

**APPENDIX A**

3/1/2004

**NPG 8533/ISO14001 CROSS REFERENCE TO GRC DOCUMENTS**

NPG 85XX		ISO 14001 STANDARD	EMS/BMS DOCUMENTS	LOCATION OF DOCUMENT
			* Numbers may change, this document is only a guide	
1	4.0. GENERAL			
		Initial Review/Assess.		**
		Linkage & Strategic Plan	GRC-P3.10, Safety, Env., Security, and Emerg. Preparedness, Rev. A	BMS Files on the Internet
2	4.2. ENVIRONMENTAL POLICY		EPM -1	Internet, entrances, building lobbies
3	4.3. PLANNING			
3.1	4.3.1. Environmental Aspects		Aspect/Impact Risk Matrix, EPM, NPG 8533 Draft	**
3.2	4.3.2. Legal/Other Requirements		EPM 1-6, 15, 17-22, 25-27, 32, 34, 36, 38	Internet
3.3	4.3.3. Objectives and Targets		Approved objectives and targets for GRC Process descriptions are in EPM Chapter 1	**
3.4	4.3.4. Environment Management Programs		GRC-8400.001, Environmental Programs Office and EPM Chapter 1 OSAT Annual Operating Agreement	Internet **
4	4.4. IMPLEMENTATION AND OPERATION		GRC-8400.002, Environmental Management Office Programs and Processes GRC-8400.003, Outreach GRC-8400.004, Environmental Programs Manual Procedures	
4.1	4.4.1. Structure & Responsibility			
		Organization	GRC-P3.10 Safety, Environmental, Security and Emergency Preparedness Programs, EMO Organization Charts	Internet
		Responsibilities	EPM - 1, Policy Document	Internet
		Financial Resources	GRC-P8000.004, ROS and PS Management Procedure GRC-P8000.006, C of F Management Procedure GRC-W8000.004, Training Budget GRC-W08000.005, Travel Budget GRC-W08000.002, Awards/Recognition GRC-W08000.003, SAAD IT Planning GRC-W08000.001 SAAD - AOA	BMS library BMS library BMS library BMS library BMS library BMS library
4.2	4.4.2. Training and Awareness & Competence			
		Training Program	GRC-P3.3.1 Training and Career Development, EPM & Individual Development Plans GRC-P3.3.1.1 On-the-Job Training Doc.	Internet
		Awareness Program	Training and Communication Team Activities/Implementation Schedule.	Various
		Information Resources	Internet, Link, Aerospace Frontier, Electronic Board,	**
		Recognition	GLPG 3451.1 4.3; Employee Suggestion Program	
4.3	4.4.3. Communications		Outreach Program	
		Internal	EPM -1, EMS Web Site	Internet and various locations**
		External	EPM -1	
4.4	4.4.4. Environ. Documentation		GRC 3.7.2 Business Management System Document and Data Control GLPD 1420.1A Forms Management GRC 3.7.3 Records Management GRC P 3.7.2.1 Creation & Revision of Center Level Procedures, Lower Level Procedures & Work Instructions	S Drive, Internet
4.4	4.4.5. Document Control		GRC 3.7.2 Business Management System Document and Data Control GRC-P3.7.3, Records Management	Internet
4.5	4.4.6. Operational Control		EPM Chapters 1-6,15, 17-22, 25-27, 32, 34, 36 and 38	Internet
		Vendor Controls	EPM-5	Internet
		Review & Approval	EPM-22	Internet
		Prev. of Pollution	Same as 4.5 above and P2 Plan	Internet and **
		Chemical Handling & Minimization	EPM-21	Internet and **
		Haz. Waste Handling & Minimization	P2 Plan. Laboratory Standard Operating Procedure EPM-5&6	Internet and **
		Gen. Waste Handling	P2 Plan	Internet **

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	& Minimization	EPM 17	
4.6	4.4.7. Emergency Preparedness	GRC-M 0550.001A Emergency Preparedness Program	
	Emergency Respon.		
	Disaster Recovery		
5	4.5. CHECKING AND CORRECTIVE ACTION		
5.1	4.5.1. Monitoring & Measurement	EPM - 1, 3, 4, 32	Internet
	Needs Assessment		EMO Office
	Data Collection	Calibration - ISCO Bubbler Flow Meter Calibration Procedure, Autocalibration for pH Meter Procedure, AA Win Lab Online; Calibration Procedures	Internet
	Data Analysis		Internet
5.2	4.5.2. Non-conformance and Corrective/Preventative Action	GRC-P 4.7, Corrective and Preventative Action.	
	Non-conformance	GRC-P4.6 Internal Audit-Rev.F.	Internet
	Correction		Internet
	Preventative Action		Internet
5.3	4.5.3. Records	C-278 Organizational Records List	
	Creation/Distribution	GLPD-1420.1, Records Management	Internet
	Maintenance	GRC-P3.73, Records Management	Internet
5.4	4.5.4. EMS Audits	GRC-P4.6 Internal Audit	
	Plans	HQ Audit Schedule, BMS Form F-1	**
	Procedure/Process	EPM, Chapter 1	Internet
	Reports/Reporting		**
	Tracking/Follow-up		
6	4.6. MANAGEMENT REVIEW	EPM, Chapter 1	Internet
	Evaluation Process		
	Continual Improvement	Continuous Improvement Manager Function, NPG 8553.1	**
7	METRICS	EPM, Chapter 1	
KEY	SHEB= Safety, Health & Environmental Board		
	NPG = HQ NASA Procedures and Guidelines - Environmental Management Systems Procedures Manual		
	BMS = Business Management System		
	EMS = Environmental Management System		
	GLPD = Glenn Policy Directives		
	GLPG = Glenn Procedures and Guidelines		
	GRC = Glenn Research Center		
	EMO = Environmental Management Office of GRC		
	EPM = Environmental Programs Manual		
	* = Most of the EMS standards are met in Chapter 1 (EPM - 1) of Environmental Programs Manual (EPM).		
	** = Documents are on the the S Drive, CD, or EMO official file		