

**Guidance for Fiscal Year 2008 Environmental Management Systems (EMS) Annual Report  
In Accordance with Executive Order 13423  
*Strengthening Federal Environmental, Energy, and Transportation Management***

- 1. Background.** This guidance document was developed in coordination with the Interagency Environmental Leadership Workgroup chaired by the EPA with membership consisting of environmental managers from Federal departments and independent agencies.
- 2. Purpose.** The purpose of this guidance is to assist federal agencies in gathering and reporting the information necessary to address the EMS reporting requirements of Section 3(g) of Executive Order 13423 and Section IV(Reporting) of the EO 13423 Implementation Instructions.
- 3. Description.** The report generated by agency's response to this guidance will provide the data required for the Office of Management and Budget (OMB) to determine Agency-level EMS implementation status scores for the OMB Environmental Scorecard. It will also provide the Office of the Federal Environmental Executive (OFEE) and the Environmental Protection Agency (EPA) with useful information regarding the effectiveness and status of EMS implementation across the government. This fiscal year's report covers the following areas:
  - I. Facility/Organization Information
  - II. EMS Scorecard Metrics
  - III. EMS Effectiveness
  - IV. EMS Experience
- 4. Due Date.** The report is due to EPA by December 31, 2008.
- 5. Covered Timeframe.** All data in this report should only reflect efforts, progress, and accomplishments from October 1, 2007 through September 30, 2008. The timeframe for all subsequent editions of this report will be on a Fiscal Year basis.
- 6. Report Format.** When submitting the report to EPA, use the Agency-Level EMS Report Format (Attachment A) to ensure your Agency presents its data in a consistent fashion. Paragraph 7 below provides information about the tools available to help Agencies generate reports in this format.
- 7. Reporting Tools.** To facilitate data collection and submission, the FedCenter web-based EMS reporting module is available for use by all agencies in developing this report. FedCenter provides a secure environment to enter facility/organization-level data (see section 8 below) as well as automated tools for HQ-level managers to aggregate this data. To take advantage of this data collection and reporting tool, contact the FedCenter database manager, Steve Luzzi at 217-373-5894 or Stephen.T.Luzzi@erdc.usace.army.mil. Mr. Luzzi will work with you to establish a customized account for your agency. For all agencies electing to use FedCenter, please contact Steve Luzzi by October 15, 2008 to identify your requirements for establishing or updating your: 1) facility/organization EMS list, 2) user accounts, 3) organizational reporting structure (e.g. by department, sub-agency, bureau, region, office, etc.) and 4) customized options. Please note, any agency using FedCenter will have sole and exclusive access to its FedCenter data (i.e., the EPA will not have access to FedCenter data). Agencies not using FedCenter may find the Facility/Organization-Level Data Template (Attachment B) a helpful tool for collecting its facility-level data. Note however, that the FedCenter EMS module is designed to automatically aggregate agency data to support the format required by section 6, above.

**8. Content.** The following provides more details about each of the EMS report elements:

**I. Facility/Organization Information.** For each EMS facility/organization within an agency, the report will contain basic information regarding the facility's/organization's name, location, and contact information. Data in this portion of the report is based directly on the questions in Section I of the "Facility/Organization EMS Metrics" document (Attachment C). Note that this portion of the report is NOT an element of the OMB scorecard score and is maintained only by each agency to facilitate proper tracking of EMS information and reporting of EMS changes across an agency.

EO 13423 provides for Agencies to identify new facilities/organizations to add to their list. It also provides for Agencies to negotiate with OFEE to determine a date by which these new EMS's must be fully operational. As a result, Agencies will now use this report to identify when they added facilities/organizations to the list (either before or after the EO was signed on Jan 24, 2007). Any facility/organization EMS initiated after the EO was signed will also enter its negotiated implementation date if that date has been negotiated. Please note: In terms of the OMB scorecard, newly-identified EMSs (i.e. those initiated after January 24, 2007) will remain un-scored until they reach the implementation date agreed upon with OFEE. Once they reach that date, they will be scored exactly the same as all previously existing EMSs and will likewise be rolled-up into Department-level score.

