



## Section 2: EQ Management System Requirements

### 1. EQ Management System (EQMS)

EQ has developed a comprehensive management system. The purpose of the EQMS is to ensure consistent operations in all areas. This framework establishes a more organized, disciplined work environment and is the foundation for continued improvement in EQ's processes. The EQMS is intended to provide the elements needed to achieve all of EQ's quality, environmental, health & safety, and economic goals.

### 2. Mission Statement and Policy

#### EQ – Mission Statement

EQ is committed to being recognized as the best provider of environmental management services. To reach this goal, EQ will use innovative technologies and services that minimize waste volumes, reduce costs and protect the environment. EQ will set the standard for customer service, associate satisfaction and financial stability.

#### EQ – Management System Policy

We are **committed** to:

- Ensuring a safe and healthy environment for EQ Associates, our customers and the public;
- Complying with all applicable laws, regulations and other requirements to which we subscribe;
- Continually improving our integrated Quality, Environmental, and Health & Safety Management Systems;
- Providing a comprehensive line of environmental solutions by utilizing continual innovation and new application of current technologies;
- Minimizing the environmental impacts of our services, operations and products, through application of sustainability principles such as recycling, reuse, pollution prevention, emergency preparedness and conservation of materials and natural resources;
- Exceeding our customer's expectations for quality, service and products.
- Educating, training and motivating our EQ Associates because they are the key to applying the management system into our operations, developing new solutions and satisfying our valued customers.

### 3. Document Control Program

3.1 The purpose of the Document Control Program is to ensure that all documents incorporated into the EQMS are properly managed (i.e., identified, drafted, reviewed, approved, and maintained.)

3.2 Internal EQ documents are controlled electronically. It is the responsibility of the EQ representative to ensure that any documents issued to contractors are the current versions(s). It is the responsibility of the contractor to verify that current documents are in

*The electronic version of this document is the controlled version. Each user is responsible for ensuring that any document being used is the current version.*

their possession prior to the start of work and to remove all obsolete versions of EQ-provided documents from their crews.

#### **4. Corrective and Preventive Action Program**

- 4.1 The purpose of the Corrective and Preventive Action Program is to ensure that quality, environmental, and health & safety non-compliances are identified and investigated in a timely manner.
- 4.2 Corrective actions will be taken to rectify non-compliances.
- 4.3 Preventive actions will be taken to prevent the occurrence of non-compliance.
- 4.4 Contractors will participate in this program by:
  - A. Analyzing their processes and work operations to detect and eliminate causes of actual or potential non-compliance.
  - B. Assisting EQ personnel in Root Cause Analyses or other investigation methods to determine the cause of actual or potential non-compliance.
  - C. Implement and record changes in procedures resulting from corrective action.

#### **5. Management of Change Program**

- 5.1 The purpose of the Management of Change (MOC) Program is to ensure that changes to the EQ facility or processes do not introduce an unrecognized or unacceptable hazard, or compromise the safeguards built into the EQMS.
- 5.2 In the course of their work, contractors may discover the need for the following:
  - A. Change to an existing EQ process.
  - B. Change to EQ equipment.
  - C. Use of different chemicals or reagents.
- 5.3 If the modification is a “replacement-in-kind,” it is exempt from the MOC procedure.
- 5.4 Contractors shall initiate the MOC procedures by notifying the EQ representative immediately when the need for a change arises. The EQ representative is responsible for completing a “Management of Change Card” (MOCC) detailing the requested modification. Work may not continue until the EQ representative approves the information from the MOCC.