

Procedure	9.0 EMSP Records Control
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9.0 Records Control

1. Purpose

1.1 To identify, establish, implement, document and maintain a procedure to ensure environmental records are kept for required periods and maintained within the scope of the EMS to ensure conformity to the standard and applicable legislation.

2. Scope

2.1 All relevant environmental records within the scope of the EMS.

3. Responsibility

3.1 The University of Bristol shall maintain records with respect to its Environmental Management System as defined in the table below.

Record Description	Responsible Person	Record Location	Retention time
Waste transfer notes	Sustainability Manger (Waste/ EMS)	Campus Division I drive and hardcopy	Min 2 years
Hazardous Waste Consignment Notes	Sustainability Manger (Waste/ EMS)	Campus Division I drive and hardcopy	Disposal + 6 years
Licenses, permits, registrations or exemptions	Responsible Person as defined by the EMS and legal register	Campus Division 'I' drive	End of activity + 10 years
Environmental Performance Indicators	Responsible Person as defined by the EMS and legal register	Campus Division 'I' drive	Various, maximum 7 years.
Training Records	Relevant Line Manager as defined under the Responsible Person on the Legal Register linked to Aspects and Impacts	Held by Line Manager and under Staff Development Group.	Expiry of relevant certification + 6 years
Emergency Response	Sustainability Manger (Waste/ EMS)	Campus Division 'I' drive	Date of notification + 10 years
Internal EMS audits	Sustainability Manger (Waste/ EMS)	Campus Division 'I' drive	Completion of audit + 7 years

Corrective Action Records	Sustainability Manger (Waste/ EMS)	Campus Division 'I' drive.	Completion of audit + 7 years
Internal EMS / Legislation Environmental Communication	Sustainability Manger (Waste/ EMS)	Campus Division 'I' drive.	Completion of audit + 7 years
External Environmental Communication / Complaints	Sustainability Manger (Waste/ EMS)	Campus Division 'I' drive. Communication Log	Completion of inquiry + 10 years
Internal EMS Audit Records and Reports	Sustainability Manger (Waste/ EMS)	Campus Division 'I' drive.	Completion of audit + 7 years
Register of Legislation	Sustainability Manger (Waste/ EMS)	Campus Division 'I' drive.	Continuously updated
Aspects and Impacts Register	Sustainability Manger (Waste/ EMS)	Campus Division 'I' drive.	Completion of audit + 7 years
Non-Compliance Reports/ Environmental Incident Investigation	Sustainability Manger (Waste/ EMS)	Campus Division 'I' drive.	Completion of audit + 7 years
Relevant correspondence with EA regarding permits and exemptions	Sustainability Manager for EMS	Held by Sustainability Manager for Waste and EMS on the Campus Division 'I' drive.	indefinitely
Management Review Meetings	Sustainability Manager for EMS / Head of Sustainability	Held by Sustainability Manager for Waste and EMS on the Campus Division 'I' drive.	indefinitely

Changes to the procedure

Version	Reason for Change	Date
2	Review of the University's record retention schedule	09-12-2019