

 City of Dallas	Document Number:	COD-EMS-PRO-004	Revision Number:	1
	Approved By:	OEQ Managing Director	Effective Date:	12/01/2017
	Description of Last Change:	Initial release.		
Document Title:	Contractor Management 14001:2015 7.2, 7.3, 7.4.1			

1. **PURPOSE:** This procedure describes the methods in which the City of Dallas (City) will engage contractors regarding the Environment Management System (EMS) and associated requirements.
2. **SCOPE:** This procedure applies to all City Departments within the EMS fence line that hire and use contractors, vendors, and/or third parties that may have actual or potential environmental impacts associated with their work.
3. **ENVIRONMENTAL:** Utilization of Environmental Management Systems, as appropriate for our operations, to provide a framework for systematically reviewing and reducing our environmental footprint.

4. DEFINITIONS

- 4.1. **Contractor:** an individual or company that has a written agreement (contract) with the City to provide goods and/or services; may also be known as tenants, 3rd party agreements, and/or vendors. Contracts involving no actual or potential environmental impacts are not included in this procedure.

5. RESPONSIBILITY

5.1. Office of Environmental Quality (OEQ) is responsible for:

- 5.1.1. Developing and providing a contractor EMS Awareness video for the affected City Departments.
- 5.1.2. Developing and providing contractor information on the City's OEQ internet websites.
- 5.1.3. Developing and providing "Contractor Environmental Packet" to be included on all City contracts for work/projects that have the potential to impact the environment.
- 5.1.4. Developing and providing a Best Management Practice (BMP) Guide for distribution to affected departments and contractors, where appropriate.
- 5.1.5. Developing and providing training to affected departments on management of contractors.

5.2. Contractor/Project Managers are responsible for:

- 5.2.1. Including environmental requirements in Bid Specifications as required.
- 5.2.2. Determining that the contractors are competent to perform the assigned task and aware of appropriate environmental legal requirements.

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- 5.2.3. Communicating departmental operational controls and/or environmental hazards concerns to contractors where appropriate.
- 5.2.4. Working with departmental EMR to provide departmental work instructions to contractors for identified City/Departmental significant aspects.
- 5.2.5. Monitoring contractors' activities for environmental compliance and best management practices.

5.3. Managers and/or Supervisors are responsible for:

- 5.3.1. Working with EMR and contractors to ensure environmental awareness needs are addressed.

5.4. Environmental Management Representative (EMR) is responsible for:

- 5.4.1. Ensuring environmental awareness with the department's contractors and provide awareness training as needed.
- 5.4.2. Assisting facility managers/supervisors in determining awareness requirements for contractor operations.

6. PROCEDURES

- 6.1. At a minimum, all contractors and their subcontractors shall be aware the City has an Environmental Policy and an EMS system.
 - 6.1.1. Departments shall retain documented information as evidence of its environmental awareness communications, as appropriate.
- 6.2. Contractors performing work on behalf of the City which may affect environmental performance and/or compliance obligations shall be deemed competent based on appropriate education, training, and/or experience.
 - 6.2.1. Departments utilizing contractors shall retain appropriate documented information to show competency.
 - 6.2.2. Documented information shall be available for review by relevant interested parties as requested.

7. RELATED DOCUMENTS

- City of Dallas EMS Contractor video
- City of Dallas Contractor Best Management Practice (BMP) Guide
- City of Dallas "Contractor Environmental Packet"