

FACILITY/ORGANIZATION ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) METRICS FOR FISCAL YEAR 2008

These metrics are provided to assist federal agencies in collecting, analyzing and reporting the information necessary to address the EMS reporting requirements of Section 3(g) of Executive Order (EO) 13423 and Section IV(Reporting) of the EO 13423 implementation instructions.

I. FACILITY/ORGANIZATION-LEVEL INFORMATION

Please provide the following facility/organizational background information.

Agency / Department:	Identify the facility/organization's overall Department or Agency.
Sub-Agency:	Identify the sub-agency, department, bureau, office, service or command.
Facility / Organization Name:	Identify the facility/organization's name as identified for EMS reporting.
Description:	Describe the scope of the EMS.
Inception Date:	This is the date the facility/organization first committed to implement EMS. Indicate either: On or before January 24, 2007 -or- After January 24, 2007. This shows whether the EMS was established before or after EO 13423
Implementation Date: (OFEE-Negotiated)	For pre January 24, 2007 EMS's, the default date is December 31, 2008 (although agencies may change this date if they officially re-negotiated this date with OFEE). For post January 24, 2007 EMSs, enter the date negotiated with OFEE. If date is not yet negotiated, please leave this field blank.
Point of Contact:	Identify the primary person responsible for implementing the EMS
POC E-mail:	Identify the e-mail address for the primary POC above
Performance Track Recognition?:	Indicate YES/NO if the EMS is recognized under EPA's Performance Track program.
Other Recognition:	If the EMS is recognized under another local, state, or private program, identify the program and provide a brief description of the recognition.
Formally Registered to ISO 14001?:	Indicate YES/NO if the EMS is formally registered to the ISO 14001 standard.
Comments:	Provide any other relevant comments regarding this EMS

II. ENVIRONMENTAL MANAGEMENT SYSTEM SCORECARD METRICS

Instructions for Section II: For each topic listed below, please indicate the one statement which best describes the status of the EMS during this reporting period, fiscal year 2008 (Oct 1, 2007 to Sep 30, 2008). *When reporting, do not report on actions taken after Sep 30, 2008.*

ENVIRONMENTAL ASPECTS. In FY08:

- A. Significant environmental aspects were not identified during this reporting period or previously.
- B. Significant environmental aspects were identified during this reporting period or previously; an established procedure was not used for this process.
- C. An established procedure was used to identify significant environmental aspects during this reporting period or previously; however, previously identified significant environmental aspects were not reevaluated during this period.
- D. Environmental aspects identified in a previous year were reevaluated during this reporting period using an established procedure and updated (added/deleted/modified) as appropriate.

GOALS, OBJECTIVES, AND TARGETS. In FY08:

- A. Measurable environmental goals, objectives, and targets were not identified, reviewed, and updated as appropriate during this reporting period.
- B. Measurable environmental goals, objectives, and targets were identified, reviewed, and updated as appropriate; 0-49% of targets were on schedule during this reporting period.
- C. Measurable environmental goals, objectives, and targets were identified, reviewed, and updated as appropriate; 50-79% of targets were on schedule during this reporting period.
- D. Measurable environmental goals, objectives, and targets were identified, reviewed, and updated as appropriate; 80-100% of targets were on schedule during this reporting period.

OPERATIONAL CONTROLS. In FY08:

- A. Documented operational controls to address significant aspects consistent with goals, objectives, and targets were not established during this reporting period or previously.
- B. Documented operational controls to address significant aspects consistent with goals, objectives, and targets were established during this reporting period or previously and have been partially implemented.
- C. Documented operational controls to address significant aspects consistent with goals, objectives, and targets were established during this reporting period or previously and are fully implemented.
- D. During this reporting period, previously documented operational controls to address significant aspects consistent with goals, objectives, and targets were fully implemented; in addition, they were reviewed during the year, and/or updated (i.e. supplemented, revised, deleted) as appropriate.

ENVIRONMENTAL TRAINING. [Note: These metrics pertain to competence training for those whose tasks have the potential to cause significant environmental impacts] In FY08:

- A. Training requirements to ensure individual competence and responsibility were not identified during this reporting period or previously.
- B. Training requirements to ensure individual competence and responsibility were identified during this reporting period or previously but training was not available and/or carried out.
- C. Training requirements to ensure individual competence and responsibility were identified during this reporting period or previously and training was available and carried out, and recorded during this reporting period.
- D. Training procedures were established to ensure that training requirements for individual competence and responsibility were identified; training was available and carried out during this reporting period; training is recorded and tracked; and training requirements are monitored, revised, and refresher training provided, as appropriate, to maintain competence.

CONTRACTS. [Notes: 1) An “appropriate contract” is one whose actions may have potential impact on the environmental aspects identified by the applicable EMS. 2) Appropriate contracts may include legal arrangements with concessionaires. 3) A documented determination of no appropriate contracts may be marked as a “D”] In FY08:

- A. Facility/organization has not carried out a process to identify appropriate contracts in which to include EMS requirements.
- B. Facility/organization has carried out a process to identify appropriate contracts, but has not modified appropriate contracts to include EMS requirements.
- C. All new and renewed appropriate contracts were in the process of including EMS requirements during this reporting period; contractors were required to fulfill defined roles and specified responsibilities.
- D. EMS requirements were included in all appropriate contracts and contractors fulfilled defined roles and specified responsibilities during this reporting period.

