



Scientific Laboratory Supplies Limited

Environmental Management System Manual

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4.1 General Requirements

This Environmental Management System Manual (EMS-Manual) defines the methods that Scientific Laboratory Supplies will use to plan, implement, assess and continually improve their environmental management practices. The EMS-Manual is designed to meet the requirements of international standard ISO14001: 2004; referred to hereafter as ISO14001. The manual is supported by several lower-tier documents including Environmental Operating Procedures and records. Collectively, these documents and information systems are intended to provide a level of control and details commensurate with the technical scope, environmental aspects, and regulatory compliance requirements applicable to SLS operations.

The EMS-manual reflects SLS's commitment to the achievement and maintenance of regulatory compliance, the prevention of pollution, and the continual improvement of its environmental management practices. This commitment is a fundamental component of the organisations Environmental Policy. The EMS-Manual also describes the means for measuring environmental performance in relation to the environmental objectives and targets. As shown in figure 1.1 the manual demonstrates the continual improvement process, based on the International Standard ISO14001, designed to systematically reduce environmental costs and liabilities while enhancing the overall organisational and environmental performance.

Each EMS-Manual program element is summarised as follows:

Policy – the environmental policy statement establishes an overall framework for the development of appropriate environmental objectives and targets in balance with its environmental responsibilities and other management objectives.

Planning – environmental objectives and targets are established, based primarily upon an evaluation of current legislative requirements and associated significant aspects; see Sections 4.3.1, 4.3.2 and 4.3.3.

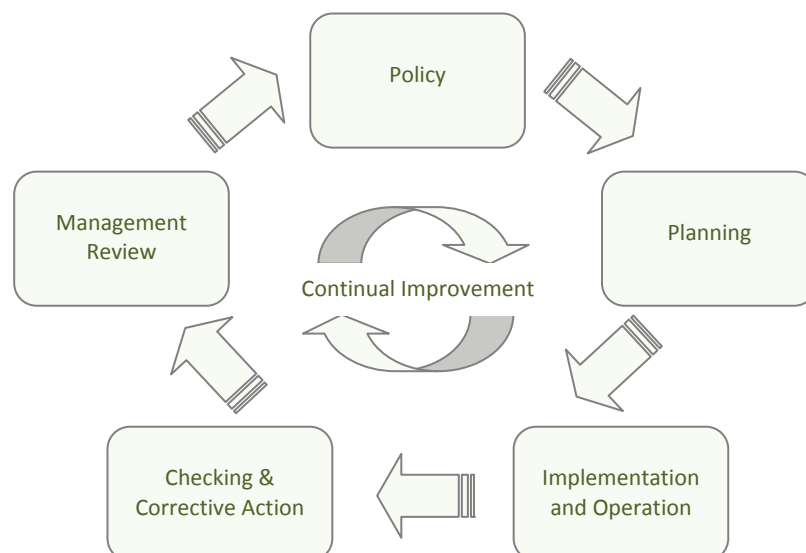
Operational Control – appropriate controls for facilitating the achievement of SLS's environmental objectives and targets are established through our Environmental Management Programs, Environmental Operating Procedures, and other support systems, as noted in section 4.4.6.

Monitoring and Measurement – the level of environmental performance that is required to maintain regulatory compliance and to achieve SLS's other environmental objectives and targets are monitored using the methods described in Section 4.5.1.

Corrective and Preventive Action – If a non-conforming situation is suspected as a result of monitoring, measurement data review, compliance verification, or EMS audits, then the corrective and preventive action process described in Section 4.5.3 will be initiated.

Management Review – the entire environmental management program is subject to periodic management review as described in Section 4.6.

Figure 1.1 'Continual Improvement Process'



4.2 Environmental Policy

Scientific Laboratory Supplies management have documented a policy that is appropriate to the nature, scale and environmental impacts of its activities, services and products. The environmental policy includes a commitment to continual improvement and the prevention of pollution. The policy also includes a commitment to comply with environmental legislation and other requirements and demonstrates the framework for setting and reviewing environmental objectives and targets.

