

	<b>OFFICE OF MARINE AND AVIATION OPERATIONS</b>	POLICY 0110	VERSION 1.0
		EFFECTIVE DATE April 9, 2012	
	AUTHORIZED BY:  RADM Jonathan W. Bailey, NOAA Director, Office of Marine and Aviation Operations	REVIEW DATE April 9, 2015	
		RESPONSIBLE POSITION Chief, SECD	

## SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM

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### 1. PURPOSE

- 1.1 This policy specifies the overall requirements of the integrated safety and environmental management system (SEMS) which is part of the Fleet Operating Management System (FOMS) for the Office of Marine and Aviation Operations (OMAO).
  - 1.2 This policy ensures ship and shore safety and environmental commitments, and that policy statements are accessible, understood, and define leadership responsibilities. It also defines the OMAO environmental and safety leadership position and commitment to environmental and safety performance and stewardship.
  - 1.3 This policy describes how safety and environmental roles, responsibilities, and authorities are defined, documented, and communicated; and defines the selection of management representatives and other applicable responsibilities.
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### 2. SCOPE

- 2.1 This policy applies to all OMAO facilities and platforms.
  - 2.2 The environmental and safety requirements for the Aviation Operations Center fall the under the scope of the MacDill Air Force Base EMS.
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### 3. POLICY

- 3.1 OMAO shall develop, implement, maintain and continually improve an integrated safety and environmental management system, both ship-based and shore-based. OMAO's core value to safety and environmental protection is integral in setting a foundation for individual accountability and commitment to continual improvement.
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### 4. GUIDANCE

- 4.1 The safety and environmental management system:
  - Ensures a safe and healthy workplace
  - Complies with all applicable safety and environmental laws, regulations and other requirements
  - Identifies, manages, and periodically reviews aspects of operations, procedures, and services that may have significant impacts on safety and the environment
  - Employs source reduction and other pollution prevention approaches to protect the environment in general and the marine environment in particular

- Establishes safeguards against all identified risks and continually improve safety management skills of personnel ashore and aboard ships, including preparing for emergencies related both to safety and the environment.
- Communicates the safety and environmental policy and procedures to all persons working for and on behalf of OMAO
- Monitors safety and environmental performance through routine evaluations

The combined effort of the FOMS and SEMS ensures high quality, efficient, safe, and healthy operations for the environment, and our employees and customers.

- 4.2 The associated procedures and references describe how OMAO will develop and implement a management system. Procedures provide references to the legal requirements and other requirements to which the organization subscribes.
- 4.3 The management system applies to those safety and environmental aspects that OMAO identifies as those which it can control and those which it can influence. It does not itself state specific environmental performance criteria.
- 4.4 The FOMS is implemented to conform to the International Organization of Standards (ISO) 14001 in order to comply with Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*; and Executive Order 13514, *Federal Leadership in Environmental, Energy and Economic Performance*. The ISO is applicable to any organization wanting to:
- Establish, implement, maintain, and improve an environmental management system
  - Assure itself of conformity with its stated environmental policy
  - Demonstrate conformity with this ISO; all of the elements in the ISO are intended to be incorporated into the OMAO FOMS
- 4.5 The FOMS shall conform to the functional requirements of International Maritime Organization International Safety Management (ISM) Code. The OMAO objective for FOMS is to meet six ISM functional requirements as a component of developing a safety management system.
- 4.6 Functional requirements include the development, implementation, and maintenance of:
- Safety and environmental protection policy
  - Instructions and procedures to ensure safe operation of ships and protection of the environment in compliance with applicable regulations
  - Defined levels of authority and lines of communications between and amongst shore and shipboard personnel
  - Procedures for reporting accidents and non-conformities
  - Procedures to prepare for and respond to emergency situations
  - Procedures for internal audits and management reviews
- 4.7 Records of status briefings shall be maintained by FSO and include the following:
- Briefings which include actions resulting from previous briefings
  - Attendees
  - Agenda Topics
- 4.8 Reviews shall be held at least annually, before the fiscal year end, in order that FOMS resource allocations for the coming year can be addressed in budget requests.
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## 5. RESPONSIBILITIES

