

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

**ESC EP10.01
Environmental Management System Procedure for:**

Documentation

Effective Date: August 31, 2005

Issued by:

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Review Date: 7/11/07	EP010.01
By: Rebecca Pines	
Changes: no change	

1 Purpose

The purpose of this procedure is to establish the EMS Manual, Environmental Procedures (EP), the Operational Control Forms (OCF), and the Environmental Management Programs (EMP) as the source of documentation for the EMS.

2 Scope

The EMS Manual describes the core elements of the EMS and can be used as a training tool. The EPs, OCFs and EMPs provide specific direction as to implementation and maintenance of the EMS at the Environmental Science Center.

3 Procedures

a) Specific Procedure

- The EMS Manual for the Environmental Science Center (ESC) will contain descriptions of the core elements.
- The EPs, OCFs and EMPs provide specific direction as to implementation and maintenance of the EMS.
- The EMS Manual has been developed through an open and collaborative process with direct involvement by the EMS Team and others as needed.
- The EMS Manual, EMPs, OCFs, and EPs are controlled documents and will be managed in accordance with EPA's document control procedures.
- Related documents that are referenced shall also be considered as controlled documents to be managed in accordance with EPA's document control procedures.

b) Responsibilities

- The EMS Manual, EPs, OCFs, and EMPs will be maintained by the EMS Coordinator. They shall be reviewed and updated at least every other year. The EMS Team will participate in the review process. Others will be asked to review the documents as needed.
- The Manual, EPs, and OCFs will be approved, signed, and issued by the EMS Coordinator.

4 Documentation

When the Manual, EPs, and OCFs are revised, records will be maintained about what changes were made and why. Also, recorded will be how suggested changes were or were not included in the revision. This information will be kept as a summary document found on the shared local area network (LAN) in the appropriate folder/directory with the documents.