

ANNEX 8.21



Board of
Investments

BOI – ENVIRONMENTAL MANAGEMENT SYSTEM OPERATIONAL CONTROL PROCEDURE



1.0 PURPOSE

The primary objective of this document is to ensure that all operations that have been identified having significant environmental impact are properly controlled in order to meet the agency's policy, objectives and targets.

2.0 SCOPE

This document describes the procedure of activities that have been identified to have significant environmental impact.

3.0 RESPONSIBILITY

All Department / Office Heads concerned shall be responsible for the implementation of this procedures in their respective areas.

4.0 DEFINITION

OPERATIONAL CONTROL PROCEDURE : Procedures of any BOI activities that has a significant environmental impact and needs to be done/ operated (if equipment), so as to have proper operating conditions and mitigate adverse environmental impacts that may result from continuous operations.

5.0 REFERENCE: ISO14001:1996 Standards

BOI-ESM-01	:	BOI EMS Manual
BOI-ESM-02	:	BOI Generator Set Operations Procedure
BOI-ESM-03	:	BOI Air Handling Equipment and Centralized Air conditioner Operations Procedures
BOI-ESM-04	:	BOI PURCHASING PROCEDURE

Prepared by: EMS Core Committee: Raquel Echague Document Controller: Zosimo Penales	Reviewed by: EMR Guillermo Laquindanum	Approved by: Usec Gregory L. Domingo
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6.0 PROCEDURE

6.1 Identification of Operation

- 6.1.1 The significant environmental aspect as defined within the objectives and targets shall be properly controlled in order to ensure the attainment of the environmental



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- policy and goals. These operations shall be identified in accordance with BOI-ESP-OI (Identification of Environmental Aspects and Environmental Impacts).
- 6.1.2 These activities shall be planned. This plan may be contained within the EMS Program and/or documented procedures, giving clear guidance on how personnel will perform specific task in line with the policy and achieving objectives and targets.
- 6.1.3 To ensure that these operations are carried out correctly and minimize deviation from the attainment of the objectives and targets the following control shall be implemented:
- 6.1.3.1 Provide documented procedures, especially to those operations where the absence thereof may lead to deviation and non-attainment of objectives and targets. If relevant, these procedures must contain clear and specific operating criteria.
- 6.1.3.2 Communicate relevant procedures and requirement to contractors and suppliers who provide goods and services to the agency and to ensure that they have a clear understanding of the agency's environmental goals (if applicable).
- 6.2 Areas of Concern
- 6.2.1 Control shall be established and implemented on operation or activities identified to be having significant impact to the environment (depending on the result of the evaluation described in BOI-ESP-01) and in line with the environmental objectives and targets. These operations may include:
- 6.2.1.1 Purchasing:
This may cover accreditation of vendors, purchasing of material, etc.
- 6.2.1.2 Handling and Storage of Purchased Materials:
Proper handling and storage of raw materials, especially those that are considered hazardous to health and environment.
- 6.2.1.3 Equipment Operation
Operation which generates air emission, waste, water and soil pollution, use of natural resources.
- 6.2.1.4 Transportation
Delivery of materials, use of vehicles and other modes of transportation which contributes to air pollution.
- 6.2.1.5 Acquisition, Construction or Modification of Property and Facilities:
Destruction of flora and fauna due to construction, use of natural resources, etc.
- 6.2.1.6 Other Activities that may contribute to the degradation of the environment

7.0 ATTACHMENTS: N/A

A. Paper Conservation



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BOI – ENVIRONMENTAL MANAGEMENT SYSTEM

PAPER CONSERVATION OPERATIONAL CONTROL PROCEDURE



1.0 PURPOSE

This Procedure is created to have proper control on the Paper Conservation Program (PCP) which is a part of BOI's EMS. This shall also substantiate this agency's environmental commitment.

2.0 SCOPE

The PCP shall be applied to all specified paper based materials presently being used by this agency.

3.0 DEFINITIONS

- 3.1 PCPT: Paper Conservation Program Team: A team created under the Environmental Management Program.
- 3.2 SRF: Status Report Form: Used for the monthly monitoring of the planned and actual activities of this EMS Programs
- 3.3 PMR: Performance Monitoring Report: The monthly monitoring record using a tabular and a graphical form that represents achievement of program's target. For PCP's case, PMR represents the monthly and annual monitoring of BOI's paper based material consumption.

