

NCCOS	EMS ENVIRONMENTAL MANAGEMENT SYSTEM STANDARD	Date Issued/Revised: 10/19/05; 02/25/08
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## EMS 001 POLICY AND LEADERSHIP

### 1. PURPOSE

To define NOAA's environmental leadership position in environmental matters whereby NOAA's Environmental Compliance Strategic Plan guides facility management through environmental management systems and a commitment to environmental performance and stewardship. Ensure facility environmental commitments and policy statements are accessible, understood and provide for leadership responsibilities.

### 2. SCOPE

This procedure applies to NOAA line functions that have implemented an Environmental Management System (EMS).

### 3. NOAA LEVEL METHODOLOGY

3.1 The **NOAA Environmental Compliance Strategic Plan** establishes NOAA's vision and commitment to:

- Comply with environmental applicable laws, regulations and Executive Orders
- Provide a safe and healthful workplace
- Safeguard the community and the natural environment by promoting stewardship of the environment and natural resources

Appropriate environmental measures are integrated in the Agency Strategic Plan that is periodically updated with Annual Performance Plans and Reports submitted per requirements of the Government Performance and Results Act.

3.2 NOAA's commitments to environmental responsibility are developed in conformance with applicable legal requirements and Executive Orders that direct Federal Agencies and facilities to become leaders in environmental protection and stewardship. NOAA EMS promotes these specific requirements:

- **Executive Order 12088 Federal Compliance with Pollution Control Standards**
- **Executive Order 12580 Superfund Implementation**
- **Executive Order 12898 Federal Action to Address Environmental Justice in Minority Populations and Low-Income Populations**
- **Executive Order 13016 Amendment to EO 12580**
- **Executive Order 13423 Strengthening Federal Environmental, Energy, and Transportation Management**

3.3 Financial resources and budget requirements to achieve NOAA's commitments are established through:

3.3.1 NOAA Policy:

- **Environmental Funding Policy 98-01**
- **Accounting Policy for PP&E Cleanup Costs 98-03**
- **Pollution Control and Treatment Project Prioritization Scheme & Directions for use.**
- **Remediation Environmental Project Prioritization Scheme**
- **Financial Environmental Liabilities**

3.3.2 NOAA Requirements:

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<http://coastalscience.noaa.gov/ems/>

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- **Administrative Order 216-17** references specific financial responsibilities associated with:
  - Identification of environmental problems
  - Correction of environmental problems
  - Prevention of environmental problems
  - Clean-up

3.3.3 NOAA Standards:

Standards provide direction in developing budgets through:

- **Guidance Costs - Capital Costs and Operating and Maintenance Costs**
- **Guidance: Estimating Line and Staff Office's Wastes and Hazardous Materials Management Costs**
- **Circular No. A-11 Preparation and Submission of Budget Estimates**
- **Spending Plan: Rules for Project Queuing**

3.4 NOAA provides for additional resources and reinforces its commitment to **NOAA Administrative Order 216-17** and to all NOAA locations through leadership provided by:

- Regional Environmental Compliance Officers (RECO)
- Regional Safety Managers (RSM)
- General Counsel

3.5 The Department of Commerce has identified specific leadership assignments through its correspondence: **DOC Memo - Subject: Environmental Compliance June 29, 1999** directed toward:

- Assistance Administrator
- Director of Office of Administration
- NOAA General Counsel

3.7 Leadership for the EMS should rest with the highest official at a NOAA location.

3.8 Each facility Environmental Policy and leadership roles and responsibilities must be fully developed, communicated and maintained. The Environmental Stewardship Program provides for external communications of facility policy and leadership.

3.9 Click on [www.ECS.NOAA.GOV](http://www.ECS.NOAA.GOV) for full coverage of NOAA Environmental topics.

#### 4. FACILITY EMS REQUIREMENTS AND RESPONSIBILITIES

NOAA NCCOS should take the following steps to implement and maintain an EMS that conforms to NOAA's EMS requirements and E.O.13423.

1. Identify **Top Management** at the facility (or organization as defined by the scope of the EMS) and brief them on the requirements and goals of the facility's EMS. Where possible seek formal confirmation of their commitment to the establishment of the system.
2. Top Management shall appoint a **Management Representative** responsible for establishing, implementing and maintaining the EMS.
3. Management shall also ensure that appropriate resources are available to establish, implement, maintain and improve the EMS. Including specialized skills, organizational infrastructure, technology, financial resources, and human resources.

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4. The EMS Team should develop a facility ***Environmental Policy*** signed by Top Management. This policy should be aligned with NOAA's Environmental Policy and support NOAA's Strategic Plan as well as conforming to the requirements of ISO 14001.
5. Make the facility Environmental Policy available to the facility and general public.

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