1.0 Purpose
The following procedure identifies the various roles, responsibilities and authorities, to be
documented and communicated, in order to operate and support the DPPEA environmental
management system.

2.0 Associated Reference Material
   Specifications with guidance for use
2.2 DPPEA Environmental Management System Manual (EMS-DPPEA-Manual)
2.3 DPPEA Legal and Other Requirements SOP – EMS 4.3.2
2.4 DPPEA Objectives and Targets SOP – EMS 4.3.3
2.5 DPPEA Environmental Management Program SOP – EMS 4.3.4
2.6 DPPEA Training, Awareness and Competence SOP – EMS 4.4.2
2.7 DPPEA Communication SOP – EMS 4.4.3
2.8 DPPEA Document Control SOP – EMS 4.4.5
2.9 DPPEA Operational Control SOP – EMS 4.4.6
2.10 DPPEA Emergency Preparedness and Response SOP – EMS 4.4.7
2.11 DPPEA Monitoring and Measurement SOP – EMS 4.5.1
2.12 DPPEA Nonconformance and Corrective and Preventive Action SOP – EMS 4.5.2
2.13 DPPEA Records SOP – EMS 4.5.3
2.14 DPPEA Environmental Management System Audit SOP – EMS 4.5.4
2.15 DPPEA Management Review SOP – EMS 4.6

3.0 Procedure
3.1 The DPPEA Director and section managers are regarded as top management. The DPPEA
   Director shall define roles and appoint responsibilities for appropriate DPPEA staff to
   implement and control the DPPEA environmental management system.

3.2 The DPPEA Director shall assign roles and responsibilities to ensure environmental
   management system requirements are established, implemented, and maintained in
   accordance with the international standards under ISO 14001. These roles and
   responsibilities will be listed in the DPPEA EMS Responsibility Matrix, as a part of this
   document.

3.3 DPPEA management shall provide adequate resources, in a timely manor, to implement
   and maintain the operation of the DPPEA environmental management system.

3.4 The DPPEA EMS Management Team (MT) is appointed by the director as the specific
   management representative to ensure the EMS requirements are put in place, implemented
   and maintained. The Director may appoint an MT leader for reporting on performance of the
   EMS. If an MT leader is not appointed, or is unavailable, the MT may select one. This does
   not exclude roles and responsibilities assigned to other employees and supervisors as
   shown in the DPPEA EMS Responsibility Matrix.

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3.5 The Responsibility Matrix shows the area of responsibility each role has in reporting to top management, on the performance of the EMS. The Director shall specify how any role shall report information to top management during management reviews of the EMS.

3.6 Top management shall communicate roles and responsibilities to all DPPEA staff, at least once a year, by any means the division director deems appropriate, such as e-mail, intranet, memorandum, meeting announcements, handouts or delegating the MT to do it.

3.7 Records shall be kept of reports, on the communication of roles and responsibilities, changes in roles and responsibilities, and changes in top management. These records shall be reviewed, by the EMS Management Team, at least once a year and updated as needed.

3.8 Top management shall ensure that DPPEA staff are trained on the roles and responsibilities assigned to them.

3.9 All DPPEA staff shall have an EMS element added to their performance management work plans. This work plan addition shall require DPPEA staff to participate in the DPPEA EMS program in two ways:
   a. By following and implementing DPPEA EMS guidelines and procedures in all applicable areas and,
   b. By working with the EMS Mgt. Team when an activity in which they are involved with is added/modified/removed to the Division’s operations, by providing the appropriate information to the EMS Mgt. Team, and by adhering to the procedures set forth in the EMS.

4.0 Deviations from this procedure must be documented by completing a Corrective/Preventive Action Report (CPAR) EMS 4.5.2-1.
## RESPONSIBILITY MATRIX

(L=Lead Role, S=Supporting Role)

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>EMS Team</th>
<th>Section Managers</th>
<th>Division Director</th>
<th>Administrative Coordinator</th>
<th>PIO</th>
<th>All Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicate importance of a Division environmental management system</td>
<td></td>
<td>S</td>
<td>L</td>
<td></td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Coordinate auditing efforts</td>
<td></td>
<td>S</td>
<td>L</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Track/Review regulations/volunteer programs</td>
<td></td>
<td>S</td>
<td></td>
<td>L</td>
<td></td>
<td></td>
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<tr>
<td>Prepare reports required by regulations/new programs</td>
<td></td>
<td>L</td>
<td></td>
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<tr>
<td>Coordinate communications with interested parties</td>
<td></td>
<td>L</td>
<td></td>
<td></td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Train employees</td>
<td></td>
<td>S</td>
<td>L</td>
<td></td>
<td>S</td>
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<tr>
<td>Integrate EMS into performance appraisal process</td>
<td></td>
<td>L</td>
<td></td>
<td></td>
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<tr>
<td>Communicate with contractors on EMS</td>
<td></td>
<td>S</td>
<td></td>
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<tr>
<td>Comply with applicable regulatory &amp; volunteer requirements</td>
<td></td>
<td>S</td>
<td>L</td>
<td>L</td>
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<td>S</td>
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<tr>
<td>Conform with organization’s EMS requirements</td>
<td></td>
<td>L</td>
<td>L</td>
<td>L</td>
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<td>L</td>
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<tr>
<td>Maintain equipment/tools to control environmental impacts</td>
<td></td>
<td>L</td>
<td></td>
<td></td>
<td>S</td>
<td></td>
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<tr>
<td>Monitor measures for goals</td>
<td></td>
<td>L</td>
<td>S</td>
<td>L</td>
<td></td>
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</tr>
<tr>
<td>Coordinate emergency response efforts</td>
<td></td>
<td>S</td>
<td>L</td>
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<td></td>
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<tr>
<td>Identify environmental aspects of products, activities or services</td>
<td></td>
<td>L</td>
<td>S</td>
<td>L</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Establish environmental objectives and targets</td>
<td></td>
<td>L</td>
<td>S</td>
<td>L</td>
<td></td>
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<tr>
<td>Develop budget for environmental management</td>
<td></td>
<td>S</td>
<td></td>
<td></td>
<td>L</td>
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</tr>
<tr>
<td>Maintain EMS records (training, etc.)</td>
<td></td>
<td>L</td>
<td></td>
<td></td>
<td>S</td>
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<tr>
<td>Coordinate EMS document control efforts</td>
<td></td>
<td>L</td>
<td></td>
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</tr>
</tbody>
</table>

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