

INDUSTRIAL EXTENSION SERVICE IES EP-12	Records	
	Last Rev. Date: 10-08-2007	Rev. No. #2
	Origination Date: 01-10-2002	Page 1 of 2

1.0 Purpose

This procedure identifies the management of environmental records at the <COMPANY NAME>>

2.0 Scope

This procedure applies to operations of <COMPANY NAME> that have related environmental aspects.

3.0 Responsibilities

The Environmental Management Representative (EMR) and other key employees are responsible for the overall process of identifying and maintaining Environmental Records.

4.0 Forms Used

EF-12A List of EMS Records and Environmental Records

5.0 Procedure

5.1 Records shall be maintained and retained as specified in the “List of EMS Records and Environmental Records” (ER-12A).

5.2 Record retention will be consistent with applicable Legal and Other requirements and designated on the ER -12A

5.3 Each employee responsible for maintaining a record - has the responsibility for establishing the method for filing and indexing records to ensure accessibility.

6.0 References

ISO 14001-2004; 4.5.4


7.0 Related Procedures

8.0 Records

ER-12A List of EMS and Environmental Records

9.0 Revision History

Revision No.	Description of Change	Page #	Date
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<small>INDUSTRIAL EXTENSION SERVICE</small>  EP-12	Records	
	Last Rev. Date: 10-08-2007	Rev. No. #2
	Origination Date: 01-10-2002	Page 2 of 2

1	Title Changes	1	1/10/2005
2	Minor Changes	All	10/8/2007