

 <b>City of Dallas</b>	Document Number:	COD-EMS-PRO-005	Revision Number:	2
	Approved By:	EQS Managing Director	Effective Date:	2/3/2020
	Description of Last Change:	Initial Release		
Document Title:	<b>Organizational Roles, Responsibilities &amp; Authorities</b> <small>ISO 14001:2015 5.1, 5.3</small>			

1. **PURPOSE:** This document describes the procedure for defining and documenting the roles and responsibilities of those involved in the environmental management system (EMS), including authority that may be associated with the role or responsibility.
2. **SCOPE:** This procedure applies to all City employees when engaged in City related work activities within the scope the EMS.
3. **ENVIRONMENT:** Utilization of Environmental Management Systems, as appropriate for our operations, to provide a framework for systematically reviewing and reducing our environmental footprint.
4. **DEFINITIONS:**
  - 4.1. **City Wide EMS Core Team:** The Environmental Representatives designated by City Departments to develop and implement the EMS, chaired by EQS.
  - 4.2. **Departmental Management:** Department Directors and staff directed by the Department Director.
  - 4.3. **Environmental Management Representative (EMR):** The designated individual from each City Department responsible for implementing and maintaining the EMS.
  - 4.4. **Environmental Management System (EMS):** The part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes, and resources for developing, implementing, achieving, reviewing, and maintaining the environmental policy.
  - 4.5. **ISO Headquarters (HQ):** The administrative body for the City's Environmental Management System who oversees and maintains the effectiveness of the corporate certification.
  - 4.6. **Top Management:** The City Manager (or designee), Assistant City Managers, and executive staff, or combination thereof, who provide resources and coordinate, direct, or control departments falling within the EMS. Pursuant to Dallas City Charter Ch. VI, Sec. 2(14), the City Manager may designate any of the Assistant City Managers to perform any of the powers and duties imposed on the City Manager.
5. **RESPONSIBILITY & AUTHORITY:**
  - 5.1 Top management is responsible for:

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5.1.2 Taking accountability for the effectiveness of the EMS and ensuring that the EMS achieves its intended outcomes.

5.1.3 Assigning responsibility and authority for reporting on environmental performance and the EMS, and for ensuring that the EMS conforms to the ISO 14001:2015 standard.

5.1.4 Demonstrating leadership and commitment with respect to the EMS, in conformance of the ISO 14001:2015 standard.

5.2 The Office of Environmental Quality & Sustainability (EQS) is responsible for:

5.2.1 The administration of the City's EMS, as HQ. HQ comprises:

- 5.2.1.1 Managing Director of EQS
- 5.2.1.2 EMS Manager

5.2.2 Reporting to top management on the City's environmental performance and the EMS.

5.2.3 Identifying and documenting roles and responsibilities relating to administration and reporting on performance of the City's EMS.

5.3 Department Directors are responsible for:

5.3.1 Identifying and documenting the roles of individuals involved in the EMS, their responsibilities and the authorities within the department.

5.3.2 Ensuring roles, responsibilities and authorities associated with the EMS are communicated.

5.3.3 Providing adequate personnel and resources and ensuring the EMS is effective within their department.

5.4 HQ is responsible for:

5.3.1 Serving as the administrative body for the City's EMS to oversee and maintain the effectiveness of the corporate certification.

5.3.2 Shall ensure that the annual internal and external audits of HQ are conducted each fiscal year.

5.3.3 Shall ensure the HQ Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis is conducted in the 4<sup>th</sup> quarter of each fiscal year.

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5.3.4 Shall ensure the HQ Executive Management Review of the EMS is conducted in each fiscal year.

5.3.5 Shall be responsible for revisions of the City of Dallas EMS procedures.

## 6. PROCEDURE:

6.1. Top management shall assign the responsibility and authority for:

6.1.1. Ensuring that the EMS conforms to the requirements of ISO 14001:2015;

6.1.2. Reporting on the performance of the EMS, including environmental performance, to top management.

6.2. Top Management shall demonstrate leadership and commitment with respect to the EMS by:

6.2.1. Taking accountability for the effectiveness of the EMS;

6.2.2. Ensuring that the environmental policy and environmental objectives are established and are compatible with the strategic direction and the context of the organization;

6.2.3. Ensuring the integration of the EMS requirements into the organization's business processes;

6.2.4. Ensuring that the resources needed for the EMS are available;

6.2.5. Communicating the importance of effective environmental management and of conforming to the EMS requirements;

6.2.6. Ensuring that the EMS achieves its intended outcomes;

6.2.7. Directing and supporting persons to contribute to the effectiveness of the EMS;

6.2.8. Promoting continual improvement;

6.2.9. Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

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6.3. City departments shall document departmental EMS roles and responsibilities. Documentation may take the form of organizational charts and matrices, job descriptions, strategic plans, process flows, bulletins, or other appropriate methods.

6.4. EQS shall document roles and responsibilities relating to administration and performance of the City's EMS and maintenance of the City's corporate ISO certificate.

**7. REFERENCES:**

7.1. ISO 14001:2015 Environmental Management Systems