

# RATHBUN AREA

## SOLID WASTE COMMISSION

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Environmental Management System  
Action Plan Procedure  
Doc ID# 024-01EMS-12  
Issue Date: January 24, 2012  
Reviewed By: EMS Core Team  
Approved By: Ralph Alshouse, Chairman

Signature:  
Date:

### 1.0 Purpose and Scope

To establish a tracking procedure that identifies, implements and records current activities of the EMS as pertaining to Objectives and Targets within the EMS Fenceline.

### 2.0 Responsibility

#### 2.1 EMR Responsibilities:

2.1.1 To update action plans in the EMR EMS Binder and in digital format.

#### 2.2 Director Responsibilities:

2.2.1 Ensure necessary documentation of action plans is completed.

### 3.0 Procedures

3.1 Action Plans will be updated on an ongoing basis (and at least quarterly) in the EMR EMS Binder.

3.2 All pertinent information regarding the objective/target should be recorded in the notes section of the action plan or recorded in the EMR EMS Binder under the Objective.

3.3 Action Plans are to be digitally updated on a quarterly basis and saved as an updated version of the Objectives/Targets .