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# ENVIRONMENTAL VENDOR EVALUATION

## POLICY

A formalized process shall be in place for evaluating critical vendors that provide goods or services to St. Elizabeth Medical Center that have a substantial impact on one or more of the Medical Center's significant environmental aspects.

## PROCEDURE

### 1) PURPOSE

The purpose of this policy is to ensure that critical vendors impacting one or more of the Medical Center's significant environmental aspects are qualified, effective and support the Medical Center's environmental management system.

### 2) ABBREVIATIONS/ACRONYMS

EHSO: Environmental, Health & Safety Officer

MEC: Management Excellence Center

### 3) DEFINITIONS

*Critical Environmental Vendor* – An outside vendor that provides a good or service that is associated with and could significantly impact one or more of the Medical Center's Significant Environmental Aspects.

### 4) PROCEDURE ELEMENTS

#### 4.1. Vendor Evaluation

The critical environmental vendor evaluation process is described below and summarized on the flow chart that follows.

##### 4.1.1. Initial Evaluation

Following their initial provision of a good/service to the Medical Center, Critical Environmental Vendors shall have their performance evaluated by the manager, or designee, of the department that uses the vendor's good or service. This review shall be documented on form ECF015, *Environmental Vendor Evaluation* and provided to the EHSO. If the evaluator determines that the good/service is acceptable, the vendor shall be placed on the Approved Environmental Vendors List. If a vendor's good or service is deemed unacceptable by the evaluator, the evaluator has the discretion to either have the vendor placed on the Unacceptable Environmental Vendor's List or notify the vendor of the unacceptable evaluation and ask that they undertake actions to correct the deficiencies that caused them to be deemed unacceptable. If the corrective action course is taken, a subsequent evaluation shall be performed following the corrective action to determine if the vendor is acceptable or is to be placed on the Unacceptable Environmental Vendors List.

##### 4.1.2. Periodic Re-Evaluation

Vendors on the Approved Environmental Vendor List shall be re-evaluated at least once every 24 months by the manager, or designee, of the area that uses the vendor's good or services. This review shall be documented on



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form ECF015, *Environmental Vendor Evaluation* and provided to the EHSO. If the reviewer determines that the vendor is unacceptable, the same process identified in Section 4.1.1 above shall be followed.

### 4.2. Approved and Unacceptable Vendor Lists

The EHSO shall maintain an updated Approved Environmental Vendors list and an Unacceptable Environmental Vendors list. These lists shall be posted on the MEC. The EHSO may place vendors on the Unacceptable Environmental Vendors list based on actions other than evaluations, when deemed appropriate and approved by the Environment of Care Team (e.g. a vendor is cited by a regulatory agency for environmental violations).

### 5) REFERENCES

ECF015, *Environmental Vendor Evaluation*

ECP019, *Environmental Record Retention*

### 6) RECORDS

The EHSO shall retain the following records in accordance with ECP019, *Environmental Record Retention*.

Approved Environmental Vendor List  
 Unacceptable Environmental Vendors  
 Written communication between vendors and St. Elizabeth Medical Center  
 Environmental Vendor Evaluation sheets

