

**EDGEWOOD COLLEGE**  
**ENVIRONMENTAL MANAGEMENT SYSTEM PLAN**

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Wis. Stats 299.83 (1)(dg) defines a functionally equivalent environmental management system as one that includes all of the 12 elements listed in the statute, as well as any other that the department determines are essential elements of the ISO 14001 standard. Edgewood College's Environmental Management System (EMS) was developed to conform to each of the 12 elements listed in the statute. Procedures and methods to implement the EMS are described in the EMS Guidance Document. It also provides examples of how these elements are being implemented at Edgewood College.

Environmental Policy

- 1. *Adoption of an environmental policy that includes a commitment to compliance with environmental requirement, pollution prevention, and continual improvement in environmental performance.***

"EMS Guidance Document 1" describes how environmental policies are developed at Edgewood College. The Environmental Health & Safety (EH&S) Director is primarily responsible for regulatory compliance policies. New regulatory changes involving significant costs or liabilities are brought to the attention of the Vice President of Finance for the development of a new policy. Non-regulatory environmental policies may be proposed by faculty, staff or students. These policies are typically forwarded to the Environmental Studies Council, which consists of faculty and staff throughout the college who are interested in environmental issues, for further discussion and recommendations. A new policy or plan of action is submitted to the appropriate administrative unit for review and approval.

In accordance with the process described in that document, an environmental policy developed by college administrators, faculty, and staff was signed by the college president on September 26, 2006.

Edgewood College's Environmental Policy contains four goals, each with various action steps, which demonstrates the college's commitment to environmental excellence. These goals and actions steps include:

- **Complying with Regulatory Requirements:** Operate in accordance with the laws and regulations governing waste disposal, fluorocarbon usage, water quality, thermal air emissions, pesticides and herbicides, and other environmental requirements.
- **Reducing Ecological Impacts:** Commit to pollution prevention, increase the use of environmentally friendly products and building materials, design future buildings to be energy efficient, retrofit existing older facilities with newer energy savings technologies, restore natural ecosystems on campus grounds, encourage alternative means of transportation, maximize recycling, and use local sources.
- **Fostering Continuous Improvement:** Document, measure, review, and assess our environmental management system on an annual basis. Environmental indicators will be monitored, and strategies developed, to maintain our environmental leadership among regional colleges and universities.
- **Integrating with Curriculum:** Offer courses within our curriculum that integrate environmental issues, enrich the learning experiences of students, provide practical solutions to work-life and home-life situations, and maintain a leadership role as a community resource that exemplifies environmental management excellence.

Edgewood College's environmental policy is included in new employee orientation packages, and with vendor contracts and bid packages. The policy is also posted in the Environmental Health & Safety Director's Office, the Faculty Lounge Bulletin Board, and on the Environmental Studies website at <http://environment.edgewood.edu>.

## Environmental Planning

### ***2. An analysis of the environmental aspects and impacts of an entity's activities.***

"EMS Guidance Document 2" describes how an environmental aspects and impacts analysis is conducted at Edgewood College. It is a collaborative effort among the EH&S Director, facilities and grounds department, and the Environmental Studies Council.

The EH&S Director takes a leading role in this process. The EH&S Director develops a spreadsheet, informed by past practices and professional trade literature, listing all organizational operations that impact the environment. The list is further elaborated with input from other faculty and staff. The items are ranked according to their environmental impact and this information is maintained in the college's EMS plan.

In accordance with the process described in that document, an analysis of environmental aspects and impacts was conducted. Operations determined to be significant environmental aspects include:

- Heating/Cooling
- Lighting
- Paper Use
- Chemical Use
- Recycling
- Pesticide Use

These environmental aspects and impacts are outlined in the following table:

### Environmental Aspects and Impacts

<b>Operations and Tasks</b>	<b>Aspect</b>	<b>Impact</b>
<b>Campus-wide</b>		
Daily Operations	Heating/Cooling	Energy Use Water (Cooling)
	Lighting	Energy Use
	Office Equipment (including computers)	Energy Use Waste
	Paper Use	Waste
	Cooking/Cleaning/ Restrooms	Water Energy Use
Transportation	Fuel Use	Air
<b>Housekeeping</b>		
Cleaning	Cleaning Chemicals	Waste Water Indoor Air Quality (IAQ)
<b>Facility Maintenance</b>		
Equipment Maintenance/Repair	Degreasers/Oil	Waste Water
Remodeling	Debris/Asbestos	Waste Air Personnel Exposure
Building Upkeep	Fluorescent Lighting/ Mercury	Waste
	Old Ballasts/ PCBs	Waste
	Paints and Varnishes	Waste
<b>Groundskeeping</b>		
Snow/Ice Removal	Salt/Chemicals	Surface Water Soil
Pest Control	Pesticides/ Herbicides	Surface/ Ground Water Soil Personnel Exposure
Equipment Operation/Maintenance	Degreasers/Oil/ Gasoline	Waste Water Air
<b>Theatre</b>		
Stage Construction	Paints and Varnishes	Waste
<b>Art Department</b>		
Painting and Drawing	Paints, Varnishes, Fixatives	Waste
Photography	Developing	Waste

