

OFFICE OF ENVIRONMENTAL QUALITY  
**Structure and Responsibility Table Example**

ISO 14001 Requirement	City Manager's Office	City Attorney's Office	Office of Environmental Quality	EMR/EMS Project Manager	EMS Core Team	EMS Objective Target Owner	Lead Auditor	Audit Team	Directors	Facility Manager	HR Director	Training & Development Manager	Purchasing Director	Real Estate Manager	Employees within Fenceline	Public Information Office	Inter governmental Services	Office of Emergency Management
	S		L	L	S				L	L					S			
<b>L= Lead S= Support</b>																		
Environmental Management Communication			L	L	S				L	L								
Identify Environmental Aspects & Impacts			L	L	S				L	L								
Tracking / Analyzing New Regulations		S	L	L	S				S	L								
Obtaining Permits and Compliance Plan			S	L	S				S	L								
Comply with Regulatory Requirements	S		L	L	S				L	L								
Establish Environmental Objects & Targets	L		L	L	S				L	L								
Integrate EMS Practices into Hiring & Performance Assessment Process	L		S	S	S				L	L								
Develop Budget for EMS	L		L	L	S				L	L								
Conform to EMS Requirements	L		L	L	S				L	L								
Train Employees			L	L	S				S	L								
Communicating with Interested Parties			L	L	S				L	L								
Communicate Environmental Expectations with Contractors	S		L	L	S				L	L								
EMS Policy / Procedures			S	L	S				L	L								
Coordinate EMS Document Controls			L	L	S				L	L								
Maintain Equipment / Tools to Reduce / Control Environmental Impact			L	L	S				L	L								
Coordinate Emergency Preparedness and Response Efforts			L	L	S				L	L								
Monitoring Key Process	S		L	L	S				L	L								
Evaluate Compliance			L	L	S				L	L								
Nonconformity, Corrective / Preventive Action			L	L	S				L	L								
Maintain EMS Records			L	L	S				L	L								
Coordinating EMS Auditing Efforts			L	L	S				L	L								
Participate in EMS Management Review	L		L	L	S				L	L								