

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

**ESC EP12.03
Environmental Management System Procedure for:**

Records

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Issued by:

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Review Date:	EP012.03
By:	
Changes:	

1 Purpose

To specify procedures for retaining and maintaining Environmental Management System (EMS) records at the Environmental Science Center (ESC).

2 Scope

This procedure applies to all records generated through the EMS. Records are essential to document the performance of the EMS. This includes all data necessary to determine if the ESC is meeting Objectives and Targets as well as backup information. Examples of records include the following: drawings, specifications, contract language, meeting minutes, results of monitoring and measuring, audit reports, training records, complaints, maintenance records, incident reports, completed Corrective Action forms, Audit Corrective forms, and Suggestion/Idea forms.

3 Procedures

- Records shall be maintained on the project site for audit evaluation and inclusion into the management review process. Records shall be legible, identifiable, and easily retrieved for review.
- Records shall be maintained at all projects that have active environmental management programs:
 - As required by the ISO 14001 EMS standard which at a minimum, include: training records, internal audit records, and management review records
 - As necessary to conduct management reviews and internal audits, and
 - In accordance with applicable environmental regulations.
- The location of specific records identified in each of the Operational Controls (OC) will be part of the written procedure, the Operational Control Form (OCF). It will identify where the record is to be stored and by whom. For now, those records that do not have a Records Schedule identified, will be kept indefinitely.
- The location of specific records identified in each of the Environmental Procedures will be part of the written procedure (EP). It will identify where the record is to be stored and by whom. For now, these records that do not have a Records Schedule identified, will be kept indefinitely.
- All documents types listed in Appendix 1 are kept electronically by the EMS Coordinator, on the shared local area network (LAN) in the shared j:drive in the folder called EMS - Environmental Management System.
- Electronic records will be kept indefinitely until a Records Schedule is identified and will be backed up on the G:drive\EMS by the EMS coordinator. Each folder will have a sub-folder with the current/active records and one for archived records. In addition, there will be an index document for official records that shows a list of each revision and a summary of what was updated.
- The only official hard copy documents kept by the EMS Team consist of the paperwork created during initial implementation. This includes the original copies of the Manual, EMPs, and EPs. Also included are all of contract documents generated during the bid process for External audits and for the initial EMS

implementation process. These are kept in a file drawer in A207.

- The only additional hard copy records that are kept by the EMS Team are ones that could not be converted into electronic format. The goal is to keep all official documents electronically.
- Other hard copy documents associated with EMS are the safety and facility management records. The name and location of all of these records will be listed in the appropriate Operational Control Form (OCF).
- When the EMS coordinator determines that there are enough hard copy records to send to storage, the documents will be labeled as per section Appendix 2. The Records management staff will prepare them for shipment to the Federal Records Center.

4 Responsibilities

Overall coordination of records maintenance is the responsibility of the EMS coordinator, however, all ESC staff who are involved with operational controls are responsible for maintaining these records.

5 Documentation

The electronic records created and collected by the EMS team are listed below. The locations of the records associated with specific Operational Controls (OC) are listed in each OC Form.

Attachment 1: ELECTRONIC RECORDS

Folder name for specific documents:

(J:\EMS -Environmental Management Systems\.....)

Accomplishments	Annual Accomplishment list
Aspects, Activities Annual Reviews	Aspect Review forms
Audit_Internal Audit	All audit documents
Audit_Registration and Surveillance	All audit documents
Awareness Efforts	Messages to the facility
Contract Docs	Contract information for Audits
Database	Assess database info on Aspect rankings
EMS Manual	Manual
EMS Operational Controls Forms (OCF)	OCFs
Environmental Management Policy	Policy
Environmental Management Program (EMP)	EMPs
Forms	
Environmental Procedures (EPs)	EPs
ESC Board meeting minutes	Minutes
External Documents	List of external documents
Forms _ Non-Conformance and Corrective Action Form	Template and completed forms
Forms_ Ideas and Suggestion Forms	Template and completed forms
Legal and Other Requirements	List of legal and other requirements
Management Review	Mgmt review presentations and minutes
Meeting Agendas and Minutes (Team)	Minutes
Presentations	Various presentations
Recycling Charts plus OPM reports	Charts
Surveys	Surveys
Training	List of training requirements and tracking record for miscellaneous training taken
Workgroups	Minutes and accomplishments of workgroups

Folder name for specific documents: (J:\ESC SHEM\.....)	
Chem Management	Meeting minutes and guides
Radiation	Meeting minutes
Safety	Meeting minutes
Waste Management	Meeting minutes

Folder name for specific documents: (J:\ESC SHEM FACILTY DOCUMENTS\.....)	CHP, OEP, SPCC
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Folder name for specific documents: (I:\OPM\OPM Databases\.....)	
Training	New employee and refresher training record tracking.

Attachment 2: LABELS FOR RECORD FOLDERS

Records shall be disposed as per EPA Records Schedule 006 instructions. When records are complete, they are to be labeled as shown below and sent to the Records Personnel.

- Rec. Series #: PROG – 006
NARA Disp #: N1-412-94-2/3
Program: All Programs

Site Name: EMS
EPA ID #: N/A
State: N/A

Case/Request #: *(enter current year)*
Lab Code: N/A
File Type: Program Files
- Records which pertain only to the initial setup of the EMS shall be disposed as per EPA Records Schedule 126 instructions. When records are complete, they are to be labeled as shown below and sent to the Records Personnel.

Rec. Series #: PROG - 126
NARA Disp #: N1-412-94-4/3
Program: All Programs

Site Name: EMS
EPA ID #: N/A
State: N/A

Case/Request #: *(enter current year)*
Lab Code: N/A
File Type: Program Files