



## USAG Hohenfels - JMRC Hohenfels Environmental Management System

This is an UNCONTROLLED DOCUMENT printed 08/31/09 for reference only. The current copy is available from the DPW Intranet in the EMS Document Control System, or can be obtained from the Environmental Division Hohenfels.

<b>Document Name:</b>	<b>Procedure for the Control of Records</b>		
<b>Document ID:</b>	EMS454_000_Records.doc	<b>Original Date:</b>	22 Nov 2006
<b>Revision No:</b>	4.0	<b>Revision Date:</b>	25 Aug 2009
<b>Document Owner:</b>	<b>Approval:</b> 		
USAGH EMSR Mr.  HOLTON STALLWORTH	USAGH CDR LTC KEVIN J. QUARLES		

### 1 BACKGROUND

EMS record keeping will be implemented in accordance with existing USAG Hohenfels and JMRC procedures, and newly developed procedures. Determinations will have to be made on record location(s), retention times, and format.

EMS files need not and should not contain duplicate copies of documents. Whenever possible the EMS records will contain references to other locations or files where relevant information is maintained.

Additionally, the USAG Hohenfels and JMRC plan to examine maintaining EMS records in electronic format within the installation intranet so that paper copies are kept to a minimum.

### 2 PURPOSE

The purpose of this procedure is to assign responsibilities for the establishment, storage, retention, and disposition of Environmental Management System (EMS) records that document the EMS performance, and conformance to the ISO 14001 standard.

### 3 APPLICABILITY

This procedure applies to all records pertaining to the EMS, as well as those required by applicable Federal, State, and local regulatory requirements (see EMS445 A08 Controlled Documents.xls).

### 4 DEFINITIONS

A comprehensive list of terms and definitions used in and related to the EMS Hohenfels provides the Glossary of EMS Terms and Definitions, which is included in the EMS Manual.

**Document** – Any written information including associated records. Examples include but are not limited to correspondence, memorandums, meeting minutes, informational papers, reports, operation and maintenance records, monitoring records, photographs, and design



This is an UNCONTROLLED DOCUMENT printed 08/31/09 for reference only. The current copy is available from the DPW Intranet in the EMS Document Control System, or can be obtained from the Environmental Division Hohenfels.

documents generated by or received by the USAGH-JMRC. Documents can be CDs, electronic files or hardcopies.

**Document owner** — Those personnel responsible for retaining Environmental Management System controlled documents and/or records as indicated by procedures and instructions. A document owner is not always the author of the document/record, but is the party responsible for maintaining it. As a rule the EMSR is the owner of all EMS procedures.

**EMS Document Control Coordinator** – Person assigned by the USAGH Commander respectively the EMSR who manages the EMS Document Control System (DocCon).

**EMS Document Control System (DocCon)** – is an electronic archiving system for the USAGH-JMRC EMS documents managed by the EMS Document Control Coordinator following the related Procedures for Managing the USAGH Environmental Division Document Control System (EMS445\_000\_DocCon.doc) The Doc Con is available on the DPW Intranet and run by the Environmental Division.

**Records** - All books materials or other documentary materials regardless of physical form or characteristics. EMS records are a special type of controlled documents and should be controlled according to the EMS Procedure for the Control of Records. Environmental records can include, among others complaint records, training records, process monitoring records, inspection, maintenance and calibration records, pertinent contractor and supplier records, incident reports, records of tests for emergency preparedness, audit results, management review results, external communications decision, records of applicable legal requirements, records of significant environmental aspects, records of environmental meetings, environmental performance information, legal compliance records, and communications with interested parties. Proper account should be taken of confidential information. *NOTE: Records are not the sole source of evidence to demonstrate conformity to this International Standard.*

**Record holder / record owner** - see document owner.

**Retention period** – The length of time that a record will be maintained within the DocCon system before being transferred to the ARIMS is not longer useful for branch business and may be discarded. Retention periods for environmental records maintained by the USAG Hohenfels and JMRC are as follows:

- Where not specified in a legal or other requirement: As specified by the ARIMS filing system
- Where not specified in either a legal or other requirement or by ARIMS: The document owner will specify the retention time
- Where specified in a legal or other requirement (e.g., law, regulation, permit condition): As specified in the requirement

## 5 SUPPORTING DOCUMENTS

Document ID	Title
AR 200-1	Environmental Protection and Enhancement



**USAG Hohenfels - JMRC Hohenfels Environmental Management System**



This is an UNCONTROLLED DOCUMENT printed 08/31/09 for reference only. The current copy is available from the DPW Intranet in the EMS Document Control System, or can be obtained from the Environmental Division Hohenfels.

