

WHO DOES WHAT?



As an environmental professional, you are one of many people involved in a project. Many of the people you interact with provide you with the information you need to give your client regulatory advice.

This resource summarizes some of the people you will work with, their tasks in the field or office, and what information they need to give to you and to receive from you.

Of course, there are many types of projects, and every company has its own way of doing things. It's important to understand how you fit in and how you should interact with others in any given project. We've included a blank version of this document for you to fill in for your specific project or work environment.

Save this document to your computer by selecting the "save" icon at the bottom of the screen.

ROLE	RESPONSIBILITIES
<p>ENVIRONMENTAL PROFESSIONAL</p> <p><i>Communicates with your project manager and coordinates in-field work to complete the project</i></p>	<ul style="list-style-type: none">• understands client's liabilities and responsibilities as they relate to the current project and the way information is collected (by the right people and in compliance with applicable legislation)• knows the client's requirements, standards (against which they are comparing the results), constraints, and criteria for doing the project• outlines final recommendations• knows compliance requirements for collecting and analyzing samples• understands obligations (with respect to the public and to owners) for carrying out work• obtains required permits, approvals, certificates, etc. for the collection of samples• takes responsibility for health and safety (for people on the job and for bystanders)• verifies that the contractors are certified and have health and safety training, are qualified and certified as necessary, and have job-specific health and safety training• obtains appropriate insurance• verifies that workers have the education and experience to do the work• learns the standards and regulations that must be complied with• educates field technicians on how to do their job (what to look for and how to report back to them)• protects client company's liability• designs and implements management systems to ensure compliance with regulatory requirements• plans operational controls to comply with regulatory requirements• audits operations to ensure procedures and legal requirements are being followed• tracks changes to regulatory framework and communicates or implements any necessary changes to operations to ensure continued compliance• plans monitoring of operational controls and compiles monitoring data as part of permit conditions or for submission to the government

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<p>SUBJECT MATTER EXPERT</p> <p><i>Interprets the results of your environmental testing</i></p>	<ul style="list-style-type: none">• analyses and assesses data collected in the field• forms conclusions on the state of the environment• can be a soil-contamination expert, a noise specialist, a marine biologist, etc.
<p>FIELD TECHNICIAN</p> <p><i>Employee of the client organization</i></p>	<ul style="list-style-type: none">• learns and follows the standards that are guiding them from the environmental professional, project manager, or from the ministry directly (but should go to PM since the PM is responsible)• should know how to interpret regulations that they are given• may be required to look up a value for a criteria• determines and follows guidelines for criteria, standards, sampling protocol (guidelines on how and what to sample), and health and safety• determines and follows precautionary measures (for instance, to protect tenants if sampling in a building, or not disturbing nesting birds when collecting biodiversity samples)• discovers and follows applicable bylaws (not always easily available from municipalities – at that level, it is often best to call the office directly and ask)• monitors equipment and operational controls and collects monitoring data as required by permit conditions or for submission to the government• adjusts equipment controls to ensure operation within the required parameters (e.g., water treatment system)
<p>PROJECT MANAGER</p> <p><i>Communicates client's needs to you and guides you in your work to meet those needs</i></p>	<ul style="list-style-type: none">• must balance three different concerns<ul style="list-style-type: none">• client liability• company liability• health and safety of workers• acknowledges and researches the client's issues• determines and understands what regulations a client must comply with for a specific project (these regulations can change from one project to another), then creates a legal register for that lists applicable legislation• investigates the client's needs and represents them appropriately• limits liabilities and ensures compliance with standards-protects well-being of employees and contractors• guides field technicians in their professional development• communicates directly with regulators to learn the legal jargon or laws that the client must abide by• follows up with a request to confirm understanding, and verifies regulations to make sure they are correct (asking for links to the source material)

