



EPA Region 1 McCormack Federal Building

EMS Procedure

FY 2012

4.3.4 Environmental Management Programs

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Document location: The official controlled version of this document is the electronic version maintained on-line in the Lotus Notes Database.

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1.0 Purpose

- 1.1 The purpose of this procedure is to ensure that the U.S. EPA New England Boston Office establishes Environmental Management Programs (EMPs) to establish and meet its objectives and targets.

2.0 Scope

- 2.1 This procedure applies to the creation and implementation of EMPs for the EPA NE Boston Office's objectives and targets.

3.0 Definitions

- 3.1 For definitions of common terms for EPA-NE Boston Office EMS procedures, refer to EMS document EMS Definitions.

4.3.4 Environmental Management Programs

4.0 Approach

- 4.1 The EPA NE England Boston Office uses EMPs to document objectives and targets, and operational controls for their achievement. The Boston Office bases its objectives and targets on agencywide objectives and targets and Boston Office environmental aspects.
- 4.2 The EMS Core Team drafts and proposes EMPs. The Customer Service and Facilities Manager and the Information Technologies Manager review and approve EMPs for their respective areas of responsibility. The Director of OARM is the final approving authority for EMPs.

5.0 Records and Related Documents

- 5.1 EPA-NE Boston Office EMPs

6.0 Distribution

- 6.1 The EMS Core Team's documentation lead has placed the most current version this procedure in an electronic repository. It is available electronically to users of the EPA Regional 1 intranet. Procedures are subject to revision. The EPA Intranet EMS Page (<http://r1-gis-web.r1.epa.gov:9876/oarm/ems/index.html>) has a link to the latest version.