



2nd PORT EMS ASSISTANCE PROJECT

Project Overview and Application Guidelines

The American Association of Port Authorities (AAPA) and the Global Environment & Technology Foundation (GETF) are proud to announce the initiation of the 2nd Port Environmental Management System (EMS) Assistance Project. This eighteen-month project will support up to 10 public seaport authorities in developing and implementing an EMS. The information below presents an overview of the Project and guidelines to port authorities on how to apply to participate.

Structure of Project

The project will be conducted and managed by GETF, with guidance from AAPA, in four phases over an eighteen-month period. The following major elements are included in the project:

Intensive Training – Each phase will begin with an intensive 2½ day workshop that will prepare participants to train and lead their port-based EMS Implementation Teams through completion of the EMS. Each workshop will include hands-on activities, mentoring from current ports implementing EMS, and team work sessions.

Site Visits – Participants will have access to and be able to utilize several on-site technical assistance visits by GETF staff throughout the project. These visits will be scheduled at the discretion of the participants and can provide additional training and technical assistance, assist with EMS document preparation, and help with troubleshooting barriers that may arrive during the implementation process.

Conference Calls – Participants will take part in monthly conference calls with GETF staff and port colleagues to assess progress and communicate successes and barriers that may have arisen. GETF will also be available for one-on-one technical assistance calls bi-weekly and on an *ad-hoc* basis.

Electronic Access to Documents – Participants will have access to an Internet-based, password-protected Virtual Private Office (VPO) that will facilitate communication and document-sharing among all participants. Sample documents from the 1st Port EMS Assistance Project will also be readily available on the VPO.

Content of Training Workshops

Each training workshop will include the following:

- An overview of the EMS requirements that are to be accomplished in the next phase.
- Review of how these requirements are linked to other phases and EMS elements.
- “Train-the-trainer” sessions to prepare participants to educate their port-based Implementation Teams on upcoming requirements.
- Role-playing exercises where participants will form EMS “core teams” at hypothetical facilities to confront all of the tasks required in the next phase.
- EMS practitioners will provide practical experiences and insight via panel discussions.
- Review progress made during previous phase.
- Guidance, usually in the form of sample EMS documents and an Action Item List for completing tasks in each phase.
- Individual trouble-shooting sessions.
- A “Swap Meet” where participants can “show and tell” their EMS accomplishments.
- Logistics planning for the next meeting.
- Participant team work sessions.

We will help each participant develop a complete and effective EMS for a port operation (fenceline) of their choosing, using the ISO 14001 EMS standard as a framework. Each port that completes the project will be ready for ISO 14001 or EPA Performance Track certification if they choose, although it is not a requirement.

Hank Habicht
Chief Executive Officer, GETF

What Is Expected of Participating Ports?

- Management commitment
- Designation of a Project Manager and a port-based EMS Implementation Team
- Assignment of resources needed to attend all project workshops and to undertake port-based EMS activities
- Adoption of port-developed performance objectives for activities addressed in the EMS
- Communicate and share information with local stakeholders, regulatory agencies, and the National EMS Clearinghouse for Public Entities at www.peercenter.net.

How Will the Project Be Funded?

Each selected participant will be required to enter into an agreement with GETF to provide its share of project costs, which will be \$50,000 per participant for the eighteen-month project timeframe. Participants may elect to pay this in two separate payments of \$25,000. Non-U.S. ports may be subject to additional fees to offset higher costs for teleconferencing, mailing, and travel during site visits. Participants are responsible for their own travel costs to attend the project workshops.

How Will Participants Be Selected?

Participants will be selected through an application and interview process open to all public port authorities in AAPA's membership. (Separately, up to four U.S. federal maritime facilities may be invited to participate on a cost-shared basis.) Once all applications are received, follow-up interviews will be conducted by GETF with each applicant to discuss the information contained in their letter of application in more detail, along with any other information needed before final decisions on participation are made. GETF will consult with AAPA before final participants are selected.

Selection factors will include top management commitment, resources and organizational support, current internal and external communication channels, knowledge of EMS, and strength of existing environmental and management programs. In addition, participants will be selected to ensure a diversity of port characteristics (e.g., size, cargoes handled, environmental issues addressed) and fencelines. English fluency is encouraged, but not required for participation in the project.

Example Fencelines

- Maintenance Facilities
- Yard Operations
- Security
- Facility Development
- Dredged Material Management Plans
- Procurement
- Vessel Traffic Services

Application Guidelines

Port authorities wishing to participate in the project should **submit a letter of application no later than October 31st, 2005**, to: Nick Martin; EMS Program Manager; Global Environment & Technology Foundation; 2900 South Quincy Street, Suite 410; Arlington, VA 22206; 703-379-2713 (phone); 703-820-6168 (fax). This letter should be signed by the port director and contain the following information:

- A brief description of the port authority, its management structure and activities;
- The name of the Project Manager within the port who will have the responsibility and authority to lead the EMS project described above as well as a description of how the Project Manager intends to work with the relevant port departments in developing and implementing the EMS. The Project Manager should be available to travel to and participate in all project workshops;
- A preliminary indication of the fenceline (e.g., geographic and operational boundaries) for the EMS. A final determination of the fenceline can take place during the first phase of the project;
- A description of the reasons the port wishes to participate in the project and some of the benefits it hopes to realize from adopting an EMS;
- A clear assurance that top management will provide the necessary visibility, staff time, and other resources necessary to successfully develop and implement the EMS. Ongoing top management support is the most critical factor for ensuring a successful and sustainable EMS; and,
- A willingness to track data and information and contribute to case studies and other outreach materials that describe the benefits, barriers, and keys to success of the EMS development and implementation process as well as a willingness to communicate and share this information with local stakeholders, regulatory agencies, and the National EMS Clearinghouse for Public Entities.

For Additional Information ...

Please contact **Meredith Martino** with AAPA at 703-684-4718 or mmartino@aapa-ports.org or **Nick Martin** with GETF at 703-379-2713 or nmartin@getf.org.