

**ENVIRONMENTAL MANAGEMENT SYSTEM
STANDARD ENVIRONMENTAL OPERATING PROCEDURE
RDD-SEOP 4.5.3**

RECORDS

1.0 PURPOSE AND SCOPE

1.1 The purpose of this procedure is to ensure that the Refuse Disposal Division establishes and maintains guidelines to properly identify, collect, index and file its Environmental Management System (EMS) records to allow for ready access and retrieval.

1.2 The procedure covers the process utilized by the RDD for identification, maintenance, and disposition of its environmental records. These records include environmental training records, EMS audits, management reviews and document control.

2.0 RESPONSIBILITY AND AUTHORITY

2.1 Environmental Management Representative (EMR) - is responsible for maintaining all records related to EMS audits, top management reviews, corrective action requests, and significant aspects.

2.2 Document Control Representative - is responsible for maintaining the documentation change records per the Document Control Procedure, RDD 4.4.5.

2.3 Section Managers – are responsible for periodically reviewing, updating (when required) and maintaining environmental records pertinent to their section. They are also responsible for submitting EMS records (EMPs, EMP status, Environmental Surveys, etc.) to the EMR for retention.

3.0 PROCEDURE

3.1 Environmental records shall be identified and routed to the EMR or his designee, at 9601 Ridgehaven Court, Ste. 310, for filing and storage in the RDD Environmental Records Management System. Environmental records are defined as legible, completed documents that provide objective evidence of the completion of environmental management actions, or of any other actions required to implement the EMS and its supporting plans, procedures, EARs, or other implementing documents. At a minimum, environmental records shall be retained for a period of three years or longer if required by regulatory agencies, City of San Diego, or RDD guidelines.

Records will provide the necessary level of organization and detail to permit ready access to all required record categories. Certain categories of Section-specific records may be stored offsite, provided that access is controlled through the Section Manager, that appropriate system cross references are maintained in individual sections, and that storage areas and filing methods are functionally equivalent to those provided at Ridgehaven Court.

4.0 REFERENCES

EMS - MANUAL Sections: 4.5.3 Records