

American Chemistry Council	RC14001[®] : 2013
TITLE: RC14001[®] TECHNICAL SPECIFICATION Document Number: RC151.05	Issue Date: May 1, 2013

RC14001 TECHNICAL SPECIFICATION



RESPONSIBLE CARE[®]
OUR COMMITMENT TO SUSTAINABILITY

Formatting Note

This Technical Specification Document includes references to international standard ISO 14001:2004 – Environmental Management Systems and additional Responsible Care elements following each section of the standard. This is intended to assist organizations and auditors in understanding the relationship between ISO 14001 Environmental Management Systems Standard and the expanded Responsible Care scope of this document. Both the ISO 14001 and the Responsible Care requirements shall be included in order for an organization to receive certification of its RC14001 management system.

ISO 14001

This Technical Specification document includes relevant provisions of the text of international standard ISO-14001:2004 – Environmental Management Systems. The text of ISO14001 is the first set of requirements in each numbered section of this document (beginning on page 6).

These materials are reproduced with the prior written permission of the American National Standards Institute (ANSI) acting on behalf of itself and the International Organization for Standardization (ISO). No part of this publication may be copied or reproduced in any form, including an electronic retrieval system or be made available on the Internet, a public network, by satellite or otherwise without the prior written permission of ANSI, 25 West 43rd Street, New York, NY 10036.

©American Chemistry Council 2002/2005/2008/2013
©International Organization for Standardization (ISO) 2004

Table of Contents

Introduction	Page 4
Specification Requirements	Page 6
Appendix 1 Definitions and Interpretations	Page 18
Appendix 2 ACC Responsible Care Initiative Requirements	Page 22
Appendix 3 Responsible Care Organizations and Contacts	Page 23
Appendix 4 References and Resources	Page 27
Appendix 5 The Nature and Purpose of the RC14001 Technical Specification	Page 28
Document Control Information	Page 31

Introduction

Responsible Care

Responsible Care is an initiative managed by chemical associations, developed and adopted along with their member companies to continuously improve environmental, health and safety (EHS) performance of their operations and products in a manner responsive to the concerns of the public. Responsible Care was first adopted as a new model for the management of chemicals by the Chemistry Industry Association of Canada (CIAC), formerly the Canadian Chemical Producers Association (CCPA), in 1985 and has since been adopted by chemical associations and their members in more than 57 national and regional chemical industry associations. Responsible Care is the basis of significant cultural change within the chemical industry which leads to improved performance and new levels of dialogue with the public about issues of mutual concern.

The global chemical industry has embraced Responsible Care because it is viewed as “good citizenship” with a positive impact on companies’ economic bottom line and competitiveness. For the individual company, implementation of Responsible Care leads to improved efficiency, lower environment, health and safety costs and improved relations with stakeholders. For the global chemical industry, successful implementation of Responsible Care demonstrates an appropriate public policy which protects its license to operate and its ability to innovate and meet society’s demands for its products. For the public, successful implementation of Responsible Care ensures that the chemical industry will continue to provide beneficial products to society and continually reduce its impacts, while maximizing its positive contributions to human health, the economy and society.

One of the key tenets of Responsible Care is openness and responsiveness to public and other stakeholder concerns about the management of chemicals. Therefore, the chemical industry has a keen appreciation of the need to seek input from the public and other interested groups, include this input in its development of policies, programs and priorities, and report on its progress in these areas.

RC14001

RC14001 was originally developed by the American Chemistry Council (www.americanchemistry.com) for use by its members and Responsible Care Partners as part of its Responsible Care certification process and reflects ACC program priorities (e.g., Security). The RC14001 Technical Specification set forth below combines the elements of the American Chemistry Council’s (“ACC”) Responsible Care initiative with those of the ISO 14001 Environmental Management System, adopted by the International Organization for Standardization (“ISO”) in 1996 and as amended in 2004. RC14001 enables a company to obtain, through an application and audit process, a certification that its management system conforms to both the ISO 14001 standard and a broader scope of Responsible Care elements. For ACC’s members and Responsible Care Partners,

RC14001 certification, in accordance with established requirements, allows them to meet the Council's certification requirements.

This Technical Specification has two components. The first is the actual text of ISO 14001. The second component, contained in the corresponding boxed areas, is the additional Responsible Care elements required under the RC14001 scope. ACC believes that the use of this Technical Specification or an alternative option known as RCMS® (which is available only to ACC companies) by its members and Responsible Care Partners can assist them in achieving the desirable goals and objectives set forth in both Responsible Care and ISO 14001. Certain terms specific to the Responsible Care requirements are underlined in the "boxed" sections of the document and defined in Appendix 1. Interpretive notes related to the policy section of the document are also included in Appendix 1.

