 Albemarle County Public Schools				Subject: Document Control and Records Management		
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1.0 PURPOSE

The purpose of this procedure is to establish and document the methods by which Albemarle County Public Schools will control and maintain all of its Environmental Management System (EMS) documents and records. This procedure will help ensure that critical EMS documents and records are kept current and readily available when/where needed.

2.0 SCOPE


This procedure outlines the methods to be used for the control and management of Albemarle County Public Schools EMS documents, including:

- Environmental Management Policy
- EMS System Procedures
- EMS-related Manuals and Plans
- Standard Operating Procedures (SOPs)
- EMS Records (i.e. training records, tables, inspection logs, forms, etc.)
- Compliance documents (i.e. permits, discharge monitoring reports, etc.)

3.0 DEFINITIONS

Documents – EMS information and its supporting medium (electronic or other). The control of documents refers to a system of managing critical EMS documents to ensure they are current and available as necessary. Controlled documents require periodic review and may require periodic revision.

Records – EMS documents that contain achieved results or provide evidence of activities performed. Records provide objective evidence of the completion of environmental management actions, or of any other actions required to implement the EMS and its supporting plans or procedures. Records are a history of an event that has occurred (i.e., an inspection checklist or log) and cannot be changed, but may be added to.

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4.0 RESPONSIBILITY

4.1 The Environmental Compliance Manager shall:

- Maintain responsibility for EMS Document Control in accordance with this procedure
- Ensure that employees involved with the preparation (review, editing, etc.) of EMS documents are aware of the details of this procedure
- Maintain all EMS and environmental-related documents and records in a centralized, accessible location
- Ensure compliance with all recordkeeping requirements under state and federal laws and regulations, and compliance with all requirements regarding access to public records under the Virginia Freedom of Information Act (FOIA)

4.2 The EMS Steering Committee members shall:

- Review and provide final approval for EMS System Procedure and Environmental Policy proposed changes
- Review and provide final approval for Standard Operating Procedures (SOPs), as needed. One or more Steering Committee members may officially approve SOPs, including periodic edits made to the procedures.


4.3 The EMS Core Team members shall:

- Support the Environmental Compliance Manager in reviewing, revising and distributing updated EMS-related documents and records as necessary

5.0 PROCEDURE

5.1 EMS Documents and Records Location


- An electronic version of all official EMS documents shall be kept in the Albemarle County Public Schools Building Services' shared S:/ drive, under a folder named "EMS".
- A hard copy of documents, forms and records critical to daily/weekly operations shall be maintained and accessible to employees whose jobs depend on the documents to accomplish various tasks (e.g. gasoline and diesel tank weekly status reports)

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5.2 Document Identification and Numbering

- EMS System Procedures, such as this one, are identified by the word “EMS” followed by a number assigned to the procedure. For example, this procedure is “EMS-07” (See above in Header).
- Appendices to EMS System Procedures will be labeled “A” for “Appendix”, followed by a number (such as 1), then followed by the Document I.D. for that procedure. For example, the Aspect/Impact Matrix, an appendix to procedure EMS-01, is “A1-EMS-01”.
- Standard Operating Procedures (SOPs) are identified by the word “SOP” and a number assigned to the SOP. An additional abbreviation may be included to further identify the SOP in a list of documents for quick reference. For example, “SOP-Rec-01” identifies that particular SOP as one that is related to recycling.
- Records and Forms are identified with “R” and “F” and assigned numbers, respectively.
- Each EMS System Procedure and SOP contains a standard header consisting of the following information:
 - Subject
 - Document Number
 - Issue Date
 - Expiration Date
 - Last Revised Date
 - Number of Pages
 - “Prepared By” initials
 - Approval Authority initials

Other EMS-related documents may contain this standard header when deemed appropriate by the Environmental Compliance Manager.

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5.3 Document Format

- All EMS System Procedures follow the following standard format:
 - Purpose
 - Scope
 - Definitions (if any)
 - Responsibilities
 - Procedure(s)
 - References and/or Related Documents (if any)

5.4 Document Approval

- EMS System Procedures shall be reviewed and approved by the EMS Steering Committee members. The official approval of the procedures shall come from the Steering Committee members to the Environmental Compliance Manager electronically via e-mail or via signature approval at Annual EMS Management Review Meeting. Once this is done, the initials of the Steering Committee Members will appear in the “Approved By” section of the Header.
- Standard Operating Procedures (SOPs) will be approved by Department Heads/Division Managers (i.e. Deputy Director for Custodial Services), or may go to one or more EMS Steering Committee members for final approval. The Environmental Compliance Manager will decide, based on the contents of the SOP, which authorities should issue final approval.
- Once a document has been approved by the appropriate authority, it shall be released and considered to be an active component of the County Schools’ EMS. The Environmental Compliance Manager will make the document available to the appropriate personnel.

5.5 Document Review, Revision and Approval

- Documents receive an issue and expiration date, as needed.
- All EMS System Procedures are reviewed annually and given a new issue and expiration date.
- Other EMS documents may not require a periodic revision; these documents will have an “N/A” in the Expiration Date section on the header.

5.6 Obsolete Documents

- Documents may be made obsolete by replacement of another document, or a change in procedure(s). In this case, the original document will be labeled “Obsolete” and maintained for a minimum of one (1) year (or other applicable



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record retention period) in the Environmental Compliance Manager's EMS files.

5.7 EMS Records

- The Environmental Compliance Manager is responsible for the maintenance and retention of EMS-related records.
- EMS-related records shall be stored in a manner that protects them from damage, deterioration, or loss to the extent practicable.
- EMS records shall be retained for a minimum of three (3) years, except where legal and other requirements dictate a different retention period.

5.8 All EMS documents and other records that are not exempt from disclosure under the FOIA shall be made available as required by law.

6.0 RELATED DOCUMENTS

6.1 ISO 14001:2004(E) Standard Excerpt 4.4.5 – Control of Documents

6.2 ISO 14001:2004(E) Standard Excerpt 4.5.4 – Control of Records