

Presentation G-6

Tools for EPA's Performance Tracking Program: The New EPA/NSF Implementation Guide For Environmental Management Systems

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Environmental Management Systems: An Implementation Guide For Small and Medium-sized Organizations, originally developed by NSF in 1996, has gained acceptance worldwide as a practical, easy-to-read tool for organizations that want to develop an environmental management system (EMS) but lack the resources to hire a consultant. The key barriers that small and medium-sized organizations face in implementing an EMS are lack of information, expertise and capital. The new *Guide* is targeted specifically at helping the users overcome these barriers. The presentation will review the sections of the *Guide*, how it may be used to implement an EMS, and what criteria must be met in order to qualify for the Performance Track program. Complimentary copies of the *Guide* will be handed out. The revised *Guide* supports newly formed state and Federal programs (such as the National Performance Track program) that serve to promote the adoption of EMS or include EMSs as a requirement for participation.

Paper not available.

For more information, contact:

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A Snapshot of ISO 14001 EMS Elements*

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| Environmental policy | Develop a statement of your organization's commitment to the environment. Use this policy as a framework for planning and action. |
| Environmental aspects | Identify environmental attributes of your products, activities and services. Determine those that could have significant impacts on the environment. |
| Legal and other requirements | Identify and ensure access to relevant laws and regulations (and other requirements to which your organization adheres). |
| Objectives and targets | Establish environmental goals for your organization, in line with your policy, environmental impacts, views of interested parties and other factors. |
| Environmental management program | Plan actions to achieve objectives and targets. |
| Structure and responsibility | Establish roles and responsibilities and provide resources. |
| Training, awareness and competence | Ensure that your employees are trained and capable of carrying out their environmental responsibilities. |
| Communication | Establish processes for internal and external communications on environmental management issues. |
| EMS documentation | Maintain information on your EMS and related documents. |
| Document control | Ensure effective management of procedures and other system documents. |
| Operational control | Identify, plan and manage your operations and activities in line with your policy, objectives and targets. |
| Emergency preparedness and response | Identify potential emergencies and develop procedures for preventing and responding to them. |
| Monitoring and measurement | Monitor key activities and track performance. |
| Nonconformance and corrective and preventive action | Identify and correct problems and prevent recurrences. |
| Records | Keep adequate records of EMS performance. |
| EMS audit | Periodically verify that your EMS is operating as intended. |
| Management review | Periodically review your EMS with an eye to continual improvement. |

* Excerpted from EMS: An Implementation Guide for Small and Medium-Sized Organizations, 2000.
Available at www.nsf-isr.org or call Petie Davis at 1-888-NSF-9000