

Appendix A

Glossary

Alternatives Evaluation: Process by which alternative methods for completing a particular function are evaluated using business and environmental criteria.

Cross Functional Team (CFT): Members of a facility who are responsible for representing their area or department in several facets of the EMS (e.g., establishing environmental aspects, determining significant aspects, setting objectives and targets, implementing environmental management programs, reviewing and tracking EMS internal audits results, and serving as an information resource). The CFT meets to discuss the EMS on a regular basis.

Document: Written communication that presents a facility's policy, procedures, and requirements. Documents describe the EMS, provide a basis for auditing, provide continuity of the EMS and its requirements during changing circumstances, support training of personnel in EMS requirements, present the EMS for external purposes, demonstrate the conformance of the EMS in contractual situations, and allow improvement in the control of practices and environmental management activities.

EMS Coordinator: A member of the facility whose responsibility is to identify, assign, schedule, provide the necessary support for, and ensure completion of all tasks relating to the EMS. The EMS Coordinator works closely with the Environmental Management Representative (EMR) and with the CFT. The EMS Coordinator is also responsible for maintaining this manual, under the leadership of the EMR. It is possible for the functions of EMS Coordinator and EMR to be performed by the same person.

Environmental Aspect: An element of a facility's activities, products, or services that can or does interact with the environment (create an environmental impact).

Environmental Impact: Any change to the environment, whether adverse or beneficial, resulting from a facility's activities, products, or services.

Environmental Management Program (EMP): Action plans necessary to achieve the facility's objectives and targets.

Environmental Management Representative (EMR): A member of the facility's top management group who is responsible for the functioning of the EMS. An EMR ensures that all tasks relating to the EMS are identified and completed in a timely manner. An EMR is responsible for reporting periodically to top management on the progress and results of the EMS.

Non-conformity: Discrepancy between a facility's actual EMS activities and the procedures laid out in its EMS manual and associated documentation.

Objective: Overall environmental goal, arising from the environmental policy, that a facility sets itself to achieve, and which is quantified where practicable.

Outcome Measure: Key monitoring and measurement characteristics associated with results (i.e., by-products or environmental-impacting outputs of a process or activity, such as amount of waste generated [per unit of production] or the number of spill occurrences [per unit of time]).

Performance Indicator: Measurement criteria that allow a facility to evaluate the success of the overall EMS program as opposed to measurement criteria developed for evaluating progress toward individual objectives.

Process Measure: Key monitoring and measurement characteristics associated with "upstream" factors of a process or activity, such as the amount of paint used per unit of product or percent of employees trained on a topic related to environmental improvement.

Record: Written evidence established and maintained to track performance of an EMS and to demonstrate conformance with EMS requirements.

Root Cause Analysis: Systematic process to uncover underlying causes of a particular issue or problem. For example, if a drum is not labeled, one would ask what happened to result in an unlabeled drum. It may be determined, for instance, that a new employee did not know the procedure, which would indicate that entry training may be a root cause of the issue.

Significant Environmental Aspect (SEA): An environmental aspect deemed by a facility as having, or potentially having, a significant impact on the environment.

Stakeholder: Anyone who has a stake in your facility's environmental performance. Internal stakeholders may include employees, shareholders, customers, suppliers, investors, and insurers. External stakeholders may include neighbors, community organizations, environmental groups, larger companies, the media, and the general public.

Target: Detailed performance requirement, quantified where practicable, applicable to the facility or parts thereof, that arises from the environmental objectives and that needs to be set and met to achieve those objectives.