City of Dallas
Environmental Management System

OEQ-EMS-008.01 EMS DOCUMENT INDEX
01/05/2011

Doc Number	Document Title	Status Date	Doc Owner	Review Frequency	Summary of Changes to Current Revision
OEQ-EMS-001	Environmental Aspects, Impacts, and Significance Criteria Procedure	Rev 2 4/10/08	OEQ	2 YEARS	1) Added wording to include activities that have a positive impact. 5.1.1 2) Clarified operation categories. 5.1.2 3) Added Used Oil to the example 5.1.4 4) Added Section 8 - ISOsoft records
OEQ-EMS-002	Legal and Other Requirements Procedure	Rev 2 04/25/08	OEQ	2 YEARS	1) Added definitions and change history 2) Added references to other requirements for further clarification. 3) Reference Management of Change Procedure in section 5.4 4) Total rewrite of Section 5.7, "Other Requirements" 5) Revised Regulatory Matrix to include Fire Code elements which may be applicable to city operations
OEQ-EMS-002.01	Regulatory Matrix	Rev 2 8/13/09	OEQ	ANNUALLY	Added Other Requirements.
OEQ-EMS-003	Objectives, Targets, and Environmental Management Programs Procedures	Rev 2 5/02/09	OEQ	2 YEARS	Changed progress reporting frequency from quarterly to semi-annually.
	EMS Objective and Target Sheet	8/26/08	OEQ	ANNUALLY	Updated per EMRs input
OEQ-EMS-004	Management of Contractor Procedure [DELETED]	N/A	OEQ	N/A	During a 12/07 EMR and OEQ staff meeting it was decided that a contractor procedure is not needed at this time.
OEQ-EMS-005	Structure & Responsibility Example	Example 1/24/07	OEQ		N/A

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OEQ-EMS-006	Training, Awareness & competency Procedure	Rev 4 12/7/10	OEQ	2 YEARS	Revised Sections 4.1.1, 4.1.2, 4.2, 4.3, 4.4, 5.1.1, 5.2.1, 6.0, 6.2, 6.3.1, 6.4, 6.5, 7.0. Also made spelling and grammatical edits throughout the procedure.
OEQ-EMS-006.01	Training Sign In Sheet	Rev 3 7/24/09	OEQ	2 YEARS	Replaced OEQ sign in sheet with the integrated sign in sheet COD-FRM-012.
OEQ-EMS-006.02	List of Training Courses	Rev 4 12/7/10	OEQ	ANNUALLY	Modified Course List and Course Descriptions.
OEQ-EMS-006.03	EMS Competency Grid	Rev 3 9/20/09	OEQ	ANNUALLY	Modified training requirements.
OEQ-EMS-007	Internal Communication Procedure	Rev 1 1/07/08	OEQ	2 YEARS	Added information regarding open record requests and how the City should handle internal request regarding EMS.
OEQ-EMS-008	Documents & Records Management Procedure	REV 3 5/9/08	OEQ	2 YEARS	1) Added Section 5.2.13 clarifying that printed ISOsoft records are out of date after two (2) days from the date of printing. Printed ISOsoft records more than two days old shall be stamped as "Uncontrolled". 2) Revised definition of "Controlled document" in Section 7.1 to include environmental forms. 3) Clarified in Section 7.4 that a filled out form is a record, while a blank form is a document. 4) Added definition of documents and records of external origin as Section 7.5.
OEQ-EMS-008.01	Document Index	1/5/11	OEQ	2 YEARS	Updated Document index

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OEQ-EMS-009	Operational Controls	Rev 0 02/01/07	OEQ	2 YEARS	N/A
OEQ-EMS-010	Emergency Preparedness and Response Procedure	Rev 2 2/20/09	OEQ	2 YEARS	1) Reassigned responsibility for Table Top Exercises from OEM to OEQ. 2) Made extensive edits to the entire Responsibility section (Section 4.0). 3) Clarified emergency situations as "environmental" in section 5.1. Also added TCEQ Spill Reporting and National Response Center telephone numbers. 4) Added references to spill response administrative directives in Section 5.2. 5) Changed interval to "periodically" in Section 5.3. 6) Rev 2 – Revised and added numerous sections. See Change History section of procedure for details.
OEQ-EMS-011	Monitoring & Measurement Procedure	Rev 2 11/21/10	OEQ	2 YEARS	Deleted Reference to City's Action Plan
OEQ-EMS-012	Nonconformance, Corrective/Preventive Action Procedure	Rev 1 5/7/08	OEQ	2 YEARS	Clarified OEQ compliance audits and root cause throughout procedure. Added details regarding CAPA and ISOsoft. Added the definition of correction.
OEQ-EMS-013	EMS Audits Procedure	Rev 3 2/08/10	OEQ	2 YEARS	1) Rev 1 - Section 5 was rewritten 2) Rev 2 – Replaced references to legal requirements with "legal and other requirements….." 3) Rev 3 – Several edits were made. See Change History section of report for details.

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OEQ-EMS-014	Senior Management Review Procedure	Rev 2 4/10/08	OEQ	2 YEARS	1) Removed reference to CMO Retreat. 3.3 2) Changed CMO SR Management meeting to annual. 3.3 3) Added a Change History Sec. 7
OEQ-EMS-015	Calibration Procedure	Rev 1 11/13/07	OEQ	2 YEARS	Added EMR responsibility, modified Manager/Supervisor responsibilities, clarify purpose statement and paragraphs 5.3 and 5.5.
OEQ-EMS-016	ISOsoft Users Manual	Rev 0 8/24/07	OEQ	As needed	N/A
OEQ-EMS-017	Evaluation of Compliance Procedure	Rev 2 2/08/10	OEQ	2 YEARS	1) Clarified requirements of initial vs. periodic audits 2) Added documents to review list 3) Removed requirement for CMO meetings
OEQ-EMS-018	EMS Guide	Rev 2 06/09/08	OEQ	N/A	Numerous revisions. See summary of revisions on page 26 of procedure.
OEQ-EMS-019	External Communication Procedure	Rev 2 1/16/10	OEQ	2 YEARS	1) Added information regarding open record requests and how the City should handle request regarding EMS from an outside interested party 2) Rev 2 – See Change History section of procedure.
OEQ-EMS-020	Management of Change Procedure	Rev 1 1/14/08	OEQ	2 years	1) Clarified in Section 3 that procedure applies to consent Decree facilities. 2) Updated OEQ-EMS-020.01 and OEQ-EMS-020-02.
OEQ-EMS-020.01	Management of Change Procedure Checklist	Rev 1 1/14/08	OEQ	2 years	Deleted some facilities from checklist
OEQ-EMS-020.02	Management of Change Procedure	Rev 1	OEQ	2 years	Deleted some facilities from checklist.

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	Table 1	1/14/08			
OEQ-EMS-020.03	Management of Change Procedure Table 2	Rev 0 12/3/07	OEQ	2 years	New
OEQ-EMS-020.04	Management of Change Procedure Qualification Form	Rev 0 12/3/07	OEQ	2 years	New

Note: All OEQ Documents can be found on the City of Dallas Intranet under OEQ and in the ISOsoft database under Document Control Module in the OEQ EMS document folder