

[Agency Name]
Environmental Management System Status Report for Fiscal Year 2009
Pursuant to Executive Order 13423

[Note 1: Instructions for completing this report appears in blue text and in square brackets. Please remove all blue text prior to submitting the final report to EPA.]

[Note 2: For Sections I through V, report only “facility EMSs” and “multi-site organization EMSs” as defined in *Guidance on Implementing EMSs At All Appropriate Levels’ of a Federal Agency Pursuant to EO 13423’* (Attachment D), issued by the Federal Environmental Executive on October 31, 2008. Describe “higher-tier” EMSs in Section VI.]

Introduction

This Report provides a summary of the progress of [Agency Name] facilities and organizations in implementing the Environmental Management System (EMS) requirements of Executive Order (EO) 13423. In addition to the tabulation of EMS responses, the Report contains a summary of responses to the narrative questions on [Agency Name] experiences with EMS implementation and a summary of [Agency Name] strategy for implementation of EMSs at “all appropriate levels.” The report was prepared in accordance with the documents provided in the letter from the Federal Environmental Executive to Agency Senior Sustainability Officers, dated [date].

Sections I through V of this report reference Parts I through V, respectively, of “Facility/Organization EMS Metrics Fiscal Year 2009” (Attachment C).

Section I. Facility-Level or Multi-site Organization EMSs.

a. Number of EMSs

[Note: Indicate below the total number of facility-level and/or multi-site organization EMSs your agency has formally identified as of September 30, 2009. This number should include EMSs that remain un-scored (EMSs that haven’t yet reached their OFEE-negotiated implementation date) but should *not* include “higher-tier” EMSs. Also indicate how many EMSs have reached their implementation date.]

The total number of EMSs represented in the FY09 metrics is [#].

The total number of EMSs that have reached their Implementation Date is [#].

b. Description of Changes

The following table describes changes to the Agency’s list of EMSs since the 2008 EMS report submission.

[The table below provides a few examples.]

Name of Facility or Organization	Description of Change
Facility Y	Added to list – newly identified facility EMS
Facility A	Removed from list – facility is now closed
Facility E Facility F Facility G	Removed from list – Consolidated under an organizational EMS as described in line below
FacilityOrg EFG	Added to list – newly listed EMS
Facility H	Changed name – was previously reported as “Facility J”

Section II. Declarations of Conformance

Based on responses to *Part II EMS External Audit and Declaration of Conformance*, [Agency Name] EMSs (facility EMSs and multi-site organization EMSs) declared in conformance are as follows:

Number of EMSs Declared in Conformance	Percent of EMSs Declared in Conformance
[#]	[#%]

[Note: OPTIONAL Agencies may also choose to include any comments regarding their EMS declarations of conformance.]

Section III. Environmental Management System Scorecard Metrics.

This section reports summary information on the status scores of individual facility/organization EMSs *and* the agency/department-level rating for the OMB Environmental Scorecard.

a. Facility/Organization Score Summary

[Note: Indicate below the total number and percentage of Green, Yellow and Red scores your agency received for facility-level and/or multi-site organization “score-able” EMSs. Score-able EMSs are defined as:

- (1) EMSs that were identified as “appropriate facilities” on or before the issuance of EO 13423 (January 24, 2007); and
- (2) EMSs identified as “facility” or “multi-site organization” EMSs after the issuance of EO 13423 (January 24, 2007) whose implementation date

(established after consultation with the Office of the Federal Environmental Executive) is on or before September 30, 2009. OFEE recognizes that multi-site organization EMSs identified after the issuance of EO 13423 may include EMSs formerly identified as “appropriate facilities” before the issuance of EO 13423, and, that formerly identified “appropriate facilities” may now be identified as two or more EMSs, such as a facility EMS that is also included under a multi-site organizational EMS.]