### 7) AUTHORIZING DOCUMENT

SPP022, Purchasing

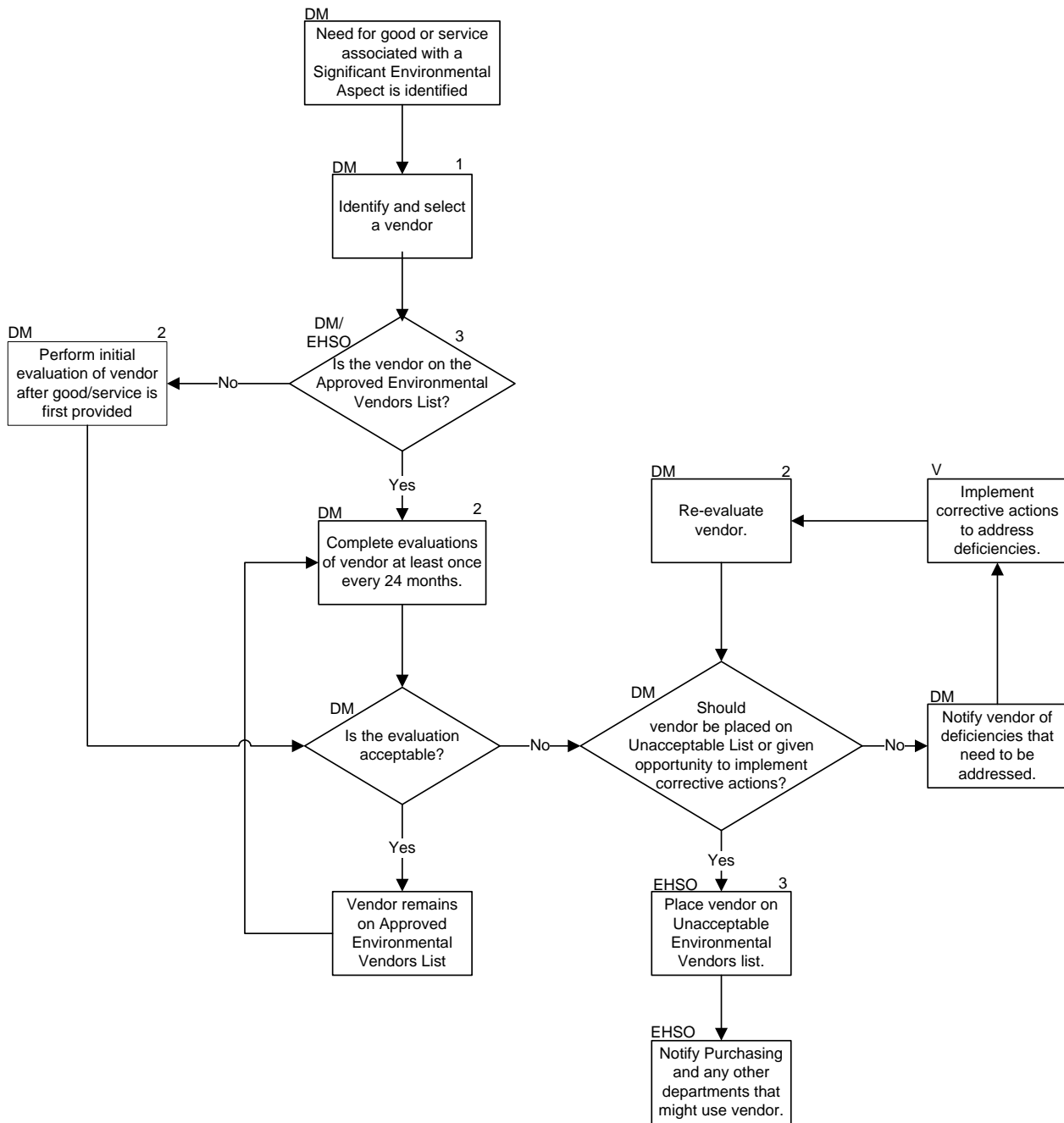
Coordinated with Environment of Care Team

APPROVED BY: Thomas Corp 12/10/08  
 Environmental, Health & Safety Officer Date



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**NOTES:**

1. Follow Purchasing policies. If purchasing a good or service that requires an environmental permit, license, registration, etc., purchaser must obtain documentation verifying vendor's approved status prior to purchase.
2. Use form ECF015, Environmental Vendor Evaluation. Return completed form to EHSO.
3. Approved Vendor List and Unacceptable Vendor list shall be maintained by EHSO and posted on MEC.

**ACRONYMS:**

- DM: Department Manager
- EHSO: Environmental, Health & Safety Officer
- MEC: Management Excellence Center (Medical Center's Intranet)
- V: Vendor