

Appendix B

[A Guide for Developing and Implementing a Small Community Environmental Protection Plan \(SCEPP\)](#)

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Glossary

Activity/Product/Service - An activity is a natural or normal function of an organization. A product is what is produced. A service is performing any of the business functions supporting production or distribution.

Audit, External/Outside Independent Third-Party Audit of the SCEPP - A planned, independent and documented assessment to determine whether agreed upon requirements are being met. The Auditor is a person with the competence to conduct an audit. An outside independent third-party audit must be conducted within three years of submitting a copy of the SCEPP to ADEQ.

Audit, Internal SCEPP – An annual audit of the SCEPP to verify that it is properly implemented and that it continues to conform to planned arrangements for environmental management. It is an audit of the system, and findings are expressed as nonconformance. Audit conclusions are based on the findings and focus on the root causes that led to the nonconformance. The audit will also fulfill the requirement for periodic evaluations of compliance to legal and regulatory requirements.

Audit Plan - The audit plan defines the objectives of an audit. It needs to specify what is to be accomplished by the audit. Primarily, **the audit's goal is to evaluate the extent of conformity of the facility's SCEPP with audit criteria**, as well as the potential improvement of the SCEPP. The plan should ensure that all SCEPP elements are covered in the evaluation. The roles and responsibilities of the audit team members must be specified in the audit plan.

Communication, Internal - Communication is vital for successful implementation of an SCEPP. The SCEPP team should establish and maintain procedures for internal communication of the SCEPP between all employees.

Communication, External - Communication to all stakeholders *external* to its physical site boundaries or its functions and activities on or off site. Procedures for external communication with all stakeholders, including local community and environmental interest groups, as well as government regulators should be developed.

Continual or Continuous Improvement - The principle of continual improvement, which is intended to ensure that an organization does not simply adopt a SCEPP for cosmetic purposes and thereby remain static, without a commitment to reduce its impact on the environment. Continual improvement is the process of enhancing the SCEPP to achieve improvement in overall environmental performance in line with the organizations environmental policy.

Document Control – Document management: focuses on the importance of removing outdated versions from use and circulation and ensuring that employees are only using the latest, authorized, version.

Document Control and Records – A system established to ensure effective management of all documents relating to the SCEPP Manual including compliance with record retention laws as well as the importance of removing outdated versions from use and circulation, and ensuring that employees are only using the latest, authorized version.

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Emergency Operations Plan (EOP) – If your community operates a public drinking water system (PWS), an Emergency Operations Plan is required to address how drinking water will be made available to the community in the event of a failure of the potable water system. The EOP must be kept current.

Emergency Preparedness and Response - Plans that identify the potential for and response to environmental accidents and emergency situations as well as the prevention and mitigation of environmental impacts if accidents do occur. Most communities have already developed some form of *emergency response* procedures addressing an emergency, spill or fire, and meeting OSHA, EPA, and fire department requirements. The SCEPP team should ensure that an appropriate emergency response plan is established and maintained to adequately prepare, respond, and mitigate accidents, spills, fires, or other emergency situations, and regulatory agencies and the public are notified as required.

Environment - An environment is described as surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

Environmental Aspects (Inputs) – Activities, products or services that can interact with the environment. An activity, process, waste, product, or service does not have to be regulated to be considered an aspect. *[Also see Environmental Impacts (Outputs).]*

Environmental Compliance Audit – The SCEPP Team must establish a process to conduct an annual assessment of key SCEPP activities and track compliance with environmental rules and regulations. ADEQ will provide the facility specific checklists it uses to evaluate compliance upon request.

Environmental Impacts (Outputs) - Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services. *[Also see Environmental Aspects (Inputs).]*

Environmental Management Programs (EMP) – Programs developed by the SCEPP Team with approval from the governing body which translate objectives (goals) and targets (performance requirements) into programs that direct staff toward achieving results. These programs define the principal actions to be taken, the individual responsible and the scheduled times for implementation that will achieve the desired results. Environmental Management Programs are action plans for implementing environmental improvements. These programs are reviewed and approved by the governing body prior to implementation.

Environmental Objectives (Goals) - Overall environmental goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable. For example, if reduction in the use of petroleum is an environmental objective, a specific percentage decrease in the associated usage rate could be established as an associated target. *[Also see Environmental Targets]*

Environmental Performance - Measurable results of the SCEPP related to an organization's control of its environmental aspects, based on its environmental policy, objectives and targets.

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Environmental Policy - Statement by the community's governing body of its intentions and principles in relation to its overall environmental performance which provides a framework for action and for the setting of its environmental objectives and targets.

Environmental Records - Operational control procedure to ensure that all environmental records relevant to the SCEPP including training records, results of audits and reviews are recorded, legible, identifiable, traceable, readily retrievable and protected against damage, deterioration or loss.

Environmental Targets – A detailed environmental goal, quantified where practicable, that arises from the environmental objectives (goals) and that needs to be scheduled and assigned in order to achieve those objectives. For example, if reduction in the use of petroleum is an environmental objective, a specific percentage decrease in the associated usage rate could be established as an associated target. [*Also see Environmental Objectives (Goals)*]

Governing Body – The *elected representatives* of the community or special district. Success depends on the ability of the governing body to communicate support for the goal of continuous improvement of the SCEPP and to recognize and communicate its benefits and maintain the small community's focus during development and implementation of the SCEPP. The governing body is responsible for approving objectives and targets. The governing body meets annually to assess performance of the SCEPP and opportunities for improvement. The annual review process provides the governing body with a vehicle for making changes to the SCEPP to achieve continual improvement.

