

# 3RD 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 3rd Port Environmental Management System (EMS) Assistance Project. This 18-month project will support up to 10 public seaport authorities and sponsored terminal operators in developing and implementing an EMS. Alumni of the Assistance Project may nominate a terminal operator to participate in the project. For those ports authorities that have not developed an EMS, we encourage you to apply jointly with one or more of your terminal operators in order to go through the program together. Only those terminal operators nominated by a port authority may apply.



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 18-month period. The following major elements are included in the Project:

Intensive Training – Each phase will begin with an intensive workshop that will prepare participants to train and lead their port-based EMS Implementation Teams through completion of the EMS. Workshops 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 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.

Technical Assistance – Participants will receive technical assistance from GETF to include port specific guidance, document review, tools and resources throughout the project period. Participants will also take part in monthly conference calls with GETF staff and port/terminal colleagues to assess progress and communicate successes and barriers that may have arisen during the project.

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 and 2nd Port EMS Assistance Project will also be readily available on the VPO.

### 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/terminal developed performance objectives for activities addressed in the EMS
- Communicate with others in group as peers and mentors and to track and record data in order to help other ports interested in implementing an EMS

*“Establishment of standard operating procedures for significant environmental aspects promoted “buy-in” from all employees involved in the writing process, ownership from employees of the significant activities, transfer of institutional knowledge from long-time staff to new employees, and consistent use of operating procedures across all shifts.”*

**– Port of Los Angeles**

### SUMMARY OF BENEFITS

The following are examples of benefits that past participants have gained through the Ports EMS/SMS Assistance Project:

- Through a port-wide recycling program the Port of Corpus Christi diverted 134,033 lbs. of solid waste and saved \$27,257 in labor and disposal costs.
- The Port of Portland implemented a quick pay program which reduced idling by 79%, thus reducing carbon monoxide emissions by approximately 2.26 tons per year.
- NY & NJ Port Authority conserved 134 million gallons of water during 2005 by fixing water leaks, saving approximately \$655,000 in water costs at NJ Marine Terminals.
- The Port of Houston Authority realized a 20% reduction in insurance costs post 9/11 (an investment of \$97,256).
- The Port of Portland targeted product categories, such as paper towels, office paper and toner cartridges, for environmentally preferable purchasing. Within two years, 74% of Portland's purchases of these products were environmentally preferable and, in addition, saved the port more than \$60,000 annually.

## 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 \$55,000 per participant for the 18-month project timeframe. Participants may elect to pay this in two separate payments of \$27,500. The project costs for ports outside of the continental U.S. may be somewhat higher to offset 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 and their sponsored terminal operators. 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 provide recommendations to AAPA for a final decision. 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.

## APPLICATION GUIDELINES

Port authorities and/or terminal operators wishing to participate in the Project should **submit a letter of application no later than May 15, 2008**, to: Noeleen Tillman, Executive Vice President; 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 terminal operator director (if operator is applying) and contain the following information:

- A brief description of the port authority and/or terminal, its management structure and activities;
- The name of the Project Manager with the port/terminal who will have the responsibility and decision-making authority to lead the EMS project and Core Team as well as a description of how the Project Manager intends to work with the relevant port/terminal departments in developing and implementing the EMS. The Project Manager and Core Team 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 and benefits the manager of this fenceline expects to achieve.
- A description of the reasons the port/terminal wishes to participate in the Project and some of the benefits it hopes to realize from adopting an EMS. What specific goals does the port/terminal have for the EMS? What benefits does the port/terminal want to achieve as a result of the 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 at [www.peercenter.net](http://www.peercenter.net).

### EXAMPLE FENCELINES

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

*"Due in large part to our EMS implementation efforts and resulting performance improvements, we were awarded the 2005 Coastal Bend Bays Foundation Environmental Conservation and Environmental Stewardship Award in the business and industry category."*

**- Port of Corpus Christi**

**For Additional Information**, please contact Meredith Martino with AAPA at 703-684-5700, [mmartino@aapa-ports.org](mailto:mmartino@aapa-ports.org) or Noeleen Tillman with GETF at 760.944.9398 [ntillman@getf.org](mailto:ntillman@getf.org)