

 City of Dallas	Document Number:	COD-EMS-PRO-007	Revision Number:	3
	Approved By:	OEQ Managing Director	Effective Date:	12/01/2017
	Description of Last Change:	Changes to bring procedure up to date with ISO 14001:2015 standard.		
Document Title:	Internal Communications ISO 14001:2015 7.4.1, 7.4.2			

1. **PURPOSE:** This procedure describes the methods in which the City of Dallas (City) communicates the Environment Management System (EMS) program to city employees.
2. **SCOPE:** This procedure applies to all City employees when engaged in City related work activities, within the EMS fence line.
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 **Environmental Management Representative (EMR):** The designated individual from each City Department with the authority and resources to implement the EMS.
 - 4.2 **Environmental Management System (EMS):** The part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes, and resources for developing, implementing, achieving, reviewing, and maintaining the environmental policy.
 - 4.3 **City Wide EMS Core Team:** The Environmental Representatives designated by City Departments to develop and implement the EMS, chaired by OEQ.
5. **RESPONSIBILITY & AUTHORITY:**
 - 5.1 Department Directors are responsible for:
 - 5.1.1 Supporting the EMS and encouraging environmental awareness as stated in applicable Administrative Directives and OEQ EMS Procedures.
 - 5.1.2 Ensuring that EMS procedures, objectives, and targets are communicated to the appropriate personnel.
 - 5.2 Office of Environmental Quality (OEQ) is responsible for:
 - 5.2.1 Reviewing and responding to internal EMS inquiries with City wide impact.
 - 5.2.2 Developing and implementing communication ideas and efforts with the assistance of the City-wide EMS Core Team.
 - 5.2.3 Facilitating internal communications on the EMS (including changes to the EMS) and environmental issues to employees, including, but not limited to, inter-departmental communications, vertical communications, and general communications.
 - 5.3 Managers/Supervisors are responsible for:
 - 5.3.1 Conveying training requirements and providing training in support of the EMS.
 - 5.3.2 Ensuring that EMS procedures, objectives, and targets are communicated to the appropriate personnel.

 City of Dallas	Document Number:	COD-EMS-PRO-007	Revision Number:	3
	Approved By:	OEQ Managing Director	Effective Date:	12/01/2017
	Description of Last Change:	Changes to bring procedure up to date with ISO 14001:2015 standard.		
Document Title:	Internal Communications ISO 14001:2015 7.4.1, 7.4.2			

5.4 Environmental Management Representative (EMR) is responsible for:

5.4.1 Delivering EMS training and EMS communication tools.

5.4.2 Reviewing and responding to internal EMS inquiries with Department wide impact.

5.4.3 Developing communication ideas.

5.4.4 Ensuring that EMS procedures, objectives, and targets are communicated to the appropriate personnel.

5.5 Human Resources (HR) is responsible for ensuring OEQ has a place on the New Employee Orientation agenda to discuss the EMS and the City's Environmental Policy. HR will document attendance at the training session.

6. PROCEDURES:

6.1 The City recognizes the importance of communicating the EMS and its benefits internally to City staff members. The City-wide EMS Core Team has identified the following internal EMS awareness and education components as internal communication elements:

- Environmental Logo, "Earth Day, Everyday"
- EMS Awareness Video
- Environmental Awareness/EMS Training
- Periodic Environmental Updates: via fliers, notices, or bulletins
- Administrative Directive 2-49

Some of these items are further described below:

6.2 Environmental Logo – The logo "Earth Day, Everyday" was developed to visually depict the City's commitment to environmental awareness.

6.3 EMS Awareness Video –The video shows the City's environmental commitments and EMS program requirements. The EMS Awareness Video is available to all employees who have access to the Intranet OEQ website.

6.4 Environmental Policy – This policy is reviewed at New Employee Orientation, and new employees are directed where to find it on the City's Intranet site under OEQ.

6.5 Periodic Updates – When appropriate, OEQ periodically provides notices of new environmental initiatives related to the City's EMS program. These notices may be provided through posters, training and/or Intranet posting.

6.6 To prevent the unauthorized release of EMS information, the OEQ Director will address internal EMS inquiries of a City-wide nature, and the Departmental EMR will address internal departmental EMS inquiries.

6.7 All open records requests must go through the Public Information Office.

 City of Dallas	Document Number:	COD-EMS-PRO-007	Revision Number:	3
	Approved By:	OEQ Managing Director	Effective Date:	12/01/2017
	Description of Last Change:	Changes to bring procedure up to date with ISO 14001:2015 standard.		
Document Title:	Internal Communications <small>ISO 14001:2015 7.4.1, 7.4.2</small>			

7. REFERENCES:

7.1 Administrative Directive 2-49

8. RECORDS: NA