EMS AUDIT/EVALUATION PROCEDURES. In FY08:

- A. EMS audit/evaluation procedures were not established during this reporting period or previously.
- B. EMS audit/evaluation procedures were established during this reporting period or previously but no audit was conducted during this reporting period.
- C. EMS audit/evaluation procedures were established during this reporting period or previously; an audit was conducted during this reporting period; nonconformities are not yet being addressed or corrected.
- D. EMS audit/evaluation procedures were established during this reporting period or previously and an audit was conducted during this reporting period; nonconformities were addressed or corrected.

**DATE LATEST FACILITY/ORGANIZATION-WIDE INTERNAL EMS
AUDIT/EVALUATION WAS COMPLETED:** _____ (month/date/year)

MANAGEMENT REVIEW. In FY08:

- A. Senior leadership review of the EMS was neither planned/scheduled nor conducted during this reporting period.
- B. Senior leadership review of the EMS was planned/scheduled, but was not conducted during this reporting period
- C. Senior leadership review of the EMS was conducted during the current reporting period: recommendations for continual improvement were not addressed by top management during this reporting period.
- D. Senior leadership review of the EMS was conducted during this reporting period and top management responded to recommendations for continual improvement.

III. QUESTIONS ON ENVIRONMENTAL MANAGEMENT SYSTEM EFFECTIVENESS (SINCE IMPLEMENTATION OF THE EMS)

For each item below, please select the response that best represents your answer:

1 = Not at all 2 = A little bit 3 = Somewhat 4 = Quite a bit 5 = A great deal NA = Does not apply

For example, if you saw a great reduction in risk to your mission, select "5." If you saw no reduced risk, select "1."

A. BENEFIT OF EMS TO THE FACILITY/ORGANIZATION. Please estimate the effect of EMS since implementation on your facility or organization (where the EMS is implemented) with respect to:

							N/A
1	Reduced risk to facility/organization mission	1	2	3	4	5	<input type="radio"/>
2	Improved fiscal efficiency or cost avoidance	1	2	3	4	5	<input type="radio"/>
3	Greater understanding of environmental issues at all levels of the organization.	1	2	3	4	5	<input type="radio"/>
4	Greater empowerment of individuals to contribute to improving the organization's environmental footprint	1	2	3	4	5	<input type="radio"/>
5	Greater integration of environment into organizational culture or operations	1	2	3	4	5	<input type="radio"/>
6	Greater integration of environment into real property asset management	1	2	3	4	5	<input type="radio"/>
7	Improved community relations	1	2	3	4	5	<input type="radio"/>
8	Improved effectiveness in overall mission	1	2	3	4	5	<input type="radio"/>
9	Improved cooperative conservation with other groups	1	2	3	4	5	<input type="radio"/>
10	Other (specify) _____	1	2	3	4	5	<input type="radio"/>

B. BENEFIT OF EMS ON ENVIRONMENT AND ENVIRONMENTAL ISSUES. Please estimate the effect of EMS (since implementation) on your facility's or organization's environmental issues to include:

							N/A
1	Improved overall compliance management	1	2	3	4	5	<input type="radio"/>
2	Improved overall personnel health and safety	1	2	3	4	5	<input type="radio"/>
3	Improved overall pollution prevention	1	2	3	4	5	<input type="radio"/>
4	Improved water quality	1	2	3	4	5	<input type="radio"/>
5	Improved air quality	1	2	3	4	5	<input type="radio"/>
6	Improved hazardous material management	1	2	3	4	5	<input type="radio"/>
7	Improved hazardous waste management	1	2	3	4	5	<input type="radio"/>
8	Improved solid waste management	1	2	3	4	5	<input type="radio"/>
9	Improved conservation of natural resources	1	2	3	4	5	<input type="radio"/>
10	Improved conservation of energy in facilities	1	2	3	4	5	<input type="radio"/>
11	Improved conservation of fuel in vehicles	1	2	3	4	5	<input type="radio"/>
12	Improved conservation of water	1	2	3	4	5	<input type="radio"/>
13	Reduced number of permits needed to operate	1	2	3	4	5	<input type="radio"/>
14	Other (specify) _____	1	2	3	4	5	<input type="radio"/>

IV. QUESTIONS ON ENVIRONMENTAL MANAGEMENT SYSTEM EXPERIENCES

EMS BENEFITS/SUCCESES:

Please provide up to 3 bullet statements identifying benefits/successes associated with EMS implementation at your facility/organization.

EMS BEST PRACTICES:

Please provide up to 3 bullet statements identifying any EMS best practices at your facility/organization.

EMS LESSONS LEARNED:

Please provide up to 3 bullet statements identifying any EMS lessons learned at your facility/organization.

EMS CHALLENGES:

Please provide up to 3 bullet statements identifying EMS implementation challenges at your facility/organization.

EMS BENEFITS TO AGENCY MISSION:

Please provide up to 3 bullet statements identifying how EMS implementation has enabled your organization or agency to operate more effectively in accomplishing its mission (e.g., reduced number of off-normal events that disrupt agency schedules or operations; greater interoperability among sites; better relations with host communities, states, and their elected representatives; greater speed and agility in responding to unexpected events; improved ability to write performance based contracts; etc.).