



U.S. EPA Environmental Science Center

*701 Mapes Road
Fort George G. Meade, Maryland 20755-5350*

Environmental Management System Manual

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Issued by:

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EMS Co-coordinators

Revision History

Review Date: August 10, 2007	EM01.03 updated to EM01.04
By: R.Costas, L. Podhorniak	
<p>Changes (rc): name change ASQAB to OASQA, section 4.2: added list of compliance audits which are performed, restructured table in section 5. 2 to accurately reflect training opportunities. In Section 6.4: included option to hire Lead Auditor for Internal Audit thru a contractor. Editorial changes for clarification. Added more information to Appendix 4 which gives examples and definitions of the EMS terms. Updated Suggestion Form.</p> <p>Changes (lp): Changed wording in Facility Description to explain lab functions more clearly.</p>	

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**ESC EMS
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1.0 EMS Scope

The U.S. EPA Environmental Science Center (ESC) environmental management system (EMS) is designed to manage the environmental impacts that result from the operations at the facility. All of the operations conducted at the facility located at 701 Mapes Road, Fort George G. Meade (FGGM), Maryland are considered within the scope of the EMS. The activities of all of the occupants of the facility are subject to the policies and procedures described in this manual. The ESC EMS is designed to conform to the international standard ISO 14001 (2004), Environmental Management Systems - Specification With Guidance For Use.

2.0 Facility Description

The Environmental Science Center is approximately 167,000 gross square feet (89,000 net usable square feet) situated on approximately 24 acres. There are 75 laboratories with 93 fumehoods and 10 Biological Safety Cabinets. EPA Region III occupies approximately 59,000 square feet and includes the Office of Analytical Services and Quality Assurance (OASQA), the Office of Enforcement, Compliance and Environmental Justice (OECEJ) and the Mid Atlantic Integrated Assessment Program (MAIA). The EPA Headquarters Office of Prevention, Pesticides and Toxic Substances (OPPTS) occupies approximately 25,000 square feet of space. An additional 5,000 square feet is for shared building support. Also housed in the facility is the Baltimore Resident Office for the Office of Enforcement and Compliance Assurance (OECA), Criminal Investigation Division (CID), and DC Government. ESC building operations and environmental compliance activities are managed by Region III, Facilities Management and Services Branch on site staff. (See Appendix 2 for ESC Organization chart.)

At the Environmental Science Center, EPA scientists conduct tests on soil, air, water, food, biological material and other environmental samples to determine the presence of pollutants and other contaminants. EPA microbiologists test drinking water to ensure its safety. Hospital disinfectants are tested to ensure the validity of their claims; chemists and biologists conduct analysis in support of the EPA Programs such as Superfund and SDWA; chemists develop the analytical methods necessary to monitor pesticide residues in food; and chemical engineers conduct groundbreaking DNA microarray research in the genotoxicity of antimicrobials. Science center staff also inspect and investigate manufacturing facilities, hazardous waste sites, and public and private labs.

3.0 EMS Policy Statement

The EMS policy statement documents the ESC's intentions and principles in relation to environmental performance and provides the framework for setting environmental performance goals. The Policy statement is written and approved by the ESC Board. It is then signed and issued by EPA Region III Environmental Analysis and Innovation Division Director (EAID), the EPA OPPTS Biological and Economic Analysis Division Director (BEAD), and the EPA Region III Regional Administrator for Policy and Management (OPM). The members of the ESC Board decide the content of the policy statement in consultation with the EMS Coordinator(s) and the

EMS Team. Drafts of the statement were sent to all occupants of the ESC for review and comment. Comments were considered by the Board and the EMS Team and incorporated into a final version as appropriate. Final versions of the policy statement were issued by the ESC Board to all ESC occupants primarily through e-mail. The EMS policy statement was reviewed with the staff during EMS awareness training sessions and during EMS management review meetings. The EMS Coordinator(s) is responsible for maintaining records pertaining to the EMS Policy.

