**Date last modified/updated:** Click here to enter a date. **Internal audit:** Click here to enter a date.

**Who last modified/updated:** Click here to enter text. **Management review:** Click here to enter a date.

**This part of the Navigator Playbook is completed when you have:**

1. **Formed an energy team and obtained authority from top management for it to oversee the EnMS and carry out assigned responsibilities.**
2. **Documented who the energy team leader is.**
3. **Scheduled regular energy management team meetings.**
4. **Assigned and communicated EnMS responsibilities and authorities within the organization.**
5. **Addressed and communicated responsibilities for other relevant roles.**
6. **Identified, communicated to top management, and allocated the resources needed for the EnMS.**
7. Form an energy team and obtain authority from top management for it to oversee the EnMS and carry out assigned responsibilities

Qualifications:

|  |  |  |
| --- | --- | --- |
| [ ]  | We have established a set of qualifications for the energy team leader | Energy Team leader MUST: have X hours a week available to commit to EnMS implementation; decision-making authority over facilities/operations/procurement/sustainability or research functionalities; be approved by top management.  |
| [ ]  | We have established a set of qualifications for members of the energy team  | Energy team members MUST: have X hours a week available to commit to EnMS implementation and management; connection to relevant functions (procurement, design, facilities/operations, sustainability, compliance…)SHOULD: have quantitative or communications skills/experience, team-player |

Energy Team (Note: for smaller organizations, the energy team can be a single individual)

|  |  |  |
| --- | --- | --- |
| [ ]  | We have completed the Following Energy Team Roster | Click here to enter a date. |

\*Note: Rows may be added or deleted to align with number of team members

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Department** | **Position** | **Team Responsibility/Role** | **Phone** | **Email** |
| Click here to enter text. | Management | Site Director | Responsible for EnMS implementation and continuous improvement; ensures team is resourced | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Facilities | Manager A | Data Collection; coordinating improvements to annual training for maintenance technicians | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Procurement | Professional A | Liaison with Procurement and contracting professionals throughout site, ensuring proposed procurement initiatives/asks align with purchasing requirements | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Operations | Communications Coordinator/Director | Responsible for sharing/formatting general EnMS announcements in an appropriate way. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | EHS | EMS Coordinator | Helps integrate 50001 Ready activities and existing 14001 system | Click here to enter text. | Click here to enter text. |
|  | Facilities--Sustainability | Energy Manager | EnPI tool lead (Data Analysis); will bridge the gap between work in Portfolio Manager and the information the team deems important for tracking performance |  |  |
|  | HQ | Central Office Team | Coordinating efforts across participating sites; ensuring EnMS aligns with agency goals |  |  |
|  | Management | Compliance  | Ensures site remains in compliance with all relevant federal regulation |  |  |

1. Document who the energy team leader is

Energy Team Leader:

|  |  |  |
| --- | --- | --- |
| [ ]  | Who: | Click here to enter text. |
| [ ]  | Appointed by: | Click here to enter text. |
| [ ]  | Date appointed: | Click here to enter a date. |
| [ ]  | Management has approved | Click here to enter a date. |
| [ ]  | Roles and responsibilities for energy team leader have been established and communicated to potential energy team leader | Energy Team leader is responsible for maintaining documentation and records; briefing top management as needed, including communicating resource needs should disparities occur; ensuring team members are on track; and establishing and maintaining open communications with relevant staff.  |
| [ ]  | Appointment has been documented andcommunicated | Click here to enter text. |

1. Schedule regular energy management team meetings

|  |  |  |
| --- | --- | --- |
| [ ]  | We have established when energy team will meet | 1 hour on Tuesdays weekly through 2020 |
| [ ]  | We have established where energy team will meet | Conference room Alpha, building 10 |
| [ ]  | We have established who should be present | At least one rep. from facilities, sustainability, compliance, procurement and operations always; supporting team members as requested.  |
| [ ]  | We have established team roles and responsibilities | Facilities—leads data collectionSustainability—leads data analysisCompliance—leads compliance assurance and auditProcurement—coordinates implementation and design changesBusiness Operations—coordinates communications generally and with top management |
| [ ]  | We have planned to meet on a regular scheduled basis | See above.  |

1. Assign and communicate EnMS responsibilities and authorities within the organization

|  |  |  |
| --- | --- | --- |
| [ ]  | We have assigned EnMS responsibilities and authorities to appropriate individuals within the organization | Top management in coordination with the designated energy team leader has documented clear chains of authority for different parts of the system and responsibility is coordinated accordingly |
| [ ]  | We have communicated these responsibilities and authorities within the organization | All relevant parties attended initial meeting where roles were established. Relevant parties agreed to the descriptions of the role and will be adding these to their position descriptions come annual review.  |

Energy team leader has committed to:

|  |  |  |
| --- | --- | --- |
| [ ]  | Ensure the EnMS is established implemented, maintained, and continually improved | Click here to enter text. |
| [ ]  | Keep top management informed on EnMS performance | Click here to enter text. |
| [ ]  | Report to top management on energy performance | Click here to enter text. |
| [ ]  | Identify energy team members, with the approval of management | Click here to enter text. |
| [ ]  | Plan and direct energy management activities through the energy team | Click here to enter text. |
| [ ]  | Define and communicate responsibilities and authorities | Click here to enter text. |
| [ ]  | Promote the energy policy and energy objectives across the organization | Click here to enter text. |
| [ ]  | Make sure processes are in place to ensure EnMS effectiveness | Click here to enter text. |

1. Address and communicate responsibilities for other relevant roles

|  |  |  |
| --- | --- | --- |
| [ ]  | We have determined other relevant roles for implementing the EnMS | Click here to enter text. |
| [ ]  | We have communicated responsibilities for these roles | Click here to enter text. |

1. Identify, communicate to top management, and allocate the resources needed for the EnMS

Resources Allocated

|  |  |  |
| --- | --- | --- |
| [ ]  | Resources are identified for the EnMS | Click here to enter text. |
| [ ]  | Resource needed have been communicated to top management | Click here to enter text. |
| [ ]  | Resources are allocated for the EnMS | Click here to enter text. |

Top Management Approval

|  |  |  |
| --- | --- | --- |
| [ ]  | Date approved: | Click here to enter a date. |
| [ ]  | Who approved: | Click here to enter text. |

Comments

Click here to enter text.