While originally developed by ACC for use by its companies, RC14001 is applicable and available on a worldwide basis to organizations regardless of their operations and ACC encourages the use of RC14001 if it meets an organization's business needs. Organizations outside the ACC membership seeking RC14001 certification must conform to the requirements set forth in ACC's procedure documents which can be accessed at <http://responsiblecare.americanchemistry.com/ServicesResources>. Certification bodies seeking to provide RC14001 certification must likewise conform to the requirements set forth in the ACC procedures and obtain accreditation from a designated accreditation body. Information links on accreditation bodies authorized by ACC to provide accreditation services and accredited certification bodies can also be found on <http://responsiblecare.americanchemistry.com/ServicesResources>.

An organization which obtains RC14001 certification may identify itself as being "RC14001 certified" within the scope of its management system. RC14001 certification does not confer any rights to use the Responsible Care logo or to identify the organization as a "Responsible Care" entity. Use of the Responsible Care logo and name are restricted to companies which meet the Responsible Care membership and program requirements established by national and regional chemical federations. A listing of chemical federations with recognized Responsible Care programs can be found in Appendix 3. Membership in one of these national or regional chemical federations does not necessarily mean that the organization is a participant in Responsible Care and eligible to use the name and logo.

RC14001 Technical Specification

4-Environmental management system requirements

4.1 General requirements

The organization shall establish, document, implement, maintain and continually improve an environmental management system in accordance with the requirements of this International Standard and determine how it will fulfill these requirements.

The organization shall define and document the scope of its environmental management system.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above.

4.2 Environmental policy

Top management shall define the organization's environmental policy and ensure that, within the defined scope of its environmental management system, it

- a) is appropriate to the nature, scale and environmental impacts of its activities, products and services,
- b) includes a commitment to continual improvement and prevention of pollution,
- c) includes a commitment to comply with applicable legal requirements and with other requirements to which the organization subscribes which relate to its environmental aspects,
- d) provides the framework for setting and reviewing environmental objectives and targets,
- e) is documented, implemented and maintained,
- f) is communicated to all persons working for or on behalf of the organization, and
- g) is available to the public.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above. Also, include that the policy:

- h) is supported by a demonstration of visible leadership, commitment and involvement from senior management and other levels of the organization with respect to Responsible Care,
- i) shall promote openness with stakeholders,
- j) reflects a commitment to the Responsible Care Guiding Principles.

4.3 Planning**4.3.1 Environmental aspects**

The organization shall establish, implement and maintain a procedure(s)

- a) to identify the environmental aspects of its activities, products and services within the defined scope of the environmental management system that it can control and those that it can influence taking into account planned or new developments, or new or modified activities, products and services, and
- b) to determine those aspects that have or can have significant impact(s) on the environment (i.e. significant environmental aspects).

The organization shall document this information and keep it up to date.

The organization shall ensure that the significant environmental aspects are taken into account in establishing, implementing and maintaining its environmental management system.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above. Also establish, implement and maintain procedures to:

- c) assess and prioritize transportation risk,
- d) assess and prioritize risk for new, existing and changes to existing products,
- e) assess and prioritize risk for new, existing and changes to existing processes,

f) monitor emerging environmental, health, safety and security concerns relevant to the organization's business and maintain current information related to hazards and risks for:

- Products
- Processes
- Activities associated with its operations

The organization shall also consider operational energy efficiency and waste minimization, reuse and recycling when identifying its aspects and impacts.

4.3.2 Legal and other requirements

The organization shall establish, implement and maintain a procedure(s)

- a) to identify and have access to the applicable legal requirements and other requirements to which the organization subscribes related to its environmental aspects, and
- b) to determine how these requirements apply to its environmental aspects.

The organization shall ensure that these applicable legal requirements and other requirements to which the organization subscribes are taken into account in establishing, implementing and maintaining its environmental management system.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above.

4.3.3 Objectives, targets and programme(s)

The organization shall establish, implement and maintain documented environmental objectives and targets, at relevant functions and levels within the organization.

The objectives and targets shall be measurable, where practicable, and consistent with the environmental policy, including the commitments to prevention of pollution, to compliance with applicable legal requirements and with other requirements to which the organization subscribes, and to continual improvement.