The EMS Policy is posted on the ESC EMS Web page:

<http://www.epa.gov/region3/esc/ems/emspolicy.htm>

The EMS Policy is provided to any outside party that requests it. See Appendix 1 for the current ESC EMS Policy.

4.0 EMS Planning

EMS planning activities determine the environmental aspects and impacts of the work conducted at the ESC. Written procedures called Operational Controls (OC) are designed to control and reduce, where possible, the impacts associated with the identified significant environmental aspects.

4.1 Determination of Significant Environmental Aspects (SEA)

An environmental aspect is an “element of an organizations’s activities, products or services that can interact with the environment” (ISO 14001:1996). The EMS Team has determined the following to be significant environmental aspects at the ESC:

- Air Emissions
- Chemical Resources
- Energy Consumption (Electricity)
- Fuel Consumption (heating oil, natural gas)
- Fuel Consumption (gasoline, diesel) and Emissions From Mobile Sources
- Paper Consumption
- Radiation
- Storm water
- Waste Generation
- Wastewater
- Water Consumption

Microbial Contamination and Noise were identified as aspects but did not meet the significance criteria.

4.2 Legal and Other Requirements

Legal and other requirements are determined for each significant environmental aspect. Environmental programs are in place to ensure that compliance is maintained for federal and state statutes and that progress toward significant compliance with federal executive orders, and internal EPA policies is achieved. The following compliance evaluations are performed at the ESC facility:

- Annual evaluation of compliance as part of the internal safety, health, and environmental internal annual audit performed by ESC SHEM.
- Tri-annual evaluation of compliance performed by SHEMD EPA Headquarters.
- Random evaluation of compliance performed by Dept. of Defense.

The registry of 'Legal and Other Requirements' is maintained and reviewed annually by the Safety, Health and Environmental Management (SHEM) Manager.

A list of 'Training Requirements' is maintained and periodically reviewed by the SHEM Manager and EMS team.

4.3 Objectives and Targets

Environmental Objective - Overall environmental goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable (ISO 14001:1996).

Environmental Target - Detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives (ISO 14001:1996).

Each year ESC's aspects are reviewed for relevance and to address any new needs. The EMS team constructs objectives and targets for each significant environmental aspect over time as part of the continual improvement philosophy. Objectives and targets are developed while considering criteria such as whether there is an existing program that addresses the activities that contribute to that aspect, compliance issues, the availability of ESC-specific performance data, and the opinion of the EMS Team as to where the greatest environmental performance improvements can be made.

4.4 Environmental Management Programs (EMPs)

EMPs are temporary action plans designed to achieve ESCs' EMS objectives and targets. EMPs are created as needed and retired as the targets are completed. EMPs are designed to address the activities that substantially contribute to the impacts of the significant environmental aspects and to achieve EMS targets and objectives.

5.0 EMS Implementation and Operation

The EMS is implemented and operated through a responsibility structure that is agreed upon by the ESC Board.

5.1 Structure and Responsibility

The following individuals and groups have specific responsibilities within the structure of the EMS (see http://www.epa.gov/region3/esc/ems/ems_contact.htm for current list):

Individual/Group	Responsibilities
EMS Coordinator (or Co-coordinators)	Maintain the EMS for continued conformance to ISO 14001. Reports to ESC Board.
EMS Team	Directly participate in the operation of the EMS.
Facility Manager	Overall responsibility for facility operation, maintenance, and energy management
SHEM Manager	Overall responsibility for environmental compliance.
EMS Internal Audit Group	Conduct internal audits to determine system conformance.
ESC Board	Management staff with final responsibility for environmental compliance and decisions regarding the allocation of EMS resources.
ESC Supervisors	Ensure that staff is aware of and complying with EMS policies and procedures. Assist with completion of non- conformance corrective actions.
ESC Staff	Be familiar with EMS structure, points of contact, the policies and procedures contained in the EMS documents.

