

NOAA - NCCOS	EMS FORM 002.01	Date issued & revised: 10-07-05, R10-26-05, R04-16-07, R02-25-08
		Reference: EMS 002

ENVIRONMENTAL ROLES AND RESPONSIBILITIES

NOAA Title	Facility Title	Responsibility	Comments
EMS Management Team			
Management Team	Director of NCCOS Deputy Director of NCCOS Center Directors	Conduct the management review to determine the suitability, adequacy and effectiveness of the NCCOS EMS program. Authorize changes NCCOS-wide. Center Directors authorize changes at the Facility level.	Rev. Nov. 2005
EMS Team			
Environmental Management Representative NOS (Management Liaison)	Line Environmental Compliance and Safety Officer (LECO)	Participate as a representative for NOS, to communicate pertinent issues between NOS and NCCOS. Liaison with senior managers	Jan. 2005
Environmental Management Representative NCCOS	NCCOS EMS Coordinator HQ	Coordinate and manage the NCCOS EMS across NCCOS in accordance with the EO13423. Coordinate the NCCOS EMS Team and local EMS facility teams including meetings and key implementation activities. Attend management review to present EMS summary	Rev. Mar. 2008
EMS Team Representatives	EHS Officer Beaufort & Kasitsna Bay EHS Officers Charleston & HML EHS Officer Oxford EHS Officer Silver Spring	Support key EMS activities including communication, training, document control auditing, compliance verification, establishing objectives and targets and assessing significance of aspects. EMS design, implementation and oversight to ensure conformance to NOAA/NCCOS EMS Standards and Program.	Rev. Apr. 2007 Local EMS Team Coordinator
Local EMS Team Representatives	EMS Team Beaufort & Kasitsna Bay EMS Team Charleston & HML EMS Team Oxford EMS Team Silver Spring	Support key EMS activities at the facility level including communication, training, document control auditing, compliance verification, establishing objectives and targets and assessing significance of aspects.	Rev. Apr. 2007
Internal Audit team			
Audit Lead	Rotational Assignments by the EMS Team	Lead the NCCOS internal audit	Feb. 2007

Audit Team Member	Rotational Assignments by the NCCOS EMS Team	Support the NCCOS EMS internal audit	Rev. Mar. 2008
Other Environmental Roles and Responsibilities			
Designated Responsible Person (DRO)	Center Directors for CCFHR, CCEHBR, HML and Directors, Oxford and Kasitsna Bay Laboratories	Authority over operations or activities, which are subject to the NCCOS EMS program and environmental statute.	Senior NOAA Official on site
Environmental Compliance Officer (ECO) or Facility Engineer/Environmental Coordinator	Facility EHS Officer	Develops policy and provides guidance to facilities on NCCOS EMS and environmental issues	EMS Team and Local EMS Team provides input to ECO
Department Heads/Branch Chiefs, Supervisors, Team Leads	Key Lead Personnel (varies by Facility)	Provides leadership and resources and assures employees compliance with EMS procedures at the facility in accordance with Federal, State and local environmental regulations	
SECO Environmental Compliance Officers		Assists in NOAA-wide Environmental Compliance issues	
Line Office Environmental Compliance Officer (LECO)		Assists LO managers, including DRO and EHS Officers with environmental compliance responsibilities.	
Principal Investigator (PI)	Scientific staff/ individual researcher	Planner for NOAA research activities, projects or programs. Manager of associated people, funds and project life-cycle. EMS Compliance & other responsibilities may be incurred in association with project.	This designation is variable by facility
NCCOS Employees and Partners	Various positions	Follow NOAA/NCCOS EMS procedures at the facility in accordance with Federal, State, local environmental regulations and other requirements	All hands
Contractors on site	Routine various support positions and temporary contract activities	Follow NOAA/NCCOS EMS procedures at the facility in accordance with Federal, State, local environmental regulations and other requirements	

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Visitors on site	Various support positions and temporary activities	Follow NOAA/NCCOS EMS procedures at the facility in accordance with Federal, State, local environmental regulations and other requirements	Mar. 2008
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