

**PETERSBURG  
CUSTODIAL SERVICES**

Verification	Originator	Revised	Approved	Issued
Initials	RSL			
Date	3/5/2014			

**ESMS Procedure**

**EP-4.4.6-2 Contractor Management**

***CSEMS – Custodial Services Environmental Management System***

**Person responsible:** General Manager, Facility Management Division  
**Area of application:** Custodial Services, Facility Management Division  
**Document location:** <http://www.petersburgva.gov/DocumentCenter/Index/124>  
 EP-4.4.6-2 Contractor Management  
**Original issue date:**

**Revisions**

Rev. No.	Date	Description
001		
002		

**Recurring action items**

Activity	Responsibility	Frequency
1. Identify contractors / suppliers that can be affected by the EMS requirements.		Prior to and during contract execution
2. Ensure contract documentation incorporates EMS requirements.		During contract development /submittal
3. Monitor relevant training needs for contractors, if appropriate.		Prior to and during contract execution

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##### **1.0 Purpose**

- 1.1 The purpose of this procedure is to ensure contractor/supplier conformance with all environmental regulations, policies and procedures of the Petersburg, Public Works Facility Management Division – Custodial Services prior to any work being performed.

This procedure will remain in draft form during the development and implementation of the Custodial Services Environmental Management System (CSEMS). The CSEMS Team met on March 5, 2014 and determined that the Contractor Management Program will begin implementation as of October 20, 2014. The EMS Team will review, revise and approve this procedure and other necessary documents with the required personnel from our organization prior to the implementation date of the Contractor Management Program.

##### **2.0 Scope**

- 2.1 This procedure is responsive to element 4.4.6 *Operational Control*, of the ISO 14001:2004 standard and covers operations of the Facility Management Divisions- Custodial Services and its suppliers and contractors.

##### **3.0 Responsibility**

- 3.1 The *CSEMS Management Representative* shall establish and maintain this procedure for contractor environmental management. Specific procedures relevant to the work being conducted on City property will be distributed by the *CSEMS team members*.
- 3.2 *CSEMS Management Representative*
  - 3.2.1 will submit a purchase requisition to the Petersburg Purchasing Department with a completed **ED-4.4.6-3 (F) Contractor Management Environmental Checklist** attached for all projects/purchases identified as having potential environmental aspects or impacts (i.e., on-site work by contractors/suppliers, chemical purchases).
  - 3.2.2 will coordinate any activities needed to satisfy concerns relating to the **ED-4.4.6-3 (F) Contractor Management Environmental Checklist**.
  - 3.2.3 will review the **ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual** and form. This approved form along with the written recommendation for award shall be sent to the (Purchasing Department.)
  - 3.2.4 will assume full responsibility for contractor conformance on contracts with contractors/suppliers which do not follow the normal requisition process (i.e. emergency purchases)

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- 3.3 Petersburg Purchasing Department
- 3.3.1 will employ this procedure as of October 20, 2014. All contracts in place prior to October 20, 2014 will be grandfathered until contract renewal.
- 3.3.2 will ensure that when a review of the environmental aspects is required by the **ED-4.4.6-3 (F) Contractor Management Environmental Checklist**, the solicitation (i.e., IFB, RFP, Request for Quotation) shall include the following documents:
- a) **ED-4.4.6-3 (F) Contractor Management Environmental Checklist** (completed copy)
  - b) **ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual** with form
- 3.3.3 will develop language and place in the solicitation to:
- a) Require contractors/suppliers to include in submitted pricing any costs associated with activities to ensure environmental compliance and minimize environmental impacts per the *Custodial Services Environmental Management System* requirements.
  - b) Require all bidding contractors/suppliers to complete the **ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual** form and return with the written quotation.
- 3.4 **CSEMS Management Representative and the CSEMS Team**
- 3.4.1 will develop, implement and maintain a schedule to communicate *CSEMS* awareness to contractors, suppliers and vendors to address Contractor EMS Training. (See 5.8 below)