5.2 EMS Training

Two types of training are available at the ESC for the EMS:

Type of EMS Training	Training Recipients	Training Purpose
EMS Awareness	All staff permanently stationed at the ESC	New Employee Orientation, general EMS awareness, importance of conformance to EMS policy, roles and responsibilities, targets and objectives
EMS Competence	Those staff whose jobs are directly associated with EMS procedures	Roles and responsibilities, potential consequences of departures from following Operational Controls

Two other types of training are available through contracting resources and may be purchased if ESC management agree that it needed to maintain our system.

Type of EMS Training	Training Recipients	Training Purpose
EMS Implementation	EMS Implementation Team	Detailed EMS training
EMS Internal Audit	EMS Internal Audit Team	Planning and conducting internal EMS audits

5.3 EMS Awareness

Ongoing awareness of the EMS is achieved using several modes of communication. As described in section 5.2, EMS awareness sessions are conducted for all individuals whose duty station is the ESC. These sessions are designed to cover basic information about the general structure and purpose of the EMS, as well as specific information regarding the ESC EMS. All ESC staff is encouraged to participate by offering ideas to improve environmental performance (see Appendix 3 for the Environmental Science Center EMS Suggestion and Idea Form). Other forms of awareness communication include e-mail updates and posters that indicate EMS status. Posters and copies of EMS updates are placed in the area around the lobby and the main lunch room.

5.4 EMS Competence

The necessary competencies are described in each Operational Control Form (OCF). In

general, actual competencies are tested against required knowledge, skills, and abilities when an individual is hired for a given job. To the extent necessary, competencies are further developed through formal training and/or on-the-job training.

5.5 EMS Communications

Several modes of communication are used to communicate among the levels and functions of the ESC and other stakeholders up-to-date on EMS activities. These communications include:

- Written EMS procedures
- Training events
- Newsletters
- Posters
- Management briefings
- Meetings of EMS Team, EMS workgroups, Internal Auditor Group, ESC Board
- Presentations at open meetings/conferences

Any written inquiries from external parties regarding environmental performance or other aspect of the EMS are handled by the EMS Coordinator.

The ESC Facilities management team (i.e., Facility Manager, Deputy Facility Manager, Safety, Health, and Environmental Management (SHEM) Manager, on-site contractors) provides important communications regarding the environmental performance of the ESC facility systems and environmental programs. This is accomplished through periodic e-mail messages as well as posting of performance data and issuance of the ESC Office of Policy and Management (OPM) Year End Report. It is the responsibility of the EMS Coordinator(s) to ensure that all appropriate EMS documentation and activities reflect any changes required because of this new information.

5.6 EMS Procedures

A series of specific standard operating procedural documents have been written to standardize how the EMS is maintained at ESC. Some examples of the procedures include how to identify an aspect, how to maintain documentation, how to purchase environmentally preferable products, etc. These documents are called Environmental Procedures (EP) and are reviewed periodically by the EMS Team.

5.7 System Documentation

The key EMS documents include:

EMS Document	Document Purpose
EMS Manual	To describe the overall structure and function of the EMS
Environmental Management Program Forms (Environmental Management Program (EMP))	To document the specific content of the EMS components relative to each identified objective and target
Operational Controls (OC)	To document how ESC manages operations to minimize impacts associated with each identified significant environmental aspect
Environmental Procedures (EP)	To standardize specific procedures to be followed
Suggestion and Idea Forms (see Appendix 3)	To receive suggestions and ideas to improve environmental performance
Corrective Action Forms	To initiate a process of investigating the need for changes to EMS procedures
Audit Corrective Action Forms	To initiate a process of investigating the need for changes to EMS procedures based on audit findings
Internal Audit Plans	To define audit scope, criteria and logistics
Records	To document that the actions specified in the EMS Manual, programs and procedures are followed and that operational controls are effective

A document control system is used to ensure that only the most recent versions of the EMS Manual, Operational Control Forms (OCF), the EMS Procedures (EP), and Environmental Management Programs (EMP) are available for reference. The electronic versions of current EMS documents are maintained on a shared local area network (LAN) directory that is accessible to all ESC staff. The main folder is titled Environmental Management Systems. Sub-folders under the main folder are clearly labeled (e.g., EMS Procedures or EMS Manual). Documents will be made available on the EMS website as promptly as possible.

