



EMS Document # – EMS 2002 – 20.5.1 Name: Roles, Responsibilities and Authorities		Corresponding Requirements: ISO Standard: 4.4.1 EMS Manual: 4.4.1
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Signature: ON FILE		Effective Date: 01/17/2002
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Position	Responsibilities Related to the Environmental Management System
Utilities Director	<p>Approval of the initial EMS policy and any subsequent modifications of the EMS Policy.</p> <p>Budgetary appropriation of resources for the Wastewater Treatment Division.</p>
Asst. Utilities Director	<p>Allocation of budgetary resources essential to the Wastewater Treatment Division.</p> <p>Provide oversight and review of the implementation of the EMS program.</p> <p>Review the Objectives/Targets and programs established in the EMS during the budget development process.</p> <p>Will serve as a member of the Management Review Board (MRB), which will be responsible for reviewing corrective action, compliance reports, progress of objectives and targets and audit reports at least quarterly.</p>
Plant Operations Superintendent	<p>Allocation of resources essential to the implementation and management of the EMS. These resources include human resources and specialized skills, technology and financial resources.</p> <p>Will serve as a member of the Management Review Board (MRB) and Steering Committee, which will be responsible for reviewing corrective action, compliance reports, progress of objectives and targets and audit reports at least semi-annually.</p> <p>Shall conduct all regulatory reporting as required.</p> <p>Shall review and approve objectives and targets during budget development process.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall coordinate with departmental personnel when EMS efforts require inter-departmental cooperation.</p>

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Position	Responsibilities Related to the Environmental Management System
Laboratory Supervisor / Pretreatment Coordinator	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall train all laboratory personnel on the EMS policy, EMS procedures, and new regulations related to their activities. Shall maintain documentation of training.</p> <p>Shall serve on the EMS Steering Committee and Management Review Board (MRB) (responsibilities of these groups are described above).</p> <p>Shall maintain current on all relevant laws and regulations, which relate to the testing of wastewater samples.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues</p> <p>Shall assure proper calibration of equipment identified in EMS 2002 – 20.13.1</p> <p>Shall check all laboratory bench sheets for accuracy, precision and completeness.</p> <p>Shall monitor the laboratory to assure EMS procedures are being followed properly.</p> <p>Shall assure that all lab work is conducted in a safe manner.</p> <p>Shall conduct all regulatory reporting as required in EMS 2002 –20.2A.</p> <p>Shall assure that results from laboratory tests are properly entered into Data Trend system or are reported appropriately.</p> <p>Shall assure that laboratory waste is being handled according to current laws and regulations.</p> <p>Shall arrange for proper disposal of hazardous laboratory wastes.</p> <p>Shall approve Level III or IV documents (procedures, forms, work instructions).</p> <p>Internal/External Regulatory Audit Reports</p> <p>Hazardous waste disposal</p> <p>Any objectives and targets that may be assigned to the WWTP and WTP laboratory</p>

Position	Responsibilities Related to the Environmental Management System
<p>Laboratory Supervisor Laboratory Technician</p>	<p>Shall perform testing in accordance with relevant EMS procedures of assigned parameters on samples received by WWTP and WTP laboratory. Shall properly complete relevant benchsheet forms documenting testing and results.</p> <p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall check that samples received by WWTP and WTP laboratory are correct according to chain of custody; verify and document that they are received at proper pH and temperature.</p> <p>Shall serve on the EMS team.</p> <p>Shall report all abnormalities noted in sample collection or testing procedures to SWWTP laboratory supervisor.</p> <p>Shall perform all required quality control testing as verification of testing accuracy and precision</p> <p>Shall perform and record calibrations of laboratory equipment as required in EMS procedures.</p> <p>Shall input sample results into Data Trend system upon completion of analysis and verification from laboratory supervisor.</p> <p>Designated personnel shall complete calibration checks on portable pH, DO, and chlorine sampling units.</p> <p>Shall properly dispose of laboratory waste according to EMS procedures.</p> <p>Shall wash and prepare collection bottles and laboratory glassware according to EMS procedures.</p> <p>Designated personnel shall organize and prepare bottles and chain of custody form for sample collection of WWTP and WTP samples.</p> <p>Shall periodically review assigned laboratory procedures.</p> <p>Lab technician on site shall be responsible for laboratory supervisor's duties in his/her absence unless otherwise designated by laboratory supervisor.</p> <p>Shall maintain assigned laboratory instrumentation to assure accuracy and precision.</p>

