for this plan.

#### **4.5 Conducting the Audit**

- A pre-audit conference is held with appropriate personnel to review the scope, plan and schedule for the audit.
- Auditors are at liberty to modify the audit scope and plan if conditions warrant.
- Objective evidence is examined to verify conformance to EMS requirements, including operating procedures. All audit findings must be documented
- Specific attention is given to corrective actions for audit findings from previous audits.
- A post-audit conference is held to present audit findings, clarify any misunderstandings, and summarize the audit results.

#### **4.6 Reporting Audit Results**

- The Lead Auditors prepares the audit report, which summarizes the audit scope, identifies the audit team, describes sources of evidence used, and summarizes the audit results.

- 
- Finding requiring corrective action shall be dealt with in accordance with the Preventive and Corrective Action procedure.

#### **4.7 Audit Report Distribution**

- The Sustain Winona Collaboration Team is responsible for communicating the audit results to each partner. The Sustain Winona Collaboration Team will make audit reports available.
- The Sustain Winona Collaboration Team is responsible for ensuring availability of audit reports for purposes of the annual management review.

#### **4.8 Audit Follow-up**

- Management in the affected organization is responsible for any follow-up actions needed as a result of the audit.
- The Sustain Winona Collaboration Team is responsible for tracking the completion and effectiveness of corrective actions.

#### **5.0 Records**

Audit reports are retained for a least two years after the date of audit completion. The Sustain Winona Collaboration Team is responsible for maintaining such records.

#### **6.0 Frequency**

This procedure will be reviewed annually or as needed.

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## Management Review – SWEP15

### 1. Purpose/Scope

The purpose of this procedure is to document the process and primary agenda of issues to be included in the Management Review meetings for evaluating the status of the organization's EMS. The procedure applies to all Management Review meetings conducted by Sustain Winona.

### 2. Definitions

*EMS Representative* – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership. This individual may also serve as the leader of their organization's Green Team.

*Sustain Winona Green Teams* – Employees and other representatives of Sustain Winona member organizations who meet at least quarterly to review and support the implementation of Sustain Winona initiatives within their respective organizations.

*Sustain Winona Collaboration Team* – The collaboration of EMS Representative's from each organization that will act as the EMS Champion for Sustain Winona.

*Sustain Winona Management Team* – City of Winona – City Manager, Cotter Schools – Chief Financial Officer, Minnesota Southeast Technical College – Vice President of Operations, Saint Mary's University of Minnesota – Chief Financial Officer, Winona Area Public Schools - Superintendent, Winona County – Board Member, Winona State University – Vice President of Operations

### 3. Responsibilities

**3.1** The Sustain Winona Collaboration Team shall be responsible for coordinating the Management Review and providing the data and information needed to accomplish the review. The Sustain Winona Collaboration Team shall also be responsible for action items that result from this effort.

### 4. Procedure

**4.1** The Management Review process is intended to provide a forum for discussing needed improvements to the EMS. It provides management with a vehicle for making changes to the EMS that are necessary to achieve the organization's goals.

**4.2** The Sustain Winona Collaboration Team is responsible for scheduling and conducting at least one Management Review meeting per year. The Sustain Winona Collaboration Team is also responsible for ensuring that necessary data and information are collected prior to the meeting.

**4.3** At a minimum, each management Review meeting will consider the following:

- The Suitability, adequacy and effectiveness of the environmental policy.

- 
- The suitability, adequacy and effectiveness of the environmental objectives and targets as well as the organization's current status against these objectives and targets.
  - The overall suitability, adequacy and effectiveness of the EMS reflecting changing circumstances and overall environmental performance.
  - The status of corrective and preventive actions.
  - The results of any EMS audits and regulatory compliance evaluations conducted since the last Management Review meeting.
  - Communications from external interested parties, including complaints.
  - Recommendations for improvements.
  - The results of any action items from the previous Management Review meeting.
- 4.4** Minutes of the Management Review meeting will be documented. These meeting minutes will include, at a minimum:
1. A list of attendees
  2. A summary of key issues discussed
  3. Any actions items arising from the meeting
- 4.5** A copy of the meeting minutes will be distributed to attendees and to any individuals assigned action items. A copy of the meeting minutes will also be retained on the Sustain Winona web site.
- 4.6** The Sustain Winona Collaboration Team is responsible for ensuring that action items resulting from the Management review receive appropriate attention. These action items shall be dealt with in accordance with the applicable standard operating procedures.
- 5.0 Frequency**
- A Management Review shall be conducted on an annual basis.

## ***Appendix 13: EMS Forms***

This section contains all Sustain Winona EMS forms. Each form is used to support the information and documentation requirements of a particular EMS procedure. Standardized forms provide for a consistent, methodical and effective approach to EMS record keeping.

### **EMS Forms:**

1. Listing Operations in the EMS Boundary
2. Register of Stakeholders and Expectations
3. Preparing a List of Environmental Aspects
4. Determining Significant Environmental Aspects
5. Setting Objectives and Targets
6. Preparing a List of Legal and Other Requirements
7. Preparing an Environmental Management Program
8. Preparing a Training Requirements Log
9. Preparing and EMS Documents List
10. Preparing an EMS Records List
11. Preparing a Corrective and Preventive Action Log
12. Preparing an EMS Audit Plan
13. Preparing an EMS Audit Summary
14. Responding to an EMS Audit Finding

## Listing Operations in the EMS Boundary

	Activity	Description
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

**Note:** List operations using the categories Sustain Winona has defined. Be sure to capture all operations within the EMS Boundary. Consider creating a separate table of activities for each category of operation.

## Register of Stakeholders and Expectations

Name of Group	Description of Group	Environmental Expectation	Regulatory or Other?

The Sustain Winona Collaboration Team will ensure the capture all possible stakeholder groups.

1. Use this form to list all stakeholders with an interest in the environmental performance of the operations within the EMS boundary.
2. Describe the nature and structure of the stakeholder group.
3. Identify the environmental expectations for each stakeholder group.
4. Identify if the environmental expectation includes a regulatory or other requirement. You can answer Yes, No or Unknown but if the answer is 'unknown' make an action point to find out and report back.

**Stakeholders:** those organizations or individuals with an interest in the environmental performance of the operations within the EMS boundary.

**Regulatory and Other Requirements:** anything regulated as well as requirements outlined in legal contractual agreements or as part of internal policy.

## Preparing a List of Environmental Aspects

Activity/Product/Service	Input/Output	Environmental Aspect	Environmental Impact

1. For each operation (i.e., activity, product and service) identified, list all inputs and outputs as well as all environmental aspects associated with its activities, products or services.
2. For each activity, product or service, there may be more than one aspect.
3. In defining impacts, consider interactions that create releases into the environment, involving:
  - Air emissions;
  - Releases to water;
  - Solid waste management;
  - Contamination of land;
  - and/or interactions that use materials, resources (e.g., water), energy, such as: raw materials and natural resources

**From the ISO 14001 Standard:**

Environmental Aspect: “An element of an organization’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 organization’s activities, products or services.”

*Note: There is considerable flexibility within ISO 14001 regarding the evaluation of significance. The criteria selected should reflect Sustain Winona’s judgment regarding what is important especially as espoused in the Collaboration’s Environmental Policy. After applying the evaluation criteria to several activities, review the results and make adjustments as required.*

## Determining Significant Environmental Aspects

Criteria												
Activity	Environmental Aspect	Regulated	Environmental Significance				Business Significance				Score	Avg.
			Scale	Severity	Probability	Duration	Legal Exposure	Public Concern	Ease of Changing Impact	Can we change the process		

**Criteria:**

**Regulated = Y or N**

**Environmental Significance:**

1. Scale of impact – how big is it? (L, ML, M, MH, H)
2. Severity of impact – how bad is it? Consider worker, community and environmental health.(L, ML, M, MH, H)
3. Probability of impact – how likely is it to occur? (L, ML, M, MH, H)
4. Duration of impact – how long will it persist? (L, ML, M, MH, H)

**Business Significance:**

1. Potential for legal exposure – how much risk does it pose? (L, ML, M, MH, H)
2. Public concern or effect on image – how much does the public care about this? (L, ML, M, MH, H)
3. Ease of changing the impact– can it be stopped or changed economically? (Y or N)
4. Minimal change of process – do we control the process and can it be changed to lessen significance?(Y/N)

**The proposed ranking scale is as follows:**

- Low (L) – 1
- Medium low (ML) – 2
- Medium (M) – 3
- Medium high (MH) – 4
- High(H) – 5

## Setting Objectives and Targets

Activity	Aspect	Significant Impact	Objective	Target
Illumination				
HVAC				
Water Use				
Building Maintenance				
Fleet Operations				
Fleet Maintenance				
Food Service				
Solid Waste				
Solid Waste - Construction				

This form is used to evaluate each aspect with a significant impact to assess whether or not an environmental objective and target should be established. Assess each activity with the following question:

1. Evaluate each aspect with a significant impact using the flowchart criteria:
  - Does your organization have control or influence over the aspect?
  - Do technically feasible options exist to control the aspect?
  - Are the technically feasible options financially feasible?
2. Once the aspect has been assessed against these criteria, determine whether an objective and target should be established.
3. Objectives and targets should be set so that they represent a valuable but achievable goal on which to base the Environmental Management Programs.

*Note: Once it is determined that an Objective and Target should be established for a specific Significant Aspect, Sustain Winona will have to evaluate options.*



## Preparing an Environmental Management Program

ENVIRONMENTAL MANAGEMENT PROGRAM	
<b>A. Significant Environmental Aspect:</b>	<b>B. Document Control Code:</b>
	<b>C. Date:</b>
<b>D. Contact Information:</b>	
1. Objective(s):	
2. Target(s):	
3. Significant Aspect Conditions or Impacts:	
4. Legal and Other Requirements (Specify):	
5. Program Description:	
6. Operational Controls:	
(See Operational Controls Form, separate page)	
7. Budget (resources):	
<b>8a. Tasks and Responsibilities</b>	
<b>a. Tasks</b>	<b>b. Person Responsible</b>
8b. Record(s):	Person Responsible and Record Location:
8c. Document(s):	Person Responsible and Record Location:
9. Other Program Elements:	

## Preparing a Training Requirements Log

Training Required	Description	Attendance	Frequency	Date Completed
EMS Awareness				
Health and Safety				
Emergency Response				
Recycling and Waste Management				
Etc.				

