

Establishing and Updating the Environmental Policy

I. PURPOSE

The purpose of this procedure is to review and update, if necessary, the environmental policy for the Region's EMS.

II. SCOPE

This procedure covers the annual review and/or update of the Region's environmental policy.

III. GENERAL INFORMATION

The EMS policy is a statement of the Region's intentions and principles in relation to its overall environmental performance, which provides a framework for action and for the setting of its environmental objectives and targets. The intent of an environmental policy is to state the organization's commitment to continual improvement in the EMS to achieve improvement in environmental performance. One demonstration of this commitment is by having the policy signed by the top Region 9 official, the Regional Administrator (RA). A strong, clear environmental policy can serve as both a starting point for developing the EMS and a reference point for spurring continual improvement.

The policy should be evaluated periodically, and used as a reference to the underlying principle of the organization's EMS.

The policy shall function in two ways: (1) within the Regional office, the policy focuses attention on environmental issues associated with the Region's activities, products, and services; and (2) outside the Regional office, the policy is a public commitment to addressing environmental issues and improving environmental performance.

The environmental policy must address:

- **Commitment to compliance** with relevant environmental legislation and regulations and other requirements
- **Pollution prevention**
- **Continual improvement**

IV. APPROACH

1. The Environmental Policy is signed by the top Region 9 official, the Regional Administrator (RA). Upon appointment of a new official, the policy is endorsed by the incoming RA.
2. Periodically, the environmental policy is reviewed by the EMS Advisory Committee, if changes are necessary, they will be incorporated and final approval will be given via RA signature.
3. The policy is communicated to all employees and introduced to new employees.

The policy is communicated as part of the general EMS awareness training and hard copies are posted in the elevator banks. An EMS website (internet) also contains the environmental policy; this is available internally and externally. Any calls from external parties requesting a copy of the policy are referred to the website (See SP-EC).

Hard copy versions are also made available. To ensure control, the requestor will only be sent the version from the master computer system.

V. RECORDS

1. The EMS policy

VI. REVISION HISTORY

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