

# DFW INTERNATIONAL AIRPORT ADMINISTRATIVE POLICY AND PROCEDURE



Title: Environmental Management System		Code Number: ES.013.00
Functional Category Environmental Services	Issuing Department: Environmental Affairs	Effective Date: 01/01/2007

## 1.0 PURPOSE

- 1.1 The purpose of this Environmental Management System (EMS) policy is to implement DFW Airport Board and executive management's express commitment to achieving air transportation industry-wide leadership in its environmental response and stewardship programs and establishing a sustainable, beyond compliance standard of environmental excellence at the Airport.

## 2.0 DEPARTMENTS / PERSONS AFFECTED

- 2.1 All employees.

## 3.0 POLICY

- 3.1 DFW Airport is committed to leading the industry in the development, implementation, and continual improvement of its environmental management system and practices designed to ensure environmental responsibility throughout the Airport.
- 3.2 In furtherance of this policy, DFW Airport shall:
  - 3.2.1 Meet or exceed the requirements of applicable environmental laws and regulations; anticipate future requirements in order to initiate programs designed to meet or exceed them; and implement Board and executive management policy and other requirements to which DFW Airport subscribes.
  - 3.2.2 Prevent pollution, reduce sources of pollution, minimize waste, and ensure continuous improvement.
  - 3.2.3 Integrate environmental requirements as part of the decision-making process in planning, design, and facility modification activities throughout DFW Airport.
  - 3.2.4 Communicate environmental policies and programs to employees, tenants, contractors, members of the public, regulatory authorities, emergency response authorities, and other stakeholders.
  - 3.2.5 Adopt environmental standards embodying best management practices in order to protect the environment and ensure compliance with environmental laws and regulations.
  - 3.2.6 Require tenants, permit holders, and contractors to adopt sound environmental principles and practices consistent with the provisions of this policy. Environmental terms and provisions shall be included in leases, contracts, procurement documents, and other administrative documents promulgated and executed by DFW Airport authorizing tenants, permit holders, contractors, vendors, and suppliers to conduct business on Airport in a manner consistent with this policy.
  - 3.2.7 Safeguard the environment by continuing to establish and implement programs that reflect a commitment to pollution prevention; source reduction; waste minimization and environmentally sound waste storage, treatment, and disposal practices.

- 3.2.8 Periodically evaluate our activities and measure our performance against established goals.
- 3.2.9 Ensure that DFW Airport employees are aware of their roles and responsibilities relative to implementing and sustaining DFW Airport's Environmental Management System policy.

#### 4.0 PROCEDURE

- 4.1 Not applicable.

#### 5.0 RESPONSIBILITIES

- 5.1 **Environmental Affairs Department.** Shall provide EMS oversight, support to other departments to ensure effective response to the provisions of this policy as requested, and conduct an annual EMS implementation evaluation.
- 5.2 **Human Resources Department.** Shall ensure distribution of and access to training tools, support environmental training programs Airport-wide, and update employee position descriptions to incorporate EMS-related duties and responsibilities and required knowledge, skills, and abilities in concert with Environmental Affairs.
- 5.3 **Internal Communications Department.** Shall advance EMS internal communications and diversity interests in regard to environmental stewardship.
- 5.4 **Public Affairs Department.** Shall advance EMS external outreach in regard to environmental stewardship.
- 5.5 **All Departments.** Each department shall:
  - 5.5.1 Integrate environmental criteria into operational and business planning, development, and management systems.
  - 5.5.2 Allocate and sustain adequate resources for the effective management of necessary current and anticipated future environmental program requirements.
  - 5.5.3 Maintain compliance with applicable laws and regulations and adhere to DFW Airport environmental policies and procedures through environmental management and self-governance programs.
  - 5.5.4 Establish and implement appropriate procedures to ensure compliance with environmental requirements.
  - 5.5.5 Conduct training programs to ensure employees acquire and maintain the knowledge and skills required to fulfill environmental compliance and stewardship responsibilities.
  - 5.5.6 Immediately notify the Environmental Affairs Department of environmental circumstances that present a potential noncompliance jeopardy to DFW Airport.

#### 6.0 DEFINITIONS

- 6.1 **Environmental Management System (EMS).** An EMS is a set of problem identification and problem-solving tools that can be implemented by the employees in an organization. EMSs follow Sheward and Deming's well-known Quality Management approach of "plan, do, check, act" which is a systems methodology rather than the traditional command and control approach. Personnel evaluate the processes and procedures they use to manage

environmental issues and incorporate strong operational controls and environmental roles and responsibilities into existing job descriptions and work instructions. They set objectives and targets for managing their environmental issues. They monitor, measure, and evaluate their progress in environmental performance both in areas that are regulated and areas that are not (e.g., demand-side issues such as water or electricity use). The EMS integrates the environment into everyday business operations, and environmental stewardship becomes part of the daily responsibility for employees across the entire organization.

- 6.2 **EMS Implementation.** The aim of an EMS is to help employees effectively and efficiently accomplish the organization's environmental goals and objectives. The Environmental Management System policy defines, in the broad sense, what the organization wants to achieve and established environmental commitments. The planning function provides the framework for establishing environmental goals and objectives, developing strategies for their achievement, and allocating resources to implement those strategies. The implementing function provides the structure (e.g., practices, processes, and procedures) and delineates the roles, responsibilities, authority, and accountability for accomplishing the work. The monitoring and measuring functions provide a mechanism to track and evaluate progress towards achievement of established objectives and targets. The checking and corrective action function provides the framework for identifying and correcting problems encountered in the overall system. The management review function helps to ensure that the system continues to reflect and achieve company goals over the long term.

## 7.0 APPROVAL / REVISION HISTORY

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| 7.1 | 04/28/2003 | Original document. |
| 7.2 | 09/26/2006 | Minor revisions.   |
| 7.3 | 01/01/2007 | Minor revisions.   |