When establishing and reviewing its objectives and targets, an organization shall take into account the legal requirements and other requirements to which the organization subscribes, and its significant environmental aspects. It shall also consider its technological options, its financial, operational and business requirements, and the views of interested parties.

The organization shall establish and maintain a programme(s) for achieving its objectives and targets. Programme(s) shall include

- a) designation of responsibility for achieving objectives and targets at relevant functions and levels of the organization, and
- b) the means and time-frame by which they are to be achieved.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above

4.4 Implementation and operation**4.4.1 Resources, roles, responsibility and authority**

Management shall ensure the availability of resources essential to establish, implement, maintain and improve the environmental management system. Resources include human resources and specialized skills, organizational infrastructure, technology and financial resources.

Roles, responsibilities and authorities shall be defined, documented and communicated in order to facilitate effective environmental management.

The organization's top management shall appoint a specific management representative(s) who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for

- a) ensuring that an environmental management system is established, implemented and maintained in accordance with the requirements of this International Standard,
- b) reporting to top management on the performance of the environmental management system for review, including recommendations for improvement.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above. Also, the organization shall establish, implement and maintain:

- a system to identify and assess program and organizational needs and to allocate resources to meet Responsible Care objectives, targets and programme(s).
- a system to recognize the Responsible Care performance of employees.

4.4.2 Competence, training and awareness

The organization shall ensure that any person(s) performing tasks for it or on its behalf that have the potential to cause a significant environmental impact(s) identified by the organization is (are) competent on the basis of appropriate education, training or experience, and shall retain associated records.

The organization shall identify training needs associated with its environmental aspects and its environmental management system. It shall provide training or take other action to meet these needs, and shall retain associated records.

The organization shall establish, implement and maintain a procedure(s) to make persons working for it or on its behalf aware of

- a) the importance of conformity with the environmental policy and procedures and with the requirements of the environmental management system,
- b) the significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of improved personal performance,
- c) their roles and responsibilities in achieving conformity with the requirements of the environmental management system, and
- d) the potential consequences of departure from specified procedures.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above.

4.4.3 Communication

With regard to its environmental aspects and environmental management system, the organization shall establish, implement and maintain a procedure(s) for

- a) internal communication among the various levels and functions of the organization,
- b) receiving, documenting and responding to relevant communication from external interested parties.

The organization shall decide whether to communicate externally about its significant environmental aspects, and shall document its decision. If the decision is to communicate, the organization shall establish and implement a method(s) for this external communication.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above. Also, the organization shall:

- c) have a system in place to assess stakeholder perspectives,
- d) involve employees in the development, communication and implementation of Responsible Care programs,
- e) establish and maintain dialogue with employees and stakeholders about its impact on human health, safety, security and the environment, its Responsible Care Management System performance, plans for improving the organization's performance and management of relevant risks for:
 - Products
 - Processes; and
 - Activities associated with its operations,
- f) have a system to make product safety and product stewardship information publicly available,
- g) periodically evaluate the effectiveness of its communications programs with its stakeholders, and
- h) participate in mutual assistance programs and sharing activities as embodied in Responsible Care.

4.4.4 Documentation

The environmental management system documentation shall include

- a) the environmental policy, objectives and targets,
- b) description of the scope of the environmental management system,
- c) description of the main elements of the environmental management system and their interaction, and reference to related documents,
- d) documents, including records, required by this International Standard, and
- e) documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to its significant environmental aspects.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above.

4.4.5 Control of documents

Documents required by the environmental management system and by this International Standard shall be controlled. Records are a special type of document and shall be controlled in accordance with the requirements given in 4.5.4.

The organization shall establish, implement and maintain a procedure(s) to

- a) approve documents for adequacy prior to issue,
- b) review and update as necessary and re-approve documents,
- c) ensure that changes and the current revision status of documents are identified,
- d) ensure that relevant versions of applicable documents are available at points of use,
- e) ensure that documents remain legible and readily identifiable,
- f) ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the environmental management system are identified and their distribution controlled, and
- g) prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above.

