

1.0 Purpose/Scope

This procedure is used to identify, maintain, and dispose of EMS records. The procedure is applicable to all facility activities that create records associated with the EMS.

2.0 Definitions

EMS Representative – An individual who has been appointed by their management to represent their organization within the Sustain Winona partnership.

Sustain Winona Collaboration Team – The collaboration of EMS Representative's from each organization that will act as the EMS Champion for Sustain Winona.

Records – documented information that is evidence of an environmental activity or event that has been performed or that is required to be retained for future reference.

3.0 Responsibilities

3.1 The Sustain Winona Collaboration Team is responsible for identifying records that must be maintained as part of the EMS. The Sustain Winona Collaboration Team will maintain the records that pertain to the Sustain Winona Partnership. The EMS Representatives will maintain records that pertain to their specific entity.

4.0 Procedure

- 4.1** The Sustain Winona Collaboration Team and EMS Representatives are responsible for identifying records that will be maintained by the company as part of the EMS and ensuring compliance with environmental statutes and regulations.
- 4.2** The Sustain Winona Collaboration Team will maintain all records that pertain to the Sustain Winona EMS. EMS Representatives will be responsible for maintaining records that are applicable to their specific entity.
- 4.3** The Sustain Winona Collaboration Team will maintain an EMS Document Index of all records that are maintained as part of the EMS. The EMS Document Index will note the person responsible for the last revision and the length of retention for each type of record.
- 4.4** The Sustain Winona Collaboration Team will identify and note on the EMS Document Index any restrictions on records necessary for security.
- 4.5** The Sustain Winona Collaboration Team and EMS Representatives will review the records and purge obsolete records at least every year.

5.0 Frequency

This procedure will be reviewed every three years or as needed.