

## Roles and Responsibility Table

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Reviewed By: \_\_\_\_\_  
 Reviewed By: \_\_\_\_\_

EMS Activity	Job Title/Role						
Identify and Track Environmental Aspects and Impacts							
Tracking/Analyzing New Regulations							
Permit Management							
Comply with Regulatory Requirements							
Track Environmental Objectives, Targets and Action Plan							
Integrate EMS Practices into Hiring & Performance Assessment Practices							
Develop Budget for EMS							
Train Employees							
Communicating with External Interested Parties							
Communicate Environmental Expectations with Contractors							
Maintain EMS Procedures							
EMS Awareness Activities							
Maintain Operational Controls							
Coordinate Emergency Preparedness and Response Efforts							
Monitoring and Measurement							
Compliance Assessments/Inspections							
Manage Nonconformances							
Maintain EMS Records							
EMS Assessment							
Coordinate EMS Management Review							

**Note: L=Lead S=Support**