4.4.6 Operational control

The organization shall identify and plan those operations that are associated with the identified significant environmental aspects consistent with its environmental policy, objectives and targets, in order to ensure that they are carried out under specified conditions, by

- a) establishing, implementing and maintaining a documented procedure(s) to control situations where their absence could lead to deviation from the environmental policy, objectives and targets, and
- b) stipulating the operating criteria in the procedure(s), and

- c) establishing, implementing and maintaining procedures related to the identified significant environmental aspects of goods and services used by the organization and communicating applicable procedures and requirements to suppliers, including contractors.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above. Also, the organization shall establish and maintain:

- d) safe operations and maintenance systems sufficient to achieve its policy, objectives, targets and programs.
- e) systems to manage change for products, processes and activities associated with its operations, commensurate with risk
- f) systems to protect the environment, conserve resources, protect worker health and create a safe and secure work environment;
- g) systems to facilitate the flow of hazard and safe handling information, appropriate guidance and training along the value chain to support risk evaluation and risk management of its products and for receiving such information from suppliers on goods and services used by the organization.
- h) commensurate with risk, the organization shall have a process to work with as appropriate, review and assess customers, suppliers, contract manufacturers, carriers, distributors, contractors and third-party logistics providers based on Responsible Care or other health, safety, security and environmental performance criteria that have been established by the organization.

4.4.7 Emergency preparedness and response

The organization shall establish, implement and maintain a procedure(s) to identify potential emergency situations and potential accidents that can have an impact(s) on the environment and how it will respond to them.

The organization shall respond to actual emergency situations and accidents and prevent or mitigate associated adverse environmental impacts.

The organization shall periodically review and, where necessary, revise its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations.

The organization shall also periodically test such procedures where practicable.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above. Also, the organization's emergency response procedures shall include:

- a) appropriate consideration of communications and community recovery needs,
- b) appropriate participation in the development, implementation and maintenance of community emergency preparedness plans, and
- c) an appropriate process for responding to raw material, product, process, waste material and transportation incidents.

4.5 Checking**4.5.1 Monitoring and measurement**

The organization shall establish, implement and maintain a procedure(s) to monitor and measure, on a regular basis, the key characteristics of its operations that can have a significant environmental impact. The procedure(s) shall include the documenting of information to monitor performance, applicable operational controls, and conformity with the organization's environmental objectives and targets.

The organization shall ensure that calibrated or verified monitoring and measurement equipment is used and maintained and shall retain associated records.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above, also:

- a) The organization shall use relevant measures and records to analyze environmental, health, safety, security and other Responsible Care performance and trends.

4.5.2 Evaluation of compliance

4.5.2.1 Consistent with its commitment to compliance, the organization shall establish, implement and maintain a procedure(s) for periodically evaluating compliance with applicable legal requirements.

The organization shall keep records of the results of the periodic evaluations.

4.5.2.2 The organization shall evaluate compliance with other requirements to which it subscribes. The organization may wish to combine this evaluation with the evaluation of legal compliance referred to in 4.5.2.1 or to establish a separate procedure(s).

The organization shall keep records of the results of the periodic evaluations.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above.

4.5.3 Nonconformity, corrective action and preventive action

The organization shall establish, implement and maintain a procedure(s) for dealing with actual and potential nonconformity(ies) and for taking corrective action and preventive action. The procedure(s) shall define requirements for

- a) identifying and correcting nonconformity(ies) and taking action(s) to mitigate their environmental impacts,
- b) investigating nonconformity(ies), determining their cause(s) and taking actions in order to avoid their recurrence,
- c) evaluating the need for action(s) to prevent nonconformity(ies) and implementing appropriate actions designed to avoid their occurrence,
- d) recording the results of corrective action(s) and preventive action(s) taken, and
- e) reviewing the effectiveness of corrective action(s) and preventive action(s) taken.

Actions taken shall be appropriate to the magnitude of the problems and the environmental impacts encountered.

The organization shall ensure that any necessary changes are made to environmental management system documentation.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above. In addition to above, nonconformance system shall address:

- f) accident and incident investigations that identify the root cause(s) of the occurrence and lead to the recommendation and implementation of corrective and preventive action,
- g) sharing key findings and associated corrective and preventive actions with relevant internal and external stakeholders.

4.5.4. Control of records

The organization shall establish and maintain records as necessary to demonstrate conformity to the requirements of its environmental management system and of this International Standard, and the results achieved.

The organization shall establish, implement and maintain a procedure(s) for the identification, storage, protection, retrieval, retention and disposal of records.

Records shall be and remain legible, identifiable and traceable.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above.

4.5.5 Internal audit

The organization shall ensure that internal audits of the environmental management system are conducted at planned intervals to

- a) determine whether the environmental management system
 - 1) conforms to planned arrangements for environmental management including the requirements of this International Standard, and
 - 2) has been properly implemented and is maintained, and
- b) provide information on the results of audits to management.

Audit programme(s) shall be planned, established, implemented and maintained by the organization, taking into consideration the environmental importance of the operation(s) concerned and the results of previous audits.

