



**EPA Region 1  
McCormack Federal Building  
EMS Procedure  
FY 2012**

## **4.4.1 Structure and Responsibility**

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Title: EMS Coordinator

**Document location:** The official controlled version of this document is the electronic version maintained on-line in the Lotus Notes Database.

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### **Index**

- 1.0 Purpose**
  - 2.0 Definitions**
  - 4.0 Responsibilities**
  - 5.0 Distribution**
- 

### **1.0 Purpose**

- 1.1 The purpose of this procedure is to ensure the establishment, maintenance and use of operational controls associated with significant environmental aspects. Operational controls help the Boston Office meet its objectives and targets and act consistently with its Environmental Policy.

### **2.0 Definitions**

- 2.1 For definitions of common terms for EPA-NE Boston Office EMS procedures, refer to EMS document EMS Definitions.

### **3.0 Responsibilities**

- 3.1 Management - A successful EMS must have support and direction from all levels of management.
  - 3.1.1 The Regional Administrator (RA) sets the overall direction and policies for the Boston Office.
  - 3.1.2 The Deputy Regional Administrator (DRA) acting as the Regional EMS Executive (REE) ensures that Boston Office managers and staff understand and implement

## 4.4.1 Structure and Responsibility

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the EMS. The REE serves as Chair of the Boston Office EMS Board of Directors and is responsible for leading periodic management reviews of the EMS.

- 3.1.3 Office Directors, acting as the Boston Office EMS Board of Directors, are responsible for general oversight and approval of the EMS. They are also responsible for contributing members and advisors to the EMS Core Team.
- 3.1.4 The Director of OARM oversees and approves the operation and maintenance of the EMS, including assuring that the EMS: (1) incorporates environmental considerations into daily operations, (2) contributes to efficiency, waste reduction and cost effective decision-making, and (3) integrates smoothly into existing operations Offices; and (4) measuring and monitoring environmental aspects related to facilities management activities.
- 3.1.5 The manager of Customer Service and Facilities is responsible for: (1) assuring full implementation of EMS operational controls associated with facilities management activities; (2) assuring compliance with environmental legal and other requirements associated with facilities management activities; (3) identifying potential areas for improved environmental performance with support from the EMS Core Team and other Offices; and (4) measuring and monitoring environmental aspects related to facilities management activities.
- 3.1.6 The Managers of the Computing Technology and Information Resources are responsible for: (1) assuring full implementation of EMS operational controls associated with acquisition, deployment and disposition of computers and other devices; (2) providing the EMS Core Team and Sustainable POCH with information and design support.

### 3.2 Sustainable POCH /EMS Core Team

- 3.2.1 The EMS Core Team includes at least one member from each Office. The Team is a part of the larger Sustainable POCH organization<sup>1</sup> with specific responsibilities for the design and operation of the EMS, and environmental compliance, including compliance with Agency policy and Federal Executive Orders.
- 3.2.2 The EMS Coordinator is responsible for designing, implementing and maintaining the EMS, with the support of the EMS Core Team. The Coordinator monitors EMS operations and facilitates conformance to EMS procedures and operational controls. Other Coordinator duties include proposing revisions to the EMS, ensuring that revisions to the EMS conform to the ISO 14001 standard and reporting to the EMS Board of Directors on environmental performance and the ongoing effectiveness and suitability of the EMS.

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<sup>1</sup> Sustainable POCH is a voluntary organization of EPA employees whose purpose is to find effective ways to improve the Boston Office's environmental performance. The EMS Core Team is composed of Sustainable POCH members with specific, EMS related responsibilities.

## 4.4.1 Structure and Responsibility

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- 3.2.3 All, who work in the EPA NE Boston Office, are responsible for reducing their environmental footprint at work, by understanding and supporting the Environmental Policy. Boston Office employees should participate in EMS awareness training to better understand and reduce the potential environmental impacts associated with their work including the use of energy and resources and the generation of waste. EPA employees are welcome to participate in Sustainable POCH.

### 4.0 Distribution

- 4.1 The EMS Core Team's documentation lead has placed the most current version this procedure in an electronic repository. It is available electronically to users of the EPA Regional 1 intranet. Procedures are subject to revision. The EPA Intranet EMS Page (<http://r1-gis-web.r1.epa.gov:9876/oarm/ems/index.html>) has a link to the latest version.