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<p>SENIOR ENVIRONMENTAL PROFESSIONAL, CHIEF ENVIRONMENTAL OFFICER</p> <p><i>Employee of the client organization</i></p>	<ul style="list-style-type: none"> • manages a team and ensures that their environmental system is working holistically • ensures that the environmental policy is being adhered to • ensures that the team is compliant with applicable regulations, laws, standards, etc. • might take personal responsibility at discovery of non-compliances or contamination
<p>LABORATORY</p> <p><i>Soil and water labs inform you of the conditions in which samples must be transported, and analyze samples for environmental contaminants.</i></p> <p><i>Other labs (or experts) may identify species</i></p>	<ul style="list-style-type: none"> • provides guidelines for sample collection and transportation/storage • ensures that analyses are done according to specified conditions (temperature, parameters to test for, etc.) • must be accredited by Canadian Accredited Laboratory Association (CALA), or an international equivalent, which sets out guidelines for equipment, proper techniques, etc. • for biodiversity studies, will take samples of observations about species present at site, both large and small • has guidelines for health and safety of employees
<p>OWNER (AND SITE REPRESENTATIVES)</p> <p><i>Usually works for the client, and gives you access to the site, takes you on a tour, and answers some of your questions about the site</i></p>	<ul style="list-style-type: none"> • where qualified: bears responsibility for being aware of environmental and health and safety liabilities as they apply to their business • where not qualified: hires third-party consultants to do their compliance work (note: third-party consultants should always be retained when owner is not qualified) • understands laws that apply to the property including those addressing hazardous materials and noise • respects laws that apply to ground and adjacent rivers, etc. • requirements change dependent on whether or not they have tenants
<p>CONTRACTOR (remediation, digger, fencer, etc.)</p> <p><i>Hired to remediate any environmental contamination found during the Phase I or Phase II assessment</i></p>	<ul style="list-style-type: none"> • abides by regulatory compliance guidelines, standards, and criteria set out by their federal/provincial/municipal government • submits drill logs to Minister of the Environment • obtains certificate of approval or permits for remediation from the Minister of the Environment (must apply 10 days prior, and certificate is good for 3 months) • takes responsibility for any problems that occur during work • receives high-level H&S plan from hiring consultant (route to nearest hospital, general personal protective equipment, etc.) • provides more detailed H&S plan that is specific to each person's role (shut-off valves, stop valves on trucks/machinery, personal protective equipment, machine guarding) • must be aware of sampling techniques (required for obtaining and storing samples) • must be aware of restrictions (regarding noise, dust, air emissions, etc.), which are usually outlined in municipal bylaws, for being on public or private land

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<p>BYSTANDER (tenant or somebody walking by)</p> <p><i>Notices the work being done and is curious about what's happening</i></p>	<ul style="list-style-type: none">• can submit complaints about disturbances (noise, dust, length of project, visual implications) and essentially stop work
<p>LAWYER</p> <p><i>May be an employee of the client organization, or hired as needed</i></p>	<ul style="list-style-type: none">• gives client environmental legal advice on how to comply with regulations that are ambiguous or overlapping with other regulations, with the help of third-party consultants (who gather data and provide technical or regulatory guidance)• gives client general legal advice for meeting the business's needs• gives client advice on how to avoid or minimize financial losses to the company• can be told details of a case in confidence and not be forced to reveal those details in court (under specific circumstances)
<p>REGULATOR</p> <p><i>Government employee</i></p>	<ul style="list-style-type: none">• informs about which laws need to be complied with in order to obtain permits to build/operate• decides how and when a project can proceed• within the project approval process, may have influence on the time the project takes to pass each stage by influencing the amount/level of detail of information required.• are normally well informed, but you should verify that the advice they give you is up-to-date and correct
<p>OTHER STAKEHOLDERS</p> <p><i>NGOs, local communities, general public</i></p>	<ul style="list-style-type: none">• can be consulted at the planning stage. Their concerns can be written into the project's permit and become legal requirements

You've seen some of the people that you will interact with in a typical project cycle.

Remember that you'll end up working on many types of projects – here, we have given you only a small sample of what you might experience.

The goal of this activity was to show you some of the ways you might interact with people on a project. These interactions can vary, however, depending on your organization's way of working or the type of project.