Audit procedure(s) shall be established, implemented and maintained that address

- the responsibilities and requirements for planning and conducting audits, reporting results and retaining associated records,
- the determination of audit criteria, scope, frequency and methods.

Selection of auditors and conduct of audits shall ensure objectivity and the impartiality of the audit process.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above.

4.6 Management review

Top management shall review the organization's environmental management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes to the environmental management system, including the environmental policy and environmental objectives and targets. Records of the management reviews shall be retained.

Input to management reviews shall include

- a) results of internal audits and evaluations of compliance with legal requirements and with other requirements to which the organization subscribes,
- b) communication(s) from external interested parties, including complaints,
- c) the environmental performance of the organization,
- d) the extent to which objectives and targets have been met,
- e) status of corrective and preventive actions,
- f) follow-up actions from previous management reviews,
- g) changing circumstances, including developments in legal and other requirements related to its environmental aspects, and
- h) recommendations for improvement.

The outputs from management reviews shall include any decisions and actions related to possible changes to environmental policy, objectives, targets and other elements of the environmental management system, consistent with the commitment to continual improvement.

Additional Responsible Care Requirements

Include Responsible Care and health, safety and security in all above.

Appendix 1 - Definitions and Interpretive Notes

Definitions

Activities Associated with Operations – A phrase referring to activities outside of or supporting traditional manufacturing processes. For example, a manufacturing process might be a batch production operation, while activities associated with that operation might include maintenance (planned, required, emergency, routine, and preventive/predictive), housekeeping, training, and other non-production-specific actions.

Carriers – Companies associated with the transport of products or raw materials. These may include, but are not limited to, railroads, marine transport, air, bulk trucks, standard freight trucks, less-than-truckload (LTL) shipments, and, in some instances, pipeline.

Contract Manufacturers – See “Toll Manufacturers” below.

Contractors – A broad category that addresses companies associated with operations to assist the organization. Plant Contractors may include maintenance, construction, operations, security, landscaping, facility upkeep, janitorial, and a number of other functions. Organizational Contractors may also include consultants, administrative, accounting, and a number of other functions.

Customers – Sometimes identified as “direct product receivers.” Customers refer to those entities that the organization directly sells its products to.

Distributors – These companies are used by the organization to sell (often after re-packaging) its products to multiple downstream users. Distributors are different than “resellers” who purchase a material and resell it under their own brand name.

Facilitate the flow of information – Develop dialogue and working relationships with suppliers, customers, and others in relevant value chains, including two-way communications between producers and downstream customers.

Hazard – Source of or situation that could result in harm in terms of human injury or ill health, damage to environment, property or the workplace or a combination of these.

Nonconformance – Any deviation from planned activities within a management system. For example, if the plant’s incident tracking system requires health and safety incidents to be recorded in a database within 48 hours of the occurrence, any incident that was not recorded or recorded after 48 hours would be considered a Nonconformance.

Risk – Combination of the likelihood and consequence(s) of a specified hazardous event occurring.

Product Safety - Product safety management requires an understanding of intended product uses, a science-based assessment of potential risks from products, and

consideration of the opportunities to manage product safety along the value chain. A key component of managing product safety by parties in the value chain is exchanging information regarding product hazards, intended uses, handling practices, exposures and risks.

Product Stewardship - Product stewardship directs participants involved in the life cycle of a product to take shared responsibility for understanding, managing and communicating the impacts to human health and the environment that result from the development, production, use, distribution and end-of-life management of the product. This helps companies and their partners to promote safe and environmentally sustainable use of products.

Product stewardship information - Information elements that may be made publicly available include, but are not limited to:

- Chemical identity (or category description)
- Uses - applications, functions
- Physical/chemical properties
- Health effects
- Environmental effects
- Exposure - exposure potential
- Risk management - recommended measures

Other elements that might strengthen a company's stewardship message, may also be included.

Responsible Care – An international environment, health and safety performance improvement initiative of the chemical industry. Responsible Care is based on the concepts of continual improvement and openness in responding to the concerns of stakeholders about the industry's operations and products. In the United States, Responsible Care is implemented by the member and Partner companies of the American Chemistry Council (ACC). ACC also includes a focus on security of manufacturing plants, the chemical supply chain and IT/cyber activities in its Responsible Care program.

Senior Management – At the company (organizational) level, Senior Management of the organization should be defined as the ACC Executive Contact. Senior management should have broad responsibilities in the company, typically over multiple businesses and product lines. At a plant site or a smaller company, Senior Management might be the plant manager or the Operations/Divisional Vice President to which the plant manager reports. While the definition of Senior Management may vary slightly from company to company, it should be clear that Senior Management is the person or persons with significant responsibility and authority concerning the organization's operations.

