



# CONTROL OF DOCUMENTS

## STANDARD ENVIRONMENTAL OPERATING PROCEDURE

WASTE  
REDUCTION  
& DISPOSAL  
DIVISION

### ISO 14001- 4.4.5

## 1.0 PURPOSE AND SCOPE

1.1 The Document Control System established for the Environmental Services Department, Waste Reduction and Disposal Division is designed to control the approval, issuance, and distribution of new and revised Environmental Management System (EMS) documents and forms as well as to control the removal of obsolete documents and forms.

1.2 This procedure applies to all controlled EMS documents generated by the Waste Reduction and Disposal Division (WRAD). Documents controlled by the Clerk of the City of San Diego and/or Print Shop protocols are exempt.

## 2.0 DEFINITIONS

**Controlled EMS documents** – Examples of documents that are controlled by this procedure include the following: Environmental Policy, EMS-Manual, Standard Environmental Operating Procedures, process maps, Landfill Operations Manual, EMS forms (shells only), Standard Operating Procedures, etc. These documents are identified with a unique document number provided by the Document Control Group (DCG), are included on the EMS documentation Master Index Lists and are revised as specified in this procedure. Refer to the EMS Master Index, Forms Master Index, SOP Master Index and audit index for a complete list of controlled EMS documents.

**Document Control Group (DCG)** - The group within the Waste Reduction and Disposal Division responsible for establishing and maintaining division-wide EMS document control.

## 3.0 RESPONSIBILITY AND AUTHORITY

3.1 Environmental Management Representative (EMR) - The EMR maintains the master files for EMS documentation as well as a master list of all current EMS documentation and a history of changes to the documentation. They are also responsible for specifying and verifying the requirements for electronic data control.

3.2 Section Managers - are responsible for assuring that required EMS documentation is available at work locations and that all affected employees are advised of new or revised documents that apply to them. For revised hard-copy documents, the appropriate Section Manager is responsible for destroying (recycling) the obsolete document; or, if it will be needed for future reference, marking it as “Obsolete” and placing the current version in its place.

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**4.0 PROCEDURE**

4.1 New or Revised Documents

Controlled documents are created by the Deputy Director, Environmental Management Representative (EMR), Section Managers and Supervisors or their staffs according to the review and approval process in 4.3 of this procedure. The DCG will coordinate the review and approval process by routing the requested document/revision to the appropriate approval authority and logging the approved document into the EMS Master Index.

On-line master documents and forms are maintained in a controlled, secure database as PDF files on the EMS website. Hardcopy master documents are maintained in the DGC files or with the EMR. Other controlled copies are listed on the document distribution list. Distribution of EMS “official documents” may be published electronically with read only status.

The associated document approval and revision records for on-line and hard copy Standard Environmental Operating Procedure’s (SEOP), Standard Operating Procedure’s (SOP), Forms and Documents are maintained by the DCG. Document approvals and revisions are recorded on the EMS document revision list posted on the EMS website under Document Control.

Where applicable, controlled copies of the EMS-Manual, WRAD-SEOP’s, SOP’s, and other EMS Documents may be prepared and distributed to each section within the Division. Such copies will be stamped “Controlled Copy” in red ink and will be included in the Document Distribution List.

4.2 Document/Revision Numbering System

The EMS Document numbering system sequence is as follows:

**Driver** (WRAD), **Document Type** (SOP, SEOP, F [form], etc.), **Section/Clause** (ISO reference or Division Section, etc.), **Sequential Numbering** (beginning with 1) and **Revision Number** (beginning with 0). Examples include;

WRAD-SOP-GP-01, Revision 0, WRAD SEOP 4.4.5, Revision 1,  
WRAD F-GM-03, Revision 4

Section Legend:

Waste reduction & Disposal: WRAD	Gas Management: GM
Administrative Services: AS	Biological Services: BS
Fee Booth: FB	Greens Processing: GP
Groundwater: GW	Surface Maintenance: SM
Landfill Operations: OP (includes Disposal Ops and Landfill Engineering)	
Internal Audit: AUD	

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4.3 Review and Approval Requirements (minimum)

Level 1 – EMS-M	- Deputy Director - Environmental Management Representative
Level 2 - SEOP's	- Deputy Director - Environmental Management Representative
Level 3 – SOP's,	- Section Manager - Environmental Management Representative
Level 4 - Forms, Records	- Section Manager - Environmental Management Representative

4.4 Electronic Documents

The environmental policy, EMS-Manual, Landfill Operations Manual, WRAD-SEOP's and SOP's, Environmental Management Programs, forms, and reports are all available electronically on the department's EMS website. These documents are accessible in a "PDF" read only format maintaining the integrity of the document. Additionally, the current versions of these forms and documents can be cross-referenced on the master indexes also located on the EMS website.

4.5 Controlled and Uncontrolled Copies

Only controlled and current revisions of the EMS-Manual, Landfill Ops Manual, SEOP's, SOP's, EMPs, forms, etc. may be used in the Environmental Management System with the exception of documents marked "obsolete".

Controlled hard copies of EMS documents, except forms, are stamped "CONTROLLED COPY" in red ink. Any photocopies of these will be gray or black, which will identify them as "UNCONTROLLED" copies.

Uncontrolled copies of EMS Documents may be issued to persons who are not part of the EMS. These are to be used for training, reference and information purposes only. These documents are not controlled or updated.

4.6 Red Line and Other Changes/Notations

Red Line changes may be made to level one and two documents by the DD or EMR. The responsible Section Manager with the approval of the DD or EMR will make level 3 document changes. Red Line changes are made by drawing a single line through the item being revised,

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writing the revised information, signing or initialing and dating in red ink. Red line changes are valid for a maximum of two (2) months.

#### 4.7 Document Review

All EMS controlled documents will be reviewed, through use, on a continuous basis and revised as necessary.

#### 4.8 Retention of Obsolete Documents

Obsolete EMS documents required for future reference will be kept as records for a minimum period of three years (no maximum period is implied). Examples of Obsolete documents include prior year training records, graphs, charts or other documents subsequently modified by the WRAD to effectively manage its EMS.

### 5.0 REFERENCES

EMS MANUAL Sections: 4.4.4 Documentation  
4.4.5 Control of Documents  
4.4.6 Operational Control  
4.5.4 Control of Records

**Prepared by:** Environmental Management Representative  
**Reviewed by:** Section Managers

**Approved by:** Steven F. Fontana, Deputy Environmental Services Director, WRAD

*The on-line version located on the WRAD EMS Website is the control document. Controlled hardcopies will be identified by a “Controlled Copy” stamp (in red). All other hard copies are uncontrolled. For all hardcopy versions verify revision level status on-line or contact the EMR.*