



NATIONAL DATABASE
ON
ENVIRONMENTAL MANAGEMENT SYSTEMS



Glossary to Accompany NDEMS Protocols

Customers: The external end-users of a facