

3.1.8

EMS Aspects: Facility Grounds, Facilities, Planning and Engineering, Water

Aspect Ranking: 10

Building maintenance and maintenance of facility grounds is provided by Maintenance and Operations, a department of Facilities, Planning and Engineering at The University of Texas Health Science Center at Houston (UTHSC-H). Their purpose is to provide preventative maintenance and repair mechanical, electrical, plumbing, and structural deficiencies on UTHSC-H buildings.

Environmental Compliance Program

Task/Activity Description:

Grounds Survey

Schedule: Semiannual

To assist Maintenance and Operations employees in complying with the storm water best management practices and City of Houston requirements, The Environmental Health & Safety (EHS) Department's Environmental Protection Program (EPP) conducts semiannual inspections of the facility grounds for storm water pollution prevention practices.

Inspections are performed by the EPP safety manager or safety specialist utilizing a checklist survey form. Deficiencies are noted on the form by checking the "yes, no, or not applicable" boxes or by adding items to an additional comments section on the survey form. Once the survey is complete, a memo listing any noted deficiencies and corrective actions is sent to the building maintenance manager. The memo is also copied to the vice president of Facilities, Planning and Engineering, as well as filed by the EPP for future reference.

Deficiencies noted during the survey are tracked for resolution utilizing Environmental Health & Safety Assistant (EHSA). As part of the deficiency tracking process, at least thirty days are given to correct any deficiencies, before potentially escalating enforcement actions.

Key Control Points:

- Identify potential mismanagement of hazardous and universal wastes, improper storage and disposal, impacts to storm and waste water, erosion to landscaped areas, condition of storm water conveyances, impacts to public and personnel health
- Communicate environmental compliance requirements to personnel who generate hazardous and universal wastes

Related Forms, Records, SOPs:

- SWPP & Environmental Grounds Survey

Personnel Responsible:

Building Maintenance Manager

- Ensure wastes are labeled and stored properly
- Maintain exterior of facilities to prevent sediment and other pollutants from being discharged to the storm sewer system

Safety Manager/Safety Specialists, EPP

- Perform facility survey
- Enter deficiencies into EHSA database and generate memo report
- Track appropriate response through EHSA.
- Monitor inspection schedule through the EPP compliance calendar
- Advise appropriate actions on the compliance process

Director, EHS

- Provides oversight and appropriate actions on the compliance process
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Annual Training – Environmental Management Systems and Environmental Awareness

Task/Activity Description:

For the communication of environmental programs and environmental management systems, the EPP provides training on an annual basis for Maintenance and Operations staff. This training introduces and reinforces environmental management system principles, waste management practices specific to maintenance, and environmental concerns and compliance requirements for storm water, air emissions, hazardous materials management, and spill prevention and countermeasures. The training is lead by an instructor on an annual basis, and the training materials are available on the EHS web page.

Created: 1/29/2008

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Owner: EH&S/EPP – AWL

Reviewed:2/7/2008 awl; 5/22/2008 CSC

Key Control Points:

- Communicate environmental compliance requirements and environmental management concepts to personnel who provide preventative maintenance for UTHSC-H buildings.

Related Forms, Records, SOPs:

- [Environmental Awareness and Environmental Management Systems for Facility Personnel](#)

Personnel Responsible:

Building Maintenance Manager

- Ensure AE maintenance staff attend training

Manager/Safety Specialists, EPP

- Develop training materials and submit updates to for web page
- Present training materials
- Document training by obtaining a sign in sheet with all participants listed, deliver sign in sheet to EH&S administrative assistant who will enter names of personnel trained into a training data base

Director, EHS

- Provide management review