

## Roles and Responsibility Table

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EMS Activity	Job Title/Role				
	Agency Administrator /EMR	Public Works Director	Landfill Supervisor	Landfill Staff Member	Education & Communication Coordinator
Identify and Track Environmental Aspects and Impacts	L	S	S	S	S
Tracking/Analyzing New Regulations	L	S	S	S	S
Permit Management	L	S	L	L	S
Comply with Regulatory Requirements	S	S	L	L	S
Track Environmental Objectives, Targets and Action Plan	L	S	S	S	S
Integrate EMS Practices into Hiring & Performance Assessment Practices	L	S	L	L	S
Develop Budget for EMS	L	S	L	S	S
Train Employees	L	S	L	L	S
Communicating with External Interested Parties	S	S	S	S	L
Communicate Environmental Expectations with Contractors	L	S	L	L	S
Maintain EMS Procedures	L	S	S	S	S
EMS Awareness Activities	L	S	S	S	S
Maintain Operational Controls	L	S	L	L	S
Coordinate Emergency Preparedness and Response Efforts	S	S	L	L	S
Monitoring and Measurement	L	S	S	S	S
Compliance Assessments/Inspections	L	S	S	S	S
Manage Nonconformances	L	S	L	S	S
Maintain EMS Records	L	S	S	S	S
EMS Assessment	L	S	S	S	S
Coordinate EMS Management Review	L	S	S	S	S

Note: L=Lead S=Support