Related Documentation

EMS1.1 'Environmental Policy'

4.3 Planning

4.3.1 Environmental Aspects

Environmental aspects are elements of the organisations activities, services and products, over which the organisation has direct control and can be reasonably expected to influence and may have a positive and/or negative impact on the environment. Environmental Aspects are:

- Reviewed individually
- Documented in a manner which facilitates the establishment of appropriate environmental objectives and targets for the organisation.

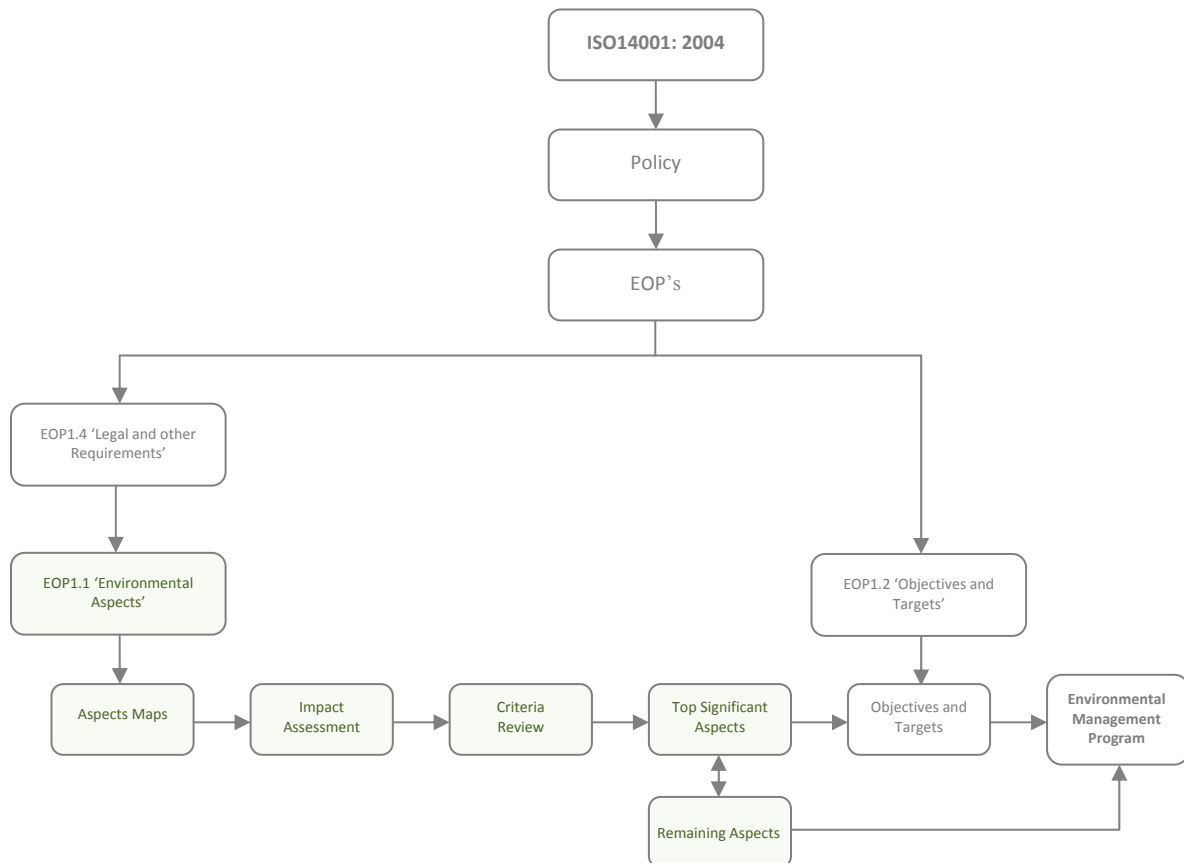
The evaluation of the significance of the environmental impacts associated with identified environmental aspects are made in relation to routine or emergency conditions, and is based on the judgment of the Systems, Quality and Compliance (SQC) Department , in conjunction with the significant aspects criteria guidelines, see figure 2.1.

