1.0 Purpose
This procedure covers the requirements for control of existing Division of Pollution Prevention and Environmental Assistance (DPPEA) EMS documents and development of new DPPEA EMS documents.

DPPEA top management is defined as the Division Director, and/or the Industrial Assistance Section Chief, and/or the Community and Business Assistance Section Chief.

2.0 Associated Reference Material
2.3 DPPEA Document Control Matrix – EMS 4.4.5-1
2.4 DPPEA Identification of Aspects and Impacts/Significance Determination SOP – EMS 4.3.1
2.5 DPPEA Legal and Other Requirements SOP – EMS 4.3.2
2.6 DPPEA Objectives and Targets SOP – EMS 4.3.3
2.7 DPPEA Environmental Management Program SOP – EMS 4.3.4
2.8 DPPEA Communication SOP – EMS 4.4.3
2.9 DPPEA Training, Awareness and Competence SOP – EMS 4.4.2
2.10 DPPEA Operational Control SOP – EMS 4.4.6
2.11 DPPEA Emergency Preparedness and Response SOP – EMS 4.4.7
2.12 DPPEA Monitoring and Measurement SOP – EMS 4.5.1
2.13 DPPEA Nonconformance and Corrective and Preventive Action SOP – EMS 4.5.2
2.14 DPPEA Corrective/preventive action program (CPAR) part of DPPEA SOP- EMS 4.5.2
2.15 DPPEA Records SOP – EMS 4.5.3
2.16 DPPEA Environmental Management System Audit SOP – EMS 4.5.4
2.17 DPPEA Management Review SOP – EMS 4.6
2.18 DPPEA Training, Awareness and Compliance Training Matrix – EMS 4.4.2-TM
2.19 DPPEA Training, Awareness and Compliance Work Instructions Template -EMS 4.4.2-WI
2.20 DPPEA EMS Work Instructions
2.21 All other current DPPEA EMS documents listed in the DPPEA Document Control Matrix – EMS 4.4.5-1

3.0 Procedure
The DPPEA EMS Management Team (MT) members and the DPPEA top management will control documents and records necessary to operate the DPPEA EMS.

DPPEA EMS documents are only considered controlled documents when the Division Director approves them with his/her signature.

Records, and items such as matrix’s, lists, and forms created by the MT as part of controlled DPPEA EMS documents are considered approved by the director as a part of the controlled documents.

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Controlled EMS documents and records will be maintained and available for use on the employee intranet at http://www.p2pays.org/intranet/EMS/emshome.asp. Controlled documents will be secured in the web site in a PDF format, or some other format to prevent unauthorized changes to the documents.

A paper copy of controlled EMS documents, in notebook form, will be kept secure in the Division Director’s office, but may not include records that are constantly changing. Any paper copies of records may be added to the notebook periodically, as determined by the MT or the Division Director.

Records required by controlled documents will be maintained according to their corresponding procedures.

All current controlled documents and records shall be listed, by title, in the document control matrix.

3.1 Top management and/or the EMS Management Team (MT) will determine the need for development of new or modification of current internal documents based on significant aspects and impacts, job experiences, corrective action reports, audit findings, legal requirements, new or modified operations, and/or any other activities where a need is identified.

3.2 Once the Division Director has approved a DPPEA EMS document(s), The EMS MT will be responsible for the removal of obsolete versions of any document(s) and the placement of the new document(s) on the Intranet, and in the official DPPEA EMS Manual. The division director or other member of top management may elect to take this action himself or herself.

3.2.1 The EMS MT member, designated by the DPPEA director or the MT, will replace existing controlled hard copies of any controlled documents that have been revised.

3.2.2 The EMS MT designee will ensure the replacement of any controlled documents that have been revised.

3.2.3 The EMS MT designee will ensure new EMS documents and records are placed and available for use on the employee intranet.

3.2.4 Controlled documents will have a statement in the footer that states ****IF YOU ARE VIEWING THIS IN PAPER FORMAT, THIS IS AN UNCONTROLLED COPY OF A CONTROLLED DOCUMENT ****

3.2.5 Obsolete versions of a document are no longer considered controlled documents.

3.3 Either top management or the EMS MT will assign personnel to develop or modify identified documents.

3.3.1 All new or modified documents may be given to the EMS MT to assign/verify that the following information has been included: title, document #, revision date, revision #, and names and numbers for any related forms and/or procedures. All procedures must also include the following: effective date, person responsible for preparation, and an approval signature.

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3.3.2 Effective dates represent the date the documented procedure first went into effect under the EMS system. The effective date is not updated when revisions are made to the document.

3.3.3 Revision numbers (shown as “Revision #___”) begin with 0, which is the first documented version of this document under the EMS system, and are updated subsequently as revisions are made.

3.3.4 The first revision date may correspond to the effective date. However, as revisions are made the revision date shall be updated accordingly.

3.4 All records will be uniquely identifiable by the form number and date completed, unless the corresponding program requires a unique ID number, such as in the Corrective/Preventive Action Report and/or the EMS Auditing program. Records will be maintained according to requirements of their corresponding procedures and listed in the document control matrix.

3.5 All documents made obsolete by revised or new documents may be retained by the EMS MT as hard copies, for other uses or references, but must be kept separate from any controlled hard copies of current documents. An electronic copy of the obsolete documents may be maintained on the DPPEA Intranet for the same reasons, but in a separate file.

3.6 All new or revised external documents that are referred to in the procedures, if appropriate, will be listed in the document control matrix on the reference section. The document control matrix EMS 4.4.5-1 will include at a minimum the name of the reference material and location. To update the document control matrix, any staff person can request the changes, with necessary revisions marked to an uncontrolled copy of the most recent version of the document. Upon approval by DPPEA top management and the EMS MT, the EMS MT designee will update the file electronically and place it on the EMS Intranet and replace the document in the hard copy control manual.

3.7 Changes to all procedures are tracked through the corrective/preventive action program (CPAR). This program is part of the established procedure - Nonconformance and Corrective and Preventive Action – DPPEA EMS 4.5.2. This procedure is to develop and implement a corrective and preventive action program to monitor, report, investigate and mitigate any environmental impacts caused by the occurrence of EMS system deficiency(s) or nonconformance(s) with the division’s environmental policy or related procedures. CPAR Forms are used for tracking and records purposes, and are located on the EMS Intranet web site. Forms may be changed at the discretion of DPPEA management. Both forms and procedures can be submitted in electronic format to the EMS MT or designee in order to update the EMS Intranet.

4.0 Deviations from this procedure must be documented by completing a Corrective/Preventive Action Report (CPAR).