

**Charter
For
National Centers for Coastal Ocean Science
Environmental Management System Team**

1. STATEMENT

The National Oceanic and Atmospheric Administration's (NOAA) National Centers for Coastal Ocean Science (NCCOS) is committed to managing environmental issues and their impacts on human health and the natural environment, effectively and efficiently. In 2005, NCCOS implemented an Environmental Management System (EMS), based on the International Organization for Standardization's (ISO) 14001 standard to enable it to meet this commitment. In addition to supporting NOAA's Strategic Plan and Mission, the NCCOS EMS supports the requirements of Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management." The EMS enables NCCOS to proactively manage its environmental issues across all facilities using a coordinated approach to focus on continually improving environmental and related operational performance. The effectiveness of NCCOS' EMS in supporting the overarching mission of NOAA is dependent on the active contribution and commitment of NCCOS management, individuals that comprise NCCOS, NCCOS EMS Teams, and NCCOS partners.

2. SCOPE

The NCCOS EMS applies to NCCOS as a whole, including Headquarters and the five Centers listed below.

1. Center for Sponsored Coastal Ocean Research (CSCOR) in Silver Spring, Maryland
2. Center for Coastal Monitoring and Assessment (CCMA) in Silver Spring, Maryland
3. Center for Coastal Fisheries and Habitat Research (CCFHR) in Beaufort, North Carolina; and the Kasitsna Bay Marine Laboratory in Seldovia, Alaska
4. Center for Coastal Environmental Health and Biomolecular Research (CCEHBR) in Charleston, South Carolina; and the Cooperative Oxford Laboratory in Oxford, Maryland
5. Hollings Marine Laboratory (HML) in Charleston, South Carolina

3. PURPOSE

To implement and conduct the EMS, NCCOS formed an NCCOS EMS Team. The NCCOS EMS Team is charged by the Director of NCCOS with maintaining and continually improving the NCCOS EMS. The NCCOS EMS Team is composed of members from NCCOS Headquarters and each of the Centers who lend their perspectives, experiences, knowledge and qualifications to the NCCOS EMS. The NCCOS EMS Team is responsible for ensuring that the EMS continues to be suitable, adequate, and effective.

4. STRUCTURE AND RESPONSIBILITIES

4.1 NCCOS EMS Team

The NCCOS EMS Team is responsible for coordinating NCCOS-wide EMS efforts,

communicating with NCCOS management, and ensuring that the EMS is maintained, and meeting its intended purpose.

4.2 NCCOS EMS Team Structure

The NCCOS EMS Team includes:

- An Environmental Management Representative from NOS
- An Environmental Management Representative from NCCOS Headquarters
- EMS Team Representatives for each NCCOS facility
- Representatives from other NCCOS Headquarters functions, as appropriate (e.g., Information Technology, Procurement, Communications)

4.3 NCCOS EMS Team Responsibilities

The overarching responsibility of the NCCOS EMS Team is to ensure the operation and continual improvement of the EMS and to serve as an advisory body to NCCOS Management. In meeting this responsibility, the NCCOS EMS Team shall:

1. Represent their organizational component's interests and perspectives on EMS developments and issues through consultation with their organization's management team and staff.
2. Ensure that NCCOS facilities comply with DOC, NOAA, NOS, and NCCOS EMS requirements.
3. Provide guidance to NCCOS employees on EMS requirements and initiatives.
4. Document facility EMS-related efforts and maintain EMS documentation.
5. Establish a regular schedule of meetings (teleconferences and/or on-site meetings) for the Team. Maintain records of the NCCOS EMS Team meeting minutes.
6. Communicate important EMS-related matters to appropriate NCCOS and other personnel.
7. Evaluate significant environmental aspects and impacts of activities, products, and services developed and conducted at NCCOS facilities.
8. Define objectives and targets to reduce or minimize significant environmental impacts.
9. Design management plans, standards, and work instructions to enable continual evaluation and monitoring of these significant environmental impacts, and the meeting of objectives and targets.
10. Foster an environment where NCCOS employees are encouraged to maintain a safe and healthy workplace while protecting the environment.
11. Ensure the conduct of routine audits, management reviews, and continual system improvement through the implementation of corrective and preventive actions.
12. Track and report environmental and operational performance.

4.4 NCCOS Local Facility EMS Teams

Each NCCOS facility will be represented by a Local EMS Team. The purpose of a Local EMS Team is to support the operational functioning of the NCCOS EMS at the facility, working under the guidance of the NCCOS EMS Team.

4.5 NCCOS Local Facility EMS Team Structure

Local EMS Teams shall be comprised of representatives from various functional groups within the facility (e.g., Management, Procurement, Information Technology, Human Resources, Science, Facilities, and Partners). The Facility Director will inform NCCOS facility employees of the activities of the Local EMS Team and its responsibilities. Volunteers will be solicited and the

Director shall make appointments to ensure that all the functional group positions are represented.

4.6 NCCOS Local Facility EMS Team Responsibilities

1. Represent their functional groups' interests and perspectives on EMS developments and issues through consultation with facility management team and staff.
2. Provide relevant information to the NCCOS EMS Team.
3. Communicate NCCOS EMS Team decisions to personnel in their respective functional group.
4. Act as an EMS point of contact within their functional group.
5. Perform EMS functions, as assigned.
6. Serve for a minimum of one year.
7. Implement procedures, controls, and programs established by the NCCOS EMS (e.g., training, meeting minutes, records management and provide information for facility team website on the NCCOS EMS Website).
8. Strive to ensure that their facility contributes to the overall success of the NCCOS EMS.

5. DECISION MAKING

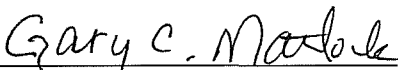
The NCCOS EMS Team is charged with making recommendations to NCCOS management. All decisions regarding recommendations to be put forth will be made by consensus, and all NCCOS EMS Team members will have equal status during deliberations. A quorum exists when a minimum of 51 percent of members are present. When there is no quorum, meetings may still be held to discuss issues; however, no decisions may be made. Subject-matter experts and other visitors to NCCOS EMS Team meetings may participate in deliberations, but may not vote on decisions.

6. MEETING SCHEDULE AND LOGISTICS

The NCCOS EMS Team will conduct regularly scheduled meetings. Local EMS Teams will conduct regularly scheduled meetings, recommended at least quarterly. Additional meetings may be scheduled as needed.

7. MODIFICATIONS, DURATION AND EFFECTIVE DATE

This Charter is effective as of the date signed by the NCCOS Director. It may subsequently be amended or supplemented by agreement between the NCCOS EMS Team and the NCCOS Director at any time.



Gary C. Matlock, Ph.D.
Director, NCCOS

3-4-08
Date