Stakeholders – Person or persons impacted or potentially impacted by the organization's operations. These may include employees, stockholders, neighbors, emergency

responders, other industries, customers and other commercial partners, public at large, NGOs, regulators, and anyone else with a personal stake in the organization's operations.

Suppliers – Most typically defined as providers of raw materials needed for the company's production operations. This can also be defined as providers of maintenance chemicals, equipment, and, in some cases, services. For this reason, some companies define Contractors as a sub-category of Suppliers.

Third-Party Providers - Any company associated with an organization's activities that do not clearly fall into the above categories. These may include warehouses, terminals, agents, logistics providers, etc. Other examples of third-party providers include, but are not limited to:

- Toll Manufacturers (Tollers) – Sometimes called Contract Manufacturers, these are companies employed to manufacture all or a portion of a company's products and/or process a finished product in some way. For example, a Toller may provide full production assistance to address a short-term capacity issue or it may provide bagging service for a finished product manufactured in bulk.
- Waste Disposal Contractors – A sub-category of Contractors associated with handling and disposal of an organization's wastes. Waste Disposal Contractors include landfill operations, hazardous waste disposal facilities, waste hauling services, tank cleanout, and other functions associated with waste.

Value Chain - The chemistry value chain includes the full range of activities that are required to bring a chemistry related output from its conception to its end use (e.g. design, procurement, production, and distribution). Value chain activities can be contained within a single firm or divided among different firms, and can be contained within a single geographical location or spread over wider areas. (Includes products, processes, technology, etc.)

Interpretive Notes

1. Policy Section (4.2) – An organization is encouraged but not required to include the words “Responsible Care” in its policy statement. Examples of acceptable alternatives include but are not limited to: policy using the term “health, safety, security and environment” in lieu of Responsible Care; or separate policies covering different disciplines. This second example may be prevalent for security which may not be linked to the organization's health, safety and environmental policy.
2. Policy Section (4.2) – Item c) in the Policy section commits the organization to comply with applicable legal requirements and with other requirements to which it subscribes...” Among an organization's other commitments may be requirements under local Responsible Care programs. A listing of national and regional chemical

federations sponsoring Responsible Care programs can be found in Appendix ---. Organizations are reminded to review their membership status, if any, in these organizations and any corresponding Responsible Care obligations.

3. Policy Section (4.2(j) – “*reflect*”) – The organization’s policy shall address key concepts found in the Responsible Care Guiding Principles (ACC version or other federations’ versions). There is no requirement that the Guiding Principles be included “verbatim” in an organization’s policy.

Appendix 2 – ACC Responsible Care Initiative Requirements

As of January 1, 2013, all American Chemistry Council members and Responsible Care Partners are obligated (within their ACC dues-based operations) to:

- Have their designated Executive Contact sign the Responsible Care Guiding Principles upon the company's joining ACC and return a signed copy to ACC. (When a new individual assumes the Executive Contact role, he/she is required to submit a signed copy of the Guiding Principles to ACC.)
- Implement the Responsible Care Security Code
- Implement the Responsible Care Product Safety Code
- Implement the Responsible Care Process Safety Code
- Report required performance metrics data to ACC annually.
- Demonstrate conformance to the RCMS® or RC14001 technical specification through a third-party certification process, as defined by ACC.

Copies of the Security, Product Safety and Process Safety Codes; Guiding Principles; an explanation of the Certification process; and information on the required performance metrics can be obtained at:

<http://responsiblecare.americanchemistry.com/Responsible-Care-Program-Elements>

For questions concerning ACC's Responsible Care Initiative, please contact ACC at responsible_care@americanchemistry.com

Appendix 3 – Responsible Care Organizations and Contact Information

Individuals or organizations seeking information on national or regional Responsible Care programs and their requirements or a company's membership status should contact the federations listed below.

