

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

**ESC EP18.01
Environmental Management System Procedure for:**

Management Review

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Issued by:

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Changes: minor word editing	

1. Purpose

To specify the procedure for management review of the Environmental Management System (EMS) to ensure its continuing effectiveness, suitability and adequacy and to provide for its continual improvement.

2. Scope

The Environmental Science Center (ESC) managers make up a group designated as the ESC Board. This group will be responsible for the annual review of the EMS progress to ensure its success and continual improvement.

3. Procedure

a) Specific Procedure

Annually, the ESC Board will conduct an EMS review. The EMS Coordinator will provide the status of the following items, and any other appropriate information, for the presentation:

- a. Internal Audit and Surveillance Audit Results plus compliance status
- b. External Communications
- c. Environmental performance (data/info provided by appropriate personnel)
- d. Objectives and Targets status
- e. Corrective and Preventive Action Status
- f. Management Review Follow-up of action item status for previous year
- g. Changes/Issues
- h. Recommendations for Improvement

Upon review of the above information, the ESC Board shall make a determination on the continuing effectiveness of the EMS implementation and specifically on its ability to achieve the objectives and targets. The ESC Board will also consider whether the system continues to be adequate and suitable for its intended purpose.

Having made these determinations, the ESC Board will then give directions on any necessary changes to the EMS to ensure its continual improvement. These may be direct changes to the environmental policy, objectives and other elements of the environmental management system.

b) Responsibilities

The EMS Coordinator is responsible for preparing and providing all necessary documentation to the ESC Board to allow for the annual management review. The EMS Coordinator provides data on progress toward meeting targets and objectives. The ESC Board is responsible for compiling performance data for the review (e.g., energy consumption, recycling data, waste management).

The EMS Coordinator documents the results of the management review including any needed changes to policy, procedures, and/or resource allocations in meeting minutes. The EMS Team is responsible for making any subsequent changes to EMS documents.

In addition, the EMS Coordinator/s provides EMS updates during the periodic ESC Board meetings to maintain an ongoing awareness.

4 Documentation

The proceedings of the management review and all decisions taken by them shall be recorded and retained in accordance with EPA's records retention policy and procedures.