5.8 Operational Controls

Operational Controls (OC) are in place for those activities associated with each identified significant environmental aspect. New operational controls can result from the

completion of objectives and targets. Aspect-specific operational controls are listed on a specific form called the Operational Control Form (OCF). Internal procedures and other relevant documents are listed on the OCFs.

5.9 Emergency Preparedness and Response

Emergency preparedness and response procedures are documented in the Occupant Emergency Plan (OEP), Spill Prevention, Control and Countermeasures Plan (SPCC), and the facility Chemical Hygiene Plan (CHP). Copies of the OEP, SPCC and the CHP are available on the shared directory and in the ESC Library. All occupants of the ESC are also provided with a hard copy of the OEP. Training, as appropriate, is provided by the SHEM Manager. Responsibilities and procedures for environmental incidents are described in the OEP section titled "Hazardous Materials Spills" as well as the sections titled "Chemical Spill Control and Reporting" and "Fire and Emergency Evacuation Plan" in the CHP. In addition the SPCC sections titled "SPCC Plan Elements" and "Spill Discovery and Notification" further describe the responsibilities and procedures for environmental incidents. The OEP and SPCC include emergency contact information and phone numbers.

Every quarter, the ESC conducts an evacuation drill according to EPA and FGGM requirements. The evacuation drill covers the emergency procedures needed for fire/environmental emergencies and subsequent Haz-Mat response if the incident is severe enough. Additionally, every two years the ESC conducts a "mock spill exercise" with the Ft. Meade (FGGM) Fire Department Haz-Mat Team. The objective of the exercise is to ensure that the emergency responders and ESC staff, grantees, and on-site contractors are familiar with the emergency preparedness and response procedures.

6.0 Checking and Corrective Actions

The results of checks of the EMS are used to ensure that controls are operating properly and the EMS is functioning and continually improving.

6.1 Monitoring and Measuring

Monitoring and measuring of operations and activities relative to significant environmental aspects is conducted primarily by the Facility Manager and the Safety, Health, and Environmental Management (SHEM) Manager with assistance from on-site contractors and other ESC staff. The procedures followed are documented in written work assignments to contractors. The records associated with monitoring and measuring as well as the calibration of monitoring equipment are specified in the Operational Control Forms (OCF) and are maintained in the files of the Facility Manager and the SHEM Manager.

6.2 Non-conformance and Corrective and Preventive Action

When non-conformances are detected, corrective action is initiated by the Safety, Health, and Environmental Management (SHEM) Manager, the Facility Manager or the EMS Coordinator. EMS system-level corrective actions are the responsibility of the EMS Coordinator and are tracked using the ESC EMS Corrective Action Form. When the SHEM or Facility Manager detects the need for corrective action, they initiate and document the corrective action using work assignments, written procedures, workgroup meetings and/or training. The EMS Team provides recommendations to the ESC Board for corrective actions. The managers/supervisors are responsible for coordinating completion of agreed corrective actions within their organizations.

Preventive actions are listed in the Operational Control Forms (OCF) for each significant environmental aspect. Examples of preventive actions include alarm systems, regular inspections, maintenance of monitoring equipment, and environmental audits.

6.3 Records

The specific records associated with each significant environmental aspect are listed on the Operational Control Forms (OCF) including the location and the owner of each record. In general the EMS Coordinator maintains the system level EMS records (e.g., EMS policy, aspect analysis data, EMS Team meeting minutes) and the Facility and SHEM Managers maintain the facility level records (e.g., building performance data, facility O&M contractor training). The disposition of EMS records follows the EPA record control policies.

