

Facility/Plant Name

**ENVIRONMENTAL MANAGEMENT
SYSTEM MANUAL**

Date

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1.0 **Purpose**

This manual defines the scope of the *Facility/Plant Name's* Environmental Management System (EMS) and provides a linkage of system documents to the various elements of the ISO 14001:1996 standard.

The principal elements of the system described in this manual are:

- Environmental Policy
- Environmental Aspects
- Legal and Other Requirements
- Environmental Objectives and Targets
- Environmental Management Programs
- Organizational Structure and Responsibility
- Training, Awareness and Competence
- Communication
- Document Control
- Operational Control
- Emergency Preparedness and Response
- Monitoring and Measurement
- Nonconformance and Corrective and Preventive Action
- Records
- Environmental Management System Audit
- Management Review

2.0 **Scope**

The *Facility/Plant Name* EMS provides a mechanism for environmental management throughout all areas and departments. The environmental management system is designed to cover environmental aspects which a facility can control and directly manage, and those it does not control or directly manage but can be expected to have an influence.

3.0 **Issue and Update**

The control of this Manual is in accordance with the *Facility/Plant Name* environmental procedure EP-016 Environmental Document Control. All copies of this Manual not marked "CONTROLLED DOCUMENT" are uncontrolled and should be used for reference purposes only.

Amendments to this manual will be issued by the Environmental Management Representative or designee following approval by the Facility/Plant Manager.

4.0 Environmental Policy

The *Facility/Plant Name* Environmental Policy (Policy) is endorsed by the Facility/Plant Manager. The policy covers all activities at the facility. The Policy includes a commitment to continual improvement and prevention of pollution, as well as a commitment to meet or exceed relevant environmental legislation, regulations and other requirements. The Policy will be reviewed annually by top management, communicated to all employees and made available to the public in accordance with the Environmental Communication procedure. See Appendix A - Policy for a copy of the *Facility/Plant Name* Environmental Policy.

Reference Material

ISO 14001 Standard (4.2)

Applicable Procedures

EP-010 Environmental Communication

5.0 Environmental Aspects

The *Facility/Plant Name* Cross Functional Team (CFT) identifies the environmental aspects which the facility controls and over which it may be expected to have an influence, and determines which of those aspects are considered significant. Discussions regarding significance are recorded in CFT meeting minutes. These aspects are reviewed at least semi-annually by the CFT or when there is a new or changed process or activity at the facility. The Environmental Management Representative maintains CFT minutes and other records. A list of all aspects by area and department is included in Appendix B - Aspects, Objectives & Targets.

Reference Material

ISO 14001 Standard (4.3.1)

Applicable Procedures

EP-002 Environmental Aspects, Objectives and Targets, and Management Programs

EP-008 Environmental Review of Projects

6.0 Legal and Other Requirements

The *Facility/Plant Name* has established an environmental procedure for the purpose of identifying, accessing and communicating legal and other requirements that are applicable to the facility. Additional information is also available through legal publications. Local regulations are identified, accessed and communicated by the Environmental Coordinator. At least annually the

Environmental Coordinator will review the most current national, regional, provincial, state and local legal and other requirements as applicable to ***Facility/Plant Name***. Please see Appendix C for a list of Legal and Other Requirements.

Reference Materials

Legal and Other Requirements
ISO 14001 Standard (4.3.2)

Applicable Procedures

EP-007 Environmental Regulations and Other Requirements

7.0 Environmental Objectives and Targets

The Cross Functional Team has developed objectives and targets for each significant environmental aspect. These objectives and targets define:

1. the performance objectives (Investigate/Study, Control/Maintain, or Improve) for each significant environmental aspect;
2. the specific, quantified targets which define those performance objectives; and
3. the planned deadlines for the achievement of those targets.

Objectives and targets are developed considering significant environmental aspects, technological options and financial, operational and business plans, and the views of interested parties. Appendix B - Aspects, Objectives & Targets identifies the facility's objectives and targets.

Reference Material

ISO 14001 Standard (4.3.3)

Applicable Procedures

EP-002 Environmental Aspects, Objectives and Targets, and Management Programs
EP-008 Environmental Review of Projects

8.0 Environmental Management Programs

The CFT establishes environmental management programs (EMPs) as a means for achieving objectives and targets. These programs define the principal actions to be taken, those responsible for undertaking those actions and the scheduled times for their implementation. The EMPs are developed by the CFT and approved by the Facility/Plant Management Team (refer to Section 5.0 Environmental Aspects). The EMPs are in Appendix D - Management Programs.

Reference Material:

ISO 14001 Standard (4.3.4)

Applicable Procedures

EP-002 Environmental Aspects, Objectives and Targets, and Management Programs

EP-008 Environmental Review of Projects

9.0 Organizational Structure and Responsibility

Environmental management system roles, responsibilities and authorities are defined at relevant functions and levels within the organization. The Facility/Plant Management Team jointly provides the resources essential to the implementation and control of the environmental management system, including: training, human resources, specialty services, financial resources, technical and informational services. The Environmental Management Representative has primary responsibility for establishing, operating and maintaining the EMS. A Cross Functional Team provides routine EMS support and reports directly to the EMR. Documentation, which describes various positions, is included in Appendix E - Structure & Responsibilities.