4.0 REFERENCE : ISO 14001:1996 Standard

5.0 RESPONSIBILITIES :

- 5.1 All Department/Office Heads (D/OH) shall be responsible for accomplishing the periodical monitoring (SRF and PMR) form to be submitted to PCP Team Leader (PCPTL).
- 5.2 PCPTL shall be responsible in preparing the summary report of PCPT SRF and PMR to be submitted to the EMR.
- 5.3 PCP Team Members (PCPTM) shall be responsible for following-up on each Department's program activities and to ensure the proper implementation of these Procedures.

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Document Controller: Zosimo Penales		Usec Gregory L. Domingo

- 5.4 EMR shall be responsible in the analysis for the program's success for its continual improvement. All submitted summary PMR and SRF should be reviewed and approved by the same.
- 5.5 All employees shall be involved in the activities and implementation of this program in reference to the BOI-EMS POLICY

6.0 PROCEDURE

- 6.1 All Department and Office Heads shall observe the time frame of completion of all the activities stated on the PCP.
- 6.2 PMR shall be updated by each D/OH to serve as basis for evaluating performance. This shall be used by the PCPTL in making the summary report of all PMRs submitted by each D/OH.
- 6.3 Summarized SRF and PMR shall then be submitted by the PCPTL to the EMR for the program's evaluation and shall be used as a tool guide by the EMR if a subsequent meeting is necessary.
- 6.4 These reports shall be the basis of the EMR to call for an IEA (Internal Environmental Audit) or in periodical Management Review.
- 6.5 If there is no need to have a meeting (which means no problems on SRF and PMR), EMR shall approve these records and have these filed thru Document Controller.
- 6.6 Controlled Copies of Monthly summary of SRF and PMR shall be given to the respective D/OH for their own files for future self-improvement reference.
- 6.7 A Controlled Copy of these SRF and PMR shall be posted by the PCPTL on BOI-EMS Bulletin Board.
- 6.8 The PCPT shall maintain record/s of signages prepared by the Training and Promo Team of ISO Core Group, and shall update the number and locations of signages or posters.
- 6.9 SRF and PMR shall be posted at the BOI-EMS Bulletin Board.
- 6.10 For monitoring and evaluation of performance that shall be the basis of continuous improvement, refer to EMP procedure.

7.0 Attachment/s

- | | | | |
|-----|------------|---|-----------------------------------|
| 7.1 | BOI-ESF-13 | : | Paper Conservation Program Matrix |
| 7.2 | BOI-ESF-08 | : | PCP-SRF |
| 7.3 | BOI-ESF-08 | : | PCP-PMR |

B. Electricity Conservation



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ELECTRICITY CONSERVATION OPERATIONAL CONTROL PROCEDURE



1.0 PURPOSE

This Procedure is created to set guidelines on the Electricity Conservation Program (ECP) which is part of BOI's EMS. This shall also substantiate this agency's commitment to environmental conservation .

2.0 SCOPE

The ECP shall be applied to all office tools and equipment, gadgets, and machineries using electricity being used by the agency .

3.0 DEFINITIONS

ECPT: Electricity Conservation Program Team: A team created under the Environmental Management Program.

SRF: Status Report Form: Used for the monthly monitoring of the planned and actual activities of this EMS Program

PMR: Performance Monitoring Report: The monthly monitoring record using a tabular and graphical forms that represents achievement of program's target.
In ECP's case, PMR represents the monthly and annual monitoring of BOI's electric consumption.

4.0 REFERENCE: ISO 14001:1996

5.0 RESPONSIBILITIES:

All Department / Office Heads (D.OH) shall be responsible for accomplishing the periodical monitoring (SRF and PMR) form to be submitted to ECP Team Leader (ECPTL).

ECPTL shall be responsible in preparing the summary report of ECPT SRF and PMR to be submitted to the EMR.

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ECP Team Members (ECPTM) shall be responsible for following-up on each Department's program activities and to ensure proper implementation of these Procedures.

EMR shall be responsible in the analysis of the Program's success for its continual improvement.

All submitted PMR and SRF summaries should be reviewed and approved by the same.

All employees shall be involved in the activities and implementation of this program in reference to the BOI-EMS POLICY

6.0 PROCEDURES:

All Department and Office Heads shall observe the time frame of completion of all the activities stated on the ECP.

PMR shall be updated by each D/OH to serve as basis for evaluating performance. This shall be used by the ECPTL in making the summary report of all PMRs submitted by each D/OH.

Summarized SRF and PMR shall then be submitted by the ECPTL to the EMR for the program's evaluation and shall be used as a tool guide by the EMR if a subsequent meeting is necessary.

These reports shall be the basis of the EMR to call for an IEA (Internal Environmental Audit) or in periodical Management Review.

If there is no need to have a meeting (which means no problems on SRF and PMR), EMR shall approve these records and have these filed through the Document Controller.