Related Documentation

Operating Procedure EOP1.1 'Environmental Aspects'

Operating Procedure EOP1.2 'Objectives and Targets'

Figure 2.1 'Significant Aspects Management'



4.3.2 Legal and Other Requirements

Legal and other requirements, applicable to the organisation's activities, services and products, are identified and routinely monitored by the SQC Department. Applicable legal and other requirements are documented in the "legal and other requirements" registers and "legal compliance indicators". Bi-annual audits are also conducted in conformity with the legal and other requirements.

The SQC Department employs a variety of techniques and information sources to regularly monitor, identify and evaluate applicable legislation. These include, but are not limited to; regulatory agencies, membership services, libraries, internet and information services.

Related Documentation

Operating Procedure EOP1.4 'Legal and other Requirements'

4.3.3 Objectives and Targets

On at least an annual basis, the SQC Department shall (with the assistance and participation of the Operations Director, department managers and other SLS employees) establish, prioritise, and document appropriate annual environmental objectives and targets. When establishing and reviewing environmental objectives and targets, the organisation considers; applicable legislation and guidance, significant environmental aspects, the views of employees and other interested parties, and organisational targets (financial, operational, logistical etc).

The organisation sets environmental objectives and targets which; support the environmental policy, address and/or mitigate its significant environmental aspects, are defined by appropriate management levels, are realistic, attainable and measurable, and serve to improve environmental performance.

The current significant aspects criteria prepared in compliance with section 4.3.1 shall be considered in the process of selecting and prioritising objectives and targets.

The organisation establishes and maintains an Environmental Management Program (EMP) for achieving its annual environmental objectives and targets, this includes; designation of responsibility for achieving objectives and targets, methods and time frame by which they are to be achieved, and the means by which they are to be achieved.

Related Documentation

Operating Procedure EOP1.2 'Objectives and Targets'

4.4 Implementation and Operation

4.4.1 Roles and Responsibilities

Board of Directors are responsible for outlining the organisations commitment to the EMS and its continued improvement. The board are also responsible for conducting an annual review.

The Operations Director is responsible for ensuring operational compliance with the organisations commitment to the EMS and its continued improvement.

The Systems, Quality and Compliance (SQC) Manager is responsible for the implementation and management of a working EMS in accordance with the organisations commitment to the EMS and its continued improvement.

The SQC Assistant is responsible for ensuring the day to day management of the EMS is compliant with the organisations commitment to the EMS and its continued improvement. The SQC Assistant is also responsible for monitoring environmental related data, updating/reviewing the legal and other requirements and conducting internal audits.

4.4.2 Training and Awareness

SLS personnel shall receive training of a type and level of detail that is appropriate for the environmental aspects of their routine, in compliance with the requirements of Operating Procedure EOP1.5 'Training and Awareness'. SLS employees' shall receive at a minimum, training as indicated on the following training matrix.

Table 1.1 Training Matrix

Name	Required Training	Time Frame
New Employee	EMS Overview	Upon employment
All Employees'	Environmental Aspects, Objectives and Targets, and Environmental Policy	Annually
All Employees'	Emergency Preparedness and Response	Annually
SQC Department	Operating Procedures & Legal and other requirements register	Upon amendments

Table 1.2 Training Methods

Method	Training Technique	Time Frame
Reading	Internal newsletter, EnviroNews	Bi-Annually
Meeting	PowerPoint© presentation	At least annually
External	Off site training – Specific to SQC department	As required

SLS employees, whose work could create a significant environmental impact, are required to have appropriate EMS awareness training. The purpose of the training is:

To ensure the employee understands the importance of conformance with the environmental policy and procedures and with the requirements of the EMS,

- To ensure that the employee is aware of the significant environmental impacts, actual or potential, of their work activities and the benefits of improved performance,
- To ensure that the employee understands the potential consequence of deviating from operating procedures specified in the EMS, and
- To ensure that employees understands their roles and responsibilities in achieving conformance with the environmental policy and procedures and with the requirements of the EMS.

