

NCCOS	EMS ENVIRONMENTAL MANAGEMENT SYSTEM STANDARD	Date Issued/Revised: 10/19/05; 02/25/08
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EMS 011
DOCUMENTATION AND CONTROL OF EMS DOCUMENTS AND RECORDS

1. PURPOSE

To ensure EMS core element documentation is identified, links to associated and other elements are referenced, documents are maintained to ensure they can be located and periodically reviewed and revised as necessary. To ensure that current versions of EMS documents are available and obsolete versions are removed. To ensure all documents retained for legal use are identified as such and retention periods identified in conformance with legal or other requirements.

2. SCOPE

This procedure applies to NOAA line functions that have implemented an Environmental Management System (EMS). The EMS documentation includes the following documents:

- The Environmental Policy
- Objectives and Targets
- Description of the EMS Scope
- The main elements of the system as described by NOAA EMS standards
- Documents and records required by the EMS and necessary for the planning, operation and control of activities/operations/processes that are determined to have significant environmental aspects.

3. METHODOLOGY

3.1 EMS documents are "controlled" via the internet. EMS documents are not official unless viewed on the official facility EMS internet site. NOAA environmental documents are located on the NOAA SECO internet site:

- Organizations should discuss the appropriate Internet location for their EMS documents with the SECO office.
- Organizations should place their EMS documents on the internet and clearly communicate that only these virtual documents should be considered the authorized versions. Although employees may print these documents from the website they must be aware that, when printed, documents are no longer controlled.
- Organizations should ensure the documents are legible and easily accessible by staff to whom they apply.
- Organizations should periodically review relevant environmental documentation using the EMS audit, compliance audits, and following corrective actions as they arise.

3.2 Where it is not possible to use the internet the owner of a document must have a system in place to control and revise that document.

4. FACILITY REQUIREMENTS AND RESPONSIBILITIES FOR IMPLEMENTATION

NOAA NCCOS should take the following steps to implement and maintain an EMS that conforms to NOAA's EMS requirements and E.O.13423.

1. Facility EMS teams should discuss the appropriate Internet location for their EMS documents with the SECO office.
2. Facility EMS teams should place their EMS documents on the internet and clearly communicate that only these virtual documents should be considered the authorized

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- versions. Although employees may print these documents from the website they must be aware that, when printed, documents are no longer controlled.
3. Facility EMS teams should ensure the documents are legible and easily accessible by staff to whom they apply.
 4. Organizations should periodically review relevant environmental documentation using the EMS audit, compliance audits, and following corrective actions as they arise.
 5. Facility EMS teams are responsible for maintaining records associated with the EMS.
 6. Individual NCCOS are responsible for maintaining environmental records as required by legal or other requirements that apply to that facility.
 7. Records should be retained and disposed of as required by legal or other requirements.
 8. Records should be legible, identifiable and traceable.

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