Ceramics	Clays and Glazes	Waste
<b>Laboratories</b>		
Lab Experiments/Demonstrations	Chemicals	Waste Personnel Exposure
	Ventilation/Fume Hoods	Energy Use

**3. Plans and procedures to achieve compliance with environmental requirements and to maintain that compliance.**

“EMS Guidance Document 3” describes how environmental compliance is achieved and maintained at Edgewood College. In accordance with the process described in that document, Edgewood College achieves and verifies compliance with the environmental requirements associated with our activities through the Environmental Health & Safety Office. The EH&S Director’s responsibilities include filing reports with the WDNR and day-to-day monitoring of the following:

- hazardous waste
- hazardous materials/recycling/remodeling waste
- asbestos
- confirmation of waste water results for Madison Metropolitan Sewerage District (MMSD)

The full-time EH&S Director is responsible for being familiar with applicable environmental regulations through trade groups, conferences, newsletters, and updates. The EH&S Director also keeps track of changes and modifications to regulations. In addition, Environmental Studies faculty members are well-versed in state-of-art environmental and green technologies. This information is shared through email list-serves, presentations on campus, and general discussions to determine applicability to our facilities. Once applicability is determined, the EH&S Director and appropriate staff comply with the requirements by filing reports, doing additional training, and making procedural or equipment changes.

**4. Identification of all environmental requirements applicable to the entity.**

“EMS Guidance Document 4” describes how applicable environmental requirements are identified at Edgewood College. In accordance with the process described in that document, the EH&S Director identifies the environmental requirements that are associated with our activities. The EH&S Director and Edgewood College staff have developed a spread sheet to track annual requirements and regulatory impacts. The Campus Safety Health and Environmental Management Association (CSHEMA) maintain a website and up-to-date information on environmental regulations in accordance with their regulatory liaison committee. The EH&S Director, as a member of CSHEMA, is kept abreast of these events.

Applicable environmental regulations identified by the EH&S Director and Edgewood College staff include the following:

- waste disposal
- asbestos
- fluorocarbon usage
- surface water

- waste water
- thermal air emissions
- pesticides and herbicides
- storage tank

**5. A process for setting environmental objectives and developing appropriate action plans to meet the objectives.**

“EMS Guidance Document 5” describes how environmental objectives and action plans are developed at Edgewood College. In accordance with the process described in that document, objectives and action plans are developed based on a collaborative process involving Edgewood College administrators, faculty, staff and students.

The EH&S Director plays an important managerial role in setting environmental objectives in partnership with other administrators and faculty. The faculty are represented through the Environmental Studies program, consisting of professors from various academic disciplines. Interested parties review the results of the college’s annual environmental indicator report and propose objectives and priorities for the following academic year. This input is forwarded to a Campus Sustainability Coordinating Team (CSCT), established in early 2008, to oversee prioritizing objectives and action plans. CSCT consist of the EH&S Director, other administrators, faculty, and students chosen by the college’s executive administrative team.

CSCT Duties and Responsibilities include:

- Coordinate campus sustainability efforts and activities among facilities management, Environmental Studies, and student life (i.e., Environmental Management System plan, Green Tier program, Green Campus Initiatives, LEED certifications, Mpowering Madison)
- Define roles and responsibilities
- Champion and advocate priorities
- Coordinate communication between campus and community sustainability partners
- Disseminate relevant information on campus

Action plans are then developed and implemented. Measurements are taken to document progress. The results are then assessed one year later and serve as the foundation for new action plans. The objectives and plans are submitted to the College’s executive leadership team for final approval.

Environmental Implementation and Operation

**6. Establishment of a structure for operational control and responsibility for environmental performance.**

“EMS Guidance Document 6” describes how responsibility for environmental performance is established at Edgewood College. In accordance with the process described in that document, the college administration is responsible for assigning specific environmental tasks and duties. Historically, these tasks are under the domain of the Director of Facilities, EH&S Director, and Landscaping and Grounds Director. The college administration makes this decision based on

input from faculty, staff, and professional organizations, such as the National Association of College and University Business Officers (NACUBO). The Human Resources Office codifies these tasks in job descriptions.

The EH&S Director is responsible for operational control and responsibility for environmental performance with support and input from the chemistry laboratory manager, facilities staff, grounds keeping staff, faculty, Green Campus Task Force, Environmental Studies faculty and students, the Campus Sustainability Coordinating Team, and College Administration. When issues arise the information is communicated to either CSCT or directly to the EH&S Director. The EH&S Director reports directly to the Human Resources Office, which reports to the Vice President of Finance, who then reports to the President.

***7. An employee training program to develop awareness of and competence to manage environmental issues.***

“EMS Guidance Document 7” describes how environmental training needs are developed at Edgewood College. In accordance with the process described in that document, the EH&S Director is responsible for initiating and managing environmental training. Specific training needs are determined by current and planned College operations, and employee job tasks. In addition, the EH&S Director learns about training needs from professional organizations and environmental agencies. The EH&S Director maintains a spreadsheet that lists training needs according to job titles. Training workshops include waste handling and minimization for laboratory personnel, and asbestos awareness and handling for facilities personnel.

