

NCCOS	EMS ENVIRONMENTAL MANAGEMENT SYSTEM STANDARD	Date Issued/Revised: 10/19/05; 02/25/08
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## EMS 007 ENVIRONMENTAL AWARENESS AND TRAINING

### 1. PURPOSE

To ensure training requirements are identified, training programs established and environmental awareness assessed. To develop a culture of environmental protection and stewardship at all NOAA locations.

### 2. SCOPE

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

### 3. METHODOLOGY

3.1 [NOAA Training Program Guidance \(June, 1995\)](#) outlines requirements for:

- Training Requirements for Vessel Employees
- Regulatory Required Training
- Job Responsibility Required Training

3.2 [Department of Commerce, NOAA Memo \(11/09/95\)](#) references the requirement for general environmental and safety training and record-keeping and specifically identifies (annual) training requirements for:

- Employees managing or handling hazardous waste/materials

NOAA also maintains:

- [Environmental Training Schedule](#) for certain courses
- [On-line training](#)
- [Training Videos](#)

which can be accessed by facilities.

3.3 EMS training must provide employees and contractors (where applicable) the necessary skills and knowledge to perform their work in an environmentally sound manner. Training must cover EMS Awareness. Applicable to all staff and contractors, training must cover, at a minimum:

- Environmental Policy,
- Environmental Improvements Activities inclusive of Pollution Prevention, and
- Environmental Operational Controls applicable to all facility.

Level-to-Level Training is specific to job function and is designed to meet specialized needs. This training covers:

- Roles and Responsibilities,
- Environmental Impacts and Improvement Activities, and
- Environmental Operational Controls covering normal, abnormal or emergency and maintenance conditions.

Regulatory required training, operator and mechanical skill training. This training covers:

- Training associated with regulatory statute, and
- Certification training associated with statute or by skill

3.4 Records generated during training must be retained.

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#### 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. Facility EMS Teams should an awareness training process for all employees. This may be achieved by developing web based awareness training that employees can access or by providing direct face-to-face training. Awareness training should:
  - Make employees aware of the environmental policy and its general structure
  - Enable employees to understand the importance of following the principles articulated by the policy and the requirements of EMS procedures and controls and the consequences of not following these procedures and controls.
  - Make employees aware of the role that they can play in supporting the EMS and environmental policy.
  
2. Facility EMS teams shall ensure that any person(s) performing tasks for it, or on its behalf, that have the potential to cause a significant environmental impact are competent on the basis of appropriate education, training or experience though the following:
  - Ensuring that facilities conduct environmental training for staff specifically as identified by NOAA SECO. Facilities shall keep records of who has received this training.
  - Ensuring that education, training, and/or experience is considered in the hiring of contractors who may have the potential to cause a significant environmental impact.
  - Ensuring that partners are aware of environmental procedures and controls at specific facilities.

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