

# Identifying an EMR and Building and EMS Core Team

SOLID WASTE **E**nvironmental  
**M**anagement  
**S**ystem

*Committed to Continuous Improvement*



**The EMR is Responsible for EMS  
Implementation and the EMS  
Core Team Provides Support**

# Example Roles and Responsibilities



	EMR	Foreman	Solid Waste Operators	Laborer	Commission	Director	Contract Engineer	Core Team
Permit management						Lead	Support	
Comply with regulatory requirements	Support	Lead				Lead	Support	
Track and analyze new regulations	Support	Support				Support	Lead	
Compliance assessments and inspections	Support	Lead					Support	
Manage non-compliance		Lead				Lead	Support	
Train employees	Support	Lead				Lead		
Maintain Environmental Policy and Fenceline Statement	Lead				Support			Support
Identify and prioritize environmental aspects and impacts	Lead							Support
Determine objectives, targets, and action plans	Lead				Support			Support
Track objectives, targets, and action plans	Lead							Support

EXCERPT– refer to handout for full text

# EMR Responsibilities

*An Environmental Management Representative (EMR) is an individual who will manage the development, implementation and maintenance of the EMS.*

- ⦿ Primary point of contact for the EMS
- ⦿ Usually designated by Senior Management
- ⦿ Responsible for keeping EMS development and implementation on track
- ⦿ Reporting EMS progress and implementation challenges to Senior Management



# Qualities of an EMR

- ⦿ Passion to Drive the EMS
- ⦿ Organizational Savvy
- ⦿ Enjoys Training Others
- ⦿ Has Process / Systems Knowledge
- ⦿ Wants to Learn or has EMS Knowledge
- ⦿ Possesses Communication Skills

***Congratulations...You Have Been Selected  
to be the EMR...***



# EMS Core Team Responsibilities

- ① Assist the EMR in Building a Successful EMS
- ① Bring Operational Knowledge to the EMR
- ① Reviews Drafts of Documents for Applicability and Adequacy
- ① Support System
- ① Buy-In for the EMS
- ① Cheerleaders for Their Areas of Operation



# EMS Core Team Qualities

One or More of the Following:

- Environmental Knowledge
- Operational Staff
- Trusted Staff
- Good Communicators
- Enthusiasm and Energy



***Congratulations...You Have Been  
Selected to be on the EMS Core Team***



# Desirable Qualities for Core Team Members

- ⦿ Commitment to the Environment
- ⦿ Ability to Communicate with Co-workers
- ⦿ Field Experience and Knowledge of Operations
- ⦿ Creativity and Energy
- ⦿ Ability to See the Big Picture
- ⦿ Open to Feedback from All Levels of Organization





## **Cedar Rapids/Linn County Solid Waste Agency EMS Core Team**

The Core Team mission is to:

- design and maintain EMS frame work,
- identify objectives through open discussion of issues with each other and employees,
- initiate work groups who help define and achieve targets that support Agency objectives.

The core team is the base of the program and can be expanded or reduced according to objectives defined.

Members of the Core Team are:



# Best Practices– EMR



- ① Provide Time for the EMR to Develop and Implement the EMS
- ① Establish Reporting to Senior Management
  - Implement Reporting Tool or Mechanism for EMR to Report and Address Hurdles and Successes
- ① Coordinate Closely with EMS Core Team
  - Delegate Tasks, as Needed
- ① Stay Organized
- ① Ask for Help When Needed



# Best Practices– Core Team



- Typical Core Team Size is 4-6 Members
- Schedule Core Team Meetings on a Regular Basis (Monthly)
- Don't Pressure Anyone Not Willing to Serve
- Ensure Core Team Members Understand Their Role
- Opinions From Core Team Members Matter Regarding the EMS
- Keep Core Team Agendas and Meeting Minutes