## Preparing an EMS Documents List

Document Control #	Document Name	Creation Date	Location
Documents			
Procedures			
Forms			

## Preparing an EMS Records List

No.	Record Type	Person Responsible	Location	File Method	Retention Minimum
1.	ADMINISTRATIVE				
2.	ENVIRONMENTAL				

## Preparing a Corrective and Preventive Action Log

No.	Requested By:	Issued To:	Plan Completed (Date)	Corrective Action Completed (Date)	Effectiveness Verified (Date)	Closed (Date)

### Initiating Corrective or Preventive Action:

1. Any Sustain Winona member may initiate corrective or preventive action. The member is responsible for bringing the problem to the attention his or her EMS Representative.
2. The EMS Representative is responsible for communicating with the Sustain Winona Collaboration Team and determining whether action is required and also records the appropriate information. Responsibility for resolving the problem is assigned to a specific individual.
3. The EMS Representative, working with the responsible person determines an appropriate due date for resolving the issue.

### Determining and Implementing Corrective and Preventive Actions:

1. The relevant member investigates and resolves the problem and communicates the corrective or preventive action taken to the environmental responsible person.
2. If the relevant personnel cannot resolve the problem by the specified due date, he / she is responsible for determining an acceptable alternate due date with the environmental responsible person.

### Tracking Corrective and Preventive Actions:

1. The EMS Representative is responsible for issuing tracking and reporting on overdue actions.
2. The relevant member is responsible for verifying the effectiveness of the solution. If the solution is deemed not effective, a new action will be issued to the relevant member.
3. Records of actions are maintained for at least two years after completion of the action.

## Preparing an EMS Audit Plan

Area Audited	Function or Operation	Lead Auditor	Audit Team	Date	Special Instructions

## Preparing For an EMS Audit Summary

No.	Description	Audit Results	
		Major/Minor Findings	Comments
1.			
2.			
3.			
4.			
5.			

## Responding to and EMS Audit Finding

<b>Type of Non-Conformance</b> (circle as appropriate)			
<b>Major</b>	<b>Minor</b>	<b>Positive Practice</b>	<b>Recommendation</b>
<b>Description</b> (include where finding was identified):			
<b>ISO 14001 Reference:</b>		<b>Date:</b>	<b>Finding No.:</b>
<b>Lead Auditor:</b>		<b>Audit Team:</b>	
<b>Corrective Action Plan</b> (including time frames):			
<b>Preventive Action Taken:</b>			
<b>Responsible Person:</b>		<b>Completion Date:</b>	
<b>Corrective Action Verified By:</b>		<b>Date:</b>	

## ***Appendix 14: EMS Work Instructions***

This section contains all of the Sustain Winona EMS work instructions. Each work instruction describes the approach used by Sustain Winona members to undertake various work activities in a manner that provides progress towards achieving the EMS objectives and targets. The purpose of these instructions is to enable individuals within Sustain Winona member organizations to understand the requirements of the EMS and to ensure reliable and consistent execution of their work activities. The documents in this section of the EMS Manual are the authorized organizational version of the Sustain Winona EMS Work Instructions. Copies may be distributed to each relevant function and level in Sustain Winona member organizations so that they are available to those individuals that need to reference them.

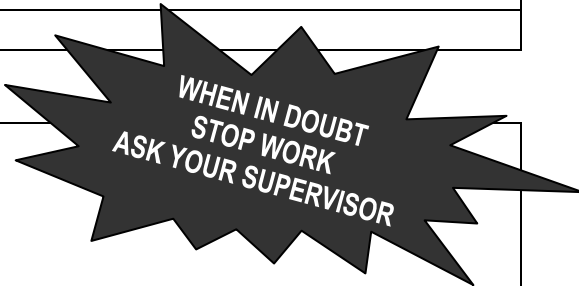
### **EMS Work Instructions:**

1. General Recycling Work Instruction – SWOC1
2. Office Recycling Work Instruction - SWOC2
3. Handling and Disposal of Waste Oil and Other Automotive Fluids – SWOC3
4. Handling and Disposal of Light Bulbs, Fixtures and Ballast – SWOC4
5. Implementing Behavioural Changes – SWOC5
6. Use and Disposal of Cleaning Supplies – SWOC6
7. Use of Bulk Cleaning Supplies – SWOC7
8. Handling and Disposal of Construction Waste – SWOC8
9. Paper and Printing Use in Offices and Classrooms – SWOC9
10. Green Building Practices – SWOC10
11. Incorporating LEED Design Suggestions in New Buildings and Renovations – SWOC11
12. Managing lights and electrical devices (computers, appliances, chargers, laptops) – SWOC12
13. HVAC regular maintenance – SWOC13
14. HVAC air compressor instructions – SWOC13a
15. HVAC air handler instructions – SWOC13b
16. HVAC boiler inspection instructions – SWOC13c
17. HVAC circulating pump instructions – SWOC13d
18. Vehicle and equipment washing instructions – SWOC14
19. Separation of Food Waste For Compost – SWOC15
20. Vehicle Idling Policy – SWOC16
21. Energy Management Patrols – SWOC17
22. Kitchen Practices: Dishwashing and Cleaning – SWOC18
23. Fleet Vehicle Maintenance – SWOC19
24. Contractor “Green” Expectations – SWOC20
25. HVAC Automated Controls – SWOC21

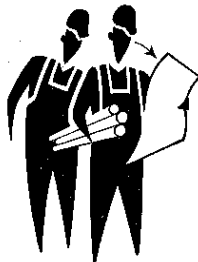
## General Recycling Work Instruction – SWOC1

### General Recycling

<b>PURPOSE</b>	To ensure that all recyclables are separated from solid waste and properly recycled.
<b>WHO</b>	All Member Organization employees and contract workers/representatives.
<b>WHERE</b>	All Sustain Winona operations.



#### PLAN



#### Container Siting:




1. Administrative Offices:
  - A. Each workstation will have a container of sufficient size into which recyclable fibers can be easily placed.
  - B. Each administrative commons area will have a container for collection of recyclable beverage containers.
  - C. Trash containers will not be placed alone; but will be paired with recycling container/s.

**Implementation date: 12-31-2009**

2. Public Areas:
  - A. Containers for recyclable beverage containers will be highly visible and readily available
  - B. Commons areas & classrooms where a significant amount of fiber can be expected to accumulate shall have a container for
  - C. Trash containers will not be placed alone; but will be paired with recycling container/s.

**Implementation date: 12-31-2010**

- 
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<p><b>DO</b></p>		<p>Procedures</p> <ol style="list-style-type: none"> <li>A. <u>On an on-going basis</u>, individuals responsible for emptying trash containers in offices will observe container contents while being emptied to ensure that all recyclables have been removed.</li> <li>B. If recyclables are observed in the trash container being emptied, maintenance staff will leave reminder notice (Attachment A) on the desk at that time.</li> <li>C. After collection from individual recycling containers, all recyclables must be transferred to a location where recyclables are aggregated for pick-up, and are not be disposed of in the trash.</li> </ol>
		<p>Definitions:</p> <p>Recyclable materials:</p> <ol style="list-style-type: none"> <li>1. Fibers: office paper, catalogs, magazines, newspapers, cardboard and boxboard that have no plastic or metallic coatings which make them unrecyclable.</li> <li>2. Beverage Container Packaging: all glass, plastic and aluminum beverage containers. All single-serve beverage containers shall be considered recyclable.</li> </ol>
<p><b>RESPOND</b></p>		<ul style="list-style-type: none"> <li>• Discuss recycling opportunities and waste reduction targets with co-workers.</li> <li>• Encourage participation from all in recycling and waste management programs within the organization.</li> <li>• Make suggestions for improvements or further education/training.</li> <li>•</li> </ul>
<p><b>REPORT</b></p>		<ul style="list-style-type: none"> <li>• Discuss issues and observations related to the organizational recycling program with your supervisor</li> <li>• Identify processes that could benefit from revision and make suggestions.</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

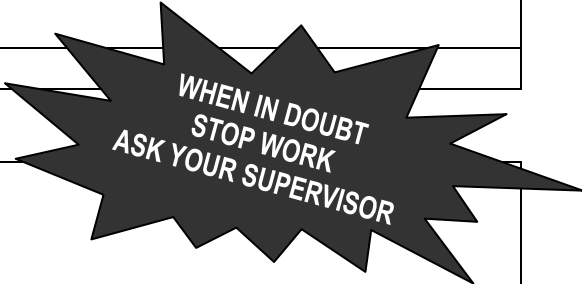
## Review these related procedures:

Office Recycling – SWOC2, Handling and Disposal of Construction Waste SWOC8

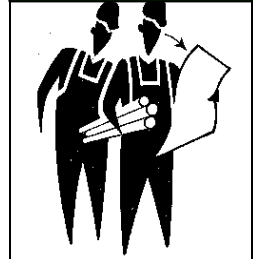
## Office Recycling Work Instruction – SWOC2

### Recycling – Office Material

<b>PURPOSE</b>	To ensure that we comply with all applicable laws, regulations and commitments related to production, management and disposal of recyclable waste. Our goal is to maximize the recycling of all materials and to continuously reduce the volume of trash that we produce annually while maintaining a safe and healthful workplace.
<b>WHO</b>	All Member Organization employees and contract workers/representatives.
<b>WHERE</b>	All Sustain Winona operations.



#### PLAN




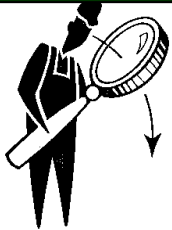


- Review the Sustain Winona recycling solid waste targets with your supervisor
- Be completely familiar with all of the material in this work instruction and with the designated containers, locations and schedules for collection of recyclable materials

#### DO



- **Recycle Paper:** All paper will be placed in the blue “We Recycle” containers located in offices. These will be emptied and disposed of appropriately by custodial staff.
- **Recycle Plastic and Metal:** Should be placed in blue containers located in offices. If items are too large for the container, they should be set aside.
- **Recycle Glass:** Should be placed in centrally located designated glass recycling receptacles.
- **Aerosol Cans:** EMPTY cans are collected and managed by custodial staff and should be placed on the floor beside recycle bins
- **Recycle Cartridges/Toner:** Place used cartridges and toner in the box supplied by manufacturer or supplier. Return items following the manufacturer or supplier instructions.
- **Reuse/Disposal of Electronic Equipment:** See work instruction SWOC12
- **Reuse and Disposal of Electronic Parts:** See work instruction SWOC4
- **Recycle Batteries:** Spent batteries are classified as universal waste and must be sent to specific facilities for recycling. These items are centrally collected by designate custodial staff and then forwarded to the recycler. Small batteries (D size or smaller) may be mailed through inter-office mail.



