



E-PAR ® EMS MANUAL

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1. Purpose



This e-Par Manual defines the scope of our Organisation's environmental management system. It describes the main elements of the Organisation's e-Par Environmental Management System. They include:

- Environmental Policy
- Environmental Aspects
- Applicable Legal and Other Requirements
- Environmental Objectives and Targets
- Environmental Action Plans /Management Programs
- Organisational Structure, Resources, Roles and Responsibility and Authority
- Competence, Training, and Awareness
- Communication
- Document Control
- Operational Control
- Emergency Preparedness and Response
- Monitoring and Measurement
- Nonconformance and Corrective and Preventive Action
- Records
- Environmental Management System Audit
- Management Review

2. Scope



The **E-Par Environmental Management System** provides a mechanism for systems based environmental management throughout all areas of our golf Organisation. Our e-Par program is a simple and efficient, systematic, proactive approach to managing our Organisation's environmental performance. The expected outcome is continual improvement in environmental performance and minimised risk resulting from your operating activities by ensuring our Organisation is environmentally on par.

3. Issue and Update



The control of this e-Par Manual is in accordance with our records management and is the responsibility of the Turf Producer. Amendments to this manual will be issued by the Turf Producer.

4. Environmental Policy



The **E-Par** Environmental Policy is endorsed by senior management. The policy covers all activities at the Organisation and includes a commitment to continual improvement and prevention of pollution, as well as a commitment to meet or exceed applicable environmental legislation. Our senior management will annually review the Policy and it will be communicated to all employees and contractors and made available to the public.

5. Environmental Aspects



Our Turf Producer and nominated staff have the role of identifying the environmental aspects of the Organisation's activities. They then identify those aspects that are considered significant. These aspects are reviewed at least annually or when there is a new or changed process or activity at the Organisation. We maintain an impacts and aspects register in the form of an Aspects and Impacts Worksheet.

6. Legal and Other Requirements



Our Organisation has established a procedure for the purpose of identifying, accessing and communicating legal and other requirements that are applicable to the Organisation's activities. At least annually the Turf Producer will review the most current national, regional, state and local legal and other requirements as they relate to our Organisation's activities. A Legal Register listing our relevant legislation and other requirements is also maintained.

7. Environmental Objectives and Targets



Our nominated environmental management team has developed objectives and targets for each significant environmental aspect. The objectives and targets detail:

- the performance objectives
- the specific targets;

Our Organisation considers significant environmental aspects, technological options and financial, operational and the views of interested parties in developing our objectives and targets.

8. Environmental Action Plans/Management Programs



Our Organisation has established environmental action plans/programs (EAP's) as a means for achieving our objectives and targets. The EAP's define the principal actions to be taken, those responsible for undertaking those actions and the scheduled times for their implementation. The EAP's are developed by the Turf Producer and approved by the Organisation's Senior Management and the Turf Producer.

9. Organisational Structure, Resources, Roles, Responsibility and Authority



A successful environmental management program depends on clear responsibility and accountability. Our e-Par program defines roles, responsibilities and authorities are at various levels within the Organisation.

10. Competence, Training and Awareness



To ensure our employees carry out their duties in an environmentally responsible manner our Organisation provides all employees with environmental awareness training on environmental issues and provides task-specific training to those employees whose jobs are associated with significant environmental aspects. The E-Par Program identifies, plans, monitors and records training needs for all staff so they are aware of the environmental policy, significant environmental aspects, their roles and responsibilities in achieving conformance with our e-Par system. Our Organisation also documents that employees have received the type and level of environmental training appropriate for their duties.

11. Communication



The E-Par system establishes a communication matrix for internal and external communications regarding environmental aspects. We have identified interested internal and external parties and documented them.

12. e-Par System Documentation



The standard requires our organisation to provide a concise document that describes the core elements of our e-par EMS. This e-Par Manual identifies all documents relevant to our e-Par environmental management system. E-Par documents are maintained by the Turf Producer and copies of this Manual can be obtained from the Turf Producer upon request.

13. Document Control



We have established an environmental procedure for controlling all documents related to the e-Par system. This procedure describes where documents can be located and how and when they are managed.

We have developed a Master e-Par Document List that is maintained by the Turf Producer.

14. Operational Control



The Organisation's environmental team is responsible for identifying operations and activities associated with significant environmental aspects. All activities that have significant environmental impacts are addressed by an appropriate operational control in the form of Standard Operating Procedures. We keep the procedures as simple as possible, and involve the people who work on each process in developing or modifying the operational controls.

15. Emergency Preparedness and Response



Our Organisation has developed standard operating procedures and plans to prevent environmental accidents from occurring, and to respond to emergencies when they occur to mitigate any environmental impact. These procedures are site-specific and address the unique hazards posed by our golf course maintenance program. Our plans are reviewed annually by the Turf Producer and after each environmental incident.

16. Monitoring and Measurement



Our e-Par system establishes a mechanism to enable our Organisation to monitor and measure the key characteristics of our 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. We also maintain records of periodic evaluations of compliance

17. Nonconformance and Corrective and Preventive Action



We have established an environmental procedure that defines responsibility and authority for handling and investigating non conformances and non compliance, for taking action to mitigate impacts, and for initiating and completing corrective and preventive action.

18. Records



All environmental records generated during day to day operations are identifiable, retrievable and protected from loss or damage. These records include environmental audits, housekeeping inspection reports, non conformances, training, performance evaluations, and complaints. The Turf Producer maintains all e-Par records.

19. E-Par Audit



Our Organisation conducts periodic audits to ensure that the e-Par environmental management system has been properly implemented and maintained. The results of these audits are provided to management. Audits are performed according to the ISO 14000 series.

20. Management Review



The Organisation's senior management reviews all elements of the e-Par system annually to ensure its continuing suitability, adequacy and effectiveness. The review program includes;-

- Examination of compliance with SOP's
- Examination of compliance with objectives and targets
- examination comments from interested parties on environmental performance
- review of the environmental policy
- a determination by senior management if changes are needed to policies or procedures

The meetings are minuted and copies are kept by the Turf Producer.