

NCCOS	EMS ENVIRONMENTAL MANAGEMENT SYSTEM STANDARD	Date Issued/Revised: 10/19/05; 02/25/08
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## EMS 002 ROLES & RESPONSIBILITIES

### 1. PURPOSE

To describe how environmental roles, responsibilities and authorities are defined, documented and communicated. To describe the approach for designating a management representative and other roles, responsibilities and authorities.

### 2. SCOPE

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

### 3. METHODOLOGY

3.1 NOAA has established guidance in the assignment of roles and responsibilities for the following positions. Each facility must ensure these roles are identified, responsibilities developed and authority provided to ensure activities can be carried out.

3.1.1 Designated Responsible Person (DRO) is the senior NOAA official on site and is responsible and/or accountable for the following:

- NOAA location compliance with environmental, occupational health and safety laws and regulations.
- Principle point of contact in the event of spills or accidents requiring action, response and reporting.
- Perform ESH assessments and inspections in line with risk and compliance assurance.
- Ensure all remediation projects meet clean-up requirements, schedule and budget.
- Complete formal training course established by NOAA Environmental Compliance & Safety Training Team.

**Declaration of NOAA's DRO** under **NOAA Administrative Order 216-17** refers to senior official responsibilities.

The history of this position and critical performance standards associated with this position can be found under: **NOAA Memo - Subject: Declaration of NOAA's Designated Responsible Officials**, dated October 04, 2000.

3.1.2 **NOAA's Administrative Order 216-17** identifies functional responsibilities associated with referenced job titles.

3.2 NOAA's Environmental Compliance and Safety Division (ECS) support our commitment to EMS. Senior management must direct this commitment at the facility level. An EMS representative should be identified and provided the necessary resources to ensure the EMS is fully planned, implemented, assessed and adjusted whereby our overall commitment to continual improvement can be achieved.

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- 3.3 EMS roles and responsibilities for line supervisors must be identified and include:
- Oversight of regulatory compliance
  - Implementation of Environmental Operational Controls
  - Management of Change
  - Reporting on non-conformances to the EMS

#### 4. FACILITY REQUIREMENTS AND RESPONSIBILITIES FOR IMPLEMENTATION

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

1. The EMS team should establish a **roles and responsibilities** table, this identifies facility functions and associated EMS and environmental responsibilities including. Clearly defined responsibilities for the following EMS functions should be included (the facility may also choose to include additional environmental responsibilities):
  - the Management Review Team (including top management),
  - the Management Representative,
  - the EMS Coordinator,
  - the EMS Team,
  - other environmental roles and responsibilities at the facility.
2. The Management Review Team shall also ensure that appropriate resources are available to establish, implement, maintain and improve the EMS. Including specialized skills, organizational infrastructure, technology, financial resources, and human resources.
3. Top Management shall appoint a **Management Representative** responsible for establishing, implementing and maintaining the EMS (See NCCOS EMS Standard EMS 001 Policy and Leadership). This individual will also be responsible for reporting to top management on the performance of the EMS, during the management review as well as recommendations for improvement.
4. The EMS Team implements the EMS and is responsible for its maintenance.

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