IOWA
Department of
Natural Resources

SOLID WASTE Environmental Management System
Committed to Continuous Improvement

# Overview of the EMS Program

Tier 1 Kickoff Meeting

April 3, 2013

GS&P
GRESHAM SMITH AND PARTNERS

# Agenda

- Introductions/Iowa's EMS Program
- EMR and Core Team
- Management Support
- Gap Analysis with Exercise
- EMS Fenceline With Exercise
- Environmental Policy Statement with Exercise

# The Background of EMS

- House File 2570 – legislation passed into law in 2008 – a voluntary alternative to Comprehensive Planning

Stakeholders, legislators and Department staff crafted the Iowa Solid Waste Environmental Management System legislation

# The Basics of EMS

- Systematic Process for ***Managing Environmental Risks*** and ***Continually Improving Environmental Performance***

# What is an EMS?

- EMS is…
  - A Business System Applied to the Environmental Impacts of the Organization
  - Includes Policies, Management Processes, Training and Procedures
  - Not Exclusively Focused on Compliance Requirements
  - Strives for Reviewing, Analyzing, Controlling and Reducing Impacts
  - Requires Ongoing Implementation and Continuous Improvement

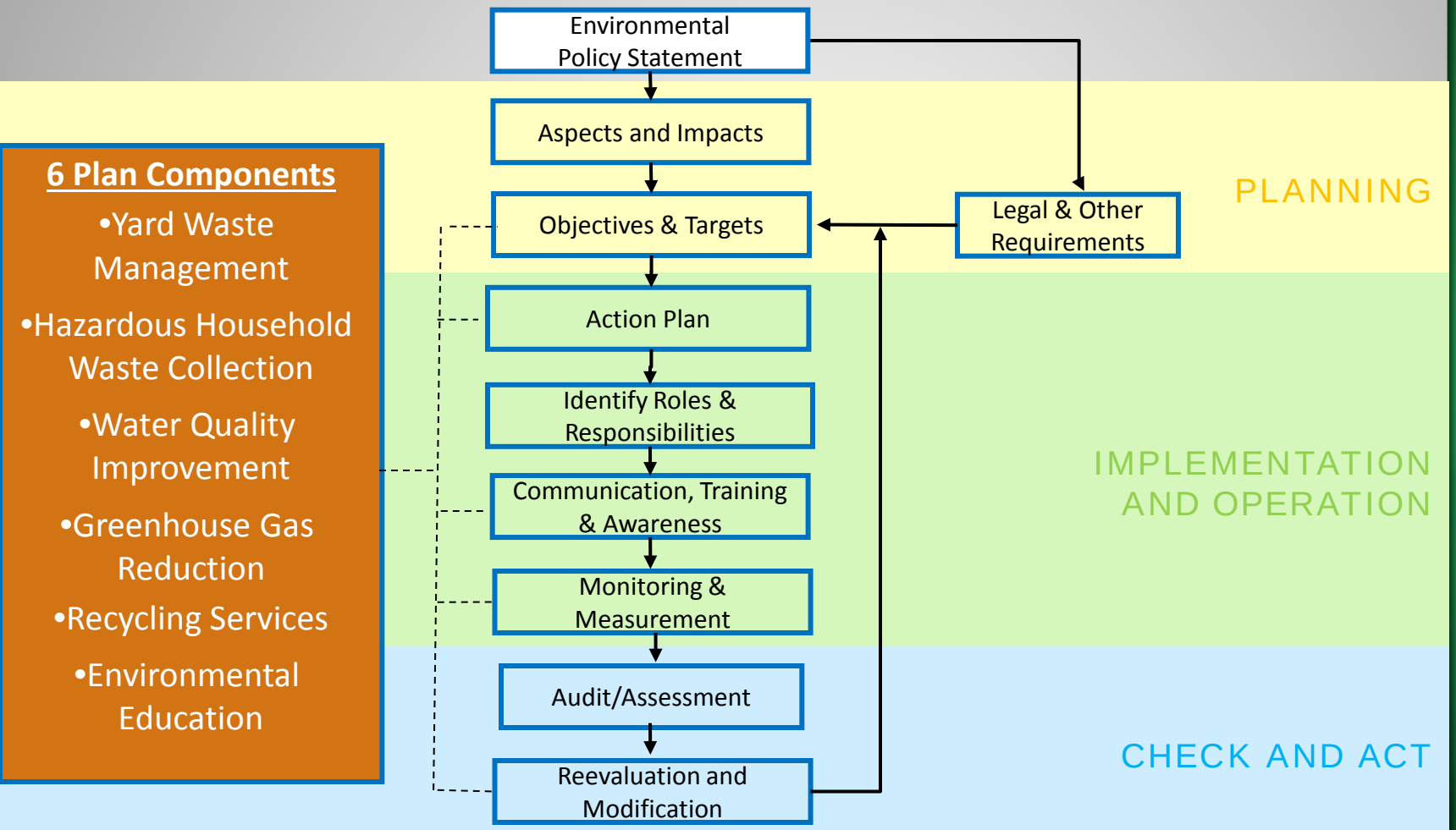
# EMS Benefits for Your Organization

- Improved Environmental Compliance
- Reduced Environmental Impacts
- Clarity of Responsibilities and Expectations
- Fewer “Fire Drills”
- Cost Avoidance and Increased Efficiency
- Increased Understanding and Awareness of Environmental Requirements and Impacts by Staff
- Positive Recognition