Controlled Copies of Monthly summary of SRF and PMR shall be given to the respective D/OH for their own file for future self-improvement reference.

A Controlled Copy of these SRF and PMR shall be posted by the ECPTL in BOI-EMS Bulletin Boards.

The ECPT shall maintain record/s of signages prepared by the Training and Promo Team of the ISO Core Group, and shall update the number and locations of sign ages or posters.

SRF and PMR shall be posted at the BOI-EMS Bulletin Boards.

For monitoring and evaluation of performance that shall be the basis of continuous improvement, refer to EMP procedure.

7.0 ATTACHMENTS

- 7.1 BOI-ESF-12 : Electricity Conservation Program Matrix
- 7.2 BOI-ESF-08 : ECPM-SRF
- 7.3 BOI-ESF-08 : ECPM-PMR

C. Water Conservation



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BOI – ENVIRONMENTAL MANAGEMENT SYSTEM

WATER CONSERVATION OPERATIONAL CONTROL PROCEDURE



1.0 PURPOSE

This Procedure is created to have proper control on the Water Conservation Program (WCP) which is a part of BOI's EMS. This shall also enhance the employees' awareness on the importance of water resources and also will substantiate this agency's commitment to environmental preservation commitment.

2.0 SCOPE

The WCP shall be applied to the water this agency is using including the potable water used within BOI's premises. However, at home, all employees are encouraged to apply the same.

3.0 DEFINITION

- 3.1 PCPT: Water Conservation Program Team: A team created under the Environmental Management Program.
- 3.2 SRF: Status Report Form: Used for the monthly monitoring of the planned and actual activities of this EMS Programs
- 3.3 PMR: Performance Monitoring Report, the monthly monitoring record using a tabular and a graphical form that represents achievement of program's target. For WCP's case, PMR represents the monthly and annual monitoring of BOI's Water Consumption.

4.0 REFERENCE : ISO 14001:1996

5.0 RESPONSIBILITIES :

- 5.1 All Department / Office Heads (D.OH) shall be responsible for accomplishing the periodical monitoring (SRF and PMR) forms to be submitted to WCP Team Leader (WCPTL).
- 5.2 WCPTL shall be responsible in preparing the summary report of PCPT SRF and PMR to be submitted to the EMR.
- 5.3 WCP Team Members (WCPTM) shall be responsible for following-up on each Department's program activities and to ensure proper implementation of these Procedures.

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- 5.4 EMR shall be responsible in the analysis for the program's success for its continual improvement. All submitted summary PMR and SRF should be reviewed and approved by the same.
- 5.5 All employees shall be involved in the activities and implementation of this program in reference to the BOI-EMS POLICY

6.0 PROCEDURE :

- 6.1 All Department and Office Heads shall observe the time frame of completion of all the activities stated on the WCP.
- 6.2 PMR shall be updated by each D/OH to serve as basis for evaluating performance. This shall be used by the WCPTL in making the summary report of all PMRs submitted by each D/OH.
- 6.3 Summarized SRF and PMR shall then be submitted by the WCPTL to the EMR for the program's evaluation and shall be used as a tool guide by the EMR if a subsequent meeting is necessary.
- 6.4 These reports shall be the basis of the EMR to call for an IEA (Internal Environmental Audit) or in periodical Management Review.
- 6.5 If there is no need to have a meeting (which means no problems on SRF and PMR), EMR shall approve these records and have these filed thru Document Controller.
- 6.6 Controlled Copies of Monthly summary of SRF and PMR shall be given to the respective D/OH for their own files for future self-improvement reference.
- 6.7 A Controlled Copy of these SRF and PMR shall be posted by the WCPTL on BOI-EMS Bulletin Board.
- 6.8 The PCPT shall maintain record/s of signages prepared by the Training and Promo Team of ISO Core Group, and shall update the number and locations of signages or posters.
- 6.9 SRF and PMR shall be posted at the BOI-EMS Bulletin Board.
- 6.10 For monitoring and evaluation of performance that shall be the basis of continuous improvement, refer to EMP procedure.

7.0 Attachment/s

- | | | | |
|-----|-----------------|---|-----------------------------------|
| 7.1 | DCN: BOI-ESF-14 | : | Water Conservation Program Matrix |
| 7.2 | BOI-ESF-08 | : | WCP-SRF |
| 7.3 | BOI-ESF-08 | : | WCP-PMR |

D. Pollution Prevention



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BOI – ENVIRONMENTAL MANAGEMENT SYSTEM



1.0 PURPOSE

This Procedure is created to have proper control on the Pollution Prevention Program (PPCP) which is a part of BOI's EMS. This shall also enhance the agency's commitment to environmental preservation .

