

## &lt;Facility Name&gt; - List of EMS Records and Environmental Records

ISO 14001 Element	Record #	Record	Retention (Years)	Storage Location
<b>EMS Records</b>				
4.3.1	ER-01A	List of Aspects	Until Change	EMR's Office
	EF-01B	Significance Criteria		
	EF-01C	New Products and Services Env. Checklist		
4.3.2	EF-02A	Env Legal & Other Requirements		
		Compliance Evaluations / Reports (other ones)	Until Change	EMR's Office
4.3.3	EF-03A	Considerations in Selecting Environmental Objectives		
		Environmental Objectives, Targets & Program		
	EF-03B	Objectives & Targets Tracking Form		
4.4.1	ER-04A	Structure/Responsibility	Until Change	EMR's Office
4.4.2	ER-05A	Training Needs Matrix	Until Change	EMR's Office
		????		
		????		
		HR Grandfathered Job Descriptions		
		HR Training Records ???	Until Change	EMR's Office
4.4.3	EF-06A	EMS Communication Log		
	EF-06B	EMS Meeting Minutes Form ???		
4.4.4				EMR's Office
4.4.5		Share Point Revision Status/History	Until Change	EMR's Office
4.4.6	???	Operational Controls, Affected Employees, Contractors and Key Characteristics	Until Change	EMR's Office
		S & H Policy - Contractor Management (Appendices)		
	ER-08B	Contractor EMS Awareness Signoff ???	Until Change	EMR's Office
	ER-08C	Contractor Method Statement ????	Until Change	EMR's Office
	ER-08D	Supplier and Contractor Example Letter ???	Until Change	EMR's Office
4.4.7		SPPP Forms		
		SPCC Forms		
	ER-09A	List of Potential Emergencies ???	Until Change	EMR's Office
ER-09B	Emergency Test Record ???	Until Change	EMR's Office	

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	ER-09C	Env. Emergency Spill and Incident Report ???	Until Change	EMR's Office
4.5.1	ER-10A	Operational Controls, Affected Employees, Contractors and Key Characteristics	Until Change	EMR's Office
	ER-10B	EMS Monitoring Calendar and Tracking Spreadsheet ???	Until Change	EMR's Office
		Calibration Records	Until Change	Either in Dept or w/ Marty
4.5.2		See 4.3.2		
4.5.3	ER-11A	CARs (Share Point)	Until Change	EMR's Office
	ER-11B	CARLog (Share Point)	Until Change	EMR's Office
4.5.4	ER-12A	List of EMS and Environmetnal records	Until Change	EMR's Office
4.5.5	ER-13A	Audit Calendar Schedule ???	Until Change	EMR's Office
	ER-13B	Audit Daily Plan ???	Until Change	EMR's Office
	ER-13C	Audit Checklist / Findings and Observations (Share Point)	Until Change	EMR's Office
4.6	ER-14A	EMS Meeting Minutes Form (Share Point)	Until Change	EMR's Office
<b>Environmental Records</b>				
		Electric Bills	Until Change	
		NC DENR Correspondence	Until Change	
		Chemical Inventory	Until Change	
		Tier II Submittals	5 years	
		TRI Reports	5 years	
		Hazardwaste manifests	Indefinate	
		Hazardous Waste Notification Form	Until Change	
		Chemical Import Manifests	Until Change	
		Stormwater Permit	Until Change	
		Stormwater Monitoring records	Until Change	
		Oil Disposal Records	Until Change	
		Universal Waste Disposal records		
		Air permit *	Until Change	
		Emissions Inventories	Until Change	
		air Permit Application	Until Change	
		Wastewater permit *	Until Change	
		Wastewater Monitoring records	Until Change	

\* may be listed as operational control, too