6.4 Systems Audits

Systems audits are used to ensure conformance to ISO 14001:2004 and to identify continual improvement opportunities. Two types of EMS audits are conducted at the ESC: internal and external third-party surveillance audits. Internal EMS audits shall be conducted on at least an annual basis in order to verify that the system is implemented and functioning. Internal audits may be conducted by staff of the ESC, EPA staff from HQ and Region III, or other qualified volunteers. The Lead Internal auditor must have EMS audit training as per the Internal Audit Environmental Procedure 17. The Lead Internal Auditor may be hired through a contractor to conduct the audit with help from ESC volunteers. The Audit Team conducts the audit and submits a written report to the EMS Team. The EMS Team reviews the report and constructs a corrective action response by filling out the EMS Audit Corrective Action Form, which includes recommendations and resource estimates for corrective actions. The corrective action response is presented to the ESC Board by the EMS Coordinator for consideration and implementation decisions.

The ESC will employ a third party auditor (Registrar) to determine conformance of the EMS to ISO 14001:2004. A Registrar approved by the American National Standards Institute Registrar Accreditation Board is retained under contract. Similar to internal

audits, it is the responsibility of the EMS Coordinator and the EMS Team to ensure that corrective actions are completed and documented through changes to EMS documents and that any new procedures are communicated to the appropriate individuals.

7.0 Management Review

Planned formal reviews of the EMS are conducted by the ESC Board at least once per calendar year. During these reviews the EMS Coordinator and the EMS Team provide the ESC Board with information on performance of the EMS and its ability to meet the commitments stated in the ESC EMS Policy. The EMS Coordinator provides data on progress toward meeting targets and objectives which includes any performance data available for the review (e.g., energy consumption, recycling data, waste management counts). The results of the management review including any needed changes to policy, procedures, and/or resource allocation are documented in meeting minutes and subsequent changes to EMS documents. In addition, the EMS Coordinator provides EMS updates during the periodic ESC Board meetings to maintain an ongoing awareness.

Appendix 1 U.S. EPA Environmental Science Center Environmental Management PolicyU.S. EPA Environmental Science Center
Environmental Management Policy

It is the Environmental Science Center's policy to integrate environmental stewardship into our operations. We will manage our organizations and our programs in a manner that protects the environment, the safety of our employees, and public health.

In support of this policy, the ESC organizations make the following pledge:

To comply fully with the letter and spirit of all Federal, State, and local environmental laws and regulations.

We have persons specifically designated as the facility's manager; the facility safety, health and environmental manager; and the coordinator for the environmental management system. These staff will remain current and will assure compliance with applicable laws and regulations for the entire facility.

- *We will assure that all appropriate staff members will remain current on all applicable laws and regulations.*

To consider environmental factors when making planning, purchasing, and operating decisions.

- *We will adopt cost-effective practices that eliminate, minimize or mitigate environmental impacts and we will use environmentally preferred materials if those materials meet technical specifications .*

To work continuously to improve the effectiveness of our environmental management programs.

- *We will establish appropriate environmental objectives and performance indicators to guide these efforts and measure our progress.*

To provide appropriate training and educate employees to be environmentally responsible on the job.

- *We will use a variety of training and communication tools to educate our employees about this environmental management system and how to apply its policies and principles to our everyday work.*

To monitor our environmental performance regularly through rigorous evaluations.

- *We will conduct annual environmental performance reviews with top management.*
- *We will conduct other environmental reviews periodically as suggested by the Environmental Management System Team.*

To seek to prevent pollution before it is produced, reduce the amount of waste at our facility, re-use and recycle whenever possible, and support pollution prevention by our customers and suppliers.

