

Chapter 8 Control of Documents and Records

8.1 Overview

Introduction

An essential component of the EMS implementation is to maintain information in such a way that would allow someone with a legitimate interest in the EMS to understand how it is designed and implemented. This information is essential for employees who need to know about an EMS issue, as well as for external parties such as customers and regulators. Due to the wide variety of documents used in the EMS, it is essential that a formal approach be developed to control and organize them. The following sections present the procedures for the control of EMS documents and records.

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8.1 Control of Documents, Continued

Background Environmental documents are living guides, such as this Manual, that are continually being updated. Maintaining environmental documents is one of the seven core elements of the EMS.

Purpose The purpose of this procedure is to ensure that only the current, authorized version of this manual is in use by Materials Lab personnel when executing their activities.

Procedure The following procedures are implemented at the Materials Lab.

Step	Action
1	The current, implemented version of this manual will be posted on the Materials Lab's Internal Website.
2	Hard copies of relevant sections of the manual will be posted throughout the lab as appropriate. The hard copies will be dated to aid in ensuring the correct version is used.
3	When a document is updated and implemented, employees shall be notified that a new document has been issued. Hard copies of the obsolete documents that have been posted will be removed and replaced with the current version.
4	An electronic or paper copy of outdated documents shall be filed in the custody of the EMS Coordinator for five years or as otherwise required by law.

Records Records generated by this procedure include:

- An electronic or paper copy of each outdated document.
- Communications to staff notifying them of new implemented versions of EMS documents.

8.2 Control of Records

Background Environmental records are static and provide evidence of actions taken (e.g., manifests, training records). Maintaining environmental documents and records is one of the 7 core elements of the Environmental Management System. It allows WSDOT to evaluate the operation of the EMS.

Purpose The purpose of this procedure is to specify requirements for retaining and maintaining environmental records.

Procedure Maintain required environmental records.

Types of Environmental Records The environmental records maintained at the Materials Lab include the following:

Environmental Records	Responsible Party	Record Retention	Record Resides
Hazardous Material & Waste Storage Areas Inspection Records	Lab Administrative Officer	3 years	Lab Administrative Office
Satellite Storage Areas Inspection Records	Lab Administrative Officer	3 years	Lab Administrative Office
Safety Equipment Inspection Records	Lab Administrative Officer	5 years	Lab Administrative Office
Incident Report	Section/Lab Supervisors	5 Years	Safety & Health Services Office
Accident Report	Safety and Health Services Office	30 Years	Safety & Health Services Office
Employee Exposure and Medical Records	Safety and Health Services Office	Duration of employment plus 30 years	Safety & Health Services Office
Ecology Compliance Inspection Reports	Laboratory Administrative Officer	10 Years	Lab Administrative Office
Dangerous Waste Annual Report	M&O Environmental Programs	5 Years	Dept of Ecology Turbowaste Database

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8.2 Control of Records, Continued

Environmental Records	Responsible Party	Record Retention	Record Resides
Uniform Hazardous Waste Manifest	Laboratory Administrative Officer	5 Years	M&O Environmental Programs Office
Chemical Inventory	Chemical Hygiene Officer and Section/Lab Supervisors	5 Years	Lab Administrative Office
PPE Hazard Assessment Certification Form	Section/Lab Supervisor and Laboratory Administrative Officer	Duration of employment	WSDOT Tester Qualification Database and ATMS
External Communication	Laboratory Administrative Officer	5 Years	Lab Administrative Office
Corrective Action and Recommendations	Laboratory Administrative Officer	5 Years	Lab Administrative Office
Laboratory Employee Training Records	Section/Lab Supervisor	Duration of employment	WSDOT Tester Qualification Database and ATMS