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Procedure #:	3.1.32
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Safety Committee Records in ICMS

NOTE: Supersedes APS Director's memo dated October 1, 2006, Subject: Safety Committee Records to be kept in ICMS (APS document number [APS_1235634](#)).

Revision history:

- No changes made to this procedure since its last review

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Approved by:

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Safety Committee Records in ICMS

POLICY

The APS Integrated Management System (ICMS) is the electronic repository for records for APS safety committees.

Standing Safety Committees

Each APS safety committee and Technical Review Panel chair is responsible for managing the following committee records in ICMS:

- 1) meeting minutes;
- 2) official correspondence and reports;
- 3) materials submitted for reviews;
- 4) the committee's charter and current membership list.

Each chair is also responsible for managing the *legacy* records of their committee, including: the records of defunct committees whose responsibilities their committee has assumed; and records of the committee that predate the APS Director's October 1, 2006, memo, "Safety Committee Records to be kept in ICMS," ([APS_1235634](#)).

FEEDBACK AND IMPROVEMENT

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#) * to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS_1408152](#)).

* <https://www1.aps.anl.gov/Document-Central/APS-Policies-and-Procedures-Comment-Form>