

USDA FOREST SERVICE



Pike/San Isabel National Forests and Cimarron/Comanche National Grasslands ENVIRONMENTAL MANAGEMENT SYSTEM GUIDEBOOK

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4.4.1 – RESOURCES, ROLES, RESPONSIBILITY AND AUTHORITY

ISO 14001 REQUIREMENTS

This element defines the management and accountability structure to ensure that resources are available to implement, maintain, and improve the EMS. These resources include human resources, organizational structure, financial and technological resources, and others as needed. Roles, responsibilities, and authorities are defined, documented and communicated. Top management appoints the EMS Management Representative who ensures the EMS is established, implemented and maintained. The Management Representative reports to management on EMS performance and recommendations for improvement.

PURPOSE

The PSICC has established responsibilities for establishing, implementing, and maintaining an Environmental Management System (EMS). The Forest Supervisor has overall responsibility to define and document the EMS scope, developing and maintaining appropriate EMS procedures, and ensuring that adequate resources (human, technological and financial) are provided for effective implementation and control of the EMS program.

SCOPE

This procedure outlines the roles, responsibilities, and authority for the PSICC EMS. Forest Service Manual, Chapter 1330 – Management Systems (FSM 1330) <http://fsweb.wo.fs.fed.us/directives/fsm/1300/> describes the primary authorities related to the design, implementation, and maintenance of an EMS. This chapter describes the roles and responsibilities of field units. This EMS procedure has been prepared to work in conjunction with the requirements outlined in FSM 1330.

DEFINITIONS

Administrative Unit – A Forest Service organizational unit (organizational entity or component), including, but not limited to, a national forest, grassland, prairie, or monument; a ranger district; and research work units.

Environmental Management System – The part of an organization's management system used to develop and implement its environmental policy and manage its environmental aspects.

EMS Guide – Is an overarching EMS document that identifies all EMS-related information, material, and references to all supporting documents for a particular EMS.

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PROCEDURES AND RESPONSIBILITIES

The Forest Supervisor has identified and approved roles and responsibilities for individuals and/or teams, [4.4.1.1 Roles and Responsibilities Table](#).

Specific roles and responsibilities are summarized below.

Forest Leadership Team

- ❑ The Forest Supervisor, assisted by the Forest Leadership Team (FLT), will have oversight of budget allocations to ensure that adequate resources are available for EMS implementation, maintenance and improvement. Resources include human resources and specialized skills, organizational infrastructure, technology and financial resources.
- ❑ The Forest Supervisor will appoint an EMS Management Representative from the FLT members.
- ❑ Ensures adequate time is provided to Forest employees for implementation, inspection, follow-up conformance monitoring and audits.
- ❑ Provides guidance to the EMS through periodic reviews, monitoring results, and any identified nonconformities.
- ❑ Oversees the compliance monitoring process such that it results in continued improvement.
- ❑ Conducts annual EMS Management Review and makes improvements as appropriate.
- ❑ Reviews the findings of investigations of nonconformity, makes the assignments to correct non-conformities as needed, prevents further damage, modifies the EMS when necessary, and documents the actions and results using the appropriate EMS non-conformity form in accordance with law, regulations and policy.
- ❑ District Rangers are responsible for ensuring that 100% of projects comply with the Forest Plan and applicable laws and regulations and that it is documented in all project decisions.

EMS Management Representative

- ❑ FLT representative to provide advocacy, leadership and FLT liaison to support the EMS.
- ❑ Accountable to the Forest Supervisor for overall performance of the PSICC EMS.

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- ❑ Oversees the development, implementation and maintenance of the EMS.
- ❑ Reports to the Forest Supervisor and FLT on the performance and continuous improvements to the EMS.
- ❑ Facilitates resources for EMS (human, technological, financial).
- ❑ Ensures EMS related documents, records and information are maintained and accessible.
- ❑ Implementation of the EMS Competence, Training and Awareness procedures.
- ❑ Maintains Forest EMS internet and intranet sites and other educational tools.
- ❑ Facilitates internal and external audits.
- ❑ Reports results of the reviews to the FLT.
- ❑ Provides the FLT options for improving the EMS
- ❑ Ensures that all reported non-conformances are addressed and tracked in accordance with the EMS.

Documents and Records Manager

The PSICC EMS Management Representative has the documents and records management responsibilities to:

- ❑ Establishes and maintains EMS document files and document control lists.
- ❑ Establishes and maintains an EMS records control log.
- ❑ Assures that all EMS information that is available and accessed by PSICC employees, contractors, permittees, partners and the general public is current and up-to-date on the Forest internet and intranet EMS web pages.