### 5.1 Top Management shall:

- Appoint a Management Representative (i.e., Chief, Fleet Standardization Office (FSO)) responsible for establishing, implementing, and maintaining the management system.
- Sign a Safety and Environmental Policy Statement; formal confirmation of their commitment to establish an integrated safety/environmental management system. The statement should describe how ensuring safety at sea, prevention of human injury or loss of life, and avoidance of damage to the environment, in particular the marine environment, will be achieved. The policy shall be aligned with the National Oceanic and Atmospheric Administration's (NOAA) Environmental Policy and support NOAA's Strategic Plan.
- Establish a FOMS Team in coordination with the appointed management representative. The team will work closely with the Fleet Standardization Office to implement and continually improve the management system.
- Ensure appropriate resources are available to establish, implement, maintain, and improve the FOMS. Resources should include, but are not limited to, people, funding, and technological requirements.

### 5.2 The Chief, FSO, shall:

- Brief Top Management on the requirements, goals, and status of OMAO's FOMS.
- Status briefings shall include:
  - Results of Environmental Management System audits and compliance evaluations
  - Pertinent communications from external stakeholders
  - Status updates on objectives and targets
  - Follow-up actions from previous management reviews
  - Changing circumstances, including developments in legal and other requirements related to significant environmental aspects
  - Recommendations for improvement
- Define and document the scope of the FOMS.
- Ensure the OMAO Safety and Environmental Policy Statement is made available to OMAO staff and the general public (OMAO 1101-02, Internal and External Communications), in coordination with the FOMS Team.

### 5.3 The FOMS Team shall:

- Be comprised of representation from OMAO facilities and platforms. At a minimum, the team shall include representation from each of the following facility divisions:
  - Facilities
  - Medical
  - Electronics
  - Marine Engineering
  - Resource Management
  - Operations
  - Safety, Training, and Environment
  - Fleet Standardization Office
- Establish a roles and responsibilities table that identifies facility and platform functions, and associated FOMS responsibilities. Clearly defined responsibilities for the following FOMS functions shall be included:

- Top Management
- Commanding Officer
- FOMS Coordinator
- Marine Operations Centers-Atlantic/Pacific Environmental Management Representative
- FOMS Team
- Chief Learning Officer
- Training Coordinator
- Audit Lead
- Audit Team
- Ship Environmental Compliance Officer
- Facility Environmental Coordinator

4.9 The FOMS Coordinator shall:

- Maintain the roles and responsibilities table which shall be reviewed every 3 years or more frequently as needed

## 6. DEFINITIONS

<b>Control</b>	Any method that reduces the probability of occurrence and/or severity of hazards (i.e., safeguards, procedures, operational restrictions, etc.).
<b>Environment</b>	Surroundings in which an organization and its ships operate, including air, water, land, natural resources, flora, fauna, humans, and their interaction.
<b>Environmental Aspect</b>	Element of an organization's activities or services that can interact with the environment.
<b>Environmental Impact</b>	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities or services.
<b>Environmental Performance</b>	Measurable results of the management system, related to an organization's control of its environmental aspects, based on its environmental policy, objectives and targets.
<b>External Audit</b>	Third party evaluation of the management system.
<b>Fleet Operating Management System</b>	OMAO's integrated safety and environmental management system patterned after the functional requirements of ISM Code and ISO 14001.
<b>FOMS Team</b>	Supports key FOMS activities including safety and environmental functions. Team members attend FOMS meetings and act as information conduits back to their represented groups. FOMS Team should be comprised of, at minimum, the following facility divisions: facilities, medical, electronics, marine engineering, resource management, operations, safety, training, environment, and the Fleet Standardization Office.
<b>Hazard</b>	Element of an organization's activities or services that represents an actual or potential risk to safety of personnel or the ship.

