

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

**ESC EP05.02
Environmental Management System Procedure for:**

Internal Communications

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Issued by:

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By: Robin Danesi	
Changes: no change	

1 Purpose

To establish procedures for communicating between organizations and functions inside the Environmental Science Center (ESC), and to establish the mechanisms for information to flow from the top down, and from the bottom up.

2 Scope

At the ESC, lines of communication will be established between and within all of the Organizations to include all elements of the EMS, including aspects, objectives and targets, legal requirements and responsibilities.

3 Procedures

a) Specific Procedure

- Distribute and communicate the Environmental Policy to all ESC employees.
- Distribute and communicate the Environmental Procedures as necessary.
- Conduct environmental awareness training periodically for all employees and competence training for employees whose work may involve a significant environmental impact.
- Notify building staff, in advance, of interior or exterior pesticide application activities.
- Whenever possible, EMS Communications and feedback/suggestions will be incorporated into existing communications including but not limited to: Safety and Hazardous Waste Committee meetings, Organizational staff and ESC Board meetings, e-mail, bulletin board postings, facility help-line, and internal memorandums.

b) Responsibilities

- The EMS Coordinator, Safety, Health, and Environmental Management (SHEM) Manager, Facility Manager, and ESC management are responsible for maintaining internal EMS communications.

4 Documentation

When internal communications are to be retained, they shall be retained in accordance with EPA's records retention policy and procedures.