

## 1.0 GENERAL REQUIREMENTS

Auburn University (AU) maintains an environmental management system (EMS) developed in general conformance with all federal, state and local legislation. Additional requirements may be put in place to protect the employees and public if deemed necessary.

## 2.0 SUSTAINABILITY POLICY

*Auburn University is committed to integrating sustainability into all aspects of the University including: operations, instruction, research, and outreach activities. Auburn considers sustainability a core value and strives for excellence in sustainability through continuous assessment and improvement.*

AU will ensure that this policy is documented, implemented, maintained and communicated to all employees of the University. The policy is available to the public on the AU Environmental Management System web site.

[AU Sustainability Policy \(Draft\)](#)

## 3.0 PLANNING

### 3.1 Environmental Aspects:

AU maintains procedures for identifying environmental aspects of the University's activities and for evaluating these aspects to determine those that have or can have a significant impact to the environment. The EMS Coordinator provides this information to AU Leadership.

[Procedure for Identifying Environmental Aspects](#)

When there is a change or addition to the activities on campus, the EMS Coordinator will assist the departments in identifying the environmental aspects and impacts associated with the new activity.

### 3.2 Legal and Other Requirements

The Department of Risk Management and Safety (RMS) ensures that the most current legal environmental requirements of AU's activities are identified, kept current, available, and evaluated for compliance.

[Identification and Access to Legal & Other Requirements](#)

### 3.3 Objectives and Targets

AU Leadership sets documented objectives and targets for the University. These objectives and targets support AU's Environmental Policy. AU considers legal requirements, significant aspects,

its technological options, business requirements and views of stakeholders when establishing and reviewing these objectives and targets.

## Environmental Objectives and Targets

### 4.0 IMPLEMENTATION AND OPERATION

#### 4.1 Structure and Responsibility

AU has defined, documented and communicated the roles, responsibilities and authorities required to facilitate environmental management. Roles and responsibilities are defined in procedures, the Structure and Responsibility Matrix, and organizational charts.

AU leadership provides adequate resources essential to the implementation and control of the environmental management system. This includes human, technological and financial resources.

AU has appointed an EMS Coordinator who has defined roles, responsibility, and authority for ensuring the environmental management system requirements are established, implemented and maintained. The EMS Coordinator also reports on the performance of the environmental management system to AU Leadership for review and as a basis for improvement of the environmental management system.

#### Structure and Responsibility Matrix

#### Organizational Charts

#### 4.2 Training, Awareness and Competence

AU ensures that employees receive appropriate training. Training needs are determined and defined on the document titled "Environmental Training Programs".

General Environmental Awareness Training is provided to ensure that employees are aware of:

- The importance of conformance to the environmental policy and procedures, and with the requirements of the environmental management system.
- The significant environmental impacts, actual and potential, of their work area, and the environmental benefits of improved personal performance.
- Their roles and responsibilities in achieving conformance to the environmental policy and procedures and with the requirements of the environmental management system, including emergency preparedness and response requirements.
- The potential consequences of departure from specified operating procedures.

Individuals that do not perform tasks associated with significant environmental aspects should be generally aware of AU's Environmental Policy, the overall objectives of the environmental management system, and the EMS procedures outlined in AU's Environmental Awareness Training Program. AU ensures that these employees receive general awareness level training.

AU ensures individuals who perform tasks that can cause significant impacts to the environment are competent based on appropriate education, training, and/or experience. Individuals who perform tasks associated with significant environmental aspects should be generally aware of

AU's Environmental Policy, the overall objectives of the environmental management system, the EMS procedures outlined in AU's General Awareness Training Program, and specific requirements and procedures outlined in AU's Safety and Environmental Health Program Manuals. AU ensures that these employees receive the appropriate level of training, as outlined in the Environmental Training Programs document.

### [Environmental Training Programs](#)

#### **4.3 Communication**

AU maintains procedures for communicating environmental aspects, Review results, and other information pertaining to the EMS to appropriate interested internal and external interested parties. Relevant external communication is received, documented and responded to, as provided for in EMS procedures. AU Leadership has considered external communication of significant environmental aspects and has determined that AU will make the information available to the public upon request.

