

ENVIRONMENTAL MONTHLY BULLETIN

December 2025

Management of Change Process

What is a Management of Change (MOC)?

A procedure to evaluate process changes to ensure compliance with legal and other requirements, as well as identify any potential impacts regarding safety, environmental, purchasing, maintenance, operations, engineering etc.

When do I need to submit an MOC?

When a possible change in the workplace can affect processes, systems, design, people, or organizational structure. Consider whether implementing this change improves safety, environmental and/or operating procedures and makes good business sense.

Examples of when to submit an MOC?

- ✓ When renovating a building or performing demolition on any site structure
- ✓ When ordering and installing bulk storage tanks for miscellaneous chemicals
- ✓ When making significant changes to a site Standard Operating Procedure (SOP)

Involve the Environmental Department in any projects involving new land disturbance, permitting, water, waste, cleaning activities or chemical use

Utilize the MOC Checklist located in “BMP 902 Management of Change” to determine if an MOC submittal is required.

MANAGEMENT OF CHANGE



For more information on MOCs or how to submit them, review “BMP 902 Management of Change” on the Environmental SharePoint Portal Page or reach out to your environmental representative.