Changes for this year: The collection of information regarding "self declaration" has been removed from the report for FY08. Self declaration was a process under EO 13148 that has been superseded by part II, C., *EMS Declaration of Conformance* of the EO 13423 Implementing Instructions. In future annual reports, agencies will be required to provide a status report relative to the requirements of Part II. (C).of EO 13423.

**II. Facility/Organization Scorecard Metrics.** This section of the report will provide the data OMB uses to determine each Agency's EMS status score on the Environmental Scorecard. Data in this portion of the report is based directly on the questions in Section II of the "Facility/Organization EMS Metrics" document (Attachment C). The data for each individual Facility/Organizational EMS is used to determine a green/yellow/red score for that facility. It is based on an "A" through "D" rating system that is meant to show a progression in implementing each metric element. An "A" indicates the minimum amount of implementation and a "D" indicates full implementation. The individual facility/organization score is based on a roll-up of the 7 facility criteria in this section. The Agency's total EMS scorecard status rating is then based on a roll-up of all of its individual facility/organization scores.

Facility/Organization Level Score Criteria		Agency Level Score Criteria	
Green	-At least 5 D's, -No more than 1 B, -No A's at all; OR -At least 4 D's, -No A's or B's	Green	-At least 80% of facilities/orgs are Green, -No more than 5% are Red

Yellow	-At least 4 C's (or D's) -No more than 1 A		Yellow	-No more than 10% facilities/orgs are Red
Red	-Neither Green nor Yellow		Red	-Neither Green nor Yellow

**III. EMS Effectiveness.** Note that this portion of the report is NOT an element of the OMB scorecard score. Rather, the purpose of this section is to capture data related to the benefits of EMS implementation as seen from the perspective of the individual facilities/organizations. This portion of the report is based directly on the questions in Section III of the "Facility/Organization EMS Metrics" document (Attachment C) and covers the benefits EMS brings to the facility/organization itself as well as any specific benefits to the environment. In preparing the agency report, agencies should provide the distribution of facility responses for each question. For example, for an agency with 50 individual EMS facilities/organizations, the rolled-up agency response to the facility benefit question would look like:

Reduced risk to facility mission:

- A great deal (1);
- Quite a bit (3);
- Somewhat (12);
- A little bit (5);
- Not at all (2);
- Does not apply (27).

The number of responses for each question should add up to the total number of agency facility/organization EMSs. If you are not using the FedCenter system which requires each question to be answered, you may assign an "NA" whenever a facility elects to not respond. Please note: facilities/organizations should use the "NA" response if the EMS is not mature enough to respond or if other circumstances preclude an informed response.

**IV. EMS Experiences.** Note that this portion of the report is NOT an element of the OMB scorecard score. Rather, the purpose of this section is for facilities/organizations to convey their EMS experiences including benefits, success, best practices, challenges, and benefits to mission. This portion of the report is based directly on the questions in Section IV of the "Facility/Organization EMS Metrics" document (Attachment C). In preparing the agency report, agencies may provide whatever summary of this information they deem appropriate and informative.

**9. Report Submission.** Please provide an electronic copy of your completed report to Mr. David Kling, Director, Federal Facilities Enforcement Office [kling.dave@epa.gov](mailto:kling.dave@epa.gov). Printed copies of the report May be sent to David Kling, Director, Federal Facilities Enforcement Office (MC 2261A), 1200 Pennsylvania Avenue, Washington, District of Columbia, 20460. If you have any questions, please feel free to contact Mr. Will Garvey, at 202-564-2458 or [garvey.will@epa.gov](mailto:garvey.will@epa.gov).

**Thank you for your continued support in making the Federal community a leader in environmental stewardship and protection!**

Attachments:

- A – Agency-Level EMS Report Format
- B – Facility/Organization-Level Data Template
- C – 2008 Facility/Organization EMS Metrics