

# Training Case Studies



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# Konica Manufacturing USA, Inc.

- Approximately 360 employees
- ISO 9002 certified
- EMS design/implementation from September 1997 – June 1998
- Certified 14001 June 1998

# Gastonia Wastewater Treatment Division

- Approximately 40 employees
- No ISO systems
- Design/implementation from February 1999  
- June 2000
- ISO 14001 Certification June 2001

# Phase I Training– Policy / EMS

- Konica
  - Began 2 months into development
  - Environmental coordinator trained supervisors, managers, office personnel
  - Supervisors trained plant personnel
  - Training consisted brief intro into ISO 14001 and discussion of Konica Environmental Policy
  - Designed banners and made policy cards

As a responsible corporate and community citizen, KMU is committed to the protection of our environment through pollution prevention and the minimization of negative environmental impacts. KMU's policy is to comply with all Environmental Laws and Regulations which relate to any aspect of the production, storage, and shipment of photographic raw materials and finished product at the manufacturing facility and its off-site warehouse. In the absence of specific legal requirements, the company protects the environment by employing the most effective pollution prevention technologies and procedures which can be economically applied.

# Pollution Prevention

What is Pollution Prevention?

Reducing or eliminating the generation and/or disposal of wastes by source reduction, reuse, or recycling.

# Waste Management Hierarchy



KMU ensures that each process and all KMU employees are environmentally responsible by doing the following:

- Purchasing supplies, whenever feasible which are themselves and/or whose packaging is recycled or recyclable materials.

# Cardboard Recycling

Waste OCC  
Broker

Receiving Dept.  
Company B

Cardboard Box  
Manufacturer

Purchasing Dept.  
Company C



# Cardboard Recycling

Waste OCC  
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Receiving Dept.  
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Cardboard Box  
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Purchasing Dept.  
Company C



# Phase I Training – Policy / EMS

- Gastonia WWTD
  - Began approximately 9 months into development
  - Environmental coordinator trained all employees and notified contractors
  - Training consisted brief intro into ISO 14001, discussion of Gastonia Environmental Policy and objectives and targets
  - Made policy cards and posted policy

# Phase II Training– Significant Impacts / Emergency Response

- Konica and Gastonia
  - Supervisors trained employees who can have significant impacts on the environment on specified operating procedures as well as responsibilities associated with objectives and targets and emergency response.
  - EC notified any offsite personnel whose activities can also have significant impacts about required operating procedures.

	A	B	C	D
1	<b>Prepared By: WWTD EMS Team</b>			
2	<b>Ranking</b>			
3	<b>Approved By:</b>		<b>Approval Date:</b>	
		<b>Superintendent of WWTD</b>		

**Ranking of Significant Environmental Aspects**

Significance Ranking	Aspect	Impact	Control
1	Long Creek Main Lift	surface water, groundwater, soil, electricity, public relations, state regulations	WLC-0300.001 - Main Lift Failure, WLC-0300.002 - Main Lift Operation and Maintenance, WLC-4000.002 - Generator Testing and Operation, WLC-0100.001 - Spill Clean Up and Reporting
2	Long Creek Screw Pump Operation	surface water, energy, state regulations	WLC-1700.001 - Intermediate Lift Failure, WLC-1700.002 - Intermediate Lift Operation and Routine Maintenance, WLC-4000.002 - Generator Testing and Operation, WLC-0100.001 - Spill Clean Up and Reporting
3	Crowders Creek Main Lift	surface water, groundwater, soil, electricity, public relations, state regulations	WCR-0300.001 - Main Lift Pump Failure, WCR-4300.001 - Emergency Generator Operations, WCR-0100.001 - Spill Clean Up
4	Long Creek Effluent Total Nitrogen	surface water, electricity, state regulations	WLC-0100.014 - Process Control, WLC-0100.004 - DO (Model 55), WLC-0100.005 - DO (Model 50B), WLC-3900.001 - Acedic Acid Addition, WLC-0100.011 - Operator Rounds

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	Revision #: 0 Revision Date: 3/05/01 Effective Date: 03/10/01
Name - Number: <u>Main Lift Pump Operation - WLC-0300.002</u>	
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#### 4.0 Environmental Impacts

- 4.1 The environmental aspects of the surface water and state regulations may be affected by this procedure.
- 4.2 This procedure helps assure equal utilization of the main lift pumps and provides for routine inspection and maintenance to minimize the chance of pump failure and decrease the chance of an overflow onto the ground or into the surface waters from the main lift.
- 4.3 Not following this procedure could affect the useful life of the pumps and increase the chances of pump failure, which could have an adverse effect on the surface waters.

