

## **EMS Example**

### **Example Records Management**

Establish and maintained procedures for the identification, maintenance and disposition of environmental records.

Issues to consider:

- Include training records and the results of audits and reviews;
- Ensured that environmental records are legible, identifiable and traceable to the activity, product or service involved;
- Ensured that environmental records are stored and maintained such that they are readily retrievable and protected against damage, deterioration or loss;
- Ensured that the retention times of these environmental records have been established and recorded.

## Example Records Management Table

Number	Record Type	Person Responsible	Location	File Method	Retention minimum
<b>1.</b>	<b>ADMINISTRATION</b>				
1.01	Purchases	Office Manager	Admin. Office	Supplier Name	3 years
1.02	Waste Disposal	Office Manager	Admin. Office	Date order	Life
1.03	Insurance Fees	Office Manager	Admin. Office	Date order	Life
1.04	Auditing	Office Manager	Admin. Office	Date order	5 years
1.05	Shipping	Office Manager	Admin. Office	Date order	3 years
<b>2.</b>	<b>ENVIRONMENTAL</b>				
2.01	Incident Reports	EMS Manager	Admin. Office	Date order	3 years
2.02	Complaint Reports	EMS Manager	Admin. Office	Date order	3 years
2.03	EMS meeting minutes with external parties	EMS Manager	Admin. Office	Issue	3 years
2.04	Decision regarding significant aspects	EMS Manager	Admin. Office	Date order	5 years
2.05	Major source determinations	EMS Manager	Admin. Office	Date order	Life of Co.
2.06	Correspondence on Air Notices	EMS Manager	Admin. Office	Date order	5 years
2.07	Odor Control System Permit	EMS Manager	Admin. Office	Date order	5 years or per Permit
2.08	Air Emission Reports	EMS Manager	Admin. Office	Date order	5 years
2.09	Records on waste disposal sites used	EMS Manager	Admin. Office	Site name	Life
2.10	EMS Monitoring Inspection reports	EMS Manager	Admin. Office	Date order	5 years