Arabian Gulf	Gulf Petrochemicals & Chemicals Association www.gpca.org.ae
Argentina	Camara de la Industria Quimica y Petroquimica www.ciqyp.org.ar
Australia	Plastics and Chemicals Industries Association www.pacia.org.au
Austria	Austrian Chemical Industry – FCIO www.fcio.at
Belgium	Essencia www.essencia.be
Brazil	Associacao Brasileira de Industria Quimica www.abiquim.org.br
Bulgaria	Bulgarian Chamber of the Chemical Industry www.bccci2001.com
Canada	Chemistry Industry Association of Canada www.canadianchemistry.ca
Chile	Asociacion Gremial de Industriales www.asiquim.cl
China, Hong Kong SAR	Association of International Chemical Manufacturers www.aicm.cn
Chinese Taipei	Taiwan Responsible Care Association www.trca.org.tw
Colombia	ACOPLASTICOS-ANDI-CCS www.responsabilidadintegral.org
Czech Republic	Association of Chemical Industry of the Czech Republic www.schp.cz

Denmark	Procesindustriens Brancheforening www.proces.di.dk
Ecuador	Asociacion de Productores Quimicos de Ecuador www.aproque.com
Estonia	Federation of Estonian Chemical Industry www.keemia.ee
Finland	Chemical Industry Federation of Finland www.chemind.fi/home
France	Union de Industries Chimiques www.uic.fr
Germany	Verband der Chemischen Industrie www.responsible-care.de
Greece	Hellenic Association of Chemical Industries www.biznet.com.gr/industrial/haci
Hungary	Hungarian Chemical Industry Association www.mavesz.hu
India	Indian Chemical Council www.indianchemicalcouncil.com
Indonesia	Komite Nasional Responsible Care Indonesia www.responsiblecare-indonesia.or.id
Ireland	PharmaChemical Ireland www.pharmachemicalireland.ie
Israel	Manufacturers Association of Israel www.industry.org.il
Italy	Federchimica www.federchimica.it
Japan	Japan Chemical Industry Association www.nikkakyo.org
Latvia	Association of Latvian Chemical & Pharmaceutical Industry www.lakifa.lv

Malaysia	Chemical Industries Council of Malaysia www.cicm.org.my
Mexico	Asociacion Nacional de la Industria Quimica www.aniq.org.mx
Morocco	Federation de la Chimie et la Parachimie www.fcparoc.org
Myanmar	Myanmar Responsible Care Council (no website available) Aungwin.myanmar@gmail.com
Netherlands	Association of the Dutch Chemical Industry www.vnci.nl
New Zealand	Responsible Care New Zealand www.responsiblecarenz.com
Norway	Federation of Norwegian Industries www.norskindustri.no
Peru	Comite de la Industria Quimica – Sociedad Nacional de Industrias www.conductaresponsable.org
Philippines	Smahan sa Pilipinas NG MGA Industriyang Kimika www.spik-ph.org
Poland	Polish Chamber of Chemical Industry www.pipc.org.pl
Portugal	Portuguese Association of Chemical Companies www.apequmica.pt
Russia	Russian Chemists Union www.ruschemunion.ru
Singapore	Singapore Chemical Industry Council www.scic.sg
Slovak Republic	Association of Chemical and Pharmaceutical Industry www.zchfp.sk www.rcsk.sk
South Africa	Chemical and Allied Industries Association www.caia.co.za

South Korea	Korea Responsible Care Council www.krcc.or.kr
Spain	Federacion Empresarial de la Industria Quimica Espanola www.feique.org
Sri Lanka	National Cleaner Production Center Lanka Responsible Care Council www.ncpcsrilanka.org/responsiblecare
Sweden	Swedish Plastics & Chemicals Federation www.plastkemiforetagen.se
Switzerland	Scienceindustries – Business Association Chemistry Pharma Biotech www.scienceindustries.ch
Thailand	Chemical Industry Club – Federation of Thai Industries www.responsiblecare.or.th/home.asp
Turkey	Turkiye Kimya Sanayicileri Dernegi – TKSD www.tksd.org.tr
United Kingdom	Chemical Industries Association www.cia.org.uk
USA	American Chemistry Council www.americanchemistry.com/rc
Uruguay	Asociacion de Industrias Quimicas del Uruguay www.asiqur.org
Venezuela	Asociacion Venezolana de la Industria Quimica y Petroquimica www.responsabilidadintegral.org.ve

Appendix 4 – References and Resources

A number of ACC Responsible Care practitioner tools and references are available to ACC members and Partners and other organizations. Helpful documents can be found at <http://responsiblecare.americanchemistry.com/ServicesResources>. Supporting documents and other useful information on the website include

- RC14001 Technical Specification (RC151) (Order information)
- RC14001 Implementation Guidance (RC152)
- Responsible Care Certification Procedures (RC201-206)
- Approved Auditing Companies
- Approved Auditor Training Organizations

ACC member and Responsible Care Partner Company performance data (mandated reporting) can be found at www.americanchemistry.com. This website also includes information on the American Chemistry Council and its broader range of activities.