<p><b>DO</b></p> 	<ul style="list-style-type: none"> <li>Spent batteries of different types (nicad, mercury, alkaline) may be placed in the same envelope with the terminal ends taped. Do not exceed 10 AA's or smaller or 3 D size batteries per envelope. Place batteries in a 4 x 9 inch envelope and tape closed then place this into a 9 x 12 inch envelope, tape closed and mail to custodial staff.</li> <li>Large batteries will be delivered to custodial staff for storage in Universal Waste containers. Refer to Special Waste Handling work instruction SWOC12</li> <li><b>Recycle Furniture:</b> Contact your Supervisor for exploration of opportunities re-use by other Departments. If used furniture has no re-use or re-sale value, deliver to custodial staff for disposal.</li> </ul>
<p><b>CHECK</b></p> 	<ul style="list-style-type: none"> <li>Ensure that collection containers are clearly marked and centrally located for optimum access.</li> <li>Make the extra effort to place materials in appropriate locations for disposal.</li> <li>Periodically review containers to ensure that they are being used correctly.</li> </ul>
<p><b>RESPOND</b></p> 	<ul style="list-style-type: none"> <li>Discuss recycling opportunities and waste reduction targets with co-workers.</li> <li>Encourage participation from all in recycling and waste management programs within the organization.</li> <li>Make suggestions for improvements or further education/training.</li> </ul>
<p><b>REPORT</b></p> 	<ul style="list-style-type: none"> <li>Discuss issues and observations related to the organizational recycling program with your supervisor</li> <li>Identify processes that could benefit from revision and make suggestions.</li> <li></li> </ul>

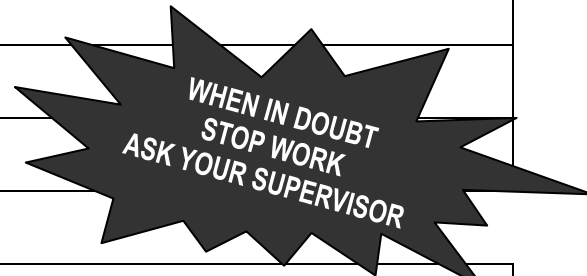
## Review these related procedures:


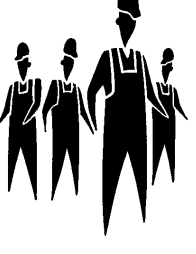
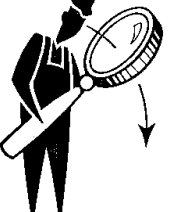
General Recycling SWOC1, Managing Lights and Electrical Devices SWOC13, Managing of Construction Waste SWOC8

## Handling and Disposal of Vehicle Maintenance Waste – SWOC3



### Vehicle Maintenance Waste

<b>PURPOSE</b>	To ensure compliance with applicable laws, regulations and commitments related to all vehicle maintenance waste.
<b>WHO</b>	All Central Garage employees and contract workers/representatives.
<b>WHERE</b>	All Sustain Winona operations involving vehicle maintenance.



 <p><b>PLAN</b></p>	<ul style="list-style-type: none"> <li>•</li> <li>• Be in compliance with all federal and state regulations involving the handling of vehicle maintenance waste generated on site.</li> <li>• Be familiar with all waste generated over the course of vehicle maintenance</li> <li>• Provide equipment, materials and containers to assist in the proper storage and disposal of waste generated.</li> </ul>
 <p><b>DO</b></p>	<ul style="list-style-type: none"> <li>•</li> <li>• <b>Waste Oil:</b> All oils, gear lube, transmission fluids will be drained to containers provided and transferred to waste oil storage tanks for recycling.</li> <li>• <b>Filters:</b> All oil, fuel and hydraulic filters shall be removed and placed in filter compactor for crushing by employee. Crushed and drained filters shall then be placed in storage barrel for recycling.</li> <li>• <b>Antifreeze:</b> All antifreeze drained from vehicles will be placed in antifreeze storage container for regeneration/recycling.</li> <li>• <b>Tires:</b> Scrap tires will be stacked by tire machine for recycling.</li> <li>• <b>Batteries:</b> All junk batteries will be returned for core charge credit to battery supplier for recycling.</li> <li>•</li> </ul>
 <p><b>CHECK</b></p>	<ul style="list-style-type: none"> <li>•</li> <li>• Ensure that all employees are aware of collection container locations.</li> <li>• Periodically review that proper procedures are being followed.</li> <li>•</li> </ul>



<p><b>RESPOND</b></p> 	<ul style="list-style-type: none"> <li>• Discuss opportunities for reduction of waste generated from Vehicle Maintenance.</li> <li>• Encourage participation from other departments within this organization to dispose of items in this work instruction at our site if possible.</li> </ul>
<p><b>REPORT</b></p> 	<ul style="list-style-type: none"> <li>• Communicate to your supervisor any needs for modification to procedures.</li> </ul>

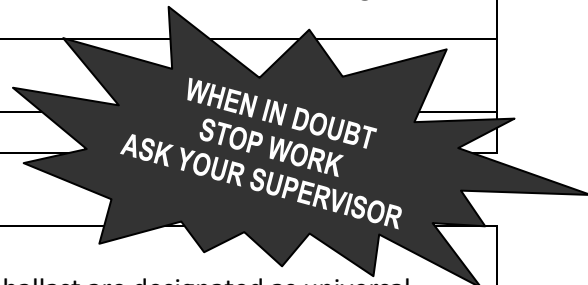
**Review these related procedures:**

General Recycling SWOC1, Office Recycling – SWOC2

## Handling and Disposal Light Bulbs, Fixtures and Ballast – SWOC4



### Handling Fluorescent Bulbs and Ballast

<b>PURPOSE</b>	To ensure that we comply with all applicable laws, regulations and commitments related to production, management and disposal of universal waste related to fluorescent lights and ballast.
<b>WHO</b>	All Organization employees and contract workers/representatives.
<b>WHERE</b>	All Sustain Winona Company operations.



<b>PLAN</b>	<ul style="list-style-type: none"> <li>• Recognize that fluorescent lights and ballast are designated as universal waste and must be handled separately from regular office trash and recycling</li> <li>• Be completely familiar with all of the material in this work instruction and with the designated containers, locations and schedules for collection.</li> <li>• Retain original packaging of fluorescent lights for proper disposal of used bulbs.</li> </ul>
<b>DO</b>	<ul style="list-style-type: none"> <li>• Fluorescent bulbs shall be placed in appropriate size tube cartons from original cartons or from available bulb recycling facilities.</li> <li>• Bulbs are to be handled properly to avoid breakage.</li> <li>• In the event of bulb breakage, broken bulbs must be place in sealed containers and handled separately.</li> <li>• Bulbs should not be taped. Each box must be labeled and dated.</li> <li>• Used ballast should be handled as universal waste and disposed of accordingly</li> <li>• </li> </ul>
<b>CHECK</b>	<ul style="list-style-type: none"> <li>• Reports are written up by facilities staff when bulbs are changed and lights still don't work. Facilities staff changes the ballast when old bulbs are replaced.</li> </ul>



<p><b>RESPOND</b></p> 	<ul style="list-style-type: none"> <li>• Ensure that all maintenance and facilities staff are familiar with the handling and management of universal waste</li> <li>• Discuss waste handling opportunities and waste reduction targets with co-workers.</li> <li>• Encourage participation from all in recycling and waste management programs within the organization.</li> <li>• Make suggestions for improvements or further education/training.</li> </ul>
<p><b>REPORT</b></p> 	<ul style="list-style-type: none"> <li>• Discuss issues and observations related to waste handling with your supervisor</li> <li>• Identify processes that could benefit from revision and make suggestions.</li> <li>•</li> </ul>

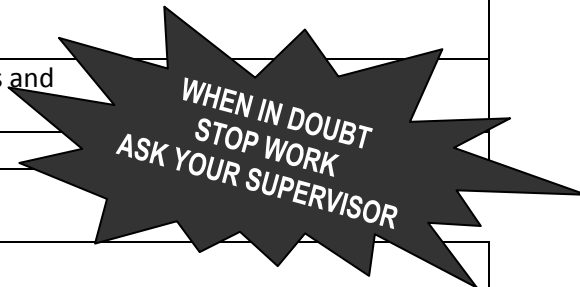
**Review these related procedures:**



General Recycling SWOC1, Office Recycling SWOC2, Managing Lights and Electrical Devices SWOC13, Managing of Construction Waste SWOC8

## Behavioural Changes Work Instruction – SWOC5

### Implementing Behavioral Changes

<b>PURPOSE</b>	To identify behavioral changes that apply to each of our 9 Significant Aspects and that all of our staff, students and employees can refer to in their everyday activities in order to contribute to sustainability.
<b>WHO</b>	All Member Organization staff, students, employees and contract workers/representatives.
<b>WHERE</b>	All Member Organization operations.

