



**ENVIRONMENTAL
MANAGEMENT
SYSTEMS
WORKSHOP**

**EMSW
SYSTEMS**

**JANUARY 28, 2003
MARRIOTT HOUSTON
HOBBY AIRPORT
9100 GULF FREEWAY
HOUSTON**

**SPONSORED BY:
PORT OF HOUSTON AUTHORITY,
TEXAS COMMISSION ON
ENVIRONMENTAL QUALITY (TCEQ),
AND THE TEXAS MUNICIPAL LEAGUE**

EMS SYSTEMS

WHAT IS AN EMS?

An environmental management system is a set of management processes and procedures that allows an organization to analyze, control, and reduce the environmental impact of its activities, products, and services and operate with greater efficiency and control. An EMS is appropriate for all kinds of organizations of varying sizes in public and private sectors.

The basic elements of an EMS include:

- * Reviewing the organization's environmental goals
- * Analyzing its environmental impacts and legal requirements
- * Setting environmental objectives and targets to reduce environmental impacts and comply with legal requirements
- * Establishing programs to meet these objectives and targets
- * Monitoring and measuring progress in achieving the objectives
- * Ensuring employees' environmental awareness and competence
- * Reviewing progress of the EMS and making improvements

WHY SHOULD A LOCAL GOVERNMENT ENTITY IMPLEMENT AN EMS?

Local government entities are organizations that both regulate and are regulated. Doing so requires management to understand a broad range of environmental impacts and contend with a long list of federal and state regulations. Management must constantly balance services provided with reduced budgets while maintaining compliance. An EMS helps an organization address its regulatory demands in a systematic and cost-effective manner. This proactive approach can help reduce the risk of non-compliance and improve health and safety practices for employees and the public. The EMS can also help address non-regulated issues such as odor management and energy conservation. In addition, the EMS can promote stronger operational control and employee stewardship. Local government entities are also using EMS to manage growth and in response to privatization concerns in the management of utilities.

WHO SHOULD ATTEND

City Managers
Risk Managers

Assistant City Managers
Utility Systems Directors

Public Works Directors
City Secretaries

THREE WAYS TO REGISTER

- 1 Register on line with credit card payment:** www.tml.org
- 2 Fax this form with your credit card information to:** 512-231-7495
- 3 Mail this form and your payment to:**
TML Administrative Services
1821 Rutherford Lane, Suite 400
Austin, TX 78754-5128

REGISTRATION FEE

\$50 if received at TML by January 10, 2003. The fee will increase to \$75 if received after January 10, 2003. The registration fee includes course materials, lunch, and refreshment breaks.

CANCELLATION AND SUBSTITUTION POLICY

If you are registered and cannot attend, we encourage you to send a substitute. No refunds will be honored after January 10, 2003.

HOTEL ACCOMMODATIONS

The workshop will be held at the Marriott Houston Hobby Airport. The Marriott Houston Hobby Airport is offering a special room rate of \$80 and is located at 9100 Gulf Freeway in Houston. For reservations, please call 713-943-7979 and identify yourself as a TML Environmental Management Systems Workshop participant.

CONTINUING EDUCATION CREDIT

Elected officials participating in the Texas Municipal League Institute (TMLI) program will be given credit for this workshop. CEU forms will be available on site at the registration desk.

SPECIAL ACCOMMODATIONS

Let us know if you need special assistance of any kind. WE WANT TO HELP! In order to respond to any special request, we would appreciate as much advance notice as possible. Thank you.

AGENDA

JANUARY 28, 2002

ENVIRONMENTAL MANAGEMENT SYSTEMS WORKSHOP

JANUARY 28, 2003
MARRIOTT HOUSTON
HOBBY AIRPORT
9100 GULF FREEWAY
HOUSTON

SPONSORED BY:
PORT OF HOUSTON AUTHORITY,
TEXAS COMMISSION ON
ENVIRONMENTAL QUALITY (TCEQ),
AND THE TEXAS MUNICIPAL LEAGUE



Texas Commission on Environmental Quality

8:30 a.m.

9:00 a.m.

9:20 a.m.

10:30 a.m.

10:45 a.m.

11:45 a.m. - 1:15 p.m.

1:30 p.m.

2:45 p.m.

3:00 p.m.

4:00 p.m.

Registration

Welcome & Workshop Overview

Israel Anderson, TCEQ

Understanding the Importance of an EMS

- The views of the TML supporting an EMS for member cities
- The initiatives, processes, and incentives for an EMS under the TCEQ

David James, TCEQ, and Paul Judice, TCEQ

Break

How to Develop & Implement an Environmental Management System

Kurt Middlekoop, Texas Manufacturing Assistance Center

Lunch & Guest Speaker

- EPA National Performance Track Partnership
- Clean Texas Program

Larissa Peter, TCEQ

Port of Houston ISO 14001 EMS Success Story

Laura Fiffick, Port of Houston

Break

EMS Resources & Assistance

- TCEQ Training & Assistance
- Southwest PEER Local Resource Center
- Other Assistance

Ken Zarker, TCEQ

Adjourn

WORKSHOP OBJECTIVES

- Educate local government representatives on what an EMS is and why they should develop and implement an EMS
- Provide general information on how to develop and implement an EMS
- Provide information on how to request TCEQ approval of an EMS and how to request incentives
- Provide case studies and success stories of local governments that have or are adopting an EMS
- Provide information on EMS resources and how to get assistance
- Provide a forum for questions & answers



JANUARY 28, 2003
 MARRIOTT HOUSTON HOBBY AIRPORT
 9100 GULF FREEWAY, HOUSTON

ENVIRONMENTAL MANAGEMENT SYSTEMS WORKSHOP

THREE WAYS TO REGISTER

Register on line with credit card payment: www.tml.org

Fax this form with your credit card information to: 512-231-7495

Mail this form and your payment to:
 TML Administrative Services
 1821 Rutherford Lane, Suite 400
 Austin, TX 78754-5128

Registration Fee: \$50 if received at TML by January 10, 2003. The fee will increase to \$75 if received after January 10, 2003. The registration fee includes course materials, lunch, and refreshment breaks.

Cancellation and Substitution Policy: If you are registered and cannot attend, we encourage you to send a substitute. No refunds will be honored after **January 10, 2003**.

Questions: If you have questions, please call us at 512-231-7400.

Please Type or Print Below.

Your name badge will be mailed in advance. Please be sure to bring it with you to the workshop.

Full Name: _____

Badge Name: _____

Title: _____

City/Organization: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Confirmations will be sent if an e-mail address is provided.

ENVIRONMENTAL MANAGEMENT SYSTEMS WORKSHOP

CREDIT CARD PAYMENTS ONLY

MasterCard Visa Am Ex Discover

Cardholder's Name (Please Print) _____

Acct# _____

Signature _____ Exp. Date _____

FOR TML OFFICE USE ONLY

Business Check _____ \$ _____

Personal Check _____ \$ _____

Total \$ _____

Date Rec'd _____ Batch No. _____

By _____ Id# _____