ENVIRONMENTAL RECORD RETENTION

POLICY
St. Elizabeth Medical Center shall retain all required environmental records to track environmental performance and to meet environmental regulatory, accreditation and other applicable requirements.

PROCEDURE
1) PURPOSE
The purpose of this procedure is to identify environmental records that shall be retained, the responsible person for each record, their storage location, and their minimum retention time.

2) ABBREVIATIONS
EHSO: Environmental, Health & Safety Officer

3) DEFINITIONS
None

4) PROCEDURE ELEMENTS - EHSO
An Environmental Record Retention Matrix has been generated to summarize the pertinent information on environmental records. The matrix shall be maintained by the Environmental, Health & Safety Officer and available on the MEC as a Supporting Document. Changes to the matrix will be communicated to the responsible party by the EHSO.

All records shall be legible, identifiable and traceable. Management of environmental records shall be in accordance with SPP010, Records Management.

On an annual basis, the EHSO shall review retention of records on the matrix and remove and dispose of out-of-date records that are past their designated retention period in accordance with SPP010, Records Management.

5) REFERENCES
Environmental Record Retention Matrix – (Environment of Care Supporting Document)
SPP010, Records Management

6) RECORDS
Environmental Record Retention Matrix

7) AUTHORIZING DOCUMENT
SPP010, Records Management

COORDINATED WITH: Environment of Care Team

APPROVED BY: Tom Corp
Environmental, Health & Safety Officer 5/2/06 Date