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<p>Operator Responsible in Charge (ORC)</p>	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall train all operations personnel on EMS procedures, and new regulations related to their activities. Shall maintain documentation of training.</p> <p>Shall serve on the EMS Steering Committee and Management Review Board (responsibilities of these groups are described above).</p> <p>Shall maintain current on all relevant laws and regulations, which relates to the treatment of wastewater.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall conduct all regulatory reporting as required in EMS 2002-2A.</p> <p>Shall maintain NC Grade IV Operators Certification.</p> <p>Shall identify and assure proper calibration of operations equipment.</p> <p>Shall utilize the Daily Operations Sheets, Data Trend, and any other sources at their disposal to make modifications to improve plant performance.</p> <p>Shall approve Level III or IV documents (forms, work procedures).</p> <p>Shall provide summary of the following information to the EMS Coordinator for the previous quarter.</p> <p>Internal/External Regulatory Audit Reports</p> <p>List of any preventive maintenance that has not been completed, and summarizes corrective maintenance during previous quarter.</p> <p>Hazardous waste disposal</p> <p>Any objectives and targets that may be assigned to the WWTD.</p>

Position	Responsibilities Related to the Environmental Management System
<p>Wastewater / Water Treatment Operators</p>	<p>Shall serve on EMS Team.</p> <p>A minimum of two personnel, with one being identified as lead operator, on duty at all times. At least one person on duty must be a NC certified operator.</p> <p>Must sign Operators Log Sheet upon reporting to work</p> <p>Shall record any and all SCADA or manual modifications made to all areas of the facility in the Operator's Log Sheet along with their name, date, and time of occurrence.</p> <p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall respond to alarms caused by failures during normal working hours.</p> <p>Shall report any problems, potential problems, and/or non-compliant events to the Plant ORC or operator on call, immediately.</p> <p>Shall complete Daily Operations Sheet for any and all activities.</p> <p>Shall complete Chlorine and Sulfur Dioxide delivery checklist upon delivery.</p> <p>Shall complete chemical feed log sheet for all chemical additions.</p> <p>Lead operators shall ensure that all cleaning duties are performed per the cleaning schedule provided by management.</p> <p>Shall complete any required changing of chlorine and/or sulfur dioxide tanks per the requirements of the Risk Management Plan during daylight hours.</p> <p>Shall complete any required changing of chlorine and/or sulfur dioxide tanks per the requirements of the Risk Management Plan during daylight hours.</p> <p>Shall shut down transfer lines from Sludge Holding Tank.</p> <p>Shall obtain data from Daily Operations Sheet, calculate totals where necessary and post on the log sheet in the Operator's Control Room.</p>

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Position	Responsibilities Related to the Environmental Management System
Compost Facility ORC	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall assist in training all bio solids and a representative(s) of contractor personnel on the EMS policy, EMS procedures, and new regulations related to their activities.</p> <p>Shall serve on the EMS Team.</p> <p>Shall maintain current on all relevant laws and regulations related to the management of bio solids.</p> <p>Shall maintain records related to the application of bio solids (permits, compliance records, and monitoring data).</p> <p>Shall track preventative maintenance performed at the Compost facility.</p> <p>Shall conduct all regulatory reporting as required in EMS2002-20.2A.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall approve Level III or IV documents (procedures, forms, work procedures).</p> <p>List of any preventative maintenance that has not been completed, and summarizes corrective maintenance during previous quarter.</p> <p>Hazardous waste disposal</p> <p>Any objectives and targets that may be assigned to the biosolids area.</p>

