



EPA Region 1 McCormack Federal Building

EMS Procedure

FY 2012

4.4.6 Operational Controls

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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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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 Scope

- 2.1 This procedure applies to all activities associated with significant environmental aspects at the EPA-NE Boston Office.

3.0 Definitions

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

4.0 Approach

- 4.1 Development of Operational Controls

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- 4.1.1 The EMS Core Team with the Managers of OARM reviews the activities of the EPA-NE Boston Office that are associated with significant environmental aspects and identified Region-wide operational controls for them. After OARM managers review operational controls for completeness and accuracy, the Director of OARM approves them.

4.2 Review and Update of Operational Controls

- 4.2.1 To assure that the operational controls remain current, the affected OARM managers, with the support of the EMS Core Team, at least once a year, will review the activities, significant aspects, operational controls and the results of internal EMS audits. This review determines whether the controls are functioning correctly and whether they need modifications or additions.

4.3 Implementation of Operational Controls

- 4.3.1 Each operational control procedure identifies specific implementation responsibilities of Office Directors, managers and staff.

5.0 Responsibilities

5.1 The Facilities and Information Technology Managers are responsible for:

- 5.1.1 assuring that operational controls are developed, implemented, maintained and monitored for effectiveness;
- 5.1.2 reviewing and approving new or revised operational controls;
- 5.1.3 reviewing the results of monitoring of operational controls with the EMS Coordinators;
- 5.1.4 with the EMS Coordinators reporting to the Director of OARM and the EMS Board of Directors on environmental performance region wide, including effectiveness and suitability of operational controls.

5.2 The EMS Coordinator is responsible for:

- 5.2.1 with support from the EMS Core Team and the EPA-NE management staff,
 - 5.2.1.1 documenting operational control procedures region wide, and
 - 5.2.1.2 reviewing and approving new or revised controls;
- 5.2.2 with the EMS Core Team, develop, approve and implement operational controls based on new operating practices;
- 5.2.3 proposing any additional operational controls necessary to meet the Environmental Policy commitments of the EMS;
- 5.2.4 monitoring conformance with operational controls and compliance with Legal and

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other applicable requirements through periodic audits and by other means; and

5.2.5 with the Director of OARM, reporting to the EMS Board of Directors on environmental performance region wide, including effectiveness and suitability of operational controls.

5.3 EMS Core Team is responsible for providing support in developing, documenting and implementing EMS operational control procedures. The Core Team, with OARM and others are responsible for proposing and developing new or improved operational controls or practices.

6.0 Records and Related Documents

6.1 See Procedure 6, "Environmental Management Program."

7.0 Distribution

7.1 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.