- *We will participate in pollution prevention programs and develop related reports that can be shared within our facility and with others.*

To maintain and improve the grounds of the ESC in an environmentally sensitive manner including land, water, wildlife and natural resources.

- *We will continue to use such concepts as beneficial landscaping as we seek to enhance our surroundings and manage our environment.*

To use energy efficiently throughout our operations, and support the efficient use of gas and electricity in our facility.

- *We will use the building automation system to measure and manage our energy usage in the facility.*

To work cooperatively with the local community and other stakeholders to further common environmental objectives.

- *We will participate in Fort Meade and other community environmental activities, seeking out ways to share our environmental stewardship message.*

To communicate and reinforce this policy throughout our organizations.

- *We will develop communications strategies that are designed to ensure that employees and others who use our facilities have an appropriate understanding of the environmental management policy.*
- *We will share our environmental management successes and progress with all organizations at the ESC.*

In addition to our annual review of ESC's progress on environmental goals and adherence to this policy, we invite interested parties to provide us with input on this policy.

 John R. Pomponio, Director
 Environmental Analysis and Innovation Division,
 EPA Region III

 Date

 Richard Keigwin, Acting Director,
 Biological and Economic Analysis Division,
 Office of Pesticide Programs

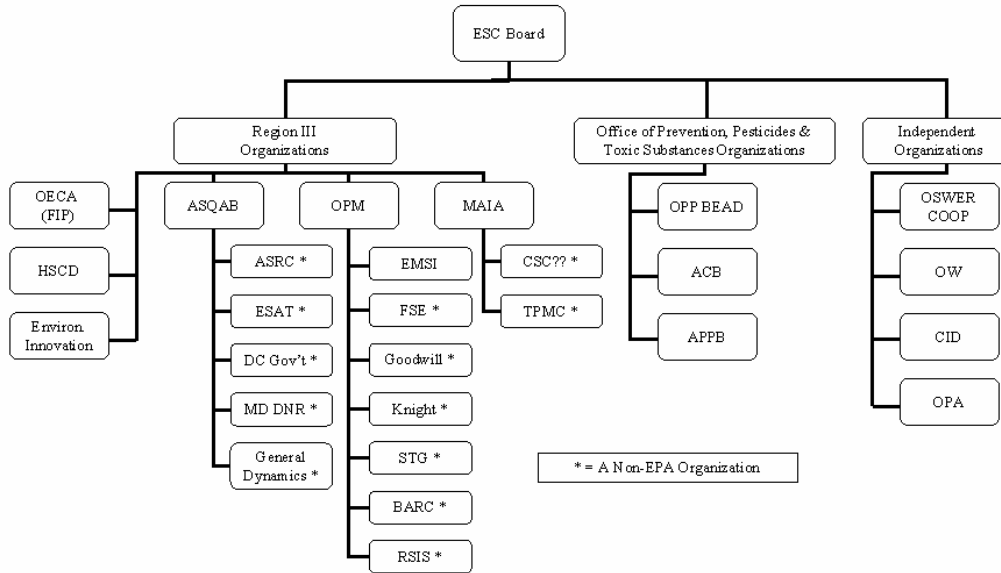
 Date

 Jim Newsom, EPA Region III Assistant
 Regional Administrator for Policy and Management

 Date

Appendix 2 Environmental Science Center Organization Chart

Environmental Science Center Organizations



Note: ASQAB is now OASQA as of March 2007

Appendix 3 Environmental Science Center EMS Suggestion and Idea Form

Environmental Science Center EMS Suggestion and Idea Form

Suggestion and Idea Control Number: ESC SI-	
Completed by:	Date recorded:
Suggestion / Idea <i>(include cost information where appropriate):</i>	
<i>The rest of the form can be filled out by the EMS Team</i>	
Action plan be developed by the EMS Team? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete below.</i>	
Projected Date(s) for Completion:	
Responsible Individuals:	
Actions Completed:	
Date(s) Completed:	

