

Tri-Met

Facility name: Tri-Met

Period ending: Monday, December 31, 2001

Prepared by	Revised by	Approved by
KAC 6/26/01	KMF 6/29/01	SHM 6/29/01

4. 3. 42

Environmental Management Programme(s) - Procedures

Worksheet index

1. Procedure no. 1: EMS System Procedure Environmental Management Programs 4.3.32

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Revision schedule

Rev. no.	Date	Description
1	6/26/01	Initial Draft
2	6/29/01	Final

Subject/Title: EMS System Procedure Environmental Management Programs 4.3.32

Procedure no.: 1

Person responsible: EMS Steering Committee

Department/Facility: Facilities Management

1. Purpose

To establish an Environmental Management Program that assists Tri-Met in successfully implementing its environmental management system and addresses all of its environmental objectives.

Tri-Met's environmental management programs detail specific actions in order of their priority. The actions may address individual processes, projects, products and services applicable to sites or facilities at a site. The programs should address schedules, resources and responsibilities for achieving Tri-Met's objectives and targets and continually improving its environmental performance.

The programs should be amended as necessary to ensure that they apply to new developments and new or modified activities, products or services. Regular revisions will ensure that the programs are dynamic and that they continue to reflect objectives and targets.

2. Scope

Tri-Met establishes Environmental Management Programs and the means and time frame for achieving them to ensure designated responsibility for achieving Tri-Met's objectives and targets at each relevant level of operations.

3. Responsibilities

After reviewing the objectives and targets developed by the EMS Core Team. Team members are responsible for designating an employee and a timeline for meeting the applicable objectives and targets. The EMS Steering Committee is responsible for documenting these Environmental Management Programs in the EMS.

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4. Procedures

After the creation of objectives and targets the EMS Steering Committee is responsible for developing a work sheet that contains the activity, objective, target and target date. The EMS Core Team is responsible for creating action items, assigning a person responsible, creating a schedule for implementation, identifying resources needed and costs associated with the actions. The EMS Steering Committee revises the document and inputs results into one document named 4.3.41 Develop Environmental Management Programs in the GreenWare System on the W: Drive.

5. References/Related documents

4.3.41 Develop Environmental Management Programs

6. ISO Requirements

The organization shall establish and maintain a program for achieving its objectives and targets. It shall include (a) designation of responsibility for achieving objectives and targets at each relevant function and level of the organization; (b) the means and time-frame by which they are to be achieved. If a project relates to new developments and new or modified activities, products or services, programs shall be amended where relevant to ensure that environmental management applies to such projects.