

NCCOS	EMS ENVIRONMENTAL MANAGEMENT SYSTEM STANDARD	Date Issued/Revised: 10/19/05; 02/25/08
		Version: 1
		Page Number: 1 of 1

## EMS 010 EXTERNAL COMMUNICATIONS

### 1. PURPOSE

To ensure external communications procedures and practices are developed and maintained between NOAA, NOAA Line Offices, facilities and field offices and interested parties which include government agencies, non-government groups, community and neighborhood representatives.

### 2. SCOPE

This procedure applies to NOAA line functions that have implemented an Environmental Management System (EMS).

### 3. METHODOLOGY

- 3.1 A formal method must be developed for receiving all inquiries from external parties. Following receipt, inquiries must be documented and responses must be referenced with a person designated responsibility for the overall communication.
- 3.2 In addition to established facility communication practices, all communications with government agencies associated with:
- Emergency situations which require reporting
  - Health and safety major injury or death
  - Incident involving neighbor/community personal property must be reported to NOAA Administration.
- 3.3 All external reporting requirements to government agencies must be maintained in conformance with legal requirements and in conformance with Standards or requirements developed by NOAA.

### 4. FACILITY REQUIREMENTS AND RESPONSIBILITIES FOR IMPLEMENTATION

NOAA NCCOS should take the following step to implement and maintain an EMS that conforms to NOAA's EMS requirements and E.O.13423.

All EMS and environmental communications should be passed to the management representative who will determine the appropriate course of action including:

- Documenting the communication
- Discussing the communication with the EMS team
- Forwarding the communication to the appropriate to the appropriate location in NOAA

A determination has been made by NOAA SECO that NOAA NCCOS should **not** communicate externally about their significant environmental aspects.

"NOT CONTROLLED" UNLESS VIEWED VIA NCCOS EMS WEBSITE AT:

<http://coastalscience.noaa.gov/ems/>