Training activities shall be documented and maintained as environmental records in compliance with Operating Procedure EOP1.11 'Control of Records', Section 4.5.4 of this manual.

Related Documentation

Operating Procedure EOP1.5 'Training and Awareness'

Operating Procedure EOP1.11 'Control of Records'

4.4.3 Communication

SLS use a number of mechanisms to ensure effective communication with interested parties. These Mechanisms include permits, informational meetings and briefings, the company website, press releases and company newsletters.

The requirements of SLS's EMS, environmental policy, and its supporting plans, procedures and information systems shall be communicated to all SLS employees either through training processes described in Section 4.4.2 or by controlled document distribution, as described in Section 4.4.5. In addition, incoming verbal or written enquiries received by any SLS employee that are related to the organisations environmental policy or performance shall be referred to the SQC Assistant for logging, evaluation and appropriate action.

Related Documentation

Operating Procedure EOP1.8 'Communication'

4.4.4 Documentation

The SLS EMS is documented at four general levels of detail. Each level is described as follows;

Level 1 – consists of this EMS-Manual, including the environmental policy.

Level 2 – consists of support based planning documents, Environmental Operating Procedures and other supporting plans, documents, and/or information systems that may be required to fully implement the requirements of the ISO14001.

Level 3 – consists of section specific work instructions which identify approaches to managing task oriented activities that relate to environmental impacts.

Level 4 – consists of records and form's relating to Level 2 and 3 documentation, internal staff memos, Corrective and Preventive action requests and other supporting documents developed in compliance with regulatory requirements or other EMS requirements.

4.4.5 Control of Documents

The "Control of Documents" Operating Procedure established for SLS is designed to control the approval, issuance, and distribution of new and revised EMS documents and forms as well as to control the removal of obsolete documents and forms.

The SQC Manager, with the assistance of the SQC Assistant, is responsible for assuring that all EMS documents are reviewed, approved, issued, distributed (where applicable), and revised according to the document control operating procedure.

The SQC Department maintain 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.

Controlled documents are identified with a unique document number provided by the SQC Team. The original master documents are maintained by the SQC Team.

The EMS-manual, Environmental Operating Procedures and forms are available on the as PDF files on the SLS local server. The EMS-manual, along with the Environmental Policy Statement are available on the organisations website.

Related Documentation

Operating Procedure EOP1.10 'Control of Documents'

4.4.6 Operational Control

It is the responsibility of the SQC Department to prepare appropriate procedures for those situations where the absence of a procedure could lead to deviations from the Environmental Policy and the organisation's objectives and targets. It is the responsibility of the SQC Manager to review the procedures before they are approved by the Operations Director.

Procedures are reviewed and revised based upon corrective and preventive actions recommended as the result of environmental incidents (such as spills) or environmental audits, when new processes or products are introduced and when new environmental regulations are identified that could reasonably affect the organisation's operations.

New or revised Operating Procedures are to be processed by the SQC Department as per Operating Procedure EOP1.10 'Control of Documents'

Related Documentation

Operating Procedure EOP1.10 'Control of Documents'

