



# CONTROL OF RECORDS

## Standard Environmental Operating Procedure

**WASTE  
REDUCTION  
& DISPOSAL  
DIVISION**

### ISO 14001 - 4.5.4

#### 1.0 PURPOSE AND SCOPE

1.1 The purpose of this procedure is to ensure that the Waste Reduction and Disposal (WRAD) establishes and maintains guidelines to properly identify, collect, index and file its Environmental Management System (EMS) records in accordance with section 4.5.4 of the ISO 14001 International Standard.

1.2 This procedure covers the process utilized by the WRAD for identification, maintenance, and disposition of its EMS records as described in section 3.0 of this Standard Environmental Operating Procedure (SEOP).

#### 2.0 RESPONSIBILITY AND AUTHORITY

2.1 Environmental Management Representative (EMR) - is responsible for maintaining ISO 14001 related EMS records including: EMS audit results, management review reports, C/PARS, Corrective Action Requests and the Communications Log.

2.2 Section Managers – Section Managers are responsible for periodically reviewing, updating (when required) and maintaining environmental records pertinent to their section as required by WRAD’s general use permit or other regulatory agencies with jurisdiction over the operations of landfills managed by the City of San Diego. They are also responsible for submitting EMS data (EMS Training, Aspect and Impact Surveys, C/PARs etc.) to the EMR for recording and records retention.

#### 3.0 PROCEDURE

3.1 EMS records are defined as legible, completed documents that provide objective evidence of the completion of environmental management system actions, or of any other actions required to implement the EMS and its supporting plans, procedures, or other implementing documents. EMS records include aspects and impacts survey results, EMS training, internal audits, third party registration and surveillance audits, management reviews, corrective/preventive action requests. EMS records do not include regulatory compliance records required by the landfills operating permit. These regulatory records will be managed as described in section 3.2 of this SEOP. EMS records shall be routed to the EMR or his/her designee at 9601 Ridgehaven Court, Suite 310 for filing and storage. At a minimum, EMS records shall be retained for a period of three years. No maximum retention time is set or implied by this SEOP. EMS records will provide the necessary level of organization and detail to permit ready access to all required record categories. Certain section-specific EMS training

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records (tailgates) may be stored offsite as appropriate. Access shall be controlled through the Section Manager or designated appointee with storage areas and filing methods equivalent to those provided at 9601 Ridgehaven Court, Ste. 310.

3.2 Records of regulatory compliance including permits, regulatory reports, field monitoring data, i.e. landfill flare readings, mulch and compost test results, groundwater data and other operating records shall be maintained in accordance with local, state and federal laws, regulations, and permit conditions.

#### **4.0 REFERENCES**

EMS - MANUAL      Sections: 4.5.4 Records  
WRAD SEOP 4.4.5    “Control of Documents”  
WRAD SEOP 4.4.2    “Training”

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