Reference Material

ISO 14001 Standard (4.4.1)

10.0 Training, Awareness and Competence

The *Facility/Plant Name* identifies, plans, monitors and records training needs for personnel whose work may create a significant impact upon the environment. The *Facility/Plant Name* has an environmental procedure to train employees at each relevant function and level so they are aware of the environmental policy, significant environmental aspects, their roles and responsibilities in achieving conformance with the policy and procedures, and with the requirements of the environmental management system. The training coordinator is responsible for maintaining employee training records. Appropriate records are monitored and reviewed on a scheduled basis. Competency is determined by the employee's supervisor as specified in EP-021. An environmental training plan is in Appendix F - Training Matrix.

Reference Material

ISO 14001 Standard (4.4.2)

Applicable Procedures

EP-014 Environmental Training and Awareness

11.0 Communication

The *Facility/Plant Name* has established and will maintain a procedure for internal and external communications regarding environmental aspects and the EMS.

Reference Material

ISO 14001 Standard (4.4.3)

Applicable Procedures

EP-010 Environmental Communication

12.0 Environmental Management System Documentation

This Manual identifies all documents relevant to the EMS. A copy of EMS documents, other than visual aids and records, can be obtained from the Environmental Management Representative or designee. System procedures and forms are provided in Appendices I - Procedures and J - Work Practices.

Reference Material:

ISO 14001 Standard (4.4.4)

13.0 Document Control

The *Facility/Plant Name* has established an environmental procedure for controlling all documents related to the environmental system. This procedure describes where documents can be located and how and when they are reviewed. The procedure ensures that current versions are available and that obsolete documents are promptly removed from use or are suitably identified. Controlled documents are obtainable from the Environmental Management Representative or designee. A list of controlled documents is provided in Appendix G - Master Document List.

Reference Material

ISO 14001 Standard (4.4.5)

Applicable Procedures

EP-001 Formatting Environmental Procedures, Work Practices & Forms

EP-012 Environmental Document Control

14.0 Operational Control

The CFT is responsible for identifying operations and activities associated with significant environmental aspects that require operational controls in procedures, work practices or environmental management programs.

These documents define the mechanisms for the establishment, implementation and maintenance of the EMS and ensure that the system is maintained in accordance with the environmental policy and objectives and targets and is communicated to suppliers and contractors.

- System Procedures (See Appendix I): Cover the management and control of both the EMS and the principal environmental aspects, which the system manages. These procedures are Facility/Plant wide in their application.
- Work Practices (See Appendix J): Cover the environmental control of specific operational activities and are usually activity specific in their application.

Reference Material

ISO 14001 Standard (4.4.6)

15.0 Emergency Preparedness and Response

The *Facility/Plant Name* has an environmental procedure to identify potential for and respond to accidents and emergency situations, and for preventing and mitigating the environmental impacts that may be associated with them. Emergency methods are reviewed by the CFT on an annual basis and after the occurrence of accidents or emergency situations.

Reference Material

ISO 14001 Standard (4.4.7)

Applicable Procedures

EP-006 Emergency Preparedness and Response

16.0 Monitoring and Measurement

The *Facility/Plant Name* has established an environmental procedure to monitor and measure the key characteristics of its operations and activities that can have a significant impact on the environment. This procedure includes calibration and maintenance requirements and ensures that records will be retained.

The *Facility/Plant Name* has established an Environmental Regulatory Compliance Program. Procedure EP-003 outlines the requirements of the program

and to periodically review regulatory compliance and report results to management on a yearly basis

Reference Material

ISO 14001 Standard (4.5.1)

Applicable Procedures

EP-003 Environmental Management System and Regulatory Compliance Audits
EP-015 Monitoring and Measurement

17.0 Nonconformance and Corrective and Preventive Action

The *Facility/Plant Name* has an environmental procedure for defining responsibility and authority for handling and investigating nonconformances, for taking action to mitigate impacts, and for initiating and completing corrective and preventive action. Any changes in procedures resulting from corrective and preventive actions are implemented and recorded. The Audit Program Leader maintains these records.

Reference Material

ISO 14001 Standard (4.5.2)

Applicable Procedures

EP-004 Non-Conformance and Corrective and Preventive Action

18.0 Records

The *Facility/Plant Name* has an environmental procedure for the identification, maintenance and disposal of environmental records. These records include training records and the results of audits and reviews. They are readily retrievable and protected against damage, deterioration and loss. The Areas and Departments maintain their own environmental records. Record and document retention is also specified in the procedure. A list of relevant records is provided in Appendix H - Master Records List.

Reference Material

ISO 14001 Standard (4.5.3)

Applicable Procedures

EP-013 Environmental Records

19.0 Environmental Management System Audit

Periodic system audits are conducted to ensure that the environmental management system has been properly implemented and maintained. The results of these audits are provided to management. Audits are performed according to a schedule, which is based on the environmental importance of an activity, the results of previous audits and the audit schedule. All auditors are trained and audit records are kept with the Audit Program Leader.

Reference Material

ISO 14001 Standard (4.5.4)

Applicable Procedures

EP-003 Environmental Management System and Regulatory Compliance Audits

20.0 Management Review

The Facility/Plant Management Team reviews all elements of the EMS annually to ensure its continuing suitability, adequacy and effectiveness. Meeting minutes record these reviews and are kept by the EMR or designee.

Reference Material

ISO 14001 Standard (4.6)

Applicable Procedures

EP-005 Environmental Management System Management Review

21.0 Record Of Revisions

Revision Date	Description	Sections Affected