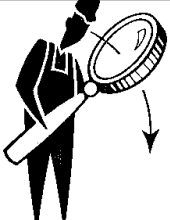



	<ul style="list-style-type: none"> <li>Review the Sustain Winona Significant Aspects with your supervisor.</li> <li>Identify the aspects that apply to your daily work and activities.</li> <li>Identify the behavioral changes that you can make in your daily work and activities that relate to the aspects you have identified.</li> </ul>
	<p><b>Significant Aspect – Solid Waste - Operations</b></p> <ul style="list-style-type: none"> <li>Encourage use of water fountain and refillable water bottles over drinking water that comes in disposable plastic bottles.</li> <li>Encourage the use of beverages in cans over those in plastic.</li> <li>Don't print emails unless absolutely necessary.</li> <li>Print documents on two sides of a sheet of paper whenever possible.</li> <li>Set printers default printing to two-sided copies.</li> <li>Recycle, recycle, recycle</li> <li>Minimize the use of paper products; make two-sided copies, re-use manila envelopes, have a "Good On One Side" box for non sensitive documents to be reused as scratch or note paper.</li> <li>Use hand dryers over paper towels when there is an option to do so.</li> </ul> <p><b>Significant Aspect – Solid Waste - Construction</b></p> <ul style="list-style-type: none"> <li>Provide contractors and vendors with Work Instructions on our recycling, green building, and hazardous waste procedures.</li> <li>Ensure that contractors and vendors are aware of and adhere to our</li> </ul>



	<p>organization’s recycling policies.</p> <ul style="list-style-type: none"> <li>• Inventory and properly store unused or excess supplies and materials for future repairs or projects.</li> <li>• Monitor construction projects for adherence to our policies.</li> </ul> <p><b>Significant Aspect – HVAC</b></p> <ul style="list-style-type: none"> <li>• Follow your organization’s heating and cooling temperature guidelines. Dress for the season – warmer in winter, cooler in summer – to be comfortable with adjusted set points</li> <li>• Keep doors and windows closed when HVAC system is in operation.</li> <li>• Keep heating and cooling elements, ductwork, and vents clear of obstruction to maximize the system’s efficiency.</li> <li>• Perform routine maintenance on steam traps.</li> <li>• Implement night, weekend and holiday set-back temperatures to avoid heating or cooling unoccupied spaces.</li> <li>• Lower outside air lockout temperatures to 55 degrees in the spring and fall.</li> <li>• Lower boiler water temperatures to 140-160 degrees in the spring and fall. (Staying within manufacturer’s guidelines)</li> <li>• Shut off pilot lights at the end of the heating season.</li> <li>• Raise chilled water set point in mild weather to closer to 50 degrees.</li> <li>• Clean condensers and coils on chillers.</li> <li>• Maintain proper levels of water treatment in chiller lines.</li> <li>• For organizations that have full or partial summer shut-downs, negotiate a uniform start and shutdown date for A/C do people will know to not expect a conditioned space if they use the building.</li> <li>• Install pool covers on swimming pools.</li> </ul> <p><b>Significant Aspect – Illumination</b></p> <ul style="list-style-type: none"> <li>• Shut off the lights whenever you’re the last one to leave a room.</li> <li>• Use task lighting for specific areas rather than whole room lighting, if it is not needed.</li> <li>• Make use of natural light whenever possible.</li> <li>• Turn off or remove vending machine display lights. Put a sign on the machine stating that the lights are off but it’s still running.</li> <li>• Avoid the use of personal appliances such as in-room refrigerators, microwaves, coffeemakers, heaters and desk lamps.</li> <li>• Unplug chargers, laptops, and appliances every night wherever possible.</li> <li>• Use power strips with an on/off switch to turn off devices at night.</li> <li>• Be proactive – encourage others to implement these measures to conserve energy.</li> </ul>
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	<p><b>Significant Aspect – Water Use</b></p> <ul style="list-style-type: none"><li>• Lower hot water temperatures to minimum legal requirements.</li><li>• Install low-flow shower heads.</li><li>• Install pool covers.</li><li>• Monitor irrigation systems and sprinklers for appropriate and minimum watering schedules.</li><li>• Install irrigation controllers with a “weather” function to prevent watering in times of rain or wet weather.</li><li>• Incorporate in to routine maintenance a check of water lines in basements, crawl spaces and other unoccupied spaces to catch potential water leaks as soon as possible.</li><li>• Repair water leaks as soon as possible.</li><li>• Minimize water use and continuous running of faucets in cleaning procedures throughout your institution, inside and outside.</li><li>• Be proactive – encourage others to implement these measures.</li></ul> <p><b>Significant Aspect – Building Maintenance</b></p> <ul style="list-style-type: none"><li>• Purchase bulk supplies to minimize packaging.</li><li>• Use correct measurements and dispensing of product to minimize both waste and chemical use.</li><li>• Properly dispose of or recycle supply containers.</li><li>• Follow routine maintenance procedures to optimize equipment efficiency.</li><li>• Review routine scheduled maintenance procedures and time frames to make sure they optimize the performance of all equipment and buildings.</li><li>• Look for and communicate to your supervisor conservation opportunities, ways to improve efficiency, and ways to minimize waste.</li><li>• Monitor waste volume for appropriate dumpster sizes and pick-up/dumping schedules.</li><li>• Enforce the minimum and maximum temperature guidelines and set points of your institution.</li></ul> <p><b>Significant Aspect – Fleet Operations</b></p> <ul style="list-style-type: none"><li>• Plan driving routes for maximum efficiency and minimum miles driven.</li><li>• Consolidate trips whenever possible.</li><li>• Carpool whenever possible.</li><li>• Be willing to be inconvenienced when looking at transportation options.</li><li>• Walk or bike whenever possible.</li><li>• Use telephone or video conferencing as an alternative to driving to meetings.</li><li>• Minimize vehicle idling – no longer than one minute before turning it off.</li><li>• Support your organization’s vehicle idling, carpooling, and priority parking</li></ul>
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	<p>permit policies and initiatives.</p> <p><b>Significant Aspect – Fleet Maintenance</b></p> <ul style="list-style-type: none"> <li>• Follow routine maintenance schedules to optimize vehicle efficiency.</li> <li>• Follow proper procedures for the safe disposal of used fuel, oil, cleaning and vehicle maintenance supplies.</li> <li>• Target old and under-used vehicles for replacement with fuel efficient vehicles.</li> <li>• Monitor the storage of fuels and chemicals to prevent possible leaks and contaminations.</li> <li>• Reduce the frequency of vehicle washing where possible.</li> <li>• Reduce the quantity of cleaner used during vehicle washing.</li> <li>• Use “Green” cleaners where possible.</li> <li>• Don’t allow the water to run continuously during vehicle washing</li> </ul> <p><b>Significant Aspect – Food Service</b></p> <ul style="list-style-type: none"> <li>• Lower hot water temperatures to legal lower limits where feasible.</li> <li>• Turn off fans, burners, heaters, and steamers when not needed.</li> <li>• Maximize the separation of food waste from recycling waste.</li> <li>• Minimize the warm-up time on heating and cooking units.</li> <li>• Monitor and reduce serving portions where possible to minimize food waste.</li> </ul>
<p><b>CHECK</b></p> 	<ul style="list-style-type: none"> <li>• Before stating new work activities, always check the list of behavioral changes to ensure you are approaching your tasks with Sustain Winona’s environmental aspects in mind</li> </ul>
<p><b>RESPOND</b></p> 	<ul style="list-style-type: none"> <li>• Be proactive – encourage others to implement these measures and make changes in their activities.</li> </ul>



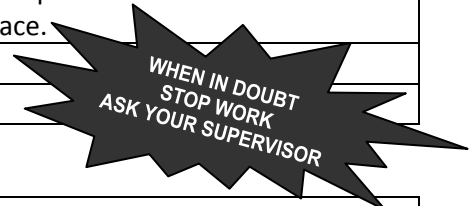
- Discuss issues and observations related to changes in behavior that can contribute towards achieving Sustain Winona’s objectives and targets with your supervisor
- Identify processes that could benefit from revision and make suggestions.



***Review these related procedures:***

## Use and Disposal of Cleaning Supplies – SWOC6

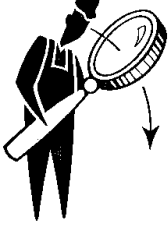


### Disposal techniques for cleaning supplies

<b>PURPOSE</b>	To ensure that we comply with all applicable laws, regulations and commitments related to production, management and disposal of cleaning supplies. Our goal is to fully utilize all cleaning materials and then insure proper disposal of those spent or contaminated materials in order to maintain a safe and healthful workplace.
<b>WHO</b>	All Facilities Services Custodial employees.
<b>WHERE</b>	Winona State University campus and properties.



	<ul style="list-style-type: none"> <li>Review the Sustain Winona Disposal Techniques for Cleaning Supplies with your supervisor.</li> <li>Be completely familiar with all of the material in this work instruction and with the proper disposal techniques of all cleaning supplies.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Cleaning Supplies:</b> All consumable products utilized by Custodial Services/Facilities management for the care and cleaning of Sustain Winona buildings. Cleaning products are those supplies which are consumed in the process of restoring a soiled or affected surface to an acceptable condition.</li> <li><b>Spent or Contaminated Cleaning Supplies:</b> The goal is to fully utilize the cleaning product per the manufacturer’s guideline, thereby minimizing waste of unused/underused cleaning supplies. Once a cleaning supply has been utilized, the product has become contaminated and then can no longer be used for the original purpose and is to be disposed of.</li> <li><b>Disposal of Cleaning Products:</b> The disposal of any and all cleaning products will be according to the MSDS data sheets supplied by the manufacturer. Those products which are considered recyclable would follow the applicable recycling guidelines.</li> <li><b>Use of Bulk Cleaning Products:</b> The use and selection of bulk cleaning products are based on those products which can adequately address a number of conditions/applications.</li> <li></li> </ul>



<p><b>CHECK</b></p> 	<ul style="list-style-type: none"> <li>• Ensure that all disposal procedures are clearly marked and centrally located for optimum access.</li> <li>• Make the extra effort to insure that all disposed of products are placed in appropriate locations for use.</li> <li>• Periodically review disposal methods to ensure that they are being used correctly.</li> </ul>
<p><b>RESPOND</b></p> 	<ul style="list-style-type: none"> <li>• Discuss the purchase and use of bulk cleaning products opportunities and waste reduction targets with co-workers.</li> <li>• Encourage participation from all in with following the use of bulk cleaning products and waste management programs within the organization.</li> <li>• Make suggestions for improvements or further education/training.</li> </ul>
<p><b>REPORT</b></p> 	<ul style="list-style-type: none"> <li>• Discuss issues and observations related to the bulk cleaning products program with your supervisor.</li> <li>• Identify process that could benefit from revision and make suggestions.</li> </ul>

**Review these related procedures:**

## Use of Bulk Cleaning Products – SWOC7



### Use of Bulk Cleaning Products

<b>PURPOSE</b>	To ensure that we comply with all applicable laws, regulations and commitments related to production, management and disposal of bulk cleaning products. Our goal is to maximize the use of all materials and to continuously reduce the volume of waste produced annually while maintaining a safe and healthful workplace.
<b>WHO</b>	All Facilities Services Custodial employees.
<b>WHERE</b>	Winona State University campus and properties.