Other sources of useful information include:

ANSI-ASQ National Accreditation Board
www.anab.org

Board of Environment, Health and Safety Auditor Certifications
www.beac.org

RABQSA
www.rabqsa.com

Appendix 5 - The Nature and Purpose of the RC14001 Technical Specification

Like Responsible Care, this Technical Specification does not establish any “standards of conduct”. It is not a “protection” or “safety” standard. It does not impose any new legal obligations or standards of care upon anyone who develops an EMS in conformance with it. It does not create any rights in any person or entity other than the entity whose management system has been certified. This is consistent with the way in which both Responsible Care and ISO 14001 have each been interpreted and applied.

Although the ISO 14001 Environmental Management Systems Specification uses the term “standard”, it is clear from the Introduction to that document that it is a “management” standard and not a “performance” or “safety” standard, and that it is not intended to create any rights in any other person. Thus, the Introduction at page v states in pertinent part:

International Standards covering environmental management are intended to provide organizations with the elements of an effective environmental management system (EMS) can be integrated with other management requirements and help organizations achieve environmental and economic goals. *These Standards, like other International Standards, are not intended to be used to create non-tariff trade barriers or to increase or change an organization’s legal obligations.* [Emphasis added].

There are many different ways to comply with these management standards.

At page vi, the Introduction states:

This International Standard does not establish absolute requirements for environmental performance beyond the commitments, in the environmental policy, to comply with applicable legal requirements and with other requirements to which the organization subscribes, to prevention of pollution and to continual improvement. Thus, two organizations carrying out

similar activities but having different environmental performance can both conform to its requirements.

In Section 1 of the standard itself, addressing “Scope”, the text states that the purpose of the standard is to specify:

. . . requirements for an environmental management system *to enable an organization to develop and implement a policy and objectives* which take into account take legal requirements and other requirements and to which the organization subscribes information about significant environmental aspects *It does not itself state specific environmental performance criteria.* [Emphasis added].

Thus, ISO 14001 is a standard which calls for a process, as part of corporate management, to achieve environmentally protective goals and engage in environmentally protective practices.

This focus on the development of management techniques is reinforced in the guidance which is set forth in Annex A to ISO 14001 as well as the accompanying ISO 14004 “Environmental Management Systems—General Guidelines on Principles, Systems and Supporting Techniques”. It has also been consistently reinforced in the leading treatises and commentaries on ISO 14001. *See, e.g.,* Anthony Saponara and Randy Roig, ISO 14001 ENVIRONMENTAL MANAGEMENT SYSTEMS: A COMPLETE IMPLEMENTATION GUIDE (2 vols., STP Specialty Technical Publishers, 2001)(ISO 14001 provides “standardization in the field of environmental management tools and systems” and constitutes a “management or process standard rather than performance standard” (p.1-3))¹.

This Technical Specification, which combines Responsible Care with ISO 14001, similarly does not impose any new obligations beyond what is already part of the two component programs. Furthermore, any audit of a company’s management system for conformance with the Technical Specification will address whether the management system conforms to, and is consistent with, the program elements and procedures set

¹ The ISO 14001 “requirements are descriptive; they describe the desired outcome of the system, but do not prescribe specific approaches that an organization must implement to get there.” Id., p.1-10.

forth in the Technical Specification itself, and not for compliance with any law, regulation or other legal requirement.

Like the two component programs which it brings together, the Technical Specification allows corporate management great latitude and flexibility in designing its management system. The Technical Specification thus preserves the framework of the Responsible Care program, with enhancements to include the elements of ISO 14001.

DOCUMENT CONTROL

	Name and Title	Signature	Date
Written By:	RC14001 Development Team (2002)	Barry Stutts	10/15/02
Owner:	ACC Technical Oversight Board (TOB)	Karl Kimball acting	10/15/02
Approved By:	ACC Responsible Care® Team	Daniel Rocznik	10/15/02

Distribution:**REVISION LOG**

REVISION NO:	REASON FOR CHANGE(S):	DATE:
01	Original issue	10/15/02
02	Reformatted to incorporate learnings from initial pilots.	1/25/03
03	Revised document to incorporate modifications to ISO 14001:2004	3/9/05
04	Revised to: address increased stakeholder concerns regarding product and product stewardship issues. Other modifications to bring the Responsible Care clauses into alignment with RCMS® language where possible. Introduction section modified.	2/29/08
05	Revised to: include language on operational energy efficiency and waste issues in the aspect/impact identification element; enhance product safety focus; change “supply” chain to “value” chain.	5/1/13