



# EPA Region 1 McCormack Federal Building

## EMS Procedure

FY 2012

### 4.4.4 & 4.4.5 Documentation & Document Control

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Title: EMS Coordinator

**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: (1) ensure that appropriate documents are created to describe the core elements of the EPA-NE Boston Office EMS and that documents are periodically reviewed and revised as necessary, and (2) ensure that there is a document control system so that current versions can be identified and located and obsolete documents are removed from use.

#### 2.0 Scope

- 2.1 This procedure applies to documents originating within the EPA-NE Boston Office EMS.

#### 3.0 Definitions

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

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### 4.0 Approach

#### 4.1 EMS Documentation

- 4.1.1 EMS documents support of the EPA-NE Boston Office EMS, assure effective and consistent implementation of the EMS, and serve as a historical record of EMS activity. EMS documentation includes procedures for implementation, operation and review of each element of the EMS, Operational Controls, the Environmental Policy and records used to implement the EMS, as identified by the EMS procedures. The EMS Document Control Manager (DCM) who is designated by the Director of OARM and is a member of the EMS Core Team, maintains EMS documentation. Because the DCM is most aware of EMS documentation and record requirements, the DCM shall take an active role in assuring that all required EMS documents and records are up-to-date, submitted and included in the EMS documentation system.

#### 4.2 Document Control

- 4.2.1 EMS controlled documents include all EMS procedures, the Environmental Policy, and documents that define EMS processes, including operational controls.
- 4.2.2 The master version of each controlled document is the on-line version located on the EPA-NE local area network and maintained by the EPA-NE Boston Office Document Control Manager in an appropriate Document Control system. For purposes of convenience, additional uncontrolled EMS documents may also be located and maintained in the Document Control system.
- 4.2.3 To ensure that the most up-to-date controlled version is in use at the EPA-NE Boston Office, all controlled EMS documents shall be dated and marked as a Controlled Document by the originator and shall be identified by a document control number and a revision number obtained from the EPA-NE Boston Office Document Control Manager.
- 4.2.4 Revisions to Controlled Documents
  - 4.2.4.1 Revisions to controlled documents shall be marked by the originator with the appropriate document control information, as above, and shall be marked with the word DRAFT, until approved.
  - 4.2.4.2 Upon approval of a revised version of a controlled document, it will be marked with the approving official's name and the date approved, and the EMS Document Control Manager will:
    - 4.2.4.2.1 enter it into the Document Control system;
    - 4.2.4.2.2 make notification of the revision to each person having a specific responsibility identified in the document and such other persons as may be designated by the Director of OARM; and

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4.2.4.2.3 mark the previous version as outdated and file it as described in Retention of Outdated Controlled EMS Documents, below.

4.2.5 Retention of Outdated Controlled EMS Documents: Outdated controlled EMS documents shall be marked as outdated, and a copy shall be filed electronically for two years unless otherwise required by law, regulation or Agency policy. Such outdated documents will be stored online in the Records section of the Document Control System, or in a separate Document Control data directory, as designated by the EPA-NE Boston Office Document Control Manager.

4.2.6 Paper copies of outdated EMS documents shall be recycled.

### 5.0 Responsibilities

5.1 The Director of OARM is responsible for:

5.1.1 assuring there is periodic review and update of EMS documents;

5.1.2 approving EMS procedures and operational controls; and

5.1.3 designating the EMS Document Control Manager.

5.2 The EMS Coordinators, with support from the EMS core Team, is responsible for documenting and updating EMS procedures and operational controls and the Environmental Policy as appropriate.

5.3 The EMS Core Team is responsible for providing support in documenting and updating EMS procedures, operational controls and the Environmental Policy.

5.4 The EMS Document Control Manager shall be designated by the Director of OARM and is responsible for identifying and controlling EMS documentation including:

5.4.1 assuring responsible parties are aware of requirements for preparing and submitting EMS documents and records and that required documents and records are submitted.

5.4.2 assigning Document Control numbers and revision numbers;

5.4.3 entering approved revised versions of controlled documents into the online Document Control System (including changes to procedures resulting from Corrective and Preventive Actions);

5.4.4 making notification of the revisions to EMS Controlled Documents to each manager of a department or office having a specific responsibility identified in the document and such other persons as may be designated by the Director of OARM;

5.4.5 removing outdated documents from the online Document Control System and marking and storing them in accordance with the requirements for Retention of

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Outdated Controlled EMS Documents; and

5.4.6 assisting all personnel in accessing EMS documents as required.

5.5 The Regional Directives Officer in OARM is responsible for Document Control for the Environmental Policy and maintaining the official Agency Record of the Environmental Policy.

### 6.0 Records and Related Documents

6.1 EMS procedures, the Environmental Policy, and operational controls (documents)

6.2 EMS Procedure Records

### 7.0 Distribution

7.1 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.