



# Environmental Management System Requirements for Subcontractors and Suppliers

## **ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)**

John E. Green Company (JEG) is working to continually improve our Environmental Management System (EMS) to align with our [Environmental Policy](#) and conform to the ISO 14001:2015 Standard.

The purpose of our EMS is to provide products and services that enable JEG to minimize its impact on the environment. We can accomplish this with the efforts of our employees, subcontractors, consultants and suppliers.

It is **critical** that you, as our subcontractor, consultant, or supplier understand the importance of your work and how it relates to the environment. Please read these requirements and learn how you can help us conform to our Environmental Management System.

## **EMS AND YOUR ROLE**

### **JEG IS COMMITTED TO CONTINUALLY IMPROVING ENVIRONMENTAL PERFORMANCE**

Our EMS is intended to ensure that we optimize environmental performance by controlling the impact our activities, products and services have on the environment. These impacts include contributing to, minimizing, or preventing:

- Degradation of the air; water; or soil,
- Depletion of natural resources,
- Creation of waste,
- Potential health concerns,
- Global climate change,
- Impacts to fish and wildlife.

As our subcontractor and/or supplier, you are responsible to:

- Become familiar with and conform to JEG's Environmental Policy
- Fulfill your role by ensuring your activities comply with our EMS.
  - o Understand the significant environmental aspects affected by your work.
  - o Understand the environmental impacts of your work
  - o Follow any relevant established procedures

## **ENVIRONMENTAL ASPECTS AND YOUR ROLE**

### **PERMIT SERVICES**

- Ensure that all permit services provided are professional, complete, timely, compliant with legal and regulatory guidelines, and protective of JEG's interests.
- Ensure that any associated materials are identified and if tasked, completed and submitted with the permit materials.

Piping  
Plumbing  
Fire Suppression  
Design Build  
Fabrication  
HVAC  
Service

## PLAN AND STUDY DEVELOPMENT

- Ensure that plans or studies (e.g. remediation, spill, feasibility) are professional, complete, timely, compliant with legal and regulatory guidelines, and protective of JEG's interests.
- Are written clearly.
- Include pollution prevention and energy efficiency principles where appropriate.

## CHEMICAL PRODUCTS

- Minimize use and toxicity of chemicals.
- Eliminate nonessential use of aerosols.
- Obtain approval for all chemicals brought onto jobsite property.
- Provide an SDS for each chemical brought on site.
- Store chemical products in separate, appropriate, and labeled containers.
- Remove all unused chemicals upon job completion.

## CHEMICAL OR OIL SPILLS

- Practice good housekeeping to minimize spills.
- Immediately report any spill to your JEG Project Mgr. and [Quality@JohnEGreen.com](mailto:Quality@JohnEGreen.com).
- Tape-off or otherwise isolate spill and stay upwind.
- Clean up a spill only if authorized by a JEG Quality or Safety Representative.
- Do not wash a spill down a drain unless specifically instructed to by a JEG Quality or Safety Representative.

## RECYCLING

- Participate in applicable on-site recycling programs for metal, paper, cardboard, plastic piping, tires and other recyclables.
- Ensure cooling equipment has a sticker indicating refrigerant has been drained prior to recycling.
- Look for opportunities to recycle or reuse materials.

## SOIL EROSION

- Conduct activities to limit the area of impact to soils and minimize wind and water erosion.
- Ensure silt fencing is properly installed around potential erosion areas. Repair silt fencing when damaged.
- If a Soil Erosion and Sedimentation Control Plan is required for your project:
  - o Implement all required activities and installations required by the plan.
  - o Have a copy of the plan immediately available on the construction site.
  - o Perform any required inspections (only if accredited by the MDEQ)
  - o Immediately implement all corrections identified by site inspector.

## WASTE HANDLING

- Minimize waste using the hierarchy of [Reduce, Reuse and Recycle](#).
- Do not place liquids in the trash.
- Store waste in separate, appropriate, and labeled containers or dumpsters.

**WATER USE AND DISCHARGES TO SANITARY OR STORM DRAINS**

- Place only sanitary waste into the sanitary system.
- Be cautious in the use of indoor and outdoor drains. Discharge material into a drain only if authorized by site procedure or JEG Project Manager.
- Reduce volume of water used when possible.
- Eliminate unnecessary uses of water.

**OTHER ROLES**

- Use raw materials with recycled content whenever practical.
- Improve processes to reduce the use of natural resources (electricity, water, materials).
- Inform the JEG Project Manager of any site conditions that seem inconsistent with the Environmental Management System.

Refer to the [State of Michigan Environmental, Health, and Safety Regulations](#) for additional information.

We are always interested in the continual improvement of our environmental management system.

Contact [Quality@JohnEGreen.com](mailto:Quality@JohnEGreen.com) for more information or to investigate improvement opportunities.

<b>Record of Revisions</b>				
<b>Issue No.</b>	<b>Date</b>	<b>Approver(s)</b>	<b>Description</b>	<b>Consequence</b>
1	12/13/18	Dave Jones	Original	
2	6/3/20	Dave Jones	Placed QEMS in Wiki pages.  Add Change Control Table with Consequence of Change and Approver column per QP01 – 6.1.10.2	Wiki provides better way of communicating QEMS to employees. Keep EP06 in pdf format too for communication to subs & suppliers. Meets change control requirements of ISO 9001, Section 6.3.
3	7/7/20	Dave Jones	Reverting to keeping all QEMS docs in MS Word format	Provides for communicating Company Policy outside of JEG SharePoint site.