
Spanish Flat Resort

ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL

SF-001

**Revision 1.0
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Spanish Flat Resort Environmental Management System Manual

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APPENDICES

- Appendix A Aspects, Objectives & Targets
- Appendix B Legal and Other Requirements
- Appendix C Management Programs
- Appendix D Training Matrix
- Appendix E Master Document and Records List

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1.0 Purpose

This manual defines the Spanish Flat Resort Environmental Management System (EMS) which is designed to meet the requirements of the ISO 14001:2004 standard.

2.0 Scope

Spanish Flat Resort has long been an affordable recreation destination at Lake Berryessa. Spanish Flat Resort has also been committed to environmental sustainability. To underscore this commitment, Spanish Flat Resort has formally organized its operations to meet the requirements of the internationally-recognized standard for Environmental Management Systems - ISO 14001.

Spanish Flat Resort, through its EMS, is committed to reducing the environmental impact of its activities upon the land and water resources of Lake Berryessa under its stewardship. The applicable boundaries and responsibilities of Spanish Flat Resort are defined in its concession contract with the Bureau of Reclamation.

3.0 Issue and Update

The control of this Manual is in accordance with the Spanish Flat Resort Procedure SF-003 Control of Documents and Records. All copies of this Manual not marked "CONTROLLED DOCUMENT" are uncontrolled and should be used for reference purposes only.

Amendments to this manual will be issued by the Environmental Management Representative (EMR) or designee following formal approval.

4.0 Environmental Policy

Spanish Flat Resort's Environmental Policy is to be a responsible corporate citizen in protecting the environment in which we operate. Our core purpose is to create innovative and enriching recreational experiences for the general public in a sustainable environment.

We are committed to reducing the environmental impact of our activities upon the land and water resources of Lake Berryessa under our stewardship. To that end, Spanish Flat Resort is in the process of implementing an Environmental Management System (EMS) that meets the requirements of ISO 14001, the recognized international standard for environmental management systems.

Our business decisions balance economic viability with ecological responsibility by making a corporate commitment to continual improvement of our Environmental Management System and to the prevention of pollution. We reduce and recycle waste, conserve energy and water, educate our guests and employees on environmental stewardship, and promote the environmental education programs of local government agencies and environmental groups.

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We also commit to comply with applicable legal requirements and with other requirements appropriate to the environmental aspects of our operations. Our corporate goal is to meet or exceed those requirements where practicable using a formal process of continual improvement.

Our Environmental Policy provides the framework for setting and reviewing environmental objectives and targets which are developed through a documented analysis of our environmental aspects and impacts. Environmental objectives, targets, and supporting programs will be managed as the primary method for implementing the continual improvement of our EMS and will incorporate the input of our various stakeholders.

Our EMS is documented, implemented and maintained through policies and procedures defined in our corporate EMS Manual. This EMS Manual and its contents will be communicated to all persons working for or on behalf of Spanish Flat Resort, and will be available to the public.

Senior management is committed to promoting and reviewing the Spanish Flat Resort Environmental Management System on a regular basis through program and process audit results reporting, with a formal Senior Management Review on an annual basis.

5.0 Environmental Aspects

The Spanish Flat Resort Environmental Management Team (EMT), using Procedure SF-005, Environmental Aspects, Objectives, Targets, and Programs, manages the process of identification of the environmental aspects of the resort and determines which of those aspects are considered significant. Discussions regarding significance are recorded in meeting minutes. These aspects are reviewed at least semi-annually by the Environmental Management Team or when there is a new or changed process or activity at the resort. The Environmental Manager maintains EMT minutes and other records. A list of all aspects by area and department is included in Appendix B - Aspects, Objectives & Targets.

6.0 Legal and Other Requirements

Spanish Flat Resort has established Procedure SF-004, Legal and Other Requirements for the purpose of identifying, accessing and communicating legal and other requirements that are applicable to the resort. Additional information is also available through legal publications. Local regulations are identified, accessed and communicated by the Environmental Manager. At least annually the Environmental Manager will review the most current national, regional, provincial, state and local legal and other requirements as applicable to Spanish Flat Resort. Please see Appendix B for a list of Legal and Other Requirements.

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7.0 Objectives, Targets, and Programs

The Environmental Management Team has developed objectives and targets for each significant environmental aspect. This process is defined in Procedure SF-005, Environmental Aspects, Objectives and Targets, and Management Programs. These objectives and targets define:

1. the performance objectives (Investigate/Study, Control/Maintain, or Improve) for each significant environmental aspect;
2. the specific, quantified targets which define those performance objectives; and
3. the planned resources and deadlines for the achievement of those targets.

Objectives and targets are developed considering significant environmental aspects, technological options and financial, operational and business plans, and the views of interested parties.

The EMT establishes environmental management programs (EMPs) as a means for achieving objectives and targets. These programs define the principal actions to be taken, those responsible for undertaking those actions and the scheduled times for their implementation. The EMPs are developed by the EMT per Procedure SF-0xx Environmental Aspects, Objectives, Targets, and Programs.