### [Communication Procedure](#)

#### **4.4 Environmental Management System Documentation**

AU maintains this EMS manual to describe the core elements of the EMS and their interactions. Relevant procedures and other documents are identified and linked within this manual.

#### **4.5 Document Control**

The EMS documents are controlled, identified as original as described in the EMS procedure for document and data control. A person shall be responsible for document control. All official documents shall have the signature of the EMS coordinator or the appropriate departmental official signature of a quality control officer.

### [Document Control Procedure](#)

#### **4.6 Operational Control**

AU's EMS identifies activities that are associated with the identified significant environmental aspects. AU plans these activities including maintenance, to ensure that they are carried out under specified conditions by establishing and maintaining the Safety and Environmental Health Program Manuals as well as other task specific operating procedures to cover situations where their absence could lead to deviations from the environmental policy and the objectives and targets. Operational criteria are stipulated within these documents when needed.

In relation to significant environmental aspects, AU communicates requirements and procedures to suppliers and contractors through documented contracts and guidance documents.

### [Risk Management and Safety Program Manuals](#)

## **4.7 Emergency Preparedness and Response**

RMS and the AU Department of Public Safety assist departments in identifying the potential for accidents and emergency situations on campus. Emergency Response Plans have been created for preventing and mitigating the environmental impacts that may be associated with them.

The Emergency Response Plans are tested where practical, reviewed after an occurrence, and revised as required, as defined in the following procedure.

[Emergency Preparedness Procedure](#)

[Emergency Response Plans](#)

## **5.0 CHECKING AND CORRECTIVE ACTION**

### **5.1 Monitoring and Measurement**

AU maintains documented procedures to regularly monitor and measure those characteristics that have a significant impact on the environment. These procedures include the recording of information to track performance, relevant operational controls, and conformance with the organization's objective and targets.

The equipment used to monitor these characteristics is identified, calibrated and controlled according to department-specific calibration practices.

AU maintains a documented procedure for the periodic evaluation of compliance with relevant environmental legislation and regulations.

[Monitoring and Measuring Procedure](#)

## **5.2 Nonconformance and Corrective and Preventive Action**

AU maintains a system for corrective and preventive action for non-conformances to the requirements of its EMS as provided in the procedure.

EMS non-conformances are submitted to AU's EMS Coordinator. The EMS Coordinator contacts the appropriate department(s).

AU Departments are responsible for investigating non-conformances, assigning responsibility, and taking timely and effective corrective/preventive actions.

Actions taken to eliminate the causes of the non-conformance are appropriate to the magnitude of the problem and the environmental impact.

### Corrective and Preventive Action Procedure

## **5.3 Records**

AU identifies records of the EMS within appropriate policies and procedures. These records provide evidence of compliance to this EMS and include training records and the results of reviews.

AU environmental records are legible, identified and traceable to the process(es) involved. These records are maintained and filed in a way that they are readily retrievable and protected against damage, deterioration or loss. Retention times are defined by legal and/or AU requirements.

## **5.4 Environmental Management System Reviews**

AU maintains a program and procedure for periodic internal reviews of the EMS. These reviews verify EMS implementation. Findings from these reviews are addressed through AU's corrective and preventive action system. The information from these reviews is reviewed as part of the management review process.

EMS reviews are scheduled on the basis of the environmental importance of the activity concerned, and the results of previous reviews. Review procedures include the review scope, frequency, methodologies, and the responsibilities and requirements for conducting reviews and reporting results.

### EMS Review Procedure

EMS Review Schedule

EMS Auditing Form

## **6.0 MANAGEMENT REVIEW**

AU Leadership holds annual management reviews. These reviews include a review of the EMS to ensure its continued suitability, adequacy, and effectiveness. Results of action plans to achieve objectives, targets and Internal Review results are reviewed. These reviews address the possible need for changes to policy, objectives, and other elements of the EMS based on changing

circumstances and AU's commitment to continuous improvement. Records of these reviews are maintained by the EMS Coordinator for a minimum of three years.

[Management Review Procedure](#)