

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 and present EMS summary	Rev. Mar. 2008
EMS Team Representatives	EHS Officer CCFHR-Beaufort & Kasitsna Bay EHS Officers CCEHBR & CHHR-HML, Charleston EHS Officer CCEHBR-Oxford EHS Officer SSMC	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. Mar. 2009 Local EMS Team Coordinator
Local EMS Team Representatives	EMS Team CCFHR-Beaufort & Kasitsna Bay EMS Team CCEHBR & CHHR-HML, Charleston EMS Team CCEHBR-Oxford EMS Team SSMC	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. Mar. 2009
Internal Audit team			
Audit Lead	Rotational Assignments by the NCCOS EMS Team	Lead the NCCOS internal audit	Rev. Mar. 2009

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, CHHR, and Directors for Oxford and Kasitsna Bay Laboratories	Authority over operations or activities, which are subject to the NCCOS EMS and applicable environmental statutes.	Senior NOAA Official on site Rev. Mar. 2009
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 conformance with EMS 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 Conformance & 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 NCCOS-controlled facilities and while conducting operations in accordance with Federal, State, local environmental regulations and other requirements	All hands Rev. Mar. 2009
Contractors on site	Routine various support positions and temporary contract activities	Follow NOAA/NCCOS EMS procedures at NCCOS-controlled facilities and while conducting operations in accordance with Federal, State, local environmental regulations and other requirements	Rev. Mar. 2009

NOAA - NCCOS	EMS FORM 002.01	Date issued & revised: 10-07-05, R10-26-05, R04-16-07, R02-25-08, R03-19-09
		Reference: EMS 002

Visitors on site	Various support positions and temporary activities	Follow NOAA/NCCOS EMS procedures at NCCOS–controlled facilities and while conducting operations in accordance with Federal, State, local environmental regulations and other requirements	Rev. Mar. 2009
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