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On an annual basis, the EHSO shall review retention of records on the matrix and remove and dispose of out-of-date records that are past their designated retention period in accordance with SPP010, Records Management.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