# Competency

- Konica
  - Competency evaluated during annual performance review
- Gastonia
  - Effectiveness of training and competency evaluated by oral or written test following training and/or observation of performance.

# Documentation

- Konica and Gastonia
  - Training procedure
  - Training matrix / Skillblock/training checklist
  - Training sign-in logs (records)
  - Copy of training materials

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1	EMS Management System Procedures			Larry Cummings		Diane Skumate		Beth Eckert		Janet Maddox		Nancy Matherly		Christina Johnson		David Hex		Jon Page		Gene Arrowood		Doug Barker	
	Document Title	Document #	Rev	Training	Training Sufficient	Training	Training Sufficient	Training	Training Sufficient	Training	Training Sufficient	Training	Training Sufficient	Training	Training Sufficient	Training	Training Sufficient	Training	Training Sufficient	Training	Training Sufficient	Training	Training Sufficient
2																							
3	Policy and Awareness Training	N/A	N/A	...	...	...	...	NR	NR	...	...	...	...	...	...	...	...	...	...	...	...	...	...
4	Environment Management System Manual	EMS-0100.000	0	...	...			NR	NR														
5	EMS/Legal and Other Requirements Review Procedure	EMS-0100.001	3	NR	NR			NR	NR	...	...												
6	Discharge Monitoring Report Procedure	EMS-0100.001A	0	NR	NR			NR	NR														
7	EMS Document Control Procedure	EMS-0100.002	2	NR	NR			NR	NR	...	...	...	...	...	...	...	...	...	...	...	...	...	...
8	Aspects and Impacts Procedure	EMS-0100.003	3	NR	NR			NR	NR														
9	Corrective/Preventative Action Report Procedure	EMS-0100.004	3	...	...	...	...	NR	NR	...	...	...	...	...	...	...	...	...	...	...	...	...	...
10	Training Procedure	EMS-0100.005	4	NR	NR			NR	NR	...	...	...	...	...	...	...	...	...	...	...	...	...	...
11	Roles and Responsibilities Listing	EMS-0100.006	3	...	...	...	...	NR	NR	...	...	...	...	...	...	...	...	...	...	...	...	...	...
12	Objective and Targets	EMS-0100.007	0	...	...	...	...	NR	NR	...	...	...	...	...	...	...	...	...	...	...	...	...	...
13	Communications Procedure	EMS-0100.008	2	...	...	...	...	NR	NR	...	...	...	...	...	...	...	...	...	...	...	...	...	...
14	Compliance Audit/Evaluation Inspection for Wastewater Treatment Plants	EMS-0100.009A	0	NR	NR							NR	NR										
15	Monthly Compliance Review Procedure	EMS-0100.009B	0	NR	NR			...	...	NR	NR	...	...										
16	Risk Management Plan Compliance Audit / Evaluation Inspection for Wastewater Treatment Plants	EMS-0100.009C	1																				
17	Emergency Operations Plan	EMS-0100.010	3	...	...			NR	NR	...	...	...	...										
18	Environmental Management System Audit	EMS-0100.011	1					NR	NR														
19	Sewer Overflow / Reporting Procedure (Press Release); Media List; Distribution list; Emergency Phone list	EMS-0100.012	7					NR	NR														
20	Monitoring and Measuring Procedure	EMS-0100.013	2					NR	NR														
21	Acronyms	EMS-0100.014	0	NR	NR			NR	NR														
22	Wastewater Treatment Division Maintenance	EMS-0100.015	0					NR	NR														
23	W/WD External Calibrations	EMS-0100.016	0	NR	NR			NR	NR	...	...	...	...	...	...	...	...	...	...	...	...	...	...
24	Legal and Other Requirements	EMS-0101.001	6	NR	NR																		

Draw AutoShapes