

Environmental Management Plan Guideline

What is an Environmental Management Plan (EMP)?

An EMP is a site-specific plan developed by the proponent to ensure that all necessary measures are identified and implemented in order to protect the environment and comply with environmental legislation.

A site-specific EMP should provide the answers to the following important questions:

- What are the likely environmental issues for your company/project?
- What likely damage can these issues cause to the surrounding environment?
- How will the company/project manage these issues to minimize the environmental impacts?

Why do companies/projects need to do an EMP?

All companies/projects operating in RAK are likely to be committed to protecting the environment from its activities and require the same commitment from its service suppliers through development and implementation of an EMP.

It is the responsibility of the company/project to prepare a site-specific EMP and submit it to the project manager for approval. EPDA should receive a copy of the EMP after approval. Depending on the company/project, the EMP should include both the Construction and Operation phase.

The scope of an EMP

The scope of an EMP will vary depending on the scale and type of the developmental project and/or industry.

You may refer to other project related documents that may already describe the scope of the project. However this section should include a description of the location, nature and size of the project and provide sufficient detail of the various stages of the project so that it can be clearly understood. A map of the site (s) should be also form part of this section. This map should include the type and location of environmental control measures that are to be implemented.

The Name of Project consists of all works required to type of works. The project works include the following main stages: Site establishment, Earthworks, Rehabilitation Works, etc.

An EMP is developed in stages. These stages are:

Commitment • Planning • Implementation • Monitoring & Reporting

Commitment & Introduction

Section 1: Statement of Commitment

Make a Statement of Commitment.

For example, our objectives are to:

- Fully comply with applicable environment protection legislation,
- Comply with EPDA's environmental guidelines and requirements,
- Minimize damage to the environment caused by our activities.

Section 2: Overview of Project

Introduce your company/project/proposed project

This section will include an overview of the existing project/proposed project and the local context. It will include for example some of the following: Details of the existing operations/proposed operations along with the processes; Geographic location; Capacity etc. If the project is not yet constructed, details of this should be included here also.

Planning

Section 3: Summary of Probable Environmental Impacts

List environmental issues related to your site activities and identify their likely impact on the surrounding environment. You will need to be aware of sensitive natural features surrounding your site that can potentially be affected by your activities onsite.

Step 4: Legal Requirements

Spell out the legal requirements, Ministry of Environment and Water (MoEW) and EPDA's requirements.

Relate these to the issues you have listed in Step 2. Include these requirements in your staff training program.

Step 5: Work Instructions

Write a series of simple work instructions which will ensure compliance with the legal requirements as well as minimizing damage to the environment. Provide training for staff appropriate to their level of knowledge.

Step 5: Emergency Plan

Prepare an Emergency Plan for the site. EMP – Site Emergency Response Plan should include:

- Identification of the likely emergency situations that can arise on your site.
- The list prepared in Step 2 is helpful for this step
- Determination of the actions required to manage each of the emergency situations.
- Identification of the relevant authorities and person(s) to be contacted in each emergency situation.
- Preparation of a List of Emergency Contacts with up-to-date contact details.
- Preparation of a site map and a locality map.

Implementation

Step 6:

Assign responsibility for implementing the Work Instructions. The implementation is generally the Site Foreman's responsibility.

Step 7

Provide adequate training to the personnel responsible for implementation of the EMP components.

Make sure all site personnel are aware of the Work Instructions applicable to their tasks.

Monitoring & Reporting

Step 8

Prepare your monitoring report card.

- Identify what you must measure for compliance purposes as specified by the legislative requirements (for example, dust emissions, water quality discharged from sedimentation basins). These measuring requirements should be evident from your EMP.
- Include EPDA's monitoring requirements
- Determine how often you will measure.
- Measure what you have identified.
- Submit your report card to EPDA with your monthly reports or at the end of the job.
- Establish an in-house audit process.

Please note that sections 4,6,7 & 8 can also be compiled in a table format, see the example below.

Serial #	Environmental Impact	Mitigation Measures	Priority Level	Monitoring Responsibility & Frequency.
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Summary of Steps for preparing an EMP

