

NCCOS	EMS ENVIRONMENTAL MANAGEMENT SYSTEM STANDARD	Date Issued/Revised: 10/19/05; 02/25/08
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EMS 009 INTERNAL COMMUNICATIONS

1. PURPOSE

In regards to environmental activities and impacts and all elements of the EMS, ensure effective communications are maintained between all departments within NOAA and within Line Office functions and facilities. Ensure all employees and contractors are aware of EMS matters and encourage free and open communications regarding environmental issues.

2. SCOPE

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

3. METHODOLOGY

3.1 **Internal Communications:** Electronic communications are preferred and NOAA will make the following documents and information available on the NOAA Intranet.

- Federal Requirements
- NOAA Commitments
- NOAA Policies
- NOAA Requirements
- NOAA Standards

3.1 NOAA Environmental Management System support includes the following:

- EMS Introduction
- EMS Manual inclusive of EMS Standards
- EMS Launch Guidance
- EMS Implementation Guidance including Compliance Assurance Program covering Federal requirements
- EMS Pilot status and implementation products

3.3 NOAA will also identify and provide access information for EMS supporting websites and documents.

3.4 NOAA will provide general EMS information and alerts on upcoming issues as applicable to maintain ongoing communications between NOAA administration and Line Offices.

3.5 Internal facility communications should facilitate the following:

- Awareness of the Environmental Policy and environmental roles and responsibilities.
- Employee and contractor environmental awareness, for example, posters on environmental impacts and quick environmental topic reference guides.
- New employee, contractor and visitor awareness of the facility EMS and applicable operational controls.
- Formal and informal meetings.
- Open discussions about significant impacts and EMS management elements.
- How emergencies and environmental accidents are reported.
- Employees' initiation of EMS Corrective and Preventive Action for non-conformance to EMS procedures and practices and in support of general continual improvement initiatives.

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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.

1. Facility EMS Teams should use the following for internal communications:
 - Formal and informal meetings
 - Email communication
 - Telephone communications
 - Websites for communication of documents

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