



ISO 14001 - ENVIRONMENTAL MANAGEMENT SYSTEMS SPECIFICATION AND GUIDANCE FOR USE

- 1) **Environmental Policy** is the starting point of an Environmental Management System (EMS).
 - a) The Environmental Policy is the documented statement of commitment from top management. This policy sets the overall EMS intentions of the organization and contains a commitment to prevention of pollution and to continuous improvement. Each Environmental Policy is unique to an organization, is communicated to all employees and is made available to the public. This Policy is the starting point for setting the organization's EMS objectives and targets.
- 2) **Planning** is the second stage where the requirements which an organization must meet are determined, objectives and targets are set, and a program (or programs) to achieve the targets and objectives are developed.
 - a) **Environmental Aspects**
 - i) An organization needs to review their operations, activities, products and services to identify which may have an interaction with the environment. This identification of the environmental aspects include those which occur during normal business operations, abnormal conditions, incidents and future activities. When the aspects are identified, the organization needs to determine which aspects have, or can have, a *significant* impact on the environment.
 - b) **Legal and Other Requirements**
 - i) The organization must identify and have access to legal and other requirements that apply to the organization's environmental aspects.
 - c) **Objectives and Targets**
 - i) Environmental objectives and targets need to be developed, documented and communicated throughout the organization. Objectives are long term goals, such as "We will reduce solid waste to landfill", and targets are short-term goals, such as "We will reduce non-hazardous waste by 50% and reduce hazardous waste by 80% this year". Targets will generally vary throughout the various functions in an organization depending on the activities, products or services.
 - d) **Environmental Management Program(s)**
 - i) One or more programs are needed by the organization for achieving objectives and targets. These programs assign responsibility throughout the organization for achieving objectives and targets, and specify the means and time frame by which they will be achieved.
- 3) **Implementation and Operation** is the third component of an EMS.
 - a) **Structure and Responsibility**
 - i) Roles, responsibilities and authorities of personnel whose activities have, or may have, an impact (directly or indirectly) on the environment need to be defined, documented and communicated throughout the organization. The organization must provide adequate resources for the implementation and maintenance of the EMS.
 - ii) One or more individuals need to be appointed by top management as the "Management Representative(s)". Irrespective of other responsibilities, the Management Representatives are given the responsibility and authority for ensuring that the EMS complies with ISO 14001 and for reporting the performance of the EMS to top management.
 - b) **Training, Awareness and Competence**
 - i) The organization needs to identify training requirements of personnel whose work may create a *significant* impact upon the environment and ensure that these personnel have received appropriate training. Awareness is required for all personnel throughout the organization of the Environmental Policy, the EMS program and procedures, and the actual or potential impact of their activities on the environment.
 - ii) The competence of personnel performing activities which might have *significant* environmental impacts needs to be determined by the organization through education, appropriate training and/or experience, as required.
 - c) **Communication**
 - i) Communication of relevant information on environmental aspects and the EMS is required throughout the organization including communication between different functions and levels of the organization, and externally to interested parties.
 - d) **Environmental Management System Documentation**
 - i) Information must be developed and maintained to describe basics of the EMS, the interaction of the EMS, and to provide direction to related documentation. This information may be paper-based, electronic or other media.
 - e) **Document Control**

- i) EMS documentation needs to be controlled to ensure that the current versions of the documents are available where the work activities or tasks are performed. The documents must be reviewed on a regular basis, revised as needed and approved before issue or reissue. Obsolete documents must be removed or otherwise safeguarded against inadvertent use. Documents may be in paper-based, electronic or on other media.
 - f) **Operational Control**
 - i) Processes and activities that can have a *significant* impact on the environment and that are relevant to the organization's policy, objectives and targets need to be identified. The organization must ensure that these operations are conducted as intended by planning these activities to ensure that they are carried out under controlled conditions. Controlled conditions may include documented procedures containing operating criteria.
 - ii) The organization must also identify the *significant* environmental aspects of the goods and services that it uses and communicate the relevant procedures and requirements to its suppliers and contractors.
 - g) **Emergency Preparedness and Response**
 - i) The organization needs to identify its potential for accidents and emergency situations. The organization must have procedures for the appropriate response to accidents and emergency situations that include the prevention and mitigation associated with the environmental impact.
 - ii) Emergency plans and procedures need to be developed, communicated and tested to help the organization in ensuring that any unexpected incidents are effectively and efficiently responded to by internal and external personnel.
- 4) **Checking and Corrective Action** covers checking and audit, control of non-conformances, corrective action and preventive action.
- a) **Monitoring and Measurement**
 - i) Characteristics of operations and activities that can have a significant impact on the environment need to be monitored and measured regularly. Records of monitoring and measurement information are required to track performance, to prove that operating controls were effective and to demonstrate conformance with objectives and targets. Monitoring and measurements results need to be compared to the legal and other requirements to determine compliance.
 - ii) Any equipment used for monitoring and measurement must be capable of the accuracy required and calibrated on a regular basis.
 - b) **Non-Conformance and Corrective and Preventive Action**
 - i) Responsibility and authority needs to be defined for dealing with nonconformance found in the EMS including the actions to be taken to mitigate the any impact caused and for initiating corrective and preventive action. Corrective and preventive action taken must be proportional to the magnitude of the actual or potential non-conformance.
 - c) **Records**
 - i) Records relating to the EMS must be identified, collected, stored and maintained to provide objective evidence of conformance to the ISO 14001 standard, and to legal and other requirements. These records include training records, EMS audit results, management review records and the results of monitoring and measurement.
 - d) **Environmental Management System Audit**
 - i) Audits of the EMS are required on a periodic basis to provide assurance to the organization of EMS implementation, to determine if the EMS is operating as planned, to provide information for management review and to determine the capability of the EMS in achieving the organizations environmental objectives and targets.
- 5) **Management Review**, the final component, provides the review mechanism for the management system. The organization's management needs to regularly review their Environmental Management System. This review is the check, by senior management, that the system is operating effectively and provides the opportunity to address changes that may be required to the EMS. Changes to policies, EMS, objectives or targets may be required due to changes in stakeholders' expectations, altering business operations, advances in technology, results of audits, or for continual improvement.

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