

EMS Operational Control Document – Requirements

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Approved by: NCCOS EMS TEAM	
NCCOS IS COMMITTED TO COMPLIANCE ASSURANCE AND POLLUTION PREVENTION	
Comply with all applicable laws, regulations and executive orders; Safeguard the community and the natural environment; and Maintain a safe and healthful workplace.	
Operating Requirements: Refer to NOAA-Maintained Compliance Assurance Program (CAP) Spreadsheet (CAP link)	

All NCCOS activities must comply with applicable laws, regulations and executive orders, safeguard the community and the natural environment, maintain a safe and healthful workplace, and reflect EMS core values. Budgets should indicate appropriate funding requirements whereby environmental commitments are maintained and show annual improvement.

This document applies to the following:

Administrative processes -

- Administration & Management
- Budget
- Building Planning and Space Allocation
- Contracts
- Leasing and Purchasing Of Equipment, Furniture, Parts and Supplies
- Personal and Real Property
- Shipping and Receiving

Facilities Operations and Maintenance –

- Use of Facility
- Vehicles & Vessels
- Fuel Storage
- Grounds Keeping
- House Keeping
- Construction & Renovations
- Parking Lots

Information Technology –

- Purchasing & Disposal of Energy Star Compliant devices and accessories

Materials Management –

- Material Use
- Materials Storage
- Materials Disposal
- Recycle Materials

Science –

- Research Planning & Preparation
- Field and Lab Activities
- Partners

Vehicles & Vessels –

- Fuels, Oils, and Lubricants
- Maintenance
- Operations

ATTACHMENTS OR REFERENCE DOCUMENTS: See *NCCOS Local Facility Plans* for details [link](#)

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