



Division of Operations Environmental Implementation Procedure  
Bureau: Highway Maintenance

Date: 05/04/2017

**Procedure EIP-6**

Revision: 3.3

**Organization, Personnel, Accountability, and Responsibility**

Page 1 of 4

**PURPOSE:**

The purpose of this Environmental Implementation Procedure (EIP) is to define, document, and communicate the roles, responsibilities, accountabilities, and organizational structure of NHDOT personnel involved in activities related to environmental performance, legal and regulatory compliance, and EMS development and implementation.

**RESPONSIBILITY:**

Office of Stewardship and Compliance (OSC):

- Develop NHDOT and Division-level environmental organization chart(s).

Director/Bureau Administrator:

- Ensure that adequate resources are available to effectively delineate roles, responsibilities, and authorities within the Bureau/Division.
- Develop roles, responsibilities, and authority for environmental matters and regulatory compliance for Bureau staff as appropriate to the Bureau.
- Advocate incorporation of environmental performance standards and expectations into position descriptions and performance appraisals for all Bureau staff.
- Lead Bureau efforts to define, communicate, and periodically assess the environmental performance responsibilities of contractors within the Bureau's purview, onsite service providers within the Bureau's purview, and non-Bureau staff.
- Ensure that contractors, onsite service providers and non-Bureau staff are aware of the department's environmental performance expectations and regulatory requirements.
- Lead Bureau efforts to develop and maintain the environmental organizational chart.
- Appoint Bureau EMS Coordinator.

District Engineer/ Assistant District Engineer

- Ensure that adequate resources are available to effectively perform tasks, and fill roles, responsibilities, and authorities within the appropriate District.
- Participate as members of the Bureau EMS Team, and attend meetings as appropriate.
- Coordinate District participation in all aspects of the Bureaus EMS.
- Be an active participant in Bureau EMS meetings & reviews, as applicable.
- Ensure that contractors, onsite service providers and non-Bureau staff working within the district are aware of the department's environmental performance expectations and regulatory requirements.

Safety & Environmental Coordinator

- Coordinate District participation in EMS program audits.



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**Procedure EIP-6**

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**Organization, Personnel, Accountability, and Responsibility**

Page 2 of 4

---

Bureau EMS Coordinator:

- Coordinate with District Engineer, and Bureau Administrator, to define specific environmental roles, responsibilities, and authority within the Bureau organization.

Bureau Employees:

- Understand and comply with assigned environmental roles and responsibilities in EMS.

**DOCUMENTS AND RECORDS:**

- EIP-6-Form 6a Environmental Organizational Chart and Summary of Environmental Roles, Responsibilities, and Accountabilities
- EIP-6-Form 6b Contractor Safety and Environmental Checklist
- EIP-6-Form 6c Vendor Carry-in-Carry-Out Letter
- EIP-6 EMS Team Contact List
- Supplemental Job Descriptions (as appropriate)

**PROCEDURE:**

1. The Commissioners, and Division Directors, will be ultimately responsible for defining and assigning specific environmental responsibilities to appropriate Bureaus within the Department; specific roles will be identified in accordance with the NHDOT organizational structure and mission.
2. The Commissioners and Division Directors shall also implement a process for identifying gaps or additional needs based on newly identified environmental roles and responsibilities. To better provide each bureau with the resources they need to appropriately manage the tasks and responsibilities assigned to them.
3. EMS roles and responsibilities assigned at a Bureau level are as follows, and correspond to the level of responsibilities and roles assigned to the Bureau organization and management by the Commissioner and Division Directors.

Bureau Management:

- Assumes overall responsibility and accountability for all EMS elements and activities, legal and regulatory compliance, and environmental performance within the Bureau.
- Provides resources needed within the Bureau to create, implement, and maintain the EMS, including availability of staff at various levels.
- Advocates that employees under their direction are adequately trained in environmental protection, legal and regulatory compliance, and the potential consequences of regulatory non-compliance.



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**Procedure EIP-6**

Revision: 3.3

**Organization, Personnel, Accountability, and Responsibility**

Page 3 of 4

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- Advocates that contractors, onsite service providers and non-Bureau staff are aware of and abide by environmental performance expectations and regulatory requirements.
- Develops EMS Coordinator roles and responsibilities for Bureau EMS implementation and EMS Team leadership.
- Establishes the Bureau's EMS Team and ensures with support from the Commissioner and Division Director, that their staff receive the resources and support necessary for them to fulfill their EMS responsibilities.
- Assists the EMS Team in defining Objectives and Targets and providing the resources needed to accomplish them.
- With the guidance from Commissioner and Division Director, develops roles and responsibilities within the Bureau
- Supports all Bureau employees to complete their tasks in favor of the EMS.
- Provides ongoing management support and commitment, and participates in annual management reviews of the EMS.

Bureau EMS Coordinator

- Plans and schedules EMS development and implementation process.
- Leads the Bureau's EMS Team.
- Leads the Bureau's activities related to legal and regulatory environmental compliance.
- Oversees and documents progress toward implementing EMS.
- Develops strategies for EMS communication, training, and document control, within the Bureau.
- Coordinates with OSC on overall EMS strategy and implementation.
- Conducts annual management reviews with Bureau and senior management.

Bureau EMS Team:

- Participates in EMS team meetings.
- Provides input to, and assist the EMS Coordinator in developing and implementing EMS, including providing recommendations for delineating roles and responsibilities.
- Identifies significant aspects and impacts; develop objectives, targets, and Environmental Action Plans (EAPs); and monitor the progress of EMS implementation.
- As assigned, team members serve as leader for one or more EAPs, developing strategies and action plans, and assuring that action plans are implemented to meet the targets and objectives.



Division of Operations Environmental Implementation Procedure  
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**Procedure EIP-6**

Revision: 3.3


**Organization, Personnel, Accountability, and Responsibility**

Page 4 of 4

- Assists the EMS Coordinator in EMS-related tasks, including writing and reviewing documents, implementing EIPs and reviewing changes to legal and regulatory requirements.
- Contributes to ongoing promotion of EMS and training and education of Bureau staff.
- Participates in annual management reviews of the EMS.

Bureau Staff:

- Have a working knowledge of EMS commensurate with their position and function.
  - Adhere to the principles of the Environmental Policy.
  - Are aware of how EMS elements, goals, objectives, and targets apply to assigned duties and responsibilities. Adhere to all legal and regulatory requirements.
3. The Bureau EMS Coordinator and Bureau EMS Team will create an Environmental Organizational Chart and Summary of Environmental Roles, Responsibilities and Accountabilities. This information should be summarized in EIP-6-Form 6a.
  4. The Bureau EMS Coordinator submits the Bureau's Organizational Chart and Summary to OSC and the Division Director.
  5. The Bureau EMS Coordinator and Bureau EMS Team will review Bureau Organizational Chart and Summary periodically for changes in personnel, position titles, position descriptions, and other changes in the organization and in the EMS itself. The EMS Coordinator will revise those documents for their levels of management as needed; and will communicate any changes to all affected individuals and management levels.
  6. The Bureau EMS Coordinator maintains all documentation and key records generated as part of this EIP in accordance with EIP-9: Documentation, Document Control, and Records Management.

Approved: 	Revision #: <u>3.3</u>
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