2.0 SCOPE

The PPCP shall be applied to all vehicles owned by both the agency and its employees used within the agency premises and to its generating set. However, at home, all employees are encouraged to apply the same.

3.0 DEFINITIONS

- 3.1 PCPT: Pollution Prevention Program Team: A team created under the Environmental Management Program.
- 3.2 SRF: Status Report Form: Used for the monthly monitoring of the planned and actual activities of this EMS Programs
- 3.3 PMR: Performance Monitoring Report: The monthly monitoring record using a tabular and a graphical form that represents achievement of program's target. For PPCP's case, PMR represents the monthly and annual monitoring of the performance of the Pollution Prevention Program of the BOI.

4.0 REFERENCE : ISO 14001:1996

5.0 RESPONSIBILITIES

- 5.1 All Department / Office Heads (D/OH) shall be responsible for accomplishing the periodical monitoring (SRF and PMR) forms to be submitted to PPP Team Leader (PPPTL).
- 5.2 PPPTL shall be responsible in preparing the summary report of PPCPT SRF and PMR to be submitted to the EMR.
- 5.3 PPP Team Members (PPPTM) shall be responsible for following-up on each Department's program activities and to ensure proper implementation these Procedures.

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- 5.4 EMR shall be responsible in the analysis of the program's success for its continual improvement. All submitted summary PMR and SRF should be reviewed and approved by the same.
- 5.5 All employees shall be involved in the activities and implementation of this program in reference to the BOI-EMS POLICY

6.0 PROCEDURE

- 6.1 All Department and Office Heads shall observe the time frame of completion of all the activities stated on the Program Plan's Activities.
- 6.2 PMR shall be updated by each D/OH to serve as basis for evaluating performance. This shall be used by the PPPTL in making the summary report of all PMRs submitted by each D/OH.
- 6.3 Summarized SRF and PMR shall then be submitted by the PPPTL to the EMR for the program's evaluation and shall be used as a tool guide by the EMR if a subsequent meeting is necessary.
- 6.4 These reports shall be the basis of the EMR to call for an IEA (Internal Environmental Audit) or in periodical Management Review.
- 6.5 If there is no need to have a meeting (which means no problems on SRF and PMR), EMR shall approve these records and have these filed thru the Document Controller.
- 6.6 Controlled Copies of Monthly summary of SRF and PMR shall be given to the respective D/OH for their own files for future self-improvement reference.
- 6.7 A Controlled Copy of these SRF and PMR shall be posted by the PPPTL on BOI-EMS Bulletin Board.
- 6.8 The PPCPT shall maintain record/s of signages prepared by the Training and Promo Team of ISO Core Group, and shall update the number and locations of signages or posters.
- 6.9 SRF and PMR shall be posted at the BOI-EMS Bulletin Board.
- 6.10 For monitoring and evaluation of performance that shall be the basis of continuous improvement, refer to EMP procedure.

7.0 Attachments

- 7.1 BOI-ESF-16 : Pollution Prevention Program Matrix
- 7.2 BOI-ESF-08 : PPP-SRF
- 7.3 BOI-ESF-08 : PPP-PMR

E. Waste Management



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BOI – ENVIRONMENTAL MANAGEMENT SYSTEM



1.0 PURPOSE

This Procedure is created to have proper control on the Waste Management Program (WMCP) which is a part of BOI's EMS. This shall also substantiate this agency's commitment to environmental preservation.

2.0 SCOPE

The WMCP shall be applied to all waste being generated presently by this agency.

3.0 DEFINITIONS

- 3.1 WMPT: Waste Management Program Team: A team created under the Environmental Management Program.
- 3.2 SRF: Status Report Form: Used for the monthly monitoring between the planned and actual activities of this EMS Programs
- 3.3 PMR: Performance Monitoring Report: The monthly monitoring record using a tabular and a graphical form that represents achievement of program's target. For WMPT's case, PMR represents the monthly and annually monitoring of BOI's Waste Management Program's performance.

4.0 REFERENCE : ISO 14001:1996 Standards

5.0 RESPONSIBILITIES

- 5.1 All Department / Office Heads (D.OH) shall be responsible for accomplishing the periodical monitoring (SRF and PMR) forms to be submitted to WMP Team Leader (WMPTL).
- 5.2 WMPTL shall be responsible in preparing the summary report of WMPT SRF and PMR to be submitted to the EMR.
- 5.3 WMP Team Members (WMPTM) shall be responsible for following-up on each Department's program activities and to ensure proper implementation of these Procedures.