Appendix 4 Glossary of Terms

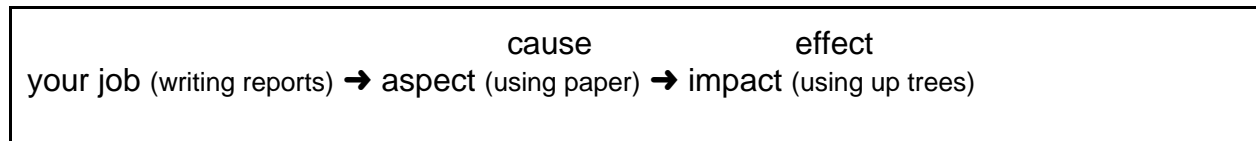
Acronyms:

OASQA	Office of Analytical Services and Quality Assurance
CHP	Chemical Hygiene Plan
EMP	Environmental Management Program
EMS	Environmental Management System
EP	Environmental Procedure
ESC	Environmental Science Center
FGGM	Fort George G. Meade
ISO	International Organization for Standardization
O&M	Operations and Maintenance
OCF	Operational Control Form
OEP	Occupant Emergency Plan
OPM	Office of Policy and Management
OPPTS	Office of Prevention, Pesticides and Toxic Substances
SEA	Significant Environmental Aspect
SHEM	Safety, Health and Environmental Management
SHEMD	Safety, Health and Environmental Management Division
SOP	Standard Operating Procedure
SPCC	Spill Prevention Control and Countermeasures Plan

Definitions and examples:

Environmental Aspect - The part of your job (activity/product/service) that has an impact (good or bad) on the environment ...which means there is a “cause and effect” relationship. The EMS concentrates on the aspects which are considered to be significant.

Ex.



Objectives – Specific goals determined periodically, that ESC sets itself out to achieve. The goals are based on the promises outlined by our Environmental Policy. These would be the “big picture” type ideas.

Targets - A detailed task to be performed, which when met, will help achieve the pre-determined Objectives. The tasks should be quantifiable, where practicable, but will always have

a defined product/deliverable and a timetable.

Environmental Management Program (EMP) – Documents the ESC’s plans for improving performance after a Target/s has been identified. The purpose of the EMP is to ensure there is continual improvement of the system and to move the ESC from its current level to a higher level of performance.

Each year, we must have at least one *objective* to help reduce impacts arising from aspects. To achieve the goal, there must be at least one defined quantifiable *target*. Then, the means of achieving the target is described in a program called an *EMP*.

Aspect → Objective → Target → Environmental Management Program (EMP)
 (using paper) (reduce paper use) (by 5%) (Paper EMP written)

Operational Control (OC) – Document (ie. SOPs) which describe how the organization manages operations to minimize impacts as associated with our Significant Aspects. This is how we operate on a day-to-day basis to manage our Significant Aspects to meet all of our Legal/Regulatory requirements and self-imposed goals. An example of an OC is the procedure written which describes how the acid neutralization tank pH determinations are to be performed and documented.

Example of an OC: a written procedure written which describes how the acid neutralization tank pH determinations are to be performed and documented.

Environmental Procedures (EPs) – The “backbone” of the EMSthese are the documents that describe how we administer the EMS. We have 19 EPs at this time, which are listed below:

Identification of Significant Aspects
Legal and Other Requirements
Objectives and Targets
Environmental Training
Internal Communications
Responding to Views of External Interested Parties
External Communication of Significant Environmental Aspects
Procedure to Communicate With Suppliers and Contractors
Handling EMS Non-Conformances
EMS Documentation (establishes the EMS Manual, EPs, OCFs, EMPS as source of documentation)
EMS Document Control
EMS Records

Emergency Preparedness and Response
Operational Controls
Tracking Environmental Performance
Calibrating Monitoring and Measuring Equipment
EMS Audit and Compliance Status
Management Review of the EMS
EMS Coordinator and EMS Team Responsibilities