

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

**ESC EP14.02
Environmental Management System Procedure for:**

Operational Controls

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Issued by:

Robin Costas / Lynda Podhorniak
EMS Co-coordinators

Review Date: 7/11/07	EP014.01 to 14.02
By: Jennie Gundersen	
Changes: Added clarification as to the definition of an Operational Control and minor wording edits.	

1 Purpose

To provide for the identification, establishment and upkeep of Operational Controls (OC) associated with significant environmental aspects.

2 Scope

This procedure is applicable to all environmental activities conducted at the Environmental Science Center (ESC). Operational Controls are the documented work instructions, procedures, maintenance programs, and sometimes equipment that help (a) minimize the potential for significant environmental impacts from a particular operation, process, or activity related to the underlying significant environmental aspect; (b) avoid conditions that would prevent the organization from reaching its environmental objectives; and (c) ensure conformance with the organization's environmental policy. (*definition found in ERG OC FAQ*) This procedure shall be applied in all instances where operational controls are required to assure that operations and activities maintain environmental performance within specified criteria. New operational controls may be developed as part of the Environmental Management Programs (EMPs) that are implemented to achieve objectives and targets within the EMS.

3 Procedures

a) Specific Procedure

- Each significant environmental aspect shall be reviewed to ascertain whether OC are needed. In performing the review, special attention shall be given to the operations and activities associated with the significant environmental aspects that may give rise to the need for operational controls.
- Written procedures, called Operational Control Forms (OCF) will be created to ensure OC are carried out under specified conditions and will include:
 - the operating criteria for controls
 - maintenance plans for controls
 - actions to be taken when the controls are interrupted or otherwise frustrated.

These procedures will be kept up-to-date per the document control procedure of the EMS.

- Operational control records shall be included in the periodic EMS management review.

b) Responsibilities

- ESC management is responsible to ensure that operational controls are specified and implemented for those significant environmental aspects which require them.
- The EMS coordinator will ensure that operational control records are included in the management review.

4 Documentation

Information pertaining to operating criteria, maintenance performed and any actions taken in the event of interrupted controls shall be recorded and the resulting records stored and retained per the records management and retention procedure of the EMS.