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- 5.4 EMR shall be responsible in the analysis of the Program's success for its continual improvement. All submitted summary PMR and SRF should be reviewed and approved by the same.
- 5.5 All employees shall be involved in the activities and implementation of this program in reference to the BOI-EMS POLICY

6.0 PROCEDURE

- 6.1 All Department and Office Heads shall observe the time frame of completion of all the activities stated on the WMCP.
- 6.2 PMR shall be updated by each D/OH to serve as basis evaluating performance. This shall be used by the WMPTL in making the summary report of all PMRs submitted by each D/OH.
- 6.3 Summarized SRF and PMR shall then be submitted by the WMPTL to the EMR for the program's evaluation and shall be used as a tool guide by the EMR if a subsequent meeting is required.
- 6.4 These reports shall be the basis of the EMR to call for an IEA (Internal Environmental Audit) or in periodical Management Review.
- 6.5 If there is no need to have meeting (which means no problems on SRF and PMR), EMR shall approve these records and have these filed thru Document Controller.
- 6.6 Controlled Copies of Monthly summary of SRF and PMR shall be given to the respective D/OH for their own file for future self-improvement reference.
- 6.7 A Controlled Copy of these SRF and PMR shall be posted by the WMPTL on BOI-EMS Bulletin Board.
- 6.8 The WMPT shall maintain record/s of signages prepared by the Training and Promo Team of ISO Core Group, and shall update the number and locations of signages or posters.
- 6.9 SRF and PMR shall be posted at the BOI-EMS Bulletin Board.
- 6.10 For monitoring and evaluation of performance that shall be the basis of continuous improvement, refer to EMP procedure.

7.0 Attachments

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|-----|------------|-----------------------------------|
| 7.1 | BOI-ESF-15 | : Waste Management Program Matrix |
| 7.2 | BOI-ESF-08 | : WMP-SRF |
| 7.3 | BOI-ESF-08 | : WMP-PMR |



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BOI – ENVIRONMENTAL MANAGEMENT SYSTEM

STATUS REPORT FORM PAPER CONSERVATION PROGRAM



■ Status Report Form

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The Study on Environmental Management with Public and Private Sector Ownership (EMPOWER) JICA
Annex 9
EX CORPORATION

EMP NAME	:		Prepared by:	Reviewed/Approved by:
Department/Office	:			
	:			
Objective	:			
Target	:			
	:			
	:			

Activities	In-charge	SCHEDULE												Resources Needed	Remarks / Update
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
Plan															
Actual															
Plan															
Actual															
Plan															
Actual															

Prepared by:
GIL LAQUINDANUM

Reviewed by:
Environmental Management Representative



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BOI – ENVIRONMENTAL MANAGEMENT SYSTEM

STATUS REPORT FORM ELECTRICITY CONSERVATION PROGRAM



EMP NAME	:		Prepared by:	Reviewed/Approved by:
Department/Office	:			
	:			
Objective	:			
Target	:			

Activities	In-charge	SCHEDULE												Resources Needed	Remarks / Update
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
Plan															
Actual															
Plan															
Actual															
Plan															
Actual															

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GIL LAQUINDANUM

Reviewed by:
Environmental Management Representative



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STATUS REPORT FORM WATER CONSERVATION PROGRAM



EMP NAME	:		Prepared by:	Reviewed/Approved by:
Department/Office	:			
	:			
Objective	:			
Target	:			

Activities	In-charge	SCHEDULE												Resources Needed	Remarks / Update
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
Plan															
Actual															
Plan															
Actual															
Plan															
Actual															

Prepared by:
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Reviewed by:
Environmental Management Representative



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BOI – ENVIRONMENTAL MANAGEMENT SYSTEM

STATUS REPORT FORM POLLUTION PREVENTION PROGRAM



EMP NAME	:		Prepared by:	Reviewed/Approved by:
Department/Office	:			
	:			
Objective	:			
Target	:			
	:			
	:			
	:			
	:			
	:			

Activities	In-charge	SCHEDULE												Resources Needed	Remarks / Update
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
Plan															
Actual															
Plan															
Actual															
Plan															
Actual															

Prepared by:
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Reviewed by:
Environmental Management Representative



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BOI – ENVIRONMENTAL MANAGEMENT SYSTEM

STATUS REPORT FORM WASTE MANAGEMENT PROGRAM



EMP NAME	:		Prepared by:	Reviewed/Approved by:
Department/Office	:			
	:			
Objective	:			
Target	:			

Activities	In-charge	SCHEDULE												Resources Needed	Remarks / Update
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
Plan															
Actual															
Plan															
Actual															
Plan															
Actual															

Prepared by:
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Reviewed by:
Environmental Management Representative