<b>PLAN</b>	
	<ul style="list-style-type: none"> <li>Review the Sustain Winona Bulk Cleaning Products targets with your supervisor.</li> <li>Be completely familiar with all of the material in this work instruction and with the designated dispensing locations and procedures for the use bulk cleaning products.</li> </ul>
<b>DO</b>	
	<ul style="list-style-type: none"> <li><b>Bulk Cleaning Products:</b> All consumable products utilized by Custodial Services/GMW's for the care and cleaning of WSU Facilities. Cleaning products are those supplies which are consumed in the process of restoring a soiled or affected surface to an acceptable condition.</li> <li><b>Purchase of Bulk Cleaning Products:</b> The goal of purchasing of bulk cleaning materials is to maximize price, minimize container waste and handling, utilize local vendors to reduce transportation charges and storage requirements.</li> <li><b>Dispensing of Bulk Cleaning Products:</b> The dispensing of bulk cleaning products is to be metered when possible. By utilizing equipment specifically designed to dispense pre determined amounts of product, there will be less waste and better assurance the product is being used per the manufacturer's guidelines.</li> <li><b>Use of Bulk Cleaning Products:</b> The use and selection of bulk cleaning products are based on those products which can adequately address a number of conditions/applications.</li> </ul>
<b>CHECK</b>	
	<ul style="list-style-type: none"> <li>Ensure that bulk cleaning products are clearly marked and centrally located for optimum access.</li> <li>Make the extra effort to place bulk cleaning products and dispensers in appropriate locations for use.</li> <li>Periodically review containers to ensure that they are being used correctly.</li> </ul>



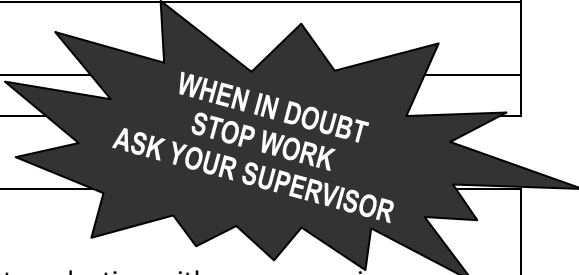
<p><b>RESPOND</b></p> 	<ul style="list-style-type: none"> <li>• Discuss the purchase and use of bulk cleaning products opportunities and waste reduction targets with co-workers.</li> <li>• Encourage participation from all in with following the use of bulk cleaning products and waste management programs within the organization.</li> <li>• Make suggestions for improvements or further education/training.</li> </ul>
<p><b>REPORT</b></p> 	<ul style="list-style-type: none"> <li>• Discuss issues and observations related to the bulk cleaning products program with your supervisor.</li> <li>• Identify process that could benefit from revision and make suggestions.</li> </ul>



***Review these related procedures:***

## Handling and Disposal of Construction Waste – SWOC8

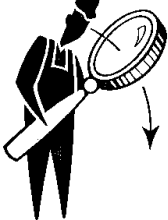


### Managing Construction Waste

<b>PURPOSE</b>	To ensure all hazardous and regulated materials are properly disposed of and to encourage recycling of as much waste as possible.
<b>WHO</b>	All Member Organization employees and contract workers/representatives.
<b>WHERE</b>	All Sustain Winona operations.



	<ul style="list-style-type: none"> <li>• Review the Sustain Winona Goals for waste reduction with your supervisor.</li> <li>• Have certified person(s) perform a pre-demolition survey for asbestos, lead and regulated and hazardous materials.</li> <li>• On remodeling projects hire certified person(s) to perform a pre-construction survey for asbestos and lead.</li> <li>• </li> </ul>
	<ul style="list-style-type: none"> <li>• If any asbestos or lead containing materials are found, have properly licensed or certified person(s) abate the materials per State law prior to starting construction.</li> <li>• During construction keep all metals, wood and other recyclable materials separate from general construction debris and recycle the materials. Encourage all contractors to recycle as much material as possible.</li> <li>• All construction debris that is not recyclable must be disposed of at a properly licensed or certified waste site.</li> <li>• Encapsulate or hire a license lead certified contractor encapsulate or remove any lead containing paint or materials per State law.</li> <li>• Remove or hire someone to remove all hazardous or regulated materials such as paint, chemicals, florescent light bulbs, PBC containing light ballasts, mercury thermostats, Freon, appliances, etc.</li> <li>• Salvage and recycle as many metals, concrete, rock and other recyclable materials as possible and encourage contractors to do the same.</li> <li>• Dispose of or ensure deposal of all demolition debris at properly licensed or certified demolish waste site.</li> </ul>



<p><b>CHECK</b></p> 	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>RESPOND</b></p> 	<ul style="list-style-type: none"> <li>• Discuss recycling opportunities and waste reduction targets with co-workers.</li> <li>• Encourage participation from all in recycling and waste management programs within the organization.</li> <li>• Make suggestions for improvements or further education/training.</li> </ul>
<p><b>REPORT</b></p> 	<ul style="list-style-type: none"> <li>• Discuss issues and observations related to the organizational construction waste management program with your supervisor</li> <li>• Identify process that could benefit from revision and make suggestions.</li> </ul>

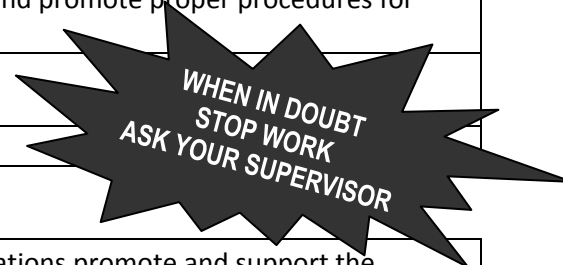
***Review these related procedures:***



General Recycling SWOC1, Office Recycling SWOC2, Managing Lights and Electrical Devices SWOC13

## Paper and Printing Use in Offices and Classrooms– SWOC9

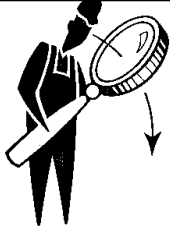


### Paper and Printing Use

<b>PURPOSE</b>	To ensure that we minimize the production and disposal of unnecessary printed documents. Our primary goal in managing our waste streams is to reduce the amount of product that we use. Paper is a product that is very commonly misused and wasted. This work instruction is designed to increase awareness and promote proper procedures for paper use.
<b>WHO</b>	All Sustain Winona Organization employees and contract workers/representatives.
<b>WHERE</b>	All Sustain Winona operations.



	<ul style="list-style-type: none"> <li>• Be aware that Sustain Winona organizations promote and support the development of “paperless” activities and offices.</li> <li>• Always ask yourself if you really need to print a document or will an electronic copy suffice.</li> </ul>
	<ul style="list-style-type: none"> <li>• Only print documents when absolutely necessary.</li> <li>• Review and edit documents in digital form completely before final printing.</li> <li>• Use duplex printing for all documents. Single sided printing wastes paper.</li> <li>• Set all printers for duplex printing as the default.</li> <li>• Recycle all office paper when finished using.</li> <li>• Have controls placed on common area printers to prohibit the printing of jobs that exceed a specific size.</li> <li>• Place recycle containers directly adjacent to all printers in order to encourage recycling of paper products.</li> <li>• Do not print e-mail; s store and retrieve in digital form.</li> </ul>



<p><b>CHECK</b></p> 	<ul style="list-style-type: none"> <li>• Ensure that collection containers are clearly marked and centrally located for optimum access.</li> <li>• Make the extra effort to place materials in appropriate locations for disposal.</li> <li>• Periodically review containers to ensure that they are being used correctly.</li> </ul>
<p><b>RESPOND</b></p> 	<ul style="list-style-type: none"> <li>• Discuss waste reduction targets with co-workers, especially with reference to paper.</li> <li>• Encourage all students and co-workers to minimize the amount of printing and paper they use.</li> <li>• Make suggestions for improvements or further education/training.</li> </ul>
<p><b>REPORT</b></p> 	<ul style="list-style-type: none"> <li>• Discuss issues and observations related to the organizational recycling program with your supervisor</li> <li>• Identify process that could benefit from revision and make suggestions.</li> <li>•</li> </ul>

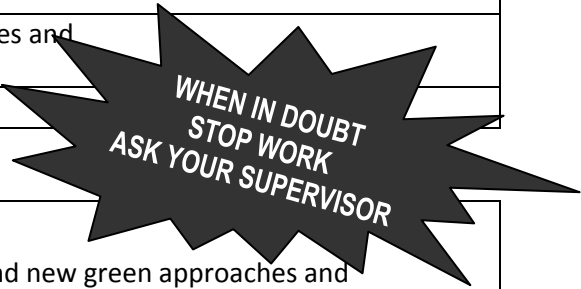
***Review these related procedures:***



General Recycling SWOC1, Office Recycling SWOC2

## Green Building Practices – SWOC10

### Green Building Practices

<b>PURPOSE</b>	Sustain Winona is committed to, where economically possible and technically feasible, incorporating “green” building practices in both new construction and renovation using the following as guidelines for these practices.
<b>WHO</b>	All Sustain Winona Member Organization employees and contract workers/representatives.
<b>WHERE</b>	All Sustain Winona operations.



<b>PLAN</b>	
	<ul style="list-style-type: none"> <li>Be familiar with green building practices and new green approaches and technologies for new construction and retrofitting.</li> </ul>
<b>DO</b>	<p><b>PART 1 - GENERAL</b></p> <p style="text-align: center;"><b>1.1 SUMMARY</b></p> <p>A. Section Includes Special Environmental Requirements: Work includes special environmental, sustainable, and “green” building practices related to energy conservation and efficiency, indoor air quality, and resource efficiency, including the following:</p> <p>1. Special Requirements:</p> <ol style="list-style-type: none"> <li>a. Require practices to ensure healthy indoor air quality in final Project.</li> <li>b. Maximize use of durable products.</li> <li>c. Maximize use of products easy to maintain, repair, and that can be cleaned using non-toxic substances.</li> <li>d. Maximize recycled content in materials, products, and systems.</li> <li>e. Require use of wood from certified sustainably harvested by the Forest Stewardship Council (FSC).</li> </ol>
	



f. Maximize use of reusable and recyclable packaging.

g. Maximize use of products with low embodied energy (production, manufacturing, and transportation).

2. Construction team is required to comply with sustainable building practices during construction and when considering materials for substitutions. Refer to Article 1.2 – Design Requirements.

