

## **EMS ROLES AND RESPONSIBILITIES**

This list of roles and responsibilities applies to the USEPA Region 7 Environmental Management System (EMS) and is made available to all EPA staff via the Region 7 Intranet.

### **1. REGIONAL ADMINISTRATOR**

The Regional Administrator (RA) is designated as the Officer-In-Charge (OIC) of the Region. The RA leads the Region's Senior Staff and has overall responsibility for establishing the level and direction of the Region's environmental performance as defined in the Sustainability Policy statement. The RA appoints the Region's Designated Safety, Health, and Environmental Management Official (DSHEMO) in accordance with EPA Order 1440.1.

### **2. ASSISTANT REGIONAL ADMINISTRATOR**

The Assistant Regional Administrator (ARA) is appointed by the RA to serve as the Region 7 DSHEMO in accordance with EPA Order 1440.1. As such, the ARA has overall responsibility and authority for implementing and maintaining the EMS. The ARA is also appointed as the Region's EMS Management Representative by the RA to fulfill the requirements of ISO14001:2004(E), Section 4.4.1. The ARA in turn appoints the EMS Coordinator to complete the roles and responsibilities identified below, and ensures the availability of sufficient resources for operating the EMS through consultation and cooperation with the Region 7 Senior Staff.

### **3. REGION 7 SENIOR STAFF**

The Region 7 Senior Staff is endowed with specific authorities and responsibilities by the Region's EMS Operating Procedures including approval of the Sustainability Policy Statement, significant aspects, objectives and targets, and management programs. The Senior Staff also serves as an advisory body to the RA, ARA, and the EMS Management Representative on the continual improvement of the EMS, champions the EMS and individual environmental responsibility within their staffs, and works with the ARA to provide resources needed to achieve the specified objectives and targets.

The Region 7 Senior Staff is headed by the RA and includes the following individuals:

- Deputy Regional Administrator
- Assistant Regional Administrator for Policy and Management [Director; Office of Policy and Management (PLMG)]
- Director; Office of Public Affairs (OPA)
- Regional Counsel (CNSL)
- Director; Enforcement Coordination Office (ECO)
- Director; Air and Waste Management Division (AWMD)
- Director; Environmental Services & Technology Division (ENST)
- Director; Superfund Division (SUPR)
- Director; Water, Wetlands and Pesticides Division (WWPD)

### **4. EMS COORDINATOR**

The EMS Coordinator is appointed by the ARA and is responsible for the day-to-day operation of the EMS. They work with the ARA to achieve the desired level of environmental performance articulated by the Senior Staff through the Sustainability Policy Statement and the Region's

objectives and targets. In this capacity, the duties of the EMS Coordinator include, but are not limited to, leading the EMS Integration Team; ensuring the timely completion of all tasks contained in the EMS OPs; managing the EMS Manual; monitoring and measuring progress on achieving objectives and targets; communicating EMS information and training staff; coordinating and arranging for EMS compliance assessments and internal audits; and assisting the EMS Management Representative with required EMS management reviews during the EMS cycle.

#### **5. ASSOCIATE EMS COORDINATOR**

The Associate EMS Coordinator works closely with the EMS Coordinator on the completion of assigned duties and serves with the authority and responsibility of the Coordinator in their absence.

#### **6. EMS ADVISORY TEAM**

The EMS Advisory Team's role is to assess the on-going effectiveness of the management system in meeting the Region's Policy Statement; assess the pervasiveness of the management system within the Region's "culture;" and be visible ambassadors for the system within the Region. This Team includes the Deputy Regional Administrator; EMS Management Representative; one (1) volunteer member of the Senior Staff; the EMS Coordinator and Associate EMS Coordinator; and two (2) volunteer Branch Chiefs.

#### **7. EMS INTEGRATION TEAM**

The EMS Integration Team's role is primarily one of consultation and facilitation. It develops broad-based environmental and sustainability objectives consistent with the Region's Sustainability Policy Statement, legal and other requirements, and goals provided by EPA and then passes them to the Functional Teams for implementation. The Team also assesses the effectiveness of the Functional Teams in meeting their objectives and targets, provides guidance and direction in overcoming obstacles, and identifies and mitigates potential cross-Team conflicts. This Team includes the EMS Coordinator; Associate EMS Coordinator; functional team leads; Regional sustainability consultants; and union representatives.

#### **8. FUNCTIONAL TEAM LEADS**

Functional Team Leads are members of the EMS Integration Team and have a variety of additional roles and responsibilities defined in the Region's operating procedures. Principal among these are working with the EMS Coordinator and others to develop objectives and targets specific to the management programs their team oversees; achieving the objectives and targets approved by the Region's Senior Management for their program; filling out and maintaining the management program form (as appropriate) to aid in the management of their program; providing monitoring and measuring updates to the EMS Coordinator and members of the EMS Integration Team to help meet EMS reporting and communication requirements; and representing their program to compliance assessors and EMS auditors. Functional Teams include the Green Meeting Team; Sustainable Travel Team; Reduce, Reuse, Recycle Team; Sustainable Purchasing Team; Sustainable Facilities Team; Hazardous Waste Compliance Team; Sustainability Opportunities and Application Resources (SOAR) Team; and the Communications Team<sup>1</sup>.

#### **9. COMPLIANCE SUBJECT MATTER EXPERTS**

Several subject matter experts (SMEs) have been appointed by Division Directors to provide technical knowledge and experience in a specific environmental compliance discipline to help ensure the Region's activities are fully compliant with all applicable legal and other requirements. The

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<sup>1</sup> The Communications Team is a support team and does not oversee one of the Region's management programs.

SMEs work with the EMS Coordinator to discern which legal and other requirements apply to the Region's activities, identify and correct programmatic deficiencies, and ensure continued compliance through periodic Program Management Reviews.

#### **10. OPERATIONAL CONTROL LEADS**

Operational Control (OC) Leads have overall responsibility for the implementation and on-going management of operational controls within the scope of the Region's EMS. Individuals are assigned as OC Leads because of their intimate involvement with the control as part of their normally assigned duties and responsibilities.

#### **11. EPA EMPLOYEES AND ON-SITE GRANTEEES AND CONTRACTORS**

All Region 7 EPA employees, as well as EPA grantees and contractors who work within the scope of the Region 7 EMS are responsible for being aware of the components of the EMS; for being aware of the environmental aspects and impacts associated with their work activities/processes; and for participating in the MPs to the greatest extent practical and/or as allowed by their contracts. EPA employees and contractors of tenant organizations are encouraged to be as knowledgeable and engaged in EMS activities as allowed by their tenant agreements.