

## PROJECT ENVIRONMENTAL REVIEW

Approval:	Tech. Svcs. Dept.	Original Issue Date:	01/01/2007	No. <u>ENV-15</u>
Owner:	Tech. Svcs. Dept.	Revision Date:	05/6/2011	Page: <u>1</u> of <u>2</u>

**PURPOSE:** This document provides procedures to anticipate and plan for potential environmental aspects and related impacts associated with new or modified activities and services at LCSWMA facilities. This procedure also provides instruction for the communication of relevant procedures and requirements related to the identified significant environmental aspects to contractors and suppliers.

**SCOPE:** This procedure applies to all activities, projects, equipment, and services.

**REFERENCES:** ENV-15A Project Environmental Review Form

### DEFINITIONS:

#### 1. Procedure

- 1.1 The Project Manager (Senior Mgr., Facility Mgr., Environmental Compliance Mgr., or other project leader) completes the appropriate section of the Project Environmental Review Form (ENV-15A) for all proposed projects or modifications to LCSWMA facility activities, products or services. The completed form is submitted to the Technical Services Department.
- 1.2 The Technical Services Department reviews and completes the appropriate portion of the Project Environmental Review Form to ensure that relevant changes to the EMS as a result of such proposed projects or modifications have been considered and are accounted for in the planning process.
- 1.3 The Technical Services Department either signs the form or returns the form to the Program Manager requesting additional information or project alternatives. Upon review and signature of the form, the project may proceed. If applicable, the appropriate member of Senior Management presents the project to the Chief Executive Officer and/or Board of Directors for approval prior to implementation.
- 1.4 The Project Manager communicates the relevant procedures, significant environmental aspects and the requirements of the EMS to suppliers and contractors at the onset of project activities. This communication includes the items listed by the Technical Services Department on the Project Environmental Review Form.

#### 2. Responsibilities

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Description of Revision(s): <u>4/5/10 - ENV-15 applies to LCSWMA Facilities only, added in Purpose section;</u>
<u>6/3/10 – “K” or “G” drive for controlled documents; 7/20/10 – Rev. Tech Svcs. Dept.;</u>
<u>8/17/10 – Rev. Program mgr and job titles; 5/6/11 – Quarterly review of ENV-15As</u>

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### 2.1 **Project Manager**

The Project Manager has the primary responsibility for completing the Project Environmental Review Form. Additionally, the Project Manager has the overall responsibility for ensuring that relevant EMS information is communicated to contractors and suppliers.

### 2.2 **Technical Services Department**

The Senior Manager, Technical Services and/or Environmental Compliance Manager are responsible for reviewing and completing the designated portion of the completed Project Environmental Review Form, and determining and coordinating any necessary follow up actions with the Project Manager. The status of all current ENV-15As will be reviewed on a quarterly basis.

### 2.3 **Senior Management**

If applicable, the appropriate member of Senior Management presents necessary projects to the Chief Executive Officer and/or Board of Directors for approval prior to implementation.

### 2.4 **Chief Executive Officer (and/or Board of Directors)**

The Chief Executive Officer and/or Board of Directors approve projects for new or modified activities and services, as necessary.

## 3. **Training**

3.1 Training needs will be identified and conducted, if required, in accordance with ENV-04.

## 4. **Records**

4.1 Project Environmental Review Form (ENV-15A)

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