

**U.S. Environmental Protection Agency
ENVIRONMENTAL SCIENCE CENTER, FORT MEADE, MARYLAND**

**ESC EP19.01
Environmental Management System Procedure for:**

Roles and Responsibilities of the EMS Coordinator and EMS Team

Effective Date: October 2, 2006

Issued by:

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EMS Co-coordinators

Review Date:	EP019.01
By:	
Changes:	

1. Purpose

The purpose of this procedure is to specify the roles and responsibilities of the EMS Coordinator and the EMS Team.

2. Scope

This procedure applies to the EMS Coordinator and EMS Team.

3. Procedure**a) Specific Procedure**

Core Team makeup:

- **Co-Coordinator Positions (2)**
Overlapping Term of 3 years: one from Region 3 and one from OPP
Task should be added to Performance Plan: EMS duties - 20% of time
Transition will be determined by the team.
Current co-coordinator will try to prepare a new coordinator at halfway point
- **Team members:**
There should be representatives from most organizations, at least 8 members
Task should be added to Performance Plan: EMS duties - 5% of time
Term 2 years (can be extended)
Management will solicit for new members when the Team makes a request.
- **Team meetings:**
The Team meets on the first and third Wednesdays at 1:30 to 3:00. If workgroups are needed, they will be incorporated into the Core Team meeting as needed. An agenda will be sent before the meeting date and all minutes will be recorded.

Note: the plan is to try this structure knowing that we could re-evaluate it at the annual EMS Management Reviews.

b) Responsibilities

The **EMS Co-coordinators are** responsible for maintaining an Environmental Management System (EMS) that conforms to ISO 14001:2004. The **EMS Team** is responsible for helping the EMS Co-coordinators accomplish this task. The coordinators function as top management's representative with responsibilities and authorities for ensuring that EMS requirements are established, implemented and maintained; leads a cross-functional EMS Team and coordinates input from the team and other facility employees for the operation and continual improvement of the EMS. The coordinators maintain awareness of Agency environmental management priorities and communicates Agency goals to stakeholders of the facility's EMS and ensures that the commitments stated in the facility EMS policy statement are supported by fully-implemented management programs.

Specific responsibilities designated by the Environmental Procedures (EP) are listed below. These tasks are documented fully in individual EPs.

- The EMS Coordinator will re-read the ISO Standard at least once a year to ensure understanding of the requirements that need to be followed to ensure successful registration. If additional training on the ISO Standard becomes available, the coordinator, and the EMS Team will attempt to participate. This will all be documented in the Miscellaneous Training Tracking Report found on J: drive under Training/Training Records.
- The EMS Coordinator ensures that a periodic review of all EMS aspects, objectives and targets, legal requirements, training requirements and appropriate documents as required by the Environmental Procedures. (EP 01, 02, 03, 10)
- The EMS Coordinator is responsible for ensuring that all new employees receive EMS awareness training and to help determine if competence or refresher trainings are needed. (EP 04)
- The EMS Coordinator is one of the individuals responsible for maintaining internal EMS communications. (EP05)
- The EMS Coordinator shall respond appropriately to any external, interested party communications and for integrating input from external parties into the determination of significant environmental aspects and the annual management review. (EP06)
- The EMS Coordinator is responsible for keeping the EMS web page up to date with the current list of environmental aspects. The EMS Coordinator is responsible for directly answering questions regarding compliance, or other attributes of environmental performance relative to each significant aspect. (EP 07)
- EMS system-level corrective actions are the responsibility of the EMS Coordinator to ensure that corrective actions are completed and documented through changes to EMS documents and that any new procedures are communicated to the appropriate individuals. (EP09)
- The EMS Coordinator has overall responsibility for the control of EMS documents and records. (EP 11, 12)
- During management reviews, the EMS Coordinator ensures that information is presented to the ESC Board on the performance of the EMS and it's ability to meet the commitments stated in the ESC EMS Policy and progress toward meeting targets and

objectives including operational control information and indicator data. In addition, the EMS Coordinator provides EMS updates during quarterly ESC Board meetings to maintain an ongoing awareness. (EP 14, 15, 18)

- The EMS Coordinator is responsible for forming the internal audit group and ensuring the auditors receive training. It is the responsibility of the EMS Coordinator to ensure that needed corrective actions are completed prior to the next internal audit. (EP 17)

4 Documentation

Any documentation such as meeting minutes will be recorded and retained on the J:drive as per EP 12. The EMS Co-coordinators are responsible for ensuring that documentation is maintained properly.