Table 2.1 Document Control Matrix

ISO 14001 Standard	EMS-Manual	Environmental OP's	Other
4.2 Environmental Policy	Page 2		EMS1.1 Policy Statement
4.3 Planning	Page 3		
4.3.1 Environmental Aspects	Page 3	EOP1.1	EWI1.1 Working Instruction
4.3.2 Legal & Other requirements	Page 3	EOP1.4	EWI1.4 Working Instruction
4.3.3 Objectives and Targets	Page 4	EOP1.2	EWI1.2 Working Instruction
4.4 Implementation and Operation	Page 4		
4.4.1 Roles & Responsibilities	Page 4		
4.4.2 Training and Awareness	Page 5	EOP1.5	EWI1.5 Working Instruction
4.4.3 Communication	Page 5	EOP1.8	
4.4.4 Documentation	Page 6		
4.4.5 Control of Documents	Page 6	EOP1.10	
4.4.6 Operational Control	Page 6		
4.4.7 Emergency Preparedness & Response	Page 7	EOP1.6	EWI1.6 Working Instructions
4.5 Checking and Corrective Action	Page 8		
4.5.1 Monitoring and Measurement	Page 8	EOP1.3	EWI1.3 Working Instructions
4.5.2 Evaluation of Compliance	Page 8	EOP1.13	EWI1.3 Working Instruction
4.5.3 Corrective and Preventive Action	Page 8	EOP1.7	
4.5.4 Control of Records	Page 9	EOP1.11	
4.5.5 Internal Audit	Page 9	EOP1.9	EWI1.7 Working Instruction
4.6 Management Review	Page 9	EOP1.12	EWI1.8 Working Instruction

4.4.7 Emergency Preparedness and Response

SLS will conduct, and document an annual test of its emergency response procedure, where practicable. The practicality of conducting a test will be evaluated and documented to ensure all identified emergencies are considered. Results of tests or actual emergency responses will be used to evaluate the effectiveness of the procedures and satisfy the requirement of Environmental Operating Procedure EOP1.6 'Emergency Preparedness and Response'.

Related Documentation

Operating Procedure EOP1.6 'Emergency Preparedness and Response'
 Health and Safety Operating Procedure HSOP1.4 'Emergency Evacuation'
 Working Instruction EWI1.6.1 'Testing Emergency Preparedness and Response'
 Working Instruction EWI1.3.2 'Spill Response'

4.5 Checking

4.5.1 Monitoring and Measurement

SLS maintain a procedure to regularly monitor and measure the key characteristics of its activities, services and products which could have a significant impact on the environment. These procedures include the recording of information to track;

- Performance,

- Relevant operational controls,
- Conformance with the SLS environmental policy, and
- Progress in achieving environmental objectives and targets.

The SQC Assistant shall initiate the actions necessary to provide performance data or other reports that may be required as an operating licence/permit or other regulatory requirement and for meeting the annual objectives and targets of SLS's EMS. Performance monitoring data and report correspondence shall be retained as environmental records and used to support the EMS Management Review, as required by Section 4.6 of this manual 'Management Review'. Specific environmental performance indicators may be developed to facilitate the measurement of progress made in achieving environmental objectives and targets, as noted in SLS's Environmental Operating Procedure EOP1.2 'Objectives and Targets'.

Related Documentation

Operating Procedure EOP1.2 'Objectives and Targets'

Operating Procedure EOP1.3 'Monitoring and Measurement'

4.5.2 Evaluation of Compliance

The SQC Department shall verify compliance with local and national regulatory requirements on a bi-annual basis. The 'Legal and other requirements' register will be audited by, or at the discretion of the SQC Manager in compliance with the requirements outlined in Operating Procedure EOP1.4 'Legal and other requirements'. Items identified as part of the audit that suggest a lack of compliance shall be documented and resolved as required by Operating Procedure EOP1.7 'Nonconformity, Corrective and Preventive Action'. The scope of the audit shall specifically exclude issues related to compliance with the British or International standard, which are separately addressed through the EMS audit process described in Section 4.5.5 of this manual.