Sometimes environmental training occurs off campus for specific campus needs, such as the EH&S Director’s ISO 14001:2004 Audit training by AQS Management Systems, Inc. On occasion faculty and staff attend conferences sponsored by the Environmental Protection Agency (EPA), WDNR, Campus Consortium on Environmental Excellence (C2E2).

Training needs and activities are up-dated annually. Employees attending workshops sign in and training outlines are on file in the EH&S Director’s office.

***8. A plan for taking actions to prevent environmental problems and for taking emergency response and corrective actions when environmental problems occur.***

“EMS Guidance Document 8” describes how responses to environmental emergencies are planned at Edgewood College. In accordance with the process described in that document, Edgewood College’s environmental and operational staff review emergency events and determine if existing procedures are adequate to prevent and respond to future incidents. We perform a minimum of two annual drills and table top exercises. We also have monitoring equipment to detect chemical release and alert college personnel.

*Examples:*

- Spill response review for laboratory personnel
- Emergency response plan
- Chemical hygiene plan

*Release Alerts:*

- Carbon monoxide detectors and alarms are in the parking structure
- Emergency generator room has an organic compound detector and a leak detection alarm
- Chiller room has an organic compound detector

Edgewood College's "Emergency Response Plan" and "Chemical Hygiene Plan" outline steps for taking actions to prevent environmental problems and for taking emergency response and corrective actions when environmental problems occur. The Emergency Response Plan also outlines the chain-of-command for environmental incidents, responsibilities and accountabilities, and lists outside resources required for optimal response.

**9. A communication plan for collaboration with employees, the public, and the department on the design of projects and activities to achieve continuous improvement in environmental performance.**

"EMS Guidance Document 9" describes how environmental issues and accomplishments are communicated at Edgewood College. In accordance with the process described in that document, The EH&S Director, in partnership with CSCT and the Environmental Studies faculty, communicates to the broader college community projects and activities associated with achieving continuous improvement in environmental performance. The Environmental Studies faculty, CSCT and the college's executive team meet annually to review the previous year's activities and develop plans for the coming year. This information is conveyed to the rest of the campus through e-mail, newsletters, the campus student newspaper, College Assembly, Faculty Association meetings, Staff Association meetings, and the Environmental Studies Department website.

The public is notified by communications from Edgewood College's Marketing and Communications Office. In addition, faculty members convey information through academic list-serves, publications and conference presentations.

Environmental Checking and Corrective Action

**10. Procedures for control of documents and for keeping records related to environmental performance.**

"EMS Guidance Document 10" describes how environmental documents are controlled and records kept at Edgewood College. In accordance with the process described in that document, monitoring and measuring environmental performance is among the duties of Edgewood College's EH&S Director. The EH&S Director maintains relevant documents and is responsible for record keeping and taking corrective and preventative actions related to environmental performance. Two fire-proof cabinets containing all environmental records and training are maintained in the EH&S Director's office. All exposure records and chemical information are kept for thirty-years past the date of occurrence. The library director and archivist review regulatory requirements to provide consultation to all departments as to the length of record retention.

**11. Environmental management system audits.**

“EMS Guidance Document 11” describes how the environmental management system is audited at Edgewood College. In accordance with the process described in that document, annual audits are conducted by the EH&S Director, in collaboration with faculty and external auditors, as required by the WDNR’s Green Tier Program. Edgewood College faculty members are active participants in monitoring the college’s continuous improvement in the area of environmental management and performance.

The EH&S Director interviews relevant parties and review documents to determine that policies and procedures are being followed. The EH&S Director has developed a checklist of the essential elements required by an EMS. The checklist is kept in the environmental record file in the EH&S Director’s office. A summary report is developed and maintained on file in the EH&S Director’s office. As required by the WDNR Green Tier program, this audit is conducted by an outside auditor every third year.

### Management Review

#### ***12. A plan for continually improving environmental performance and provision for senior management review of the plan.***

“EMS Guidance Document 12” describes how senior management reviews environmental performance at Edgewood College. In accordance with the process described in that document, the annual environmental indicator report and audit are reviewed by CSCT and the Environmental Studies Green Campus Task Force. Next, these reports are distributed to the college’s executive leadership team for their input, feedback, evaluation and approval. An administrative representative signs the Annual Management Review statement to verify that the EMS has been reviewed. The Annual Management Review statement appears below:

### **Annual Management Review**

I verify that I have completed the annual review of the EMS plan for continuous improvement for environmental performance in accordance with the EMS plan requirements.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(print name and title)

## Signature Document

### Declaration of Conformance

I have reviewed the information provided. I find that the information provided conforms to each of the 12 requirements in Wis. Stats. §299.83(1) (dg) as a functionally equivalent environmental management system.

\_\_\_\_\_  
(signature) (Daniel Carey, President, Edgewood College)

\_\_\_\_\_  
(date)

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