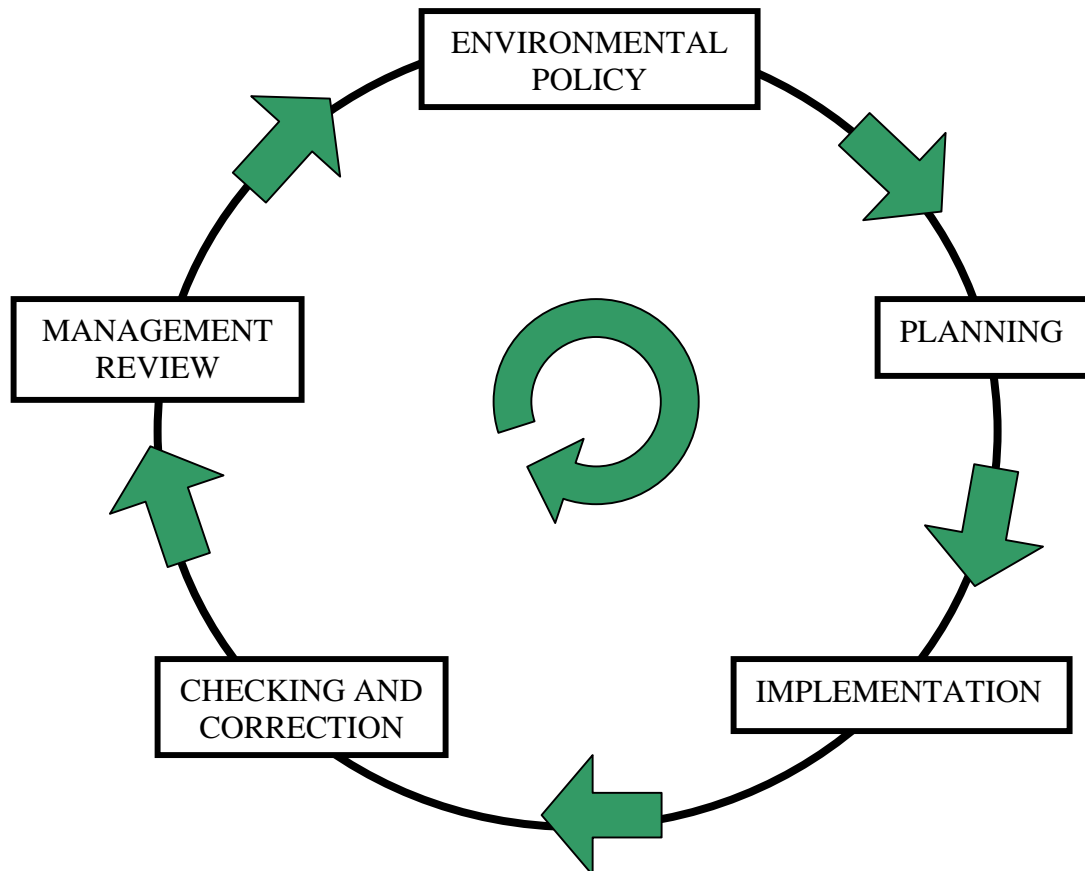


# NIEHS Environmental Management System

## *Our Environment – Our Health*

### How is an EMS structured?

Like most EMSs, the NIEHS EMS follows the Plan Do Check Act structure provided by the ISO 14001 EMS Standard. This involves a five-step process that addresses each of the following key elements of the ISO Standard:



**Step One: Policy.** The EMS development process starts with establishing an Environmental Policy that is tied to the organization's mission.

**Step Two: Planning.** The planning step consists of identifying regulatory and other requirements; identifying processes, resources, and significant impacts; identifying pollution prevention opportunities; developing objectives and targets for improvement efforts; and creating a planning, programming, and budgeting system.

**Step Three: Implementation.** The implementation step consists of defining the structure, responsibilities, and programs; implementing training; creating the EMS documentation (including document control and record keeping); communicating the EMS to personnel; developing and implementing standard operating procedures [SOPs]; and developing and implementing emergency preparedness and response procedures.

**Step Four: Checking and Correction.** The checking and corrective action step includes monitoring and measuring (e.g., internal assessments), problem and cause identification, corrective and preventative action implementation, and an EMS Review.

**Step Five: Management Review.** In the management review step, upper management reviews the EMS, including the results of internal assessments. Modifications to the EMS are made, as necessary, to ensure compliance. The management review is designed to ensure continual improvement of the EMS, taking into account the results of checking and corrective actions undertaken in Step Four.