## 1.2 DESIGN REQUIREMENTS (NOTE 2)

A. General: Owner will establish with design team general environmental goals for design and for construction of Project; Contractor, subcontractors, suppliers, and manufacturers (construction team) are encouraged to participate where possible to realize Owner’s environmental goals.

1. Intent is for environmental goals to be achieved in manner that ultimately provides safe and healthy environment for building occupants with minimal impact on local, regional and global environment.

2. Contract Documents are not intended to limit alternative means of achieving environmental goals.

a. Suggestions from construction team for implementing goals are encouraged.

b. Team approach is encouraged.

B. Environmental Goals:

1. Refer to LEED 2009 Construction Guidelines for more detailed construction requirements related to specific materials and systems.

a. Energy Efficiency (Operations Throughout Project Life): Materials and systems are intended to maximize energy efficiency for operation of Project throughout service life (substantial completion to ultimate disposition – reuse, recycling, or demolition).

b. Indoor Environmental and Air Quality: Materials are selected and processes specified, such as preconditioning and temporary ventilation, to maximize healthy indoor air quality. Cleaning, surface coating, and renewal or replacement of interior materials should be feasible with lowest practical use of toxic, irritating, or odorous compounds. Ventilation system design, construction, and

	<p>commissioning ensure adequate outside air supply under all anticipated conditions of use. Documentation of system design assumptions is included in Project Manuals to enable building operators and management to use and modify the system as required to provide continued assurance of indoor air quality. Additionally, materials are selected to provide appropriate indoor environmental qualities such as good acoustics and lighting.</p> <p>c. Resource Efficiency (Project Construction): Materials and systems are to maximize environmentally-benign construction techniques, including construction waste recycling, reusable delivery packaging, and reusability of selected materials.</p> <p>C. Energy Conservation: Maximize energy conservation strategies in order to reduce life-cycle energy requirements.</p> <ol style="list-style-type: none"> <li>1. Reduce undesirable heat gain and heat loss through exterior envelope.</li> <li>2. Use daylight as the primary lighting source and supplement with integrated and energy-efficient electrical lighting systems.</li> <li>3. Choose equipment with high-end energy performance characteristics, including lighting, HVAC systems, appliances, and office equipment.</li> <li>4. Where appropriate, use thermal storage strategies such as thermal mass of building or ground to minimize total energy consumption.</li> <li>5. Design mechanical systems for efficient operation throughout the typical operating range, from minimum to peak load.</li> </ol> <p>D. Sustainable Site Planning and Landscape:</p> <ol style="list-style-type: none"> <li>1. Maximize erosion and sedimentation control.</li> <li>2. Minimize site disturbance.</li> <li>3. Maximize planted areas.</li> <li>4. Reduce heat islands.</li> <li>5. Where possible, reduce or eliminate light pollution from site lighting. (Note 3)</li> <li>6. Reduce or eliminate use of pesticides.</li> </ol>
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	<ol style="list-style-type: none"><li>7. Rely on indigenous, dry or xeriscape planting. Maintain existing planting on site to reduce costs.</li><li>8. Implement seasonal plant and soil maintenance schedule to maintain healthy soil and landscaping.</li><li>9. Minimize storm water runoff.</li><li>10. Reduce water use with water efficient irrigation systems and local vegetation.</li></ol> <p>E. Durable Materials:</p> <ol style="list-style-type: none"><li>1. Select materials with longest useful service life.</li><li>2. Select materials that deteriorate minimally under installed conditions, exposures, and uses.</li><li>3. Select materials with surfaces that require minimal or no refinishing or resurfacing.</li><li>4. Select materials with protective coating requirements that do not involve frequent application of toxic or odorous components for materials that require surface renewal or protection</li><li>5. Select materials that can be re-used after their service life in this building.</li><li>6. Select materials that can be recycled at the end of their useful lives for materials that cannot be re-used.</li></ol> <p>F. Resource Efficient Materials: Use resource efficient materials; consider energy use over life cycle of material including harvesting, mining, manufacturing, transport, installation, use, operations, recycling and disposal.</p> <ol style="list-style-type: none"><li>1. Where possible and allowable by the Agency and Code with jurisdiction over the project, re-use existing building materials to extent feasible within design concept expressed in Contract Documents.</li><li>2. Select materials that efficiently use resources such as energy, water, and component materials.</li><li>3. Use construction practices such as material reduction and dimensional planning that maximize efficient use of resources and materials.</li><li>4. Provide materials that utilize recycled content to maximum degree possible</li></ol>
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	<p>without being detrimental to product performance or indoor air quality.</p> <ol style="list-style-type: none"><li>5. Where possible and feasible, provide for non-destructive removal and re-use of materials after their service life in this building.</li><li>6. Select materials that use less embodied energy to manufacture.<ol style="list-style-type: none"><li>a. Exceptions might include materials that result in net energy conservation during their useful life in building and building's life cycle.</li></ol></li><li>7. Select materials that conserve energy during building operations.</li><li>8. Where possible, select materials harvested and manufactured regionally, within a 500-mile radius of the project site.</li></ol> <p>G. Scarce, Irreplaceable, and Endangered Resources:</p> <ol style="list-style-type: none"><li>1. Select materials from abundant resources.<ol style="list-style-type: none"><li>a. For natural resources, determine abundance based on ratio of removal rate from existing stocks to natural replacement/renewal rate, where this information is available.</li><li>b. For mineral resources, determine abundance based on ratio of removal rate from terrestrial storage minus amount re-entering commerce through recycling or resource recovery compared to total in terrestrial storage, where this information is available.</li></ol></li><li>2. Select renewable materials, and materials which can be replenished.</li><li>3. Select materials that create minimal or no damage to natural habitats and natural environment.</li><li>4. Select materials that can be easily refinished repaired or refurbished to extend their useful life.</li></ol> <p>H. Pollution: Select materials that generate least amount of pollution during mining, manufacturing, transport, installation, use, and disposal.</p> <ol style="list-style-type: none"><li>1. Avoid materials that emit greenhouse gases</li><li>2. Avoid materials that require energy intensive extraction, manufacturing, processing, transport, installation, maintenance, or removal.</li><li>3. Avoid materials that contain ozone-depleting chemicals (e.g. CFCs or HCFCs).</li></ol>
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	<ol style="list-style-type: none"> <li>4. Avoid materials that emit potentially harmful volatile organic chemicals (VOCs).</li> <li>5. Employ construction practices that minimize dust production and combustion by-products.</li> <li>6. Avoid materials that can leach harmful chemicals into ground water; do not allow potentially harmful chemicals to enter sewers or storm drains.</li> <li>7. Protect soil against erosion and topsoil depletion.</li> <li>8. Minimize noise generation during construction; screen mechanical equipment to block noise.</li> <li>9. Select materials that can be reused or recycled and materials with significant percentage of recycled content; conform with or exceed specified Project recycled content percentages for individual materials; avoid materials difficult to recycle.</li> <li>10. Protect natural habitats; restore natural habitats where feasible within scope of Project.</li> </ol> <p>I. Wood Products:</p> <ol style="list-style-type: none"> <li>1. Use woods from Forest Stewardship Council (FSC) accredited certified sustainably harvested sources.</li> <li>2. Composite wood products with high-recycled content, which meet the indoor air quality data requirements, are acceptable. (Note 4)</li> </ol> <p>J. Water Efficiency:</p> <ol style="list-style-type: none"> <li>1. Reduce the use of municipally supplied potable water.</li> <li>2. Reduce dependence on municipal storm water system for plumbing fixtures and irrigation. Eliminate irrigation or use micro-irrigation. Use no moisture sensors or clock timers on irrigation systems.</li> <li>3. Maintain natural aquifer conditions.</li> <li>4. Consider roof water or groundwater collection system.</li> <li>5. Consider gray water collection system for irrigation systems. Commission irrigation, gray water, roof water collection systems. Provide measurement and verification for these systems. Train maintenance staff on performance of all water collection and distribution systems.</li> </ol>
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<p><b>RESPOND</b></p> 	<ul style="list-style-type: none"><li>•</li></ul>
<p><b>REPORT</b></p> 	<ul style="list-style-type: none"><li>▪</li><li>•</li></ul>

***Review these related procedures:***

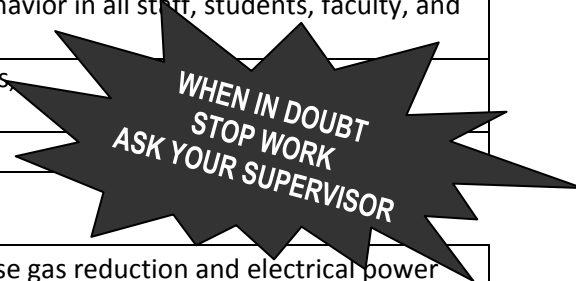
## LEED Specifications for New Construction and Renovations– SWOC11



Where economically feasible and technically possible, Sustain Winona member organizations are committed to complying with LEED specifications for new construction and renovation projects. Sustain Winona members will use the U.S Green Building Council's **LEED 2009 Specifications for New Construction and Renovation** or **LEED 2007 for Schools (or revised)** document, available at the USBGC website <http://www.usbgc.org> for public use and display, as the guideline for construction projects.

## Managing Lights and Electrical Devices – SWOC12

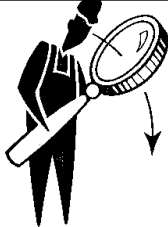


### Managing Lights and Electrical Devices

<b>PURPOSE</b>	To ensure that we achieve our EMS goals related to consumption of electrical power and reduction of greenhouse gases from electrical generation. Our goal is to maximize savings in electricity use by promoting energy conscious behavior in all staff, students, faculty, and employees.
<b>WHO</b>	All sustain Winona Member Organization employees, students, faculty and staff.
<b>WHERE</b>	All Sustain Winona operations.