# EMS 10 Elements (HF 2570)

- *Environmental Policy Statement*
- *Environmental Aspects and Impacts*
- *Legal and Other Requirements*
- *Objectives and Targets*
- *Action Plan*
- *Identify Roles and Responsibilities*
- *Communication/Training/Awareness*
- *Monitoring and Measurement*
- *Audit/Assessment*
- *Reevaluation and Modification*

# Iowa EMS Framework (HF 2570)




***First 3 elements are overarching; final 7 are completed for each of the six component areas***

# EMS Tier I Program Details

# EMS Program Quick Overview

- Guidelines from HF 2570 and 10 EMS Elements
- *Role of Council*
  - System Designation
  - System Review
  - Allocation of Funds
- *Role of Participants*
  - Successfully Complete EMS Implementation
  - Share Ideas, Networking, Success Stories
- *Role of GS&P & DNR Staff*
  - Assistance, Coaching, Example Documents
  - Troubleshooting and Guidance

# Goal

Successfully Implement an Environmental Management System (EMS)

# “Successful Implementation”

- 10 Elements of the EMS are in Place and Functioning
  - Perfection is Not Expected!
  - Process of Continual Improvement is Implemented
- EMS is Providing Real and Measurable Environmental Improvements
  - With a Focus on the Six Plan Components

**Yard Waste Management**
**Hazardous Household Waste Collection**
**Water Quality Improvement**
**Greenhouse Gas Reduction**
**Recycling Services**
**Environmental Education**

# EMS Participants Plan

- GS&P Will Coach Participants Through the 10 Elements of an EMS as Defined by Iowa
  - Balance Group Training with Individual Coaching
- Components of the Plan
  - Webinar/You-Tube Training
  - In-Person Meetings
  - Annual Conferences
  - Monthly Conference Calls
  - Participant site visits
  - Participant Website

# Webinars and Conference

- Provide Training on Each of the 10 Elements of the EMS
  - Lecture with Power Point Presentations
  - Exercises
  - EMS Examples
  - Field Exercises, as Appropriate
  - Sharing Between Participants
  - Discussion of Lessons Learned and Successes
  - “Homework” Between meetings

# Topics Covered in Kick Off Webinar

- EMS Elements Covered
  - Brief Intro to the EMS
  - EMR and EMS Core Team
  - Senior Management Support

- Other Topics to Support Elements
  - EMS Gap Analysis
  - EMS Fenceline
  - Environmental Policy Statement

- Project Website / Identifying Next Steps

# EMS Project Schedule & Guidance

# Project Implementation Schedule

**April 2013: Workshop**

- EMR and EMS Core Team
- Management Support
- Gap Analysis
- Environmental Policy

**May 2013: Web Videos**

- Environmental Aspects & Impacts

**June 2013: Site Visits**

- Identify Environmental Aspects and Impacts Site Visit

**July 2013: Web Videos**

- Setting Objectives and Targets
- Action Plans
- Monitoring and Measurement

# Project Implementation Schedule

**September 1, 2013**

- Submit Annual Report (Modified Version for 1st Year)

**Nov. 2013: Conference**

- Annual Conference with Tier 1's, Tier 2's and Potential Participants

**2013-2014: Web Videos**

- Communication, Training and Awareness
- Roles and Responsibilities
- Legal and Other Requirements

**Feb. 2014: Workshop**

- Auditor Training

**June 2014**

- Complete Tier 1 EMS Implementation!

# Monthly Conference Calls

- Individual Conversation with Each Pilot
- Problem and Roadblock Discussions
- One-on-one Assistance with Issues
- Discussion of Homework Review
- Documentation of Lessons Learned and Successes

