

Establishing and Documenting the EMS Advisory Committee and EMS Implementation Team

I. PURPOSE

The purpose of this procedure is to identify and define the members of Region 9's EMS Advisory Committee and EMS Implementation Team responsible for building, implementing, and maintaining an EMS for the Region.

II. SCOPE

This procedure covers the establishment and authorization of the EMS Advisory Committee (EMS Committee) and EMS Implementation Team (EMS Team) responsible for designing, implementing and maintaining the EMS in the Region.

III. GENERAL INFORMATION

The EMS Committee and EMS Team are on-going standing groups within the Region. In this regard, the EMS Committee plays an advisory role and provides on-going management support. The EMS Team designs, implements and maintains an EMS to identify and control significant aspects and to reduce environmental impacts over time. The EMS Team is responsible for all major activities required under ISO 14001 standards for EMSs.

The Leader of the EMS Committee and EMS Team is called the EMS Lead, and convenes meetings, leads the EMS Team through design, implementation and on-going use of the EMS, and serves as the main liaison between the EMS Team and management in the Region.

IV. APPROACH

1. An EMS Team is assembled consisting of an EMS Lead and staff representatives from each Division / Office in the Region. A list of EMS Team members is maintained and updated on an ongoing basis.
2. An EMS Committee is assembled consisting of the EMS Lead and management representatives from each Division / Office in the Region. A list of EMS Committee members is maintained and updated on an ongoing basis.
3. The EMS Lead serves as the Leader/Champion of the EMS Committee and EMS Team. The EMS Lead assigns responsibility to EMS Team members for tasks related to EMS development and implementation. The EMS Lead must have sufficient authority and management support. If not, this role should be played by two people – An Environmental Management Representative (EMR) leading the EMS Committee, and an EMS Team leader for the EMS Team.

4. Significant Environmental Aspect (SEA) Leads are EMS Team members assigned responsibility for the Environmental Management Programs (EMPs) and Operational Controls associated with select significant aspects.
5. On average, the EMS Team meets on a monthly basis. The EMS Committee meets periodically as deemed necessary by the EMS Lead.
6. Meeting minutes are taken for all EMS Committee and Team meetings, and are used to document key discussions and decisions. These minutes are held as required under records retention procedure (SP-RM). Attendance is recorded at every meeting.
7. All EMS design decisions and Objectives & Targets each cycle are developed by consensus of the EMS Team with the EMS Lead casting the deciding vote if consensus can not be reached.
8. All EMS design decisions and Objectives & Targets each cycle must be approved by a majority of the EMS Committee members. Members may appoint an alternate representative to represent them at any EMS Committee meeting. The EMS Lead is the deciding vote in the case of a tie.
9. Responsibilities of the EMS Team include, but are not limited to:
 - Developing and maintaining EMS system procedures
 - Selecting the significant aspects for management every EMS cycle
 - Proposing objectives & targets to management of the Region every EMS cycle
 - Verifying progress towards all Environmental Management Programs (EMPs) each year
 - Collecting metrics of performance
 - Coordinating internal audits of the EMS
 - Reviewing performance results and preparing recommendations to management on improvements to the EMS
 - Coordinating the annual management review of the EMS
 - Conducting periodic EMS awareness training and competency training (when that is required)
 - Coordinating internal and external communications about the EMS
10. Responsibilities of the EMS Committee include, but are not limited to:
 - Supporting the EMS and EMS Team
 - Providing input on the EMS
 - Reviewing elements of the EMS as designed by the EMS Team

V. RECORDS

- 1) List of EMS Team and EMS Committee members.
- 2) Meeting Minutes
- 3) All Hands E-mail appointing EMS Lead
- 4) EMS Lead responsibilities
- 5) SEA Lead responsibilities

IV. REVISION HISTORY

Originally written October 2003; Revised: June 2004, November 2004, October 2006, April 2008, February 2010

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