#### **4.0 Definitions**

- 4.1 Refer to **EP-4.4.4-2 EMS Related Definitions Procedure**
- 4.2 **ED-4.4.6-3 (F) Contractor Management Environmental Checklist** - a checklist completed by the *CSEMS Management Representative* to define the activities and evaluate the potential for environmental issues on City property. The **ED-4.4.6-3 (F) Contractor Management Environmental Checklist** will be referred to as the "**Checklist**" in this procedure.
- 4.3 **ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual** - a set of materials that provides an overview of the Petersburg, Public Works *CSEMS*, including the policy and general environmental requirements. Specific procedures and work instructions relevant to the work being conducted on the property will be distributed by the (CSEMS Team or designee of the Facility Management Division. The **ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual** will be referred to as the "**Activities Manual**" in this procedure. The **Activities Manual** also outlines the requirements for submitting the form included in the back. The form is completed by a prospective contractor/supplier, upon request. The information provided will outline the work to be undertaken and the method(s) for minimizing and managing environmental impacts.

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#### 5.0 Process

- 5.1 All contractors/suppliers shall comply with this procedure as of October 20, 2014. All contracts in place prior to October 20, 2014 will be grandfathered until contract renewal.
- 5.2 The *CSEMS Management Representative* shall submit a purchase requisition to the Petersburg Purchasing Department with a completed **Checklist** attached for all projects/purchases identified as having potential environmental aspects that may affect the facility (i.e., work by on-site contractors/suppliers, chemical purchases). The *CSEMS Management Representative or designee* should review the details of the project and coordinate any activities needed to satisfy concerns relating to the **Checklist**.
- 5.3 If the project/purchase will not have a potential environmental impact (i.e. parts purchases, office furniture), the purchase requisition will follow regular purchasing procedures and the **Checklist** does not need to be filled out. If the *CSEMS Management Representative* is unsure if the project/purchase shall have an environmental impact, the **Checklist** shall be attached to the requisition requesting that an **Activities Manual** form be included with the solicitation documents.
- 5.4 The Petersburg Purchasing Division will review the **Checklist** submitted with the solicitation (i.e., IFB, RFP, Request for Quotation) for items marked "Yes" indicating an environmental impact can occur. A request for additional information shall include the following documents:
  - a) **Checklist** (Copy)
  - b) **Activities Manual** (form)
- 5.5 The Petersburg Purchasing Division shall forward the submitted / completed **Activities Manual** form to the *CSEMS Management Representative* or designee for review.
- 5.6 The *CSEMS Management Representative* or designee will review the **Activities Manual** form from the prospective Contractor/Supplier to determine if all the significant environmental aspects have been addressed and if all standards set by the EMS have been fulfilled.
  - 5.6.1 If the submitted form is inadequate, the *CSEMS Management Representative* or designee will contact the prospective Contractor/Supplier to request more information to complete the **Activities Manual** form.
- 5.7 Once the **Activities Manual** form has been reviewed and approved, the *CSEMS Management Representative or designee* will forward a copy to the Contractor/Supplier. The original will be maintained on file in the Petersburg Purchasing Division office.
  - 5.7.1 The Petersburg Purchasing Division will maintain a copy of the **Checklist** and the **Activities Manual** form as a part of the contract documents.

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#### 5.8 Contractor EMS Training

- 5.8.1 Contractors will be provided CSEMS requirements as part of the informal and formal solicitation process as defined in the City of Petersburg Purchasing Manual.
- 5.8.2 Contractors will be provided CSEMS requirements as part of the informal and formal solicitation process as defined in the City of Petersburg Purchasing Manual. A web link to the **EP-4.4.2-1 Competence, Training and Awareness Procedure** will be communicated during solicitations.

#### 6.0 References / Related Documents

- 6.1 ED-4.4.6-3 (F) Contractor Management Environmental Checklist
- 6.2 ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual (*To Be Developed*)
- 6.3 EP-4.4.2-1 Competence, Training and Awareness Procedure