***Please See Sign Up Sheet for April and May***

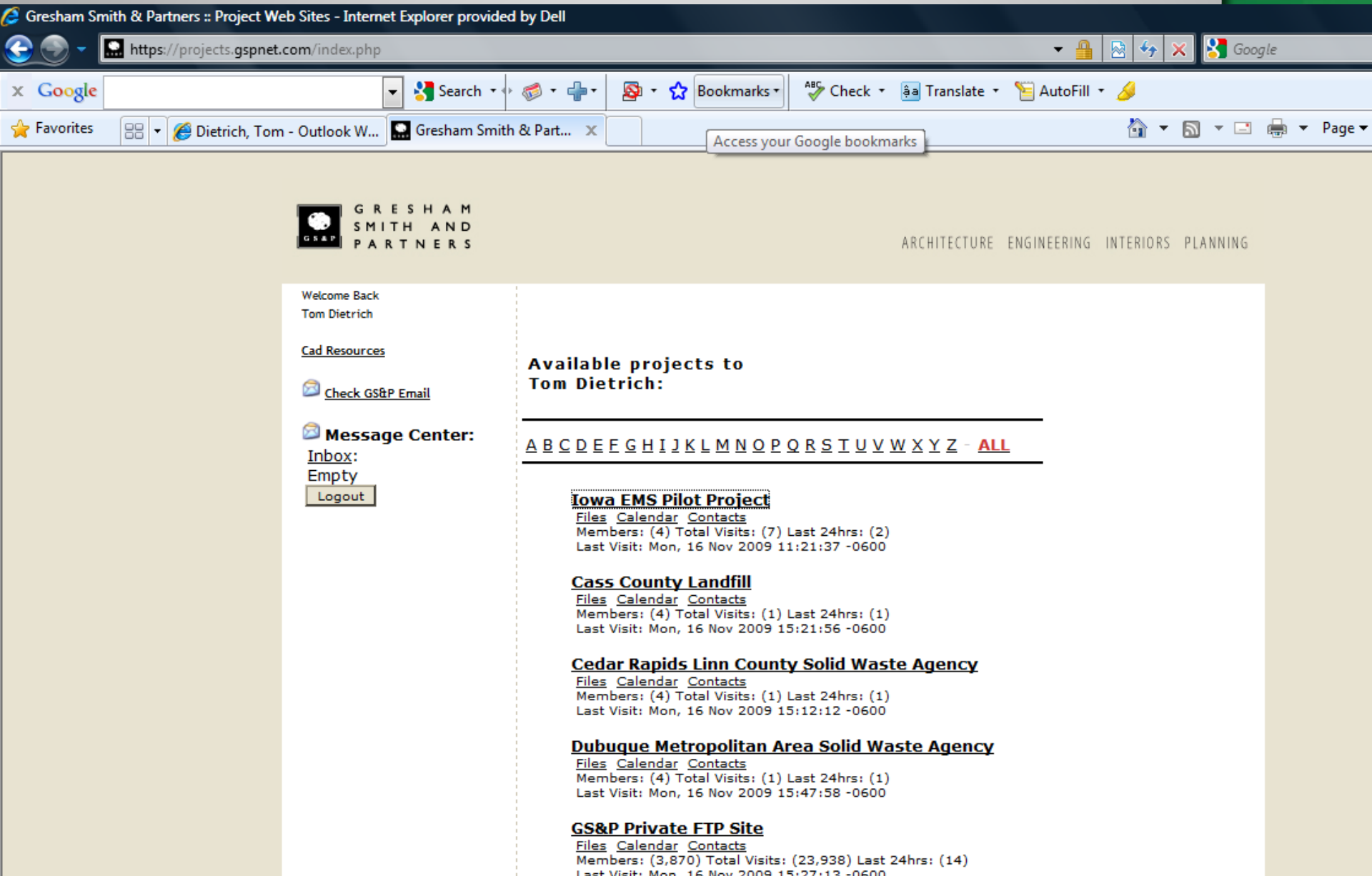
# Site Visits

- GS&P will Conduct a Site Visit with each Participant and will Focus on Specific Areas of Needed Assistance:
  - Aspects and Impacts
  - Training for EMS Core Team/Staff
  - Areas of Difficulty
  - Process

# Participant Website

- Shared Website to Upload and Share Documents
- Provide Links and Other Resources
- Schedules With Milestone Due Dates
- Posting of “Homework” Assignments
- Upload Shared Lessons Learned and Successes
- https://projects.gspnet.com

# Project Websites



Iowa EMS Pilot Project - Microsoft Internet Explorer provided by Gresham, Smith and Partners

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- News Archive
- Links
- Calendar
- Downloads
- Contacts
- Invite Participant

## Task List [Next 2 Weeks]

**No Items Pending**

## Headlines - [Edit]

**Nov 02, 2009**

This project is under development. - Read More

**Message Center:**

[ Inbox: Empty ]

Project Navigator . . . Nov 11, 2009 13:55:21 CST - **Iowa EMS Pilot Project**

There are currently 1 member(s) that are online:

Tom Dietrich

Total Site Visits: (4)

Total Page Views: (66)

Moderate - Code Last Updated: Feb 15, 2006 17:56:04 GMT

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# Best Practices

- Participate!
  - The Best Part of This Process is Listening to and Learning from Other Pilots
  - Share the Good, Bad, and Ugly
- Make Use of the Conference Calls
  - Prepare a List of Questions/Concerns/Comments

- Stay On Track with Homework
  - Communicate Difficulties in Advance
- Plan Site Visits Accordingly to Individual Needs
  - Setting up EMS Core Team
  - Identification of Aspects & Impacts
  - Assessments

- Ask for Help !!!

Looking forward to good things to come!

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# Questions?

GRESHAM
SMITH AND
PARTNERS