<div style="background-color: #006633; color: white; padding: 5px; text-align: center; font-weight: bold;">PLAN</div> 	<ul style="list-style-type: none"> <li>• Review the Sustain Winona greenhouse gas reduction and electrical power consumption targets and discuss with your EMS representative and supervisor.</li> <li>• Be completely familiar with all of the material in this work instruction and with the various ways individual members of Sustain Winona can contribute to reductions in the use of electricity.</li> </ul>
<div style="background-color: #006633; color: white; padding: 5px; text-align: center; font-weight: bold;">DO</div> 	<ul style="list-style-type: none"> <li>• <b>Turn off lights:</b> When you know that you are going to be the last person to use a space for at least one half hour, please turn off all lights when you leave the room. Where rooms have a switching option regarding how many light banks can be illuminated, choose only the amount of illumination you require in the space, don't just turn on everything by default. If your space has natural daylight that will suffice, don't use the lights.</li> <li>• <b>Phantom power:</b> Many electrical devices, if they are plugged in, continue to draw power when not in use. Please unplugged all electrical devices that can be safely be unplugged when not in use (e.g. charges, laptops, small appliances, lamps etc.)</li> <li>• <b>Computers:</b> Power off monitors when not in use and make sure that screen savers are in place for times when monitors are left running. If possible, power down computers at the end of every day. IT Departments will notify users when computers need to be left on for virus checking and updates.</li> <li>• <b>Small Appliances:</b> Turn-off and unplug appliances when not in use for extended periods of time(e.g. microwave, coffee maker, small room refrigerators etc)</li> <li>• <b>Water Use:</b> One of the largest single users of electricity in Sustain Winona member organizations the pumps required to distribute City water. If we can all reduce our water consumption, we can also reduce our electricity use. Please don't let water run when you are not using it and please only use what you need.</li> </ul>



	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>CHECK</b></p> 	<ul style="list-style-type: none"> <li>• Where possible, ensure that all electrical appliances are Energy Star certified prior to purchase and install.</li> <li>• Make the extra effort to follow the basic practices outlined in this work instruction in order to do your part for electricity use.</li> <li>• Review the Sustain Winona Environmental Management Program on Greenhouse Gas reduction for more detailed information on Sustain Winona’s policies and procedures.</li> </ul>
<p><b>RESPOND</b></p> 	<ul style="list-style-type: none"> <li>• Discuss reduction of electrical power use targets with your co-workers and especially your students (if applicable). Knowledge and awareness are our two most useful tools.</li> <li>• Encourage participation in energy management programs within your organization. Challenge yourself and others in your organization to save.</li> <li>• Make suggestions for improvements or further education/training.</li> </ul>
<p><b>REPORT</b></p> 	<ul style="list-style-type: none"> <li>• Discuss issues and observations related to this work instruction with your supervisor</li> <li>• Identify process that could benefit from revision and make suggestions and additions.</li> <li>• Be proactive with regard to energy management!</li> <li>•</li> </ul>

***Review these related procedures:***



Implementing Behavioral Changes – SWOC5

## HVAC Regular Maintenance – SWOC13

### HVAC Air Compressor Maintenance – SWOC 13a

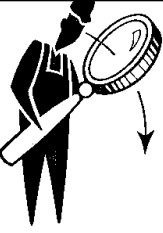
<b>PURPOSE</b>	Air compressor Maintenance
<b>WHO</b>	All Maintenance employees of Sustain Winona Member Organizations
<b>WHERE</b>	All Buildings of Sustain Winona Members




<b>PLAN</b>	<p><b>Maintenance Schedule Checklist:</b></p> <ul style="list-style-type: none"> <li>• Every 8 hours (or Daily)</li> <li>• Every 40 Hours (or Weekly)</li> <li>• Every 500 Hours (or Every 3 Months)</li> <li>• Biannual</li> <li>• Annual</li> <li>•</li> </ul>
	
<b>DO</b>	<p><b>Every 8 hours (or Daily)</b></p> <ul style="list-style-type: none"> <li>• Maintain oil level between high and low level marks on bayonet gauge. (Discoloration or a higher oil level reading may indicate the presence of condensed liquids.) If oil is contaminated, drain and replace.</li> <li>• Drain receiver tank, drop legs and traps in air distribution system.</li> <li>• Give compressor an overall visual inspection and be sure safety guards are in place.</li> <li>• Check for any unusual noise for vibration.</li> <li>• Check oil leaks.</li> </ul> <p><b>Every 40 Hours (or Weekly)</b></p> <ul style="list-style-type: none"> <li>• Manually operate the pressure relief valves to be certain they are working.</li> <li>• Clean the cooling surfaces of the intercooler and compressor.</li> </ul>
	



	<ul style="list-style-type: none"> <li>• Check the compressor for the air leaks.</li> <li>• Check the compressed air distribution system for leaks.</li> <li>• Inspect oil for contamination &amp; change of necessary.</li> <li>• Clean or replace the air intake filter. Check more often under humid or dirty conditions.</li> </ul> <p><b>Every 500 Hours (or Every 3 Months)</b></p> <ul style="list-style-type: none"> <li>• Change oil &amp; filter (more frequently in harsher environments).</li> <li>• Torque pulley clamp screws or jam nut.</li> </ul>
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<p><b>CHECK</b></p> 	<p><b>Warning!</b> NEVER ASSUME A COMPRESSOR IS SAFE TO WORK IN JUST BECAUSE IT IS NOT OPERATING! IT COULD RESTART AT ANY TIME.</p> <p>Step 2) Isolate the compressor from the compressed air supply by closing a manual shutoff valve upstream and downstream from the compressor. Display a sign in clear view at the shutoff valve stating that the compressor is being serviced.</p> <p>Step 3) Lock open a pressure relief valve within the pressurized system to allow the system to be completely de-pressurized. NEVER remove a plug to relieve the pressure.</p> <p>Step 4) Shut off the water cooling supply (water cooled versions)</p> <p>Step 5) Open all manual drain valves within the area to be serviced.</p> <p>Step 6) Wait for the unit to cool before starting the service. (Temperatures of 120F) can burn skin. Some surface temperatures exceed 350F when the compressor is operating.)</p>
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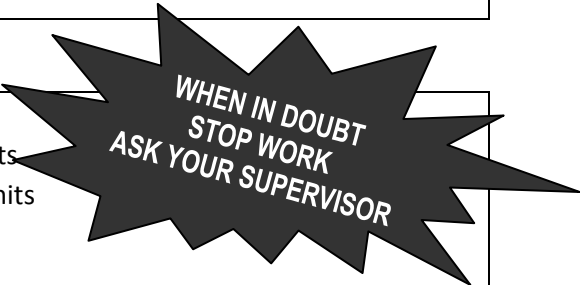
<p><b>RESPOND</b></p> 	<p>The following procedures should be followed when stopping the compressor for maintenance or service:</p> <p>STEP 1) Per OSHA regulation 1910.47: The Control of Hazardous Energy Source (Lockout/Tag out), disconnect and lockout the main power source.</p> <p>STEP2) Display a sign in clear view at the main power switch stating that the compressor is being serviced.</p>
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<b>REPORT</b>		<ul style="list-style-type: none"> <li>• Report any issues, concerns or requirements to your supervisor.</li> <li>• Make sure others who need to know are aware of your maintenance procedures and findings.</li> </ul>
<b>REPORT</b>		


## HVAC Air Handler Maintenance – SWOC13b

<b>PURPOSE</b>	AIR HANDLERS INSPECTION AND REPAIRS
<b>WHO</b>	All Maintenance employs of Sustain Winona Member Organizations
<b>WHERE</b>	All Buildings of Sustain Winona Members

<b>PLAN</b>		<ul style="list-style-type: none"> <li>• Annual Maintenance Air Handling Units</li> <li>• Monthly Maintenance Air Handling Units</li> </ul>
<b>DO</b>		<p>Clean the fan wheels and fan shaft.</p> <p>Change filters every six months.</p> <p>Grease fan shaft bearings and motor bearings every six months with lithium base grease</p> <ul style="list-style-type: none"> <li>• IF ANY REPAIRS ARE NEEDED USE LOCK-OUT PROCEDURE</li> </ul>
<b>CHECK</b>		<p>Inspect the drain pan for sludge or other foreign material.</p> <p>Check the condensate drain line to be sure it is not obstructed.</p> <p>Check the damper linkage, setscrews and blade adjustments for proper operation.</p> <p>Inspect the unit casing and accessories for paint chipping or corrosion.</p>



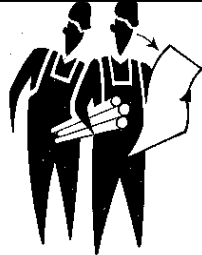



<b>REPORT</b>		<ul style="list-style-type: none"> <li>Keep record of completion date of repairs</li> <li>Keep record of services to equipment</li> <li>Report any repairs to supervisor</li> <li>Report spills or leaks of hazardous materials to your supervisor</li> <li>Report any hazardous waste of unknown origin</li> <li>Report any act of illicit waste dumping</li> <li></li> </ul>

## HVAC Boiler Testing and Inspections – SWOC13c

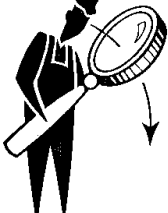

<b>PURPOSE</b>	BOILER TESTING AND INSPECTION'S
<b>WHO</b>	All Maintenance employs of Sustain Winona Member Organizations
<b>WHERE</b>	All Buildings of Sustain Winona Members



<b>PLAN</b>	<p>Steam boilers daily Inspection Annual Boiler Inspection LOCK-OUT / TAG-OUT – BOILER SERVICE / CLEANING</p>
	

<b>DO</b>	<p>Steam boilers should be blown down daily</p> <ul style="list-style-type: none"> <li>Water columns</li> <li>Gage glass</li> <li>Bottom blow off</li> <li>Drain valve</li> <li>Safety valves once a week</li> <li>Water analysis and add chemical as needed</li> </ul> <p style="text-align: center;"><b>Follow your water analysis procedures from chemical supplier</b></p> <p style="text-align: center;">ANNUAL BOILER INSPECTION</p> <ul style="list-style-type: none"> <li>Wear proper safety equipment to shut off boiler, close feed water valves; turn off all power to pumps and boiler burner.</li> <li>Allow boiler to cool slowly before draining to avoid rapid contraction of flues and</li> </ul>
	