8.0 Resources, Roles, Responsibility, and Authority

Environmental management system roles, responsibilities and authorities are defined for relevant functions within the organization. Senior Management provides the resources essential to the implementation and control of the environmental management system, including: training, human resources, specialty services, financial resources, technical and informational services. The Environmental Manager has primary responsibility for establishing, operating and maintaining the EMS. The Environmental Management Team provides routine EMS support and reports directly to Senior Management.

Provide Organization Chart Here

9.0 Competence, Training, and Awareness

Spanish Flat Resort identifies, plans, monitors and records training needs for personnel whose work may create a significant impact upon the environment. Spanish Flat Resort has an environmental procedure to train employees at each relevant function and level so they are aware of the environmental policy, significant environmental aspects, their roles and responsibilities in achieving conformance with the policy and procedures, and with the requirements of the environmental management system. The training coordinator is responsible for maintaining employee training records. Appropriate records are monitored and reviewed on a scheduled basis. Competency is determined by the employee's supervisor as specified in Procedure SF-

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006, Environmental Training and Awareness. An environmental training plan is in Appendix D - Training Matrix.

10.0 Communication

Spanish Flat Resort has established and will maintain Procedure SF-010, Communication, Internal and External for communications regarding environmental aspects and the EMS.

11.0 Documentation

This Manual identifies all documents relevant to the EMS. A copy of EMS documents, other than visual aids and records, can be obtained from the Environmental Management Representative. System procedures and forms are listed in Appendix E - Master Documents and Records List.

12.0 Control of Documents

Spanish Flat Resort has established Procedure SF-003, Control of Documents and Records for controlling all documents and records related to the environmental management system. This procedure describes where documents and records can be located and how and when they are reviewed. The procedure ensures that current versions are available and that obsolete documents are promptly removed from use or are suitably identified. Controlled documents are obtainable from the Environmental Management Representative or designee. A list of controlled documents is provided in Appendix E - Master Documents and Records List.

13.0 Operational Control

The Environmental Management Team is responsible for identifying operations and activities associated with significant environmental aspects that require operational controls in procedures, work practices or environmental management programs.

These documents define the mechanisms for the establishment, implementation and maintenance of the EMS and ensure that the system is maintained in accordance with the environmental policy and objectives and targets and is communicated to suppliers and contractors.

Procedures: Cover the management and control of both the EMS and the principal environmental aspects, which the system manages.

Work Practices: Cover the environmental control of specific operational activities and are usually activity specific in their application.

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14.0 Emergency Preparedness and Response

Spanish Flat Resort uses Procedure SF-007, Emergency Preparedness and Response to identify the potential for and to define the response to accidents and emergency situations, and for preventing and mitigating the environmental impacts that may be associated with them. Emergency methods are reviewed by the EMT on an annual basis and after the occurrence of accidents or emergency situations.

15.0 Monitoring and Measurement

Spanish Flat Resort has established Procedure SF-008, Monitoring and Measurement to monitor and measure the key characteristics of its operations and activities that can have a significant impact on the environment. This procedure includes calibration and maintenance requirements and ensures that records will be retained.

16.0 Evaluation of Compliance

Spanish Flat Resort has established an Environmental Regulatory Compliance Program. Procedure SF-009, EMS and Regulatory Compliance Audits outlines the requirements of the program and to periodically review regulatory compliance and report results to management on a yearly basis

17.0 Nonconformity, Corrective and Preventive Action

Spanish Flat Resort uses Procedure SF-012, Non-Conformance and Corrective and Preventive Action for defining responsibility and authority for handling and investigating nonconformances, for taking action to mitigate impacts, and for initiating and completing corrective and preventive action. Any changes in procedures resulting from corrective and preventive actions are implemented and recorded. The Environmental Manager maintains these records.

18.0 Control of Records

Spanish Flat Resort uses procedure SF-003, Control of Documents and Records for the identification, maintenance and disposal of EMS records. These records include training records and the results of audits and reviews. They are readily retrievable and protected against damage, deterioration and loss. Record and document retention is also specified in the procedure. A list of relevant records is provided in Procedure SF-0xx Master Records List.

19.0 Internal Audit

Periodic system audits are conducted per Procedure SF-009 EMS and Regulatory Compliance Audits to ensure that the environmental management system has been properly implemented and maintained. The results of these audits are provided to management. Audits are performed according to a schedule, which is based on the environmental importance of an activity, the

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results of previous audits and the audit schedule. All auditors are trained and audit records are kept by the Environmental Management Representative.

20.0 Management Review

Spanish Flat Resort Senior Management reviews all elements of the EMS annually as specified in Procedure SF-013, EMS Management Review to ensure its continuing suitability, adequacy and effectiveness. Meeting minutes record these reviews and are kept by the EMR or designee.

21.0 Record Of Revisions

Revision	Revision Date	Description	Sections Affected
1.0	10/25/06	Initial Release	