Legal and Other Requirements – The SCEPP must identify all environmental laws and regulations that apply to its operations and must include key compliance dates including dates when monitoring or other reports are due to ADEQ, or any other federal, state or local regulatory agency, and the dates of the annual Environmental SCEPP Audit.

Management Review - Annual Review of Environmental Compliance & SCEPP Audits

The governing body has authority over all areas and functions that the SCEPP covers, and their authority is sufficient to initiate actions and allocate resources without further review or approvals. This level of authority allows for the fact that their discretion may be circumscribed by budgets that have been previously approved. In other words, the governing body of the SCEPP need not have absolute power to allocate any resources and initiate any actions. They simply need sufficient authority to allocate or reallocate the resources that have been approved for operations within their purview and that are to be used through their own discretion.

Monitoring and Measuring (Regulatory Compliance) – Procedures which outline requirements for recording information needed to track SCEPP performance, relevant operational control procedures and specified environmental objectives (goals) and targets (detailed performance requirements). These procedures include operational control procedures which outline the requirements of the program and the need for a periodic review of regulatory compliance and report results to the governing body.

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Nonconformance, Correction and Preventive Actions – A management level review of operational control procedure that defines responsibilities and authority for handling and investigating occurrences of noncompliance or nonconformance with requirements of the SCEPP. This includes taking action to mitigate significant environmental impacts, and initiating and completing corrective and preventive action. Any changes in procedures resulting from corrective and preventive actions are implemented and recorded. The SCEPP Manager maintains these records.

Operational Control - Also known as operating procedures or work instructions represent a mechanism used by a facility to control its environmental aspects. Operational controls are basically necessary for any operation which is regulated. Broadly defined to include technological (e.g., shut-off valves) and administrative (e.g., operator intervention, standing procedures) controls.

Organization - The organization is defined as the company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

Organizational Structure and Responsibilities – A management program that identifies roles, responsibilities and authorities for all personnel and is documented as part of the SCEPP. Ensures that the resources (budget and personnel time) required to implement and control the SCEPP are provided.

Practices for the Prevention of Pollution: Use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution. The potential benefits of prevention of pollution include the reduction of adverse environmental impacts, improved efficiency and reduced costs.

Pollution Prevention (P2) - EPA defines P2 as source reduction and other practices that reduce or eliminate the creation of pollutants through: increased efficiency in the use of raw materials, energy, water, or other resources, or protection of natural resources by conservation. Source reduction means any practice which reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment, or disposal; and reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants that negatively impact air, water and land. P2 techniques include toxic use reduction; reduction at the source of a process by changing raw material, technology, product specification, and good operating procedure; and recycling of wastes through reuse or reclaim/recover valuable components from the waste.

Programs/Work Plans - Implemented to achieve the objectives and targets that are set forth in the SCEPP. They include the timelines, resources and responsibilities for achieving those objectives and targets, and are amended as necessary with changing circumstances, activities and operations

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SCEPP - Contains policies and procedures, including operation and maintenance procedures, and standards showing how the SCEPP conforms to and will accomplish SCEPP elements to ensure compliance with environmental requirements.

SCEPP Development Procedure - The framework and blueprint on how to set up a SCEPP. This procedure describes actions including (1) conducting facility assessment, (2) identifying aspects and impacts, (3) determining the significance of an impact, and (4) developing objectives and targets.

SCEPP Documentation – SCEPP Manual that contains: the relevant elements listed in the ADEQ Small Community Policy including policies, procedures (e.g. operational and maintenance), and standards showing how the SCEPP conforms to and will accomplish SCEPP elements to ensure compliance with environmental requirements. A SCEPP is part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes, and resources for developing, implementing, achieving, reviewing and maintaining compliance.

SCEPP Manager – Works with the SCEPP team and all employees to identify aspects, determine impacts, and develop objectives and targets. The SCEPP manager is appointed by, and answers directly to, the governing body.

SCEPP Team – Appointed by the governing body and comprised of dedicated employees experienced in their jobs; open to change and new ideas; and who have a genuine interest in the SCEPP. Team members represent of all operational areas of the community and are responsible for identifying and ranking aspects and impacts to ensure ongoing development and refinement of the SCEPP.

Scope of Operations Covered by the SCEPP – Identifies all activities and operations covered by the SCEPP within a defined section of the small community or special district known as the SCEPP boundary.

Stakeholders - Those groups and organizations having an interest or stake in a organization's SCEPP program (e.g., employees, regulators,, customers, suppliers, special interest groups, residents, competitors, investors, bankers, media, lawyers, geologists, insurance companies, trade groups, unions, ecosystems and cultural heritage).

Training – Training of employees whose jobs or activities can impact the environment is critical for successful implementation of your SCEPP. The SCEPP team should develop and maintain procedures to identify and track environmental training needs of employees, and implement an employee training program.

Training, Awareness – SCEPP implementation includes training for all personnel on both general awareness and competency to ensure that all personnel are familiar with the environmental policy, procedures and the relevance of the SCEPP. Environmental management programs require resources for training, human resources, specialty services, financial resources, and technical and informational services.

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Training, Competence - Training to be provided to employees that are associated with significant environmental aspects. Such training is indicated when an employee is not considered competent on the basis of previous training, education, or experience, to address the responsibilities he/she has been charged with relative to the significant environmental aspect in question.