Based on responses to *Part III EMS Scorecard Metrics*, [Agency Name] EMSs (facility EMSs and multi-site organization EMSs) scored as follows:

Score	Number of EMSs	Percent of EMSs
Green	[#]	[#%]
Yellow	[#]	[#%]
Red	[#]	[#%]

b. Agency/Department-Level Rating

[Note: The scoring criteria used to rate an agency/department can be found in “FY09 EMS Annual Report Data Call”, Section 8. Content, III EMS Scorecard Metrics.]

Based on the individual EMS scores in the table above, [Agency Name]’s agency/department-level OMB scorecard rating for FY09 is [GREEN, YELLOW, RED].

Section IV. EMS Relationship to Sustainable Practices.

Based on responses to *Part IV EMS Relationship to Sustainable Practices*, [Agency Name] EMSs (facility EMSs and multi-site organization EMSs) reported the following:

[Note: For each of the topics and questions below, provide the total number of “yes” and “no” responses. Also note that due to space constraints, the questions below are worded slightly different than in the *FY09 EMS Metrics* document.]

		a. Has an assessment of ... been conducted?		b. Is ... identified as a 'significant aspect'?		c. Have objectives and targets been established to address ...?		d. Are these objectives and targets included in the EMS?		e. Have plans and programs been implemented to address ...?		f. Are these plans and programs included in the EMS?	
		Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
1. Energy Use													
2. Greenhouse Gas Emissions													
3. Renewable Energy Use													
4. Water Use													
5. Purchasing													
6. Solid Waste Generation													
7. Purchasing and using Toxic or Hazardous Chemicals	None												
8. Construction/Lease/Operation/Maintenance of Buildings													
9. Vehicle Fleet Use/Petroleum Products Use	None												
10. Purchase/Use/Disposal of Electronic Equipment													
11. Environmental Regulatory Compliance													

Section V. Environmental Management System Experiences

This section provides summary information based on responses to *Part V EMS Experiences*.

a. EMS Best Practices / Lessons Learned.

[Facilities/organizations were invited to provide up to three statements identifying best practices and/or lessons learned in the past year. Provide a selection of those statements (or an overall summary of those statements) here.]

b. EMS Challenges.

[Facilities/organizations were invited to provide up to three statements identifying EMS implementation challenges. Provide a selection of those statements (or an overall summary of those statements) here.]

c. External Communication.

[Facilities/organizations were invited to provide up to three statements identifying how the facility/organization uses the EMS to facilitate communication between the facility/organization and its stakeholders and neighbors. Provide a selection of those statements (or an overall summary of those statements) here.]

d. Highest Priority Aspects.

[Facilities/organizations were invited to list up to three of their highest priority significant environmental aspects. Provide a selection of those statements (or an overall summary of those statements) here.]

e. EMS Benefits to Agency Mission.

[Facilities/organizations were invited to provide up to three statements identifying how EMS implementation has enabled the 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). Provide a selection of those statements or an overall summary of those statements here.]

Section VI. Implementation of Environmental Management Systems at All Appropriate Organizational Levels

a. EMS Strategy

Under E. O. 13423, agencies are required to “implement within the agency EMSs at all appropriate organizational levels.” The CEQ *Instructions* (<http://www.fedcenter.gov/Documents/index.cfm?id=6825>) contain guidance, and the Federal Environmental Executive issued further guidance in October 2008 (Attachment D.)

To address this requirement, [Agency Name]’s strategy is [insert *brief* narrative description of your agency’s strategy for implementing EMSs at all appropriate organizational levels].

b. Higher-Tier EMSs

[Note: Complete this section if your agency has implemented or plans to implement higher-tier EMSs.]

In particular, [Agency Name] has implemented [or ‘plans to implement’] the following “higher-tier” EMSs, in addition to the facility EMSs and/or multi-site organization EMSs identified in Section I.

Higher-Tier EMS	Scope	Status
[Name]	[Brief description of the scope and content of the “higher-tier” EMS]	[Currently implemented? Target implementation date?]