<b>Internal Audit</b>	Evaluation of the management system conducted by an individual within the organization, but outside of the audited division or branch.
<b>ISM Code</b>	The International Safety Management Code for the Safe Operation of Ships and for Pollution Prevention as adopted by the Assembly, as may be amended by the organization.
<b>Major Non-conformity</b>	The identifiable deviation that poses a serious threat to the safety of personnel or the ship or a serious risk to the environment that requires immediate corrective action and includes the lack of effective and systematic implementation of the requirement of the Code.
<b>Non-conformity</b>	An observed situation where objective evidence indicates the non-fulfillment of a specified requirement
<b>Objective</b>	Overall goal, arising from the policy, that an organization sets itself to achieve, and which is quantifiable where practicable.
<b>Prevention of Pollution</b>	Use of practices, materials, or products that avoid, reduce, or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources, and material substitution.
<b>Stakeholder</b>	Person or group having an interest in the success of the organization.
<b>Target</b>	Detailed performance requirement, quantified where practicable, applicable to the organization or its ships, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.
<b>Top Management</b>	Person(s) who directs or controls an organization.

## 7. REFERENCES

American Bureau of Shipping, Marine Health, Safety, Quality, and Environmental Management  
[http://www.eagle.org/eagleExternalPortalWEB/ShowProperty/BEA%20Repository/Rules&Guides/Current/92\\_MarineHSQEManagement/Pub92\\_MHSQE\\_Guide](http://www.eagle.org/eagleExternalPortalWEB/ShowProperty/BEA%20Repository/Rules&Guides/Current/92_MarineHSQEManagement/Pub92_MHSQE_Guide)

Executive Order 13423, *Strengthening Federal Environmental, Energy and Transportation Management*, 2007  
<http://www.epa.gov/oaintrnt/practices/eo13423.htm>

Executive Order 13514, *Federal Leadership in Environmental, Energy and Economic Performance*, 2009  
<http://www.epa.gov/oaintrnt/practices/eo13514.htm>

Executive Order 12196, Occupational Safety and Health Programs for Federal Employees  
<http://www.archives.gov/federal-register/codification/executive-order/12196.html?template=print>

ISO 14001, *Environmental Management Systems – Requirements with Guidance for Use*, 2004

International Maritime Organization

- *International Safety Management Code*  
<http://www.imo.org/OurWork/HumanElement/SafetyManagement/Pages/ISMCode.aspx>

- *Guidelines on Implementation of the ISM Code by Administrations*  
[http://www.imo.org/OurWork/HumanElement/SafetyManagement/Documents/ISMCode\\_4March2010\\_.pdf](http://www.imo.org/OurWork/HumanElement/SafetyManagement/Documents/ISMCode_4March2010_.pdf)

NOAA Environmental Compliance Program, NAO 216-17

[http://www.corporateservices.noaa.gov/~ames/NAOs/Chap\\_216/naos\\_216\\_17.html](http://www.corporateservices.noaa.gov/~ames/NAOs/Chap_216/naos_216_17.html)

Document Management System

<http://10.49.29.4/WebDesktop/Binders.aspx>

- OMAO 1101-02, Internal and External Communications

## 8. AUTHORITY

OMAO Policy 0102 – Category 0100 - Administration

## 9. NOTE

Effect on Other Documents: Supersedes Rear Admiral Richard R. Behn's memorandum, Implementation of an Environmental Management System, dated January 31, 2005.

Distribution: MOC-A/P, NOAA ships

Attachments: 1) Safety and Environmental Policy Statement  
 2) FOMS Roles and Responsibilities

Document History:

<u>Version</u>	<u>Effective Date</u>	<u>Brief Description of Changes</u>
1.0	4/9/12	Initial Document

# Office of Marine and Aviation Operations

## Safety and Environmental Policy

The Office of Marine and Aviation Operations (OMAO) will develop, implement, maintain and continually improve an integrated safety and environmental management system, both ship-based and shore-based.

The safety and environmental management system will:

- Ensure a safe and healthy workplace
- Comply with all applicable safety and environmental laws, regulations, and other requirements
- Identify, manage, and periodically review aspects of operations, procedures, and services that can have significant impacts on safety and the environment
- Employ source reduction and other pollution prevention approaches to protect the environment in general and the marine environment in particular
- Establish safeguards against all identified risks and continually improve safety management skills of personnel ashore and aboard ships, including preparing for emergencies related both to safety and the environment.
- Communicate the safety and environmental policy and procedures to all persons working for and on behalf of OMAO
- Monitor safety and environmental performance through internal audits and management reviews



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Office of Marine and Aviation Operations  
National Oceanic and Atmospheric Administration



## FLEET OPERATIONS MANAGEMENT SYSTEM (FOMS) ROLES AND RESPONSIBILITIES

TITLE	RESPONSIBILITIES	REFERENCE
<b>FOMS Management Team</b>		
<b>Top Management</b> OMAO Director MAOC Director	<ul style="list-style-type: none"> <li>Ensure appropriate resources are available to establish, implement, maintain, and improve the FOMS, including technology, financial, and human resources.</li> <li>Ensure defined levels of authority have established lines of communication between and among shore and shipboard personnel.</li> <li>Ensure roles and responsibilities are included in employee performance standards, including prevention of pollution, community awareness, and environmental and safety management.</li> <li>Appoint a FOMS Coordinator.</li> <li>Approve Commanding Officer Assignments.</li> </ul>	OMAO Safety and Environmental Management System, 0110
<b>Commanding Officers</b> Facilities and Platforms	Provide input to the management system review to determine the suitability, adequacy, and effectiveness of the FOMS program. Authorize facility or platform-wide changes.	OMAO Safety and Environmental Management System, 0110
<b>FOMS Team</b>		
<b>FOMS Coordinator</b> Chief, Fleet Standardization Office	Conduct safety and environmental management system review briefings to determine the suitability, adequacy, and effectiveness of FOMS.	OMAO Safety and Environmental Management System, 0110
<b>MOC Environmental Management Representative</b> Safety, Training and Environmental Compliance	Coordinate FOMS Team meetings and key implementation activities. Attend safety and environmental management system review briefings. Provide guidance to facilities and ships on safety and environmental issues.	OMAO Safety and Environmental Management System, 0110
<b>FOMS Team Members</b>	Support key FOMS activities including safety and environmental functions. Team members attend FOMS meetings and act as information conduits back to their represented groups. FOMS Team should be comprised of, at minimum, the following facility divisions: facilities, medical, electronics, marine engineering, resource management, operations, safety, training, environment, and the Fleet Standardization Office	OMAO Safety and Environmental Management System, 0110
<b>Chief Learning Officer</b>	Develop and maintain a training matrix identifying required competencies.	Awareness Training, 2001-11
<b>Training Coordinator</b>	Maintain training records for compliance training. Coordinate training classes with U.S. Coast Guard approved vendors.	Awareness Training, 2001-11

TITLE	RESPONSIBILITIES	REFERENCE
<b>Internal Audit Team</b>		
<b>Audit Lead</b> Rotational Assignments	Lead the internal audit.	Audits, Self Assessments and Inspections, 0201-02
<b>Audit Team Member</b> Rotational Assignments	Support the internal audit as directed by the Audit Lead	
<b>Other Roles and Responsibilities</b>		
<b>Designated Responsible Person (DRO)</b> Commanding Officers	Ensure day-to-day compliance with all environmental, occupational safety/health laws, regulations, and requirements applicable to their facility or platform.	Declaration of NOAA's DRO, NAO 216-17; Executive Order 12196
<b>Ship Environmental Compliance Officer (ECO)</b>	Implements federal, state, and local environmental regulations and FOMS procedures aboard respective ships.	Legal and Other Requirements, 0102-10
<b>Facility Environmental Coordinator (FEC)</b> Facility Managers	Ensures the activities carried out at the facility are conducted in accordance with federal, state, and local environmental regulations.	Legal and Other Requirements, 0102-10
<b>OMAO Employees</b>	Ensure familiarity with safety and environmental policy statement.	Internal and External Communications, 1101-02
<b>Contractors and Visitors</b> Routine various support positions and temporary contract activities	Follow FOMS procedures at the facility in accordance with Federal, state, and local environmental regulations and other requirements.	OMAO Safety and Environmental Management System, 0110