Document ID	Title
ISO 14001: 2004	Environmental Management Systems – Specification with Guidance for Use
ISO 14004: 2004	Environmental Management Systems – General Guidelines on Principles, Systems and Support Techniques
Implementers Guide	US Army Environmental Management System Implementers Guide, <b>Latest Version 3.0, January 2006</b>
EMS444_000_Documentation.doc	Procedure for EMS Documentation
EMS445_000_DocCon.doc	Procedures for Managing the USAG Hohenfels Environmental Management Office Document Control System
EMS420_000_Policy.doc	United States Army Garrison Hohenfels (USAGH) and Joint Multinational Readiness Center (JMRC) Hohenfels Joint Environmental Policy, September 2005
<b>EMS410_001_ImplemPlan.doc</b>	<b>EMS Implementation Plan, US Army Garrison Hohenfels (USAGH) and Joint Multinational Readiness Center (JMRC) Hohenfels, Germany, Oct 2005</b>
EMS431_000_Aspects.doc	Environmental Aspect Identification Procedure
EMS432_000_Legal.doc	Procedure for the Identification of Legal and Other Requirements
EMS433_000_ObjTarEmp.doc	Procedure for setting up Environmental Objectives and Targets, and establishing Environmental Management Programs (EMP)
EMS441_000_RRRAuthority.doc	Procedure for Resources, Roles, Responsibility and Authority
EMS442_000_Training.doc	Procedure for Competence, Training, and Awareness
EMS443_000_Communication.doc	Procedure for internal and external Communication
EMS451_000_MonitorMeasure.doc	Procedure for Monitoring and Measurements
EMS453_000_NonConformity.doc	Procedure for Nonconformity, Corrective Action, and Preventive Action
EMS455_000_Audit.doc	Procedure for Internal EMS Audits
EMS460_000_ManagementReview.doc	Procedure for EMS Management Review
EMS400_000_TOC.doc	Table of Contents of the USAG Hohenfels EMS Manual

**6 PROCESS**

Responsible	No.	Action
Personnel performing equipment calibration for monitoring and measurements	1	Document calibration of measuring equipment according to the Procedure for EMS Documentation. Submit calibration records to EMS DocCon Coordinator for filing.



## USAG Hohenfels - JMRC Hohenfels Environmental Management System

This is an UNCONTROLLED DOCUMENT printed 08/31/09 for reference only. The current copy is available from the DPW Intranet in the EMS Document Control System, or can be obtained from the Environmental Division Hohenfels.

Environmental Quality Control Committee (EQCC)	1	Prepare records following EMS procedures and relevant annexes if appropriate and submit to the EMS DocCon Coordinator for filing. <i>Note: The EMS Manual provides as a minimum one EMS Procedure per ISO 14001 Clause with possible subordinate annexes/forms.</i>
Cross Functional Team (CFT)	1	Prepare records following EMS procedures and relevant annexes if appropriate and submit to the EMS DocCon Coordinator for filing. <i>Note: The EMS Manual provides as a minimum one EMS Procedure per ISO 14001 Clause with possible subordinate annexes/forms.</i>
EMS Management Review Team	1	Prepare records following EMS procedures and relevant annexes if appropriate and submit to the EMS DocCon Coordinator for filing. <i>Note: The EMS Manual provides as a minimum one EMS Procedure per ISO 14001 Clause with possible subordinate annexes/forms.</i>
Safety Board	1	Prepare records following EMS procedures and relevant annexes if appropriate and submit to the EMS DocCon Coordinator for filing. <i>Note: The EMS Manual provides as a minimum one EMS Procedure per ISO 14001 Clause with possible subordinate annexes/forms.</i>
EMSR, EMS Coordinator(s)	1	Prepare records following EMS procedures and relevant annexes if appropriate and submit to the EMS DocCon Coordinator for filing. <i>Note: The EMS Manual provides as a minimum one EMS Procedure per ISO 14001 Clause with possible subordinate annexes/forms.</i>
EMS Training Coordinator	1	Prepare records following EMS procedures and relevant annexes if appropriate and submit to the EMS DocCon Coordinator for filing. <i>Note: The EMS Manual provides as a minimum one EMS Procedure per ISO 14001 Clause with possible subordinate annexes/forms.</i>
EMS DocCon Coordinator	1	Prepare records following EMS procedures and relevant annexes if appropriate and submit to the EMS DocCon Coordinator for filing. <i>Note: The EMS Manual provides as a minimum one EMS Procedure per ISO 14001 Clause with possible subordinate annexes/forms.</i>



**USAG Hohenfels - JMRC Hohenfels Environmental Management System**



This is an UNCONTROLLED DOCUMENT printed 08/31/09 for reference only. The current copy is available from the DPW Intranet in the EMS Document Control System, or can be obtained from the Environmental Division Hohenfels.

Division Chiefs, Supervisors	1	Prepare records following EMS procedures and relevant annexes if appropriate and submit to the EMS DocCon Coordinator for filing. <i>Note: The EMS Manual provides as a minimum one EMS Procedure per ISO 14001 Clause with possible subordinate annexes/forms.</i>
EMP Manager(s)	1	Prepare records following EMS procedures and relevant annexes if appropriate and submit to the EMS DocCon Coordinator for filing. <i>Note: The EMS Manual provides as a minimum one EMS Procedure per ISO 14001 Clause with possible subordinate annexes/forms</i>
Auditor(s)	1	Prepare records following EMS procedures and relevant annexes if appropriate and submit to the EMS DocCon Coordinator for filing. <i>Note: The EMS Manual provides as a minimum one EMS Procedure per ISO 14001 Clause with possible subordinate annexes/forms.</i>
		<i>End of activity</i>

**7 DOCUMENT REVISION SUMMARY**

Revision Number	Date of Revision	Revision Summary
1.0	05 Mar 07	Update of Hyperlinks
2.0	28 Nov 07	- Revised filename/document ID IAW new EMS Manual format; - updated Supporting Documents table; - Revised the recurring <i>Note</i> in the Process table to address EMS Manual revision; - updated hyperlinks.
3.0	18 Feb 09	-Applicability
4.0	25 Aug 09	List of supporting documents have been updated