



Albemarle County Public Schools

Subject:
EMS Structure & Responsibility

Document No.: EMS-06	Issue Date: 5/23/2013	Expiration Date: 5/23/2014	Last Revised: 8/11/2011	Page: 1 of 2	Prepared By: LCS	Approved By: JPL, JT, JD, GS
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1.0 PURPOSE

This procedure defines and documents the roles, responsibilities, and authorities of the Environmental Management System (EMS) Steering Committee, Environmental Compliance Manager, and Core Team, in order to facilitate effective environmental management for Albemarle County Public Schools.

2.0 SCOPE

This procedure applies to the Environmental Compliance Manager, EMS Core Team, EMS Steering Committee, and anyone else involved in activities related to the EMS.

3.0 RESPONSIBILITY & PROCEDURE

3.1 The Environmental Compliance Manager shall:

- Establish the first drafts of all EMS procedures
- Elicit feedback from the EMS Steering Committee and EMS Core Team on the content of all EMS procedures, and make changes as necessary. EMS Core Team input can be elicited on an as-needed basis.
- Manage and facilitate all EMS-related projects, meetings, Objective and Target action items, and associated, required training
- Report on the performance of the EMS to the EMS Steering Committee at least annually

3.2 The EMS Steering Committee shall be an Albemarle County Public Schools administrator-level committee, and shall include the Chief Operating Officer, the Director of Building Services, the Deputy Director of Building Services, and the Senior Assistant County Attorney responsible for advising the School Division on legal matters. EMS Steering Committee membership may be subject to change at the discretion of the Division Superintendent. Responsibilities of the EMS Steering Committee include:

- Review and approve all written EMS procedures
- Review all components of the EMS periodically during EMS Management Review meetings and recommend improvements
- Maintain responsibility for providing resources (human, technological and financial) essential to the implementation of the EMS Objectives and Targets
- Other responsibilities may be added as necessary.



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- 3.3 The EMS Core Team shall be an Albemarle County Public Schools staff-level committee, chosen by the Environmental Compliance Manager, and approved by the Steering Committee. The EMS Core Team members shall:
- Review EMS documents, procedures and plans as necessary, and provide feedback to Environmental Compliance Manager
 - Participate in implementation of EMS Objectives and Targets as needed
 - Actively participate in and attend all EMS Core Team meetings

4.0 RELATED DOCUMENTS

- 4.1 ISO 14001: 1996, 4.4.1