



Verification	Originator	Approved	Issued
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## Title: COFL-GTL -EP-4.4.1-1 Resources, Roles, Responsibility & Authority Procedure

<b>Person responsible:</b>	<b>ESMS Coordinator/Regional Wastewater Treatment Manager</b>		
<b>Area of application:</b>	George T Lohmeyer Wastewater Treatment Plant (GTL)		
<b>Document location:</b>	www.fortlauderdale.gov/ESMS		
<b>Revisions</b>			
<b>Rev. No.</b>	<b>Date</b>	<b>Description</b>	
001	8/7/15	Minor updates to document.	
002	7/21/16	Minor text updates	
<b>Recurring action items</b>			
<b>Activity</b>	<b>Responsibility</b>	<b>Frequency</b>	
1. Review Resources, Roles, Responsibilities and Authority to ensure it is up to date and accurate. Edit as necessary.	ESMS Core Team	Annually or as needed	
2. Communicate Roles and Responsibilities	Water & Wastewater Treatment Manager	Continual	
3. Encourage Involvement of employees in various roles and responsibilities to support the ESMS	Regional Wastewater Facility Manager	Continual	



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### 1.0 Purpose

- 1.1 The purpose of this procedure is to establish practices related to the definition, documentation, and communication of resources, roles, responsibilities, and authorities within the environmental sustainability management system (ESMS) to ensure effective control of the environmental performance associated with the City of Fort Lauderdale G.T. Lohmeyer Wastewater Treatment Plant (GTL).

### 2.0 Scope

- 2.1 This procedure is responsive to element 4.4.1 *Resources, roles, responsibility and authority* in the ISO 14001:2004 standard and covers operations of GTL.
- 2.2 This procedure describes management's responsibility to ensure the appropriate resources for the day-to-day tasks associated with the establishment, implementation, and maintenance of the ESMS for GTL.

### 3.0 Responsibility

- 3.1 It is the responsibility of the **Management Representative** to assign qualified individuals to fulfill the following duties:
  - 3.1.1 Assigning the necessary resources to ensure the implementation and control of the ESMS. Resources include the consideration of infrastructure, information systems, training, technology, financial, human resources, and resources specific to operations.
  - 3.1.2 Reviewing and approving the procedure and related documents for the element 4.4.1 *Resources, roles, responsibility and authority* in the ISO 14001 standard.
  - 3.1.3 Provide Reports to the **City Manager**.
  - 3.1.4 Specific responsibilities are outlined in **COFL-GTL-ED-4.4.1-2 Roles & Responsibility Matrix**.
- 3.2 The **Regional Wastewater Facility Manager and ESMS Coordinator** are responsible for defining, documenting and communicating roles and responsibilities to ensure



development, implementation and maintenance of the ESMS and aligning its elements with existing management structure and responsibilities. The **Regional Wastewater Facility Manager and ESMS Coordinator** will also be responsible for the following:

- 3.2.1 Keeping Senior Management informed on the progress, implementation, and maintenance of the COFL-GTL ESMS by reporting the ESMS performance and improvements to the **Management Representative**. This includes collecting the necessary information and making appropriate recommendations to allow Senior Management to evaluate the ESMS during a Management Review as documented in **COFL-GTL-EP-4.6-1 Management Review** procedure.
- 3.2.2 The **ESMS Coordinator** will ensure that a current approved copy of the ESMS is maintained in the [www.fortlauderdale.gov/ESMS](http://www.fortlauderdale.gov/ESMS)
- 3.2.3 Development and maintenance of the procedure and related documents for the element 4.4.1 *Resources, roles, responsibility and authority* in the ISO standard. Refer to **COFL-GTL-ED- 4.4.1-2 Roles & Responsibility Matrix**.
- 3.2.4 Communicating the responsibilities and authorities to employees or persons working for or on behalf of the City of Fort Lauderdale whose direct or indirect responsibilities include work related to the ESMS. Refer to **COFL-GTL-EP-4.4.2-1 Competence, Training and Awareness** procedure.
- 3.3 The **ESMS Core Team** will assist in the development, identification requirements for this procedure and related documents addressing roles and responsibilities at GTL.

## 4.0 Definitions

- 4.1 Refer to **COFL-GTL-EP-4.4.4-2 Related Definitions Procedure**

## 5.0 Process

- 5.1 The City of Fort Lauderdale has defined and documented the roles, responsibilities and authorities for effective environmental management in this procedure and the **COFL-GTL-ED- 4.4.1-2 Roles & Responsibility Matrix**.
  - 5.1.1 Specific responsibilities associated with the ESMS *Objectives, Targets and Programs* will be identified and documented in the **COFL-GTL-EP-4.3.3-1 Objectives, Targets and Programs** procedure and related documents.
  - 5.1.2 The above listed documents are updated annually, or as appropriate.
- 5.2 Employees should know who is responsible for what function, and the key environmental responsibilities should be communicated to the appropriate personnel.
- 5.3 The identification and documentation of environmental responsibilities will be developed and maintained by the **Regional Wastewater Facility Manager and ESMS Coordinator**.

## 6.0 References / Related Documents



- 6.1 Meeting minutes, Agendas, and Attendance Sign-in Sheets
- 6.2 COFL-GTL-ED-4.4.1-3 Roles and Responsibilities Annual Review Maintenance
- 6.3 COFL-GTL-ED-4.4.1-2 Roles & Responsibility Matrix
- 6.4 COFL-GTL-EP-4.6-1 Management Review procedure
- 6.5 COFL-GTL-EP-4.4.2-1 Competence, Training & Awareness procedure
- 6.6 COFL-GTL-EP-4.3.3-1 Objectives, Targets and Programs procedure