



ENVIRONMENTAL SCIENCE AND SERVICES DIVISION  
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

## Environmental Management System Guidance Manual

Environmental Management Systems (EMS) are becoming an important tool in environmental monitoring and improvement. They are used worldwide by businesses, organizations, and agencies to identify, monitor, and control potential environmental impacts. An EMS is actually a business requirement now for some industry sectors, notably the automotive and electrical industries. Additional sectors and trade organizations are expected to follow their lead.

The Environmental Science and Services Division (ESSD) has developed a manual to assist small- and medium-sized businesses and other organizations in this endeavor. The manual is based, in part, on the division's Clean Corporate Citizen (C3) Program requirements. The C3 Program is a voluntary initiative that offers regulatory flexibility and public recognition to facilities demonstrating performance in three areas: 1) EMS, 2) implementation of a pollution prevention (P2) program, and 3) compliance with state environmental regulations. The C3 EMS requirements are based on the international standard, ISO 14001, and the manual can be helpful in developing a C3 or an ISO EMS.

This "plain English" manual is in workbook style, taking an organization step-by-step through the process of developing and implementing an EMS. The manual contains a number of examples of EMS documents and records along with blank forms and tables for your use. Some of the items covered in the manual include:

- Management commitment and EMS policy development
- Aspect and impact identification
- Objectives and targets development
- Operational control
- Procedures and work instructions development
- Compliance and system auditing
- C3 and ISO criteria comparison
- C3 application information

For more information on the manual or the C3 Program, contact the Environmental Assistance Center of DEQ at 800-662-9278. Cost for the **Environmental Management System Guidance Manual** is **\$13.10** (this includes \$10 for the manual, \$ .60 sales tax\* and \$2.50 for shipping and handling).

To purchase a copy, mail the completed order form below, along with a check made payable to the **State of Michigan**, to:  
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