

Establishing and Documenting the Environmental Management Programs

I. PURPOSE

The purpose of this procedure is to ensure that the Region's EMS has a process for developing Environmental Management Programs (EMPs) for attaining all established objectives and targets.

II. SCOPE

This procedure is applied to document the EMPs that Region 9 implements to attain the objectives and targets of its EMS. These objectives and targets (SP-O&T) are set primarily for the significant environmental aspects (SP-EA&S) and may also have been set for various elements of the EMS itself. The EMPs address all the significant environmental aspects.

III. GENERAL INFORMATION

Each EMP is assigned to a significant environmental aspect (SEA) Lead. Each SEA Lead is responsible for developing their EMP for the Region. The EMS Lead is responsible for keeping this procedure up to date and for communicating this procedure to the SEA Leads.

Definitions

Environmental Management Program (EMP): An EMP is the formal plan of how the Region will achieve each objective and target. It includes tasks, responsibilities, timing, monitoring requirements and metrics. Measuring progress towards the achievement of our objectives and targets is critical to our success. The metrics are tracked, recorded and reviewed in audits and the Management Review of the EMS. The metrics serve as the basis for action and continual improvement.

IV. APPROACH

EMPs are developed to address objectives and targets. The EMPs are evaluated periodically (e.g. EMP updates are regular items on EMS Team meeting agendas) to ensure they are each on track for achieving their objectives and targets. Each EMP includes the following considerations and elements:

1. Significant environmental aspect - For which the EMP is developed (e.g. Material Use – Paper Use).
2. Document Control Number - The appropriate number that accords with the scheme developed by the EMS Team (e.g. EMP 4B-08)

3. **Responsible Person** – For each EMP one person, the SEA Lead, is assigned to track and manage the program. This person ensures that the tasks are completed for the EMP and modifies/updates it as needed.
4. **Date** – Indicating when the EMP was last updated
5. **Objective** – A complete statement of the objective is required to define the program.
6. **Target** – A complete description of the target is needed to define the details of the objectives.
7. **Category** – The category of the objective is recorded on the table to define the type of objective (i.e. Improve, Study or Control)
8. **Strategy** – The overall strategy for EMP implementation
9. **Actions to Achieve Objective and Target** – Actions or tasks needed to complete the objective are detailed in the EMP. This section includes target and completion dates for all tasks. Due dates for the EMP overall, and all tasks are monitored by the SEA Lead.
10. **Environmental Performance Indicators** – Metrics used to define and measure progress towards achieving each objective and target are developed and noted in each EMP.
11. **Legal and Other Requirements** – Applicable legal or other requirements associated with the significant environmental aspect are addressed in the EMP
12. **Operational Controls** – A reference to the operational controls related to the significant environmental aspect is addressed in the EMP

V. RECORDS

Records generated by this procedure may include:

1. EMS Team or Advisory Committee meeting notes addressing EMPs
2. Monitoring and measurement data that is generated

IV. REVISION HISTORY

Originally written October 2003; Revised June 2004, November 2004, October 2006, February 2010

Author: EMS Lead