

Washington State University
Environmental Management System

Table of Contents

Introduction.....	4
1. Scope.....	5
2. Normative References.....	5
3. Terms and Definitions.....	5
4. EMS Requirements	
4.1. General Requirements.	5
4.2. Environmental Policy	6
4.3. Plan- EMS Planning	7
4.3.1. Environmental Aspects and Significant Impacts.....	7
4.3.2. Legal and Other Requirements	8
4.3.3. Objectives and Targets.....	9
4.3.4. EMS Environmental Programs.....	10
4.4. Do- EMS Implementation and Operation	
4.4.1. Structure and Responsibility.....	11
4.4.2. Competence, Training and Awareness.....	11
4.4.3. Communication.....	12
4.4.4/4.4.5. EMS Documentation/Document Control.....	13
4.4.6. Operational Control.....	14
4.4.7. Emergency Preparedness and Response.....	14
4.5. Check and Advance – Monitoring, Auditing, and Improving	
4.5.1. Monitoring and Measurement.....	16
4.5.2. Evaluation of Compliance.....	17
4.5.2.1. Compliance with Legal Requirements.....	17
4.5.2.2 Compliance with other requirements.....	17
4.5.3 Nonconformity, Corrective Action and Preventive Action.....	17
4.5.4 Control of Records.....	18
4.5.5 Audits.....	18
4.6 Management Review.....	19

Appendix 1 EMS Organizational Chart.....20
Appendix 2 Potential WSU EMS Aspects-Activities, Products and
Services with Environmental Impacts.....21
Appendix 3 Potential EMS Environmental Impacts.....22
Appendix 4 Aspect and Impact Evaluation Worksheet.....23
Appendix 5 EMS Regulatory Resources.....24