
ELEMENT 1
Documentation of the Biosolids
EMS

Procedures

File Name:	Revision	Approved by:	Rev. Date	Page 1 of 1
EMS_01_Procedures.doc	01		12/13/03	

1. Review and update the EMS plan.
2. Review and update the EMS Element objectives.
3. Review and update the EMS Element definitions.
4. Review and update the EMS Element summaries.
5. Review and update the EMS Element procedures.
6. Review and update the EMS Element documentation and responsibility tables.
7. Review and update the EMS Element checksheets.
8. Review and update the internal audit forms.
9. Review and update the BETS.
10. Review and update the BETS master document list.
11. Review and update the EMS web pages.

Revisions should be based on:

- a. Management review recommendations and approved changes
- b. Internal EMS audit report
- c. Non-conformance forms and report
- d. Changes to the biosolids management and EMS program approved by the EMS Coordinator and management
- e. Third-party verification audit results
- f. Changes to applicable legal and other requirements