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Compost Facility Operators	<p>Shall serve on the EMS team.</p> <p>A minimum of three personnel, with one being identified as lead operator.</p> <p>Must sign Operators Log Sheet upon reporting to work</p> <p>Shall record any and all modifications made to all areas of the Compost facility in the Operator's Log Sheet along with their name, date, and time of occurrence.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall report any problems, potential problems, and/or non-compliant events to the Compost ORC.</p> <p>Operators shall ensure that all cleaning duties are performed per the cleaning schedule provided by management.</p> <p>Shall maintain an acceptable level at the Sludge Holding Tank.</p>

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Maintenance Supervisor	<p>Shall serve on the Steering Committee and MRB.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall report any problems, potential problems, and/or non-compliant events to the Plant Operations Superintendent.</p> <p>Shall assist in training Mechanic(s) on the EMS policy, EMS procedures, and new regulations related to their activities.</p> <p>Shall assure critical operations are maintained.</p>

Position	Responsibilities Related to the Environmental Management System
Plant Mechanics	<p>Shall serve on the EMS team.</p> <p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall report any problems, potential problems, and/or non-compliant events to the Maintenance Supervisor and The Plant Operations Superintendent.</p> <p>Shall assure critical operations are maintained.</p>

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Position	Responsibilities Related to the Environmental Management System
Water Plant Utility Systems Technician	<p>Shall serve on EMS Steering Committee and (MRB) Management Review Board.</p> <p>Shall help in training staff on the EMS Policy and all EMS procedures related to their activities and maintain documentation of all training.</p> <p>Shall assist with regulatory compliance audits as necessary.</p> <p>Shall coordinate meetings to discuss corrective / preventive action reports. Management Review Boards, EMS status, and audits which will include setting times and locations, the development of agendas and reports, maintaining numbering systems for CPAR program, and issuing meeting minutes for management review boards and EMS status meetings.</p> <p>Shall ensure that the (WTP) Water Treatment Plant maintains conformance with the ISO 14001 standard by conducting EMS audits and reporting back to management any problem areas.</p>

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Position	Responsibilities Related to the Environmental Management System
<p>EMS Project Coordinator</p>	<p>Shall serve as Management Representative with the following responsibilities:</p> <p>Shall serve on the EMS Steering Committee and (MRB) Management Review Board.</p> <p>Shall train the members of the EMS team and MRB on the EMS policy, procedures related to their activities and maintain documentation of training. Related procedures are identified in EMS2002-20.7.</p> <p>Shall maintain a Hard master copy of the EMS manual and controlled documentation as well as an electronic form of these documents. Will also maintain a record of external distribution of EMS related documentation and an obsolete copy.</p> <p>Shall be responsible for making revisions to any EMS related documentation (Level I and II documents) and updating all controlled copies.</p> <p>Shall be responsible for issuing controlled copies of Level III documentation.</p> <p>Shall be responsible for maintaining the ISO directories on the read only drive.</p> <p>Shall report on corrective action reports, audit findings, monitoring and measuring data, external communications, and progress on the objectives and targets at least quarterly to the MRB as required in EMS2002-20.17.</p> <p>Shall serve as primary contact for ISO 14001 certification audits of the EMS.</p> <p>Shall assist with regulatory compliance audits as necessary.</p> <p>Shall coordinate meetings to discuss corrective/preventive action reports. Management Review Board, EMS status, and audits which will include setting times and locations, the development of agendas and reports, maintaining numbering systems for C/PAR program, and issuing meeting minutes for management review boards and EMS status meetings.</p> <p>Shall ensure conformance with the ISO 14001 standard within the Utilities.</p> <p>Shall ensure that the Utilities maintains conformance with the ISO 14001 standard by conducting EMS audits and reporting back to management any problem areas.</p> <p>Shall sign off for approval and/or assignment of corrective actions on corrective / preventive action reports.</p> <p>Shall approve Level I, II, III documents or IV. (EMS manuals, procedures, forms, work procedures).</p>