Related Documentation

Operating Procedure EOP1.13 'Compliance'

4.5.3 Nonconformity, Corrective and Preventive Action

All SLS employees are responsible for bringing suspected environmental non-conformances to the attention of their department managers or the SQC Department for evaluation and initiation of appropriate Corrective and Preventive action. Environmental non-conformances are defined as conditions that have or could result in unanticipated environmental impacts; that are contrary to the organisations environmental policy or which represent a lack of compliance with the provisions of this EMS or its supporting plans and procedures. If, in judgement of the SQC Department, Internal Auditor or Third Party Auditor, a non-conformance exists, Corrective and/or Preventive action shall be initiated and tracked until resolution and closure in compliance with the requirements of Operating Procedure EOP1.7 'Nonconformity, Corrective and Preventive Action'.

The procedure for investigating, correcting and preventing non-conformance include the following:

- Identify the root cause of the non-conformance,
- Identifying and implementing the necessary corrective action,
- Implementing new or modifying existing controls to prevent a recurrence of the non-conformance, and
- Recording any changes to documented procedures resulting from any corrective and/or preventive actions.

Completed corrective and preventive actions shall be retained as environmental records in compliance with Section 4.5.4 of this manual. Operating Procedure EOP1.7 'Nonconformity, Corrective and Preventive Action' requirements shall apply uniformly to the resolution of non-conformances that may be observed as part of compliance verification activities, routine monitoring tasks, external notifications, complaints, or from internal and external EMS audits.

Related Documentation

Operating Procedure EOP1.7 'Nonconformity, Corrective and Preventive Action'

4.5.4 Control of Records

Environmental records shall be identified and directed to the SQC Department for filing and storage. EMS records are defined as legible, completed documents that provide objective evidence of the completion of EMS actions, or of any other actions required to implement the EMS and its supporting plans, procedures, or other implementing documents. At a minimum EMS records shall be retained for a period of 3 years. EMS records will provide the necessary level of detail to permit ready access to all required record categories.

Related Documentation

Operating Procedure EOP1.11 'Control of Records'

Operating Procedure EOP1.10 'Control of Documents'

4.5.5 Internal Audit

SLS maintains a procedure for the conduct of internal EMS audits. The purpose of these audits is to determine whether the EMS:

- Conforms to planned arrangements for environmental management; and
- Has been properly implemented and maintained

The internal EMS audit procedure addresses the following;

- Activities and areas to be audited (audit scope). Based upon the environmental importance of the activity concerned, and upon the results of prior internal and external audits,
- Audit frequency,
- Audit methodology,
- Responsibilities associated with conducting audits,
- Communication (reporting) of the audit results, and
- Auditor qualification

Results of internal audits are reported the Operations Director and other interested parties. Timely responses for corrective and/or preventive actions to be taken on any non-compliance are required. Corrective and preventive actions are verified during subsequent follow-up internal audits and managed through Operating Procedure EOP1.7 'Nonconformity, Corrective and Preventive Action'. All audit records are maintained in accordance with the Operating Procedure EOP1.11 'Control of Records'.

Related Documentation

Operating Procedure EOP1.9 'Internal Audits'

4.6 Management Review

A comprehensive internal management review of the organisation's EMS shall be performed at least annually to ensure continuing suitability, adequacy and effectiveness, and to assure SLS commitment to continual improvement. At a minimum, management reviews shall consider:

- The results of any Corrective and Preventive action, internal EMS audits, or third party registration audits,
- The extent to which SLS environmental objectives and targets have been met (see EOP1.2 'Objectives and Targets'),
- The adequacy of the EMS in relation to changing operational needs or regulatory permit conditions, process changes, or other factors, and
- The potential concerns of interested parties, as indicated in communication records (see EOP1.8 'Communication')

The review shall be recorded and documented in report format and shall be presented to the Operations Director for review and comment. Specific action items requested from management reviews shall be documented by internal memoranda or Corrective and Preventive actions that address updates or modifications to the EMS, or other appropriate actions in compliance with the Operating Procedure EOP1.12 'Management Review'.

Related Documentation

Operating Procedure EOP1.12 'Management Review'