

## **APPENDIX E**

### **STRUCTURE & RESPONSIBILITIES**

*The following structure & responsibilities table and organization chart are only examples. They must be modified to properly address local conditions.*

## Structure and Responsibilities

### Facility/Plant Manager

- a) Has overall responsibility for the development and implementation of the Environmental Management System.
- b) Allocates EMS resources.
- c) Participates in the management review of the Environmental Management System for suitability, adequacy and effectiveness.
- d) Sets the focus of environmental policy, objectives and targets for the facilities/stores.

### Department/Area Managers

- a) Participate on the Management Team in reviewing the plant's Environmental Management System.
- b) Support the Environmental Management Representative in providing resources adequate to achieve environmental objectives and targets and proper implementation and maintenance of the environmental management system.

### Controller

- a) Manages the accounting and financial operations of the plant including the funding for projects and expenses to maintain compliance with regulations and adherence to company environmental policy.
- b) Participates on the Management Team in reviewing the plant's Environmental Management System.

### Human Resources Manager

- a) Is responsible for providing industrial and public relations services for the plant.
- b) Is responsible for external environmental communications with interested parties and the media.
- c) Oversees the plant's training programs including environmental training.
- d) Participates on the Management Team in reviewing the plant's Environmental Management System.

### Material Handling Manager

- a) Is responsible for the storage of production and non-production materials.
- b) Ensures that delivery, transportation, handling and storage of all materials are properly managed.
- c) Manages shipping of waste materials.
- d) Maintains information on usages, storage and inventory of all production materials.
- e) Manages warehouse layout optimization, facilitating material and waste flow.

- f) Participates on the Management Team in reviewing the plant's Environmental Management System.

For Training Purposes Only

## Structure and Responsibilities

### Quality Manager

- a) Manages the Quality Management System for the plant.
- b) Manages and controls quality documents.
- c) Coordinates the Records Retention system for the plant.
- d) Participates on the Management Team in reviewing the plant's Environmental Management System.

### Plant Safety Manager

- a) Manages the plant safety activities including coordination of Emergency Response Plan when appropriate.
- b) Participates on the Management Team in reviewing the plant's Environmental Management System.

### Information Systems Manager

- a) Manages Facility/Plant computer systems including systems for the Environmental Management System.

### Environmental Management Representative - EMR

- a) Participates as a member of the Management Team.
- b) Directs the Cross Functional Team in the development, implementation and maintenance of the environmental management system.
- c) Reports to the Management Team on the status of the environmental management system, including: environmental compliance, system audits and corrective action plans.

### Environmental Coordinator

- a) Monitors and interprets environmental legal requirements applicable to the Facility/Plant.
- b) Monitors and interprets other requirements to which the Facility/Plant subscribes.
- c) Supports the Environmental Management System by:
  - generating and submitting reports required by the government
  - maintaining summary data and information on liquid and solid wastes, air emissions, and other key environmental performance measurables
  - determining the appropriate disposal methods for all wastes at the Facility/Plant
  - maintaining environmental records as required.
- d) Maintains the Environmental Management System Manual.
- e) Manages applicable permit applications.
- f) Acts on behalf of the Facility/Plant, when assigned and as required, as the official representative with regulatory and local authorities.

## Structure and Responsibilities

### Cross Functional Team

- a) Periodically identifies aspects, determining significance, establishing environmental objects and targets and creating environmental management programs.
- b) Maintains system procedures, including those for Emergency Response.
- c) Develops, implements and maintains the environmental management system under the direction of the Environmental Management Representative.
- d) Acts as the Pollution Prevention, Waste Minimization and Energy Team, where applicable.

### Emergency Response/Safety Committee

- a) Manages safety and security activities including coordination of the Emergency Response Plan.

### Audit Program Leader

- a) Schedules & coordinates internal environmental system audit program. Reports audit results to the Environmental Management Representative.
- b) Monitors closures of non-conformances.

### Internal System Audit Team

- a) Audits environmental system elements as directed by the Environmental Audit Program Leader.
- b) Reports system non-conformances and verifies corrective and preventative actions are implemented.

### Project Managers

- a) Reviews and characterizes environmental aspects of a project through the use of Project Environmental Checklists.
- b) Receives and reviews Environmental Method Statements from contractors.
- c) Forwards Method Statements and Checklists to EMR.
- d) Works with EMR to resolve environmental issues with contractors.