

USDA FOREST SERVICE



Pike/San Isabel National Forests and Cimarron/Comanche National Grasslands ENVIRONMENTAL MANAGEMENT SYSTEM GUIDEBOOK

Document No.	Revision Date	Person Responsible for Document	Approved By	Date Approved	Page
EMS Guide	10/30/2006	EMS Management Representative	Robert Leaverton, Forest Supervisor	6/09/2006	Page 1 of 3

4.4.4 - DOCUMENTATION

ISO 14001 REQUIREMENTS

This element describes the requirements for the EMS Guide. The EMS Guide must contain sections for all the elements of the ISO14001 Standard, as well as links to all EMS records and documents.

PURPOSE

This procedure defines the documents that are necessary for the effective implementation, maintenance, and improvement of the PSICC EMS. At a minimum, EMS documentation includes the following items:

- An environmental policy
- Environmental objectives and targets
- A description of the scope of the EMS (EMS Guide)
- A description of the main elements of the EMS and their interaction, and reference to related documents (EMS Procedures)
- Documents required by the EMS
- Documents necessary to ensure the effective planning, operation, and control of processes related to significant aspects

SCOPE

It is the responsibility of the EMS Management Representative to ensure that all documents necessary for effective implementation, maintenance, and improvement of the EMS are developed, reviewed, and updated, as necessary, on a periodic basis.

DEFINITIONS

Document – Any document (electronic or hard copy medium) that describes an EMS guide or procedure. Examples include but are not limited to EMS policy, procedures to identify significant environmental aspects, objectives and targets or operational control procedures.

Environmental Management System – The part of an organization's management system used to develop and implement its environmental policy and manage its environmental aspects.

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EMS Guide	10/30/2006	EMS Management Representative	Robert Leaverton, Forest Supervisor	6/09/2006	Page 2 of 3

Environmental Objective – Overall environmental goal, consistent with the environmental policy, that an organization sets to achieve.

Environmental Policy – Overall intentions and direction of an organization related to its environmental performance as formally expressed by top management.

Environmental Target – Detailed performance requirement applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

Record – Document stating results achieved or providing evidence of activities performed.

PROCEDURES AND RESPONSIBILITIES

The procedure for documenting critical EMS information is described below.

1. Document the EMS Scope

The scope of the EMS describes the EMS and how its parts work together. It also provides direction on where to obtain more detailed information on the operation of specific parts of the system. The Forest EMS Management Representative, along with the Forest Leadership Team, defines the scope of the EMS.

2. Document the Environmental Policy, Objectives, and Targets

The Forest EMS Management Representative is responsible for developing and documenting the environmental policy, objectives and targets as described in [EMS Procedures 4.2 Environmental Policy](#) and [4.3.3 Objectives, Targets and Programs](#).

3. Document the Main Elements of the EMS (EMS Guide)

The EMS Management Representative, in collaboration with the EMS Team, is responsible for developing an EMS Guide. The guide describes how the PSICC EMS operates. It includes a description of the main elements of the EMS and their interaction with other documents, including references to related documents and records.

The EMS Guide specifically includes EMS procedures that describe how the PSICC EMS conforms to each of the 17 requirements of the ISO 14001 standard. For example, the EMS Procedure [4.4.7 – Emergency Preparedness and Response](#) references the relevant emergency plans that have been developed for the forest and describes how the EMS procedures relate to these emergency plans.

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EMS Guide	10/30/2006	EMS Management Representative	Robert Leaverton, Forest Supervisor	6/09/2006	Page 3 of 3

All EMS-related documents identified by the Forest EMS Management Representative will be either directly attached to the EMS Guide, or specifically referenced.

4. Distribution of EMS Documents

The EMS Management Representative, as the Documents and Records Manager, ensures that the EMS documents are current, and are accessible by Forest personnel, contractors, permittees and others who need them to perform their work activities.

5. Review and Modify EMS Documents

The EMS Management Representative ensures that the EMS documents are reviewed periodically and kept current as described in EMS Guide [4.4.5 – Control of Documents](#). Program Managers are responsible for reviewing and updating the content of operational control procedures, as needed.