

**U.S. Environmental Protection Agency
ENVIRONMENTAL SCIENCE CENTER, FORT MEADE, MARYLAND**

**ESC EP06.01
Environmental Management System Procedure for:**

Responding to Views of External Interested Parties

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Issued by:

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By: Mary Price	
Changes: no change	

1 Purpose

To establish a reliable and consistent process for receiving, documenting and responding to relevant information and requests from external interested parties.

2 Scope

All written, external input regarding environmental performance shall be considered as being from an interested party. Each input will be processed in accordance with this procedure.

3 Procedures

a) Specific Procedure

- All written, external input concerning environmental performance shall be directed to the EMS Coordinator who will confer with the EMS Team (including the Safety, Health, and Environmental Management (SHEM) Manager and Facility Manager) to evaluate the substance of the external communication.
- The EMS Team will make a determination of whether the communication pertains to an existing significant environmental aspect, or to one that may need to be added into the EMS.
- Following this evaluation, the EMS Coordinator shall respond appropriately to the external, interested party within 14 days of receipt of the original communication.
- All external communications will be considered when establishing and reviewing environmental objectives and targets for the EMS and during the annual management review.

b) Responsibilities

- All ESC staff are responsible for directing inquiries from external parties to the EMS Coordinator.
- The EMS Coordinator and the SHEM and Facility Managers are responsible for deciding the appropriate response in consultation with the EMS Team.
- The EMS Coordinator is responsible for integrating input from external parties into the determination of significant environmental aspects and the annual management review.

4 Documentation

Written inquiries and responses will be maintained as EMS records.