



OPERATIONAL CONTROL

STANDARD ENVIRONMENTAL OPERATING PROCEDURE

WASTE
REDUCTION
& DISPOSAL
DIVISION

ISO 14001- 4.4.6

1.0 PURPOSE AND SCOPE

1.1 To ensure that operational controls are considered and implemented within all sections of the active and inactive landfill operations at the City of San Diego's, Miramar Landfill where their absence could lead to deviations from the environmental policy, and the Division's objective and targets.

2.0 RESPONSIBILITY AND AUTHORITY

3.1 Deputy Director, Waste Reduction and Disposal Division (DD-WRAD) – is responsible for ensuring that any changes to existing operations and all new operations consider the objectives and targets of the Divisions EMS as part of the operation's evaluation prior to implementation.

Environmental Management Representative (EMR) – is responsible for coordinating the aspect/impact analysis for all new tenant operations within the scope of the EMS. The EMR shall assist the Section Managers, as required, with the aspect/impact analysis of any new or modified operations as well.

3.2 Section Managers - are responsible for completing the aspect/impact analysis of any new or modified operations within their sections. In addition, they are responsible for the approval, revision, and issuance of Standard Operating Procedures (SOPs) and ensuring that their staffs have the necessary training to perform the operations.

3.4 Supervisors - are responsible for ensuring that division personnel, within their respective areas of responsibility, follow the appropriate SOPs and work instructions. Supervisors shall notify their Section Manager of any problems with the SOPs that may adversely impact the WRAD's ability to meet the objectives and targets of the EMS. Supervisors are responsible for keeping appropriate operational records and for forwarding such records to their respective Section Managers as required.

3.5 Employees - It is the responsibility of all employees to perform their job in accordance with the appropriate operating instructions and for notifying their supervisor when they discover any issues with operating instructions that may adversely impact the WRAD's EMS.

3.0 PROCEDURE

4.1 All existing WRAD operations directly supporting the Miramar Landfill will be evaluated for impacts to the environment. Operational controls will be developed and implemented where their absence could lead to a departure from the environmental policy.

OPERATIONAL CONTROL
STANDARD ENVIRONMENTAL OPERATING PROCEDURE

Utilize the following Standard Environmental Operating Procedures for assessing impacts to the environment when evaluating new or modified operations: WRAD SEOP 4.3.1 “Environmental Aspects”, WRAD SEOP 4.3.3 “Objectives, Targets and Programs”.

4.2 Section Managers will develop and implement Environmental Management Programs (EMPs), with the assistance of the EMR, to control the significant aspects of their operations, based on the results from completing the requirements of section 4.1 of this SEOP and available budget.

4.3 At a minimum Section Managers will develop, modify, and issue Standard Operating Procedures to control all significant aspects of their operations where an EMP has not specifically addressed the issue.

4.4 An assessment of on-site contractor/tenant activities that may impact the Division’s EMS, objectives and targets and/or significantly impact the environment shall be completed by the EMR. Contractor’s and tenant operations’ personnel shall be advised of the Division’s EMS, including its environmental policy. Section Managers and/or Supervisors responsible for contractor over-site shall inform the EMR, to ensure an EMS brief is completed, prior to the start of any project or activity whenever practicable.

5.0 REFERENCES

- EMS Manual
- Landfill Operations Manual
- WRAD SEOP 4.3.1 “Environmental Aspects”
- WRAD SEOP 4.3.3 “Objectives, Targets and Programs”

Prepared by: Environmental Management Representative
Reviewed by: Section Managers

Approved by: Steven F. Fontana
Deputy Environmental Services Director, Waste Reduction and Disposal Division

The on-line version located on the WRAD EMS Website is the control document. Controlled hardcopies will be identified by a “Controlled Copy” stamp (in red). All other hard copies are uncontrolled. For all hardcopy versions verify revision level status on-line or contact the EMR.