



G R E S H A M
S M I T H A N D
P A R T N E R S

ATTACHMENT A

Scope of Work for Professional Services for Environmental Management System Support

Task 1—ISO 14001:2015 Transition

Consultant anticipates the following services to assist with transitioning to conformance with the new ISO 14001:2015 standard:

- Conduct gap analysis
 - Complete an analysis of City's EMS to identify gaps between the current system and the requirements of ISO 14001:2015.
 - This effort will result in a list of recommended system revisions that will be then be presented to City. Together we will assess the recommendations for ease of implementation, identify required resources, and assign sequencing and prioritization.
- Develop EMS transition plan
 - Based on the results and recommendations from the gap analysis, develop a Strategic EMS Transition Plan and an accompanying Transition Roadmap that clearly summarizes the required system changes needed to achieve EMS certification to the 2015 standard in October 2017.
- Facilitate execution of transition plan
 - Assist the EMR with implementing the EMS Transition Plan, monitor progress, and make recommendations for updating the plan as required to meet City's goals.

Task 2—EMS Team Support

Consultant anticipates the following services to assist City's teams that support the management of the EMS including tasks such as:

- Participate in EMS Core Team meetings
 - Assist the teams and the EMR in developing annual schedules of meeting topics. Assist EMR in planning topics for discussion at regularly scheduled meetings, and attend the meetings as needed.
- Participate in EMS Steering Team meetings
 - Assist the EMR in providing progress reports to the Steering Team in monthly status reports and at meetings on EMS implementation, presenting recommendations for further improvements, and recommending solutions to overcome obstacles.
 - Assist in preparing for and participating in the annual management review and recommending paths forward for improvements.



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Task 3—Intelex Support

Consultant anticipates the following services to assist with managing and maintaining the online EMS database, Intelex, including tasks such as:

- Provide support where needed to enter data and create custom dashboards and reports. Data may include non-conformances, activities, aspects, legal and other requirements, objectives and targets, and training. Assist in making the best use of the Intelex service. Provide training and support of City staff using the service as needed.
- Determine the risks and benefits to City of adopting the newer software version (V6), and assist with migration if deemed appropriate.

Task 4—General EMS Continuous Improvement Support

Consultant anticipates the following services to assist with implementing continuous improvement efforts in the following areas with example subtasks:

- Review and update environmental activities, aspects and impacts
 - Assist the City in reviewing changes to operations and identifying activities with potential impacts to the environment.
 - Assist in identifying and scoring potential aspects and impacts.
- Progress toward meeting objectives and targets
 - Provide support to City in updating Environmental Management Plans (EMPs) and identifying paths forward to achieve targets identified.
 - Identifying opportunities to incorporate capital projects or other environmental improvements on the facility level into new EMS objectives and targets.
- Document control and records retention
 - Assisting in making continuous improvements to City's EMS document control system covering such items as manuals, permits, forms, and other key documents used at plants and facilities throughout the department.
 - Considering practical approaches to controlling documents of external origin, such as OEM manuals, which add value to the EMS and facility operations.
 - Checking the record retention schedules to ensure consistency and to eliminate potential confusion.
- Written document development and revision
 - Revising or consolidating certain existing procedures and work instructions to improve implementation efficiency.
 - Providing documentation to clearly connect City's significant aspects to the legal and other requirements.
 - Developing additional EMS and environmental compliance procedures, work instructions, forms and guidance.
 - Revising chemical storage, handling and personal protective equipment documentation for City's Safety program, as needed.



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- Providing and revising training
 - Supporting the updating or creation of new online EMS training modules.
 - Conducting environmental training, which may include waste management, stormwater, petroleum handling and storage, and DOT.
- EMS communication and employee awareness
 - Updating internal EMS posters as controlled documents to summarize the city's Environmental Policy and other key EMS messages.
 - Raising employee awareness of significant environmental aspects related to their job.

Task 5—General Environmental Compliance Support

Consultant anticipates the following services to assist with general environmental compliance support to the City as the need arises. Examples tasks may include:

- Review waste management methods at a facility and provide recommendations for improved compliance.
- Evaluate stormwater inspection procedures and documentation.
- Update environmental compliance management plans.
- Stormwater Pollution Prevention Plans (SWPPPs)
- Spill Prevention, Control and Countermeasure (SPCC) Plans

Task 6—General Environmental Health and Safety Support

Consultant anticipates the following services to assist with environmental health and safety tasks as needed, such as:

- Emergency preparedness and response program and training
- HAZWOPER program and training
- Industrial hygiene program
- Risk Management Plans
- Safety program

Task 7—Internal Auditing Support

Consultant anticipates the following services to assist with internal auditing, including both EMS and environmental compliance, by providing services such as:

- Developing and updating environmental compliance audit checklists.
- Serving on audit teams to conduct annual internal EMS audits and environmental compliance audits (if requested).
- Aligning internal EMS audits with each item identified in City's internal audit schedule, including management review and internal audits.
- Assisting in addressing environmental compliance issues as they arise, including conducting targeted audits where needed, preparing or amending plans, and conducting training.



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Task 8—ISO 14001 Certification Support

Consultant anticipates the following services to assist with maintaining third-party certification to ISO 14001 with the following tasks during both the surveillance audits and the recertification audit:

- Surveillance audit support
 - Reviewing open and recently closed non-conformances prior to the audit.
 - Spot-checking document control for targeted facilities prior to the audit.
 - Preparing updated Intellex reports prior to the audit.
 - Assisting with internal communications and audit preparation prior to the audit.
 - Accompanying third-party auditors during audit and associated audit meetings.
- Certification audit support
 - Assisting with the request for proposal (RFP) preparation and selection of a Registrar for ISO 14001:2015 certification.
 - Providing the recommended services described for surveillance audits.