
memorandum

DATE: August 12, 1998

REPLY TO

ATTN OF: Office of Environmental Policy and Assistance:Natoli: 61336

SUBJECT: The Topical Committee on EMS Charter

TO:

Web site users

On August 12, 1998, the Topical Committee on Environmental Management Systems reached consensus on its Charter. This Charter is presented on the following page.

CHARTER

DOE TOPICAL COMMITTEE ON ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)

PURPOSE

The purpose of the DOE Environmental Management Systems (EMS) Topical Committee is to provide a forum for and to facilitate the interaction among DOE and DOE contractor personnel with common interests regarding the implementation of environmental management systems (such as ISO 14001) and identification and resolution of EMS standards-related issues for the DOE Technical Standards Program. The EMS Committee will share information, expertise, and resources to promote the use by DOE of environmental management system standards that are consistent with the National Technology Transfer & Advancement Act, protective of the environment, and consistent with Integrated Safety Management and the Secretary's policy on environment, safety and health.

OBJECTIVES

1. Serve as the DOE focal point for EMS standards/issues and their integration with Integrated Safety Management Systems and other Departmental initiatives (e.g., Voluntary Protection Program, Pollution Prevention).
2. Collect, and make available DOE-wide, best practices and lessons learned in EMS implementation.
3. Establish and maintain liaison with other DOE committees having mutual interests through the Technical Standards Program. Establish and maintain liaison with the Safety Management Implementation Team.
4. Assist other DOE groups in defining DOE-wide position(s) on EMS standards.
5. Establish links to EMS interagency and counterpart standards development working groups to share information and provide a path for EMS technology transfer within DOE, and between DOE and other organizations. Participate in development of government-wide technical positions on EMS standards.

6. Represent the Department in working with the American National Standards Institute (ANSI) and standards development and conformity assessment bodies (e.g., the National Accreditation Program for EMS of ANSI/Registration Accreditation Board, other accreditation organizations, the U.S. Technical Advisory Group to Technical Committee 207 of the International Organization for Standardization, the American Society for Quality).
7. Participate with representatives of other DOE topical committees and the Technical Standards Program manager to establish guidance and protocols for topical committee operations under the Technical Standards Program.

MEMBERSHIP

Membership in the DOE EMS Topical Committee is open to designated DOE and contractor employees with a common interest regarding implementation of environmental management systems, and to individuals invited by the Steering Committee.

STEERING COMMITTEE

The DOE EMS Topical Committee will be governed by an elected Steering Committee of no more than 18 members, which represents a balance of DOE/headquarters, DOE/field, and DOE contractor personnel.

SPONSORSHIP

The EMS Topical Committee is a standing topical standards committee chartered under the DOE Technical Standards Program. The following principles will govern its operation:

Openness: Participation in committee standards development process will be open to all persons who are directly and materially affected by the activity in question.

Balance of Interests: Any standards development activities undertaken by the committee will be conducted by representatives of all categories of interest that relate to the subject matter.

Due Process: The committee will ensure that any individual or organization within DOE who believes that an action or inaction of the committee causes unreasonable hardship or potential harm is provided the opportunity to have a fair hearing of his/her concerns.

Reporting: The Steering Committee will report on EMS and related standards activities to the DOE Technical Standards Program on a frequency that is appropriate to the activity and consistent with the needs of the Technical Standards Program.

MEETINGS

Committee meetings will normally be held in conjunction with regularly scheduled workshops and conferences at which EMS management and oversight issues are addressed. The Steering Committee will meet as determined by the Steering Committee.

ROLES AND RESPONSIBILITIES

EMS Topical Committee Members

1. Participate in conference calls and meetings.
2. Participate in activities.
3. Ensure that issues/concerns of their office or organization are represented.
4. Share information and coordinate policy issues with their organization.
5. Propose issues or topics to be addressed by the Topical Committee.

Steering Committee Members

1. Hold periodic conference calls, as scheduled by the Chair, to discuss stakeholder input.
2. Set the schedule and agenda for Committee Meetings.
3. Evaluate the effectiveness of the Committee in fulfilling its purpose and objectives, and identify the need for any changes to the Committee, Committee activities or its charter.
4. Ensure that Committee activities are consistent with its charter.
5. Ensure representation of the Topical Committee on the Safety Management Implementation Team.

Chair

1. Provide leadership to help ensure that the EMS Committee functions effectively.
2. Chair meetings.
3. Represent the EMS Topical Committee (i.e. to DOE management, the Technical Standards Program, and other groups).

SUNSET PROVISION

The EMS Topical Committee will continue through December 31, 2000. Prior to this date, the Committee will reevaluate the continuing usefulness of the Committee; by vote of the Committee, and with the concurrence of the Technical Standards Program, the Charter may be renewed for two years.

This Charter was adopted by the EMS Topical Committee on _____.

Approved by the DOE Technical Standards Program Office

Richard J. Serbu, Manager, Technical Standards Program