

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

**ESC EP11.05
Environmental Management System Procedure for:**

Document Control

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Issued by:

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Review Date:	EP011.05
By:	
Changes:	

1 Purpose

To ensure that EMS documents are controlled so that only the latest authorized version of the EMS documents are used.

2 Scope

This procedure applies to all controlled documents in the EMS. Documents formally controlled include those created by the current EMS (ex, the EMS Manual) plus any documents of external origin needed for the operation of the EMS (ex. the Federal Records Manual). Control of EMS records (e.g., monitoring measurements, audit reports, training records) is described in procedure ESC EP-12.

This procedure also discusses the control of documents maintained under the auspices of the safety, health and environmental management (SHEM) program office, which contain important environmental management information. These documents are the Spill Prevention and Countermeasure Plan (SPCC), the Chemical Hygiene Plan (CHP), and the Occupant Emergency Plan (OEP).

3 Procedures

3.1 EMS Document Procedures

- All documents shall be dated and assigned a Document Control Number, as listed below, indicating the version. This is to ensure the most up-to-date version is in use. Each EMS Procedure (EP), the EMS Manual, and Operational Control Form (OCF) shall be approved by the EMS Coordinator as the ‘Issuer’ with an Effective Date. The official version of each document (EP, Manual, EMP, and OCFs) shall be kept electronically on the shared local area network in the EMS directory in a folder labeled “Current”. (As time allows, these versions will also be maintained on the EMS ESC website.) A separate folder shall be created to hold the ‘Archived’ versions. If hard copies are made and need to be archived, see the EP 12, Records for instruction.

EMS Document	Document Control Code	Document Purpose
EMS Manual	ESC EM##.xx	To describe the overall structure and function of the EMS.
Environmental Management Program forms (EMP)	ESC EMP##.xx	To document the specific content of the EMS components relative to each identified objective and target

Environmental Procedures (EP)	ESC EP##.xx	To standardize specific procedures to be followed
Operational Control Forms (OCF)	ESC OCF###.xx	To document the specific content of the EMS components relative to each identified significant aspect
Suggestion and Idea Forms (see Appendix 3)	ESC SI###	To receive suggestions and ideas to improve environmental performance
Corrective Action Forms (see Appendix 4)	ESC CA###	To initiate a process of investigating the need for changes to EMS procedures
Audit Corrective Action Forms (see Appendix 5)	ESC AC###	To initiate a process of investigating the need for changes to EMS procedures based on audit findings
Internal Audit Plans	ESC IAP##	To define audit scope, criteria and logistics
Documents of External Origin	version/source will be identified in appropriate OCF, EMP, EP or External Document Tracking Table (on j:drive)	Documents of external origin determined to be necessary for the planning and operation of the EMS.

Indicates particular document number (EP01.00)

xx Indicates version number (EP01.00)

- Approval is indicated by the presence of the name of the Issuer and Date Effective on the electronic copy.
- ESC staff will be instructed where to find EMS documents in the Environmental Management System folder on the j: drive during Awareness Training Sessions, and through e-mail messages.
- Files are saved on the shared local area network (LAN) as write-protected files.
- When documents are updated, appropriate employees shall be notified via e-mail that a new document is being issued.
- Each page of a controlled document will have the document control number on each page.
- Hard copies of outdated documents that are not retained in files will be recycled.
- Records shall be disposed per EP 12, Records.

3.2 SHEM Document Procedures

- All Safety, Health, and Environmental Management (SHEM) documents shall be dated to ensure the most up to date version is in use. One copy of outdated documents shall be selected and filed for 3 years or as otherwise required by law. After 3 years, files shall be archived on site in a storage room. They are not copied electronically.
- One hard copy of the principal SHEM documents will be maintained in the ESC Library (i.e., Chemical Hygiene Plan [CHP], Occupant Emergency Plan [OEP], Spill Prevention, Control and Countermeasures Plan [SPCC]). The original documents will be maintained by the SHEM Manager.
- ESC staff are instructed where to find the SHEM documents (SPCC & CHP) in the Facility Documents folder on the j: drive during Annual Training Sessions, and through e-mail messages. Although the files are saved on the shared directory as write-protected files, the SHEM Manager also maintains an archive of the current electronic copy in a limited access network user account.
- Each member of the facility is provided with a hard copy of the OEP to take back to their workstation/office during the initial OEP & Safety orientation training. The OEP is updated annually, with hard copy replacement pages distributed to all facility staff following e-mail announcements.
- Although the SPCC is available to all facility members electronically (J: drive), three “official” hard copies are maintained. These original hard copies of the SPCC bear the stamp and seal of the reviewing engineer, and are located with the SHEM Manager, the Facility Manager, and in the Security Monitoring room next to the front desk in the lobby (i.e., the OEP command post).

3.3 Responsibilities

The Environmental Management System Coordinator, or the SHEM Manager depending on the specific document in question, will distribute revised or new documents.

4 Documentation

The document control system will be managed on a shared directory on the shared local area network (LAN) as explained above and in EP12, Records. A hard copy of the EMS Manual, all EPs and the EMS Policy will also be available in the library.