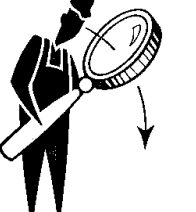
	<p>other possible damage or personal injury.</p> <ul style="list-style-type: none"> <li>• Drain boiler, open water column, and blow down valves to avoid creating a vacuum in the boiler.</li> <li>• Remove the manhole cover and hand whole caps.</li> <li>• Wash inside of boiler drum to remove all scale and sludge until clean.</li> <li>• Remove all excisable plugs, covers, valves, (including safety valves) and piping that will allow you to see into the boiler, take off low water cut-off valves, sight glass and check for sludge and clean.</li> <li>• Make sure water legs are free of scale deposits, flush clean.</li> <li>• Open boiler doors, clean flues with flue punch, clean around flues with wire brush, vacuum area clean.</li> <li>• Clean out fire box with wire brush and vacuum. Check for damage to fire brick and any other internal problems.</li> <li>• Inspect, clean, and lubricate the burner and combustion control equipment.</li> <li>• Reassemble and fill boiler. Fire burner to boil off oxygen.</li> <li>•</li> </ul>
<p style="text-align: center;"><b>CHECK</b></p> 	<ul style="list-style-type: none"> <li>• Check hand valves &amp; automatic feed equipment. Repack and adjust as required.</li> <li>• Check flues for pitting or any internal boiler problems.</li> <li>• Check hand valves &amp; automatic feed equipment. Repack and adjust as required.</li> </ul>
<p style="text-align: center;"><b>RESPOND</b></p> 	<p style="text-align: center;"><b>LOCK-OUT / TAG-OUT – BOILER SERVICE / CLEANING:</b></p> <ol style="list-style-type: none"> <li>1. Shut-down and lock-out burners as described. <ul style="list-style-type: none"> <li>• Put toggle switch to “OFF” position (down)</li> <li>• Operate switching gear on east wall for to “OFF” position (Lock &amp; Tag)</li> <li>• Operate switching gear for limit controls on east wall to “OFF” position.</li> <li>• Verify locked-out by operating toggle switch on burner to “ON”, if not energized return to “OFF” and proceed with burner maintenance.</li> </ul> </li> <li>2a. To service or clean both simultaneously <ul style="list-style-type: none"> <li>• Shut feed pump toggle switches to “OFF” position on green box located north of the boilers</li> <li>• Shut switching gear to “OFF” position and lock-out/tag-out.</li> </ul> </li> </ol>

	<p>2b. To service or clean one boiler while leaving the other boiler on line:</p> <ul style="list-style-type: none"><li>• Shut toggle switch to “OFF” for appropriate boiler feed pump.</li><li>• Move switching gear to “OFF” position and lock-out/tag-out.</li><li>• Open green door to access wiring and verify locked out with voltage meter; disconnect motor feed wires and solenoid wires for standby pump using insulated screwdriver; close door.</li><li>• With switching gear in locked out position and verified, disconnect the limit controls by accessing the applicable boiler junction box located on the north curved top of boiler, open box, disconnect wire nuts, close box and tag box.</li><li>• Remove lock-out for feeder pump on green box and move lever to “ON” so that on-line boiler will continue to operate.</li></ul> <p>3a. If burning oil:</p> <ul style="list-style-type: none"><li>• Shut off oil pump at stop button on east wall and depress.</li><li>• Move switching gear to “OFF” position for oil pumps and lock-out/tag-out.</li><li>• Turn off oil supply by turning gate valve clockwise, apply donut lock-out/tag-out.</li><li>• Verify oil pumps locked out, press start button on east wall, return to “OFF” after verifying locked out.</li></ul> <p>3b. If burning gas:</p> <ul style="list-style-type: none"><li>• Operate switch handle by pulling down, remove handle and place in workers tool box; tag valve.</li></ul> <p>4. Shut down water supply on feed pumps by operating ball valve handle to horizontal position, apply lock-out to valve.</p> <p>5. Shut steam header valve with chain mechanism and apply lock-out.</p> <p>6. Verify boiler is shutdown by using toggle switches to turn on burners and pumps. (Return toggle to “OFF” following test)</p> <ul style="list-style-type: none"><li>•</li></ul>
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<b>REPORT</b>	<ul style="list-style-type: none"> <li>• Have boiler inspected by the Boiler Inspector</li> <li>• Report spills or leaks of hazardous materials to your supervisor</li> <li>• Report any hazardous waste of unknown origin</li> <li>• Report any act of illicit waste dumping</li> </ul>
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## HVAC Maintenance of Circulating Pumps – SWOC13d

<b>PURPOSE</b>	WATER TEST AND LUBRICATE CIRCULATING PUMPS
<b>WHO</b>	All Maintenance employs of Sustain Winona Member Organizations
<b>WHERE</b>	All Buildings of Sustain Winona Members

<b>PLAN</b>	 <ul style="list-style-type: none"> <li>• INSPECT AND LUBRICATE CIRCULATING PUMPS</li> <li>• LOCK-OUT PROCEDURE</li> </ul>
<b>DO</b>	 <ul style="list-style-type: none"> <li>• Items needed: 20w non-detergent oil, flashlight, &amp; screwdrivers (Phillips &amp; Regular).</li> <li>• Make sure shaft turns freely and wick is down in oil, add oil if necessary.</li> </ul> <p><b>**Need to clean motors.**</b></p>
<b>CHECK</b>	 <ul style="list-style-type: none"> <li>• Listen for bearing noises</li> <li>• Oil reservoir is filled to proper level</li> <li>• wick is down in oil</li> <li>• No leaks around pumps</li> </ul>

WHEN IN DOUBT  
 STOP WORK  
 ASK YOUR SUPERVISOR



<p><b>RESPOND</b></p> 	<p style="text-align: center;">LOCK-OUT PROCEDURE</p> <ol style="list-style-type: none"><li>1. Disconnect electrical circuit breaker for applicable pump (on east wall) and lock-out/tag-out.</li><li>2. Using a voltmeter verify absence of power if energized recheck step</li><li>3. Attempt to restart pump to verify if locked out.</li><li>4. Shut off supply valve, return valve, compression valve isolation valve and fill valve: using donut lock-out devices lock-out/tag-out each valve.</li><li>5. Drain residual water from spigot faucet.</li><li>6. Wearing face shield and hot gloves remove pump drain plugs and drain remainder of 120 to 210 degree water.</li><li>7. Disconnect impeller housing and mounting bolts (and if necessary the power wires)</li><li>8. Make repair, reconnect, refill, and prime, and re-energize.</li></ol>
<p><b>REPORT</b></p> 	<ul style="list-style-type: none"><li>• Report spills or leaks of hazardous materials to your supervisor</li><li>• Report any hazardous waste of unknown origin</li><li>• Report any act of illicit waste dumping</li></ul>

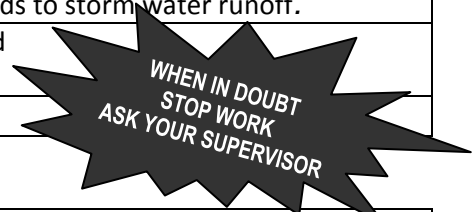
***Review these related procedures:***



HVAC Air Compressor Maintenance – SWOC13a, HVAC Air Handler Instructions – SWOC13b,  
HVAC Boiler Maintenance – SWOC13c, HVAC Circulating Pumps – SWOC13d

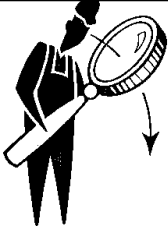


## Vehicle Washing – SWOC 14

### Vehicle/Equipment Washing

<b>PURPOSE</b>	To ensure that we comply with all applicable laws, regulations and commitments related to washing vehicles and equipment. Wash water from vehicle and equipment cleaning activities performed outdoors or in areas where wash water flows onto the ground can contribute toxic hydrocarbons and other organic compounds, oils and greases, nutrients, phosphates, heavy metals, and suspended solids to stormwater runoff.
<b>WHO</b>	All Sustain Winona Member Organization employees and contract workers/representatives.
<b>WHERE</b>	All Sustain Winona operations.



	<p><b>PLAN</b></p> <ul style="list-style-type: none"> <li>• Be completely familiar with all of the material in this work instruction and with the designated areas and locations for vehicle and equipment washing.</li> <li>• Use biodegradable, phosphate-free detergents for washing.</li> <li>• Wash vehicles and equipment in designated wash areas. Signs should be posted to mark washing areas.</li> <li>• Discharges to the storm drains are prohibited.</li> <li>• Use hoses with nozzles that automatically turn off when left unattended.</li> <li>• Use appropriate vehicle wash.</li> <li>• Wash vehicles when needed, not based on a schedule.</li> <li>• Use appropriate amount of detergent as specified by directions. More is not necessary better, it just wastes money.</li> <li>• Use hot water only when needed, in most cases cold water will wash the vehicle or equipment.</li> <li>•</li> </ul>
	<p><b>DO</b></p> <ul style="list-style-type: none"> <li>• Spray thoroughly the entire vehicle, pay particular attention to heavily soiled areas trying to remove as much dirt as possible.</li> <li>• Use appropriate vehicle washing detergent. These soaps have less damage the vehicle surface.</li> <li>• Scrub vehicle from top to bottom, trying to follow the contours of the vehicle/equipment.</li> <li>• Rinse often!</li> <li>• After you finish washing, do a final rinse.</li> <li>• Allow vehicle/equipment to air dry or use some form of cloth/shammy to dry.</li> <li>• Clean and dry wash are when you are finished.</li> </ul>

<p><b>CHECK</b></p> 	<ul style="list-style-type: none"> <li>• All wash areas are clearly marked</li> <li>• Make sure that other fleet maintenance does not take place in wash areas.</li> <li>• Drains go to proper disposal and not storm water drains.</li> </ul>
<p><b>RESPOND</b></p> 	<ul style="list-style-type: none"> <li>• Encourage everyone to wash vehicles and equipment in designated areas within the organization.</li> <li>• Make suggestions for improvements or further education/training.</li> </ul>
<p><b>REPORT</b></p> 	<ul style="list-style-type: none"> <li>• Discuss issues and observations related to the organizational vehicle and equipment wash program with your supervisor</li> <li>• Identify process that could benefit from revision and make suggestions.</li> </ul>

***Review these related procedures:***

General Recycling SWOC1, Handling and Disposal of Vehicle Maintenance Waste SWOC3

## **Separation of Food Waste for Compost – SWOC 15**

To be developed.

## **Vehicle Idling Policy – SWOC 16**

To be developed.

## **Energy Management Patrols – SWOC 17**

To be developed.

## **Dishwashing and Kitchen Cleaning - SWOC 18**

To be developed.

## **Fleet Vehicle Maintenance – SWOC 19**

To be developed.

## **Contractor “Green” Specifications – SWOC 20**

To be developed.

## **HVAC Automated Controls – SWOC 21**

To be developed.