

<b>Contact Person</b>	Sarah Morris-Benavides	<b>Revision</b>	3.0
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## Ames Laboratory Environmental Management System Steering Committee (EMSSC) Charter

### Approval Record:

- Reviewed by: Document Control Coordinator (Amy Tehan)
- Approved by: Manager, ESH&A (Sean Whalen)
- Approved by: Chief Operations Officer (Mark Murphy)
- Approved by: Associate Director for Sponsored Research Administration (Deb Covey)
- Approved by: Assistant Director for Scientific Planning (Cynthia Jenks)
- Approved by: Legal Counsel (Adwin Hesseltine)
- Approved by: Chief Research Officer (Duane Johnson)
- Approved by: Deputy Director (Tom Lograsso)
- Approved by: Laboratory Director (Adam Schwartz)

The official approval record for this document is maintained in the Training & Records Management Office, 151 TASF.

### Preamble:

This charter defines the structure and function of the Environmental Management System Steering Committee (EMSSC). The EMSSC shall serve in an advisory capacity to the members of the Laboratory's Executive Council, recommending environmentally related objectives and targets for the Ames Laboratory and DOE sustainability goals as applicable.

### Definition of Terms:

- Environmental aspect: An element of an organization's activities, products, or services that can interact with the environment (aspect = cause)
- Environmental impact: Any change in the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products, or services (impact = effect)

### Creation of the Committee:

The committee was established in September 2003 to: 1) rank Ames Laboratory's aspects, 2) recommend environmental targets and objectives to the Laboratory's Executive Council for the Laboratory's significant aspects, and 3) to recommend targets and objectives that help achieve overall DOE sustainability goals.

### Purpose of the Committee:

The committee's purpose is to make recommendations to the Executive Council to help meet the DOE's sustainability goals as well as other recommendations that address the Laboratory's significant aspects. The committee is also responsible for maintaining a current list of aspects and impacts, and reviewing the Laboratory's effectiveness of the Environmental Management System (EMS).

### Scope of Responsibilities:

Specific responsibilities for the EMSSC include:

- Rank and list Ames Laboratory's aspects and impacts
- Maintain a current list of aspects and impacts
- Recommend targets/objectives/goals for significant aspects to the Laboratory's Executive Council
- Recommend targets and objectives that will help the DOE achieve overall sustainability goals outlined in EO13423 and the Site Sustainability Plan
- Review objectives and/or targets annually and update as necessary
- Review effectiveness of the Ames Laboratory's EMS and makes recommendations to upper management as necessary
- Move forward with sustainable activities that have minimal to no cost associated with the activity (i.e. recycling activities, data gathering, etc.) as directed by Executive Council

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- Conduct quarterly meetings at a minimum and maintain meeting minutes

**Committee Composition:**

The membership of the EMSSC shall include at least one representative from the following division/program/group: The Science and Technology Division, Facilities & Engineering Services, Purchasing Department, Information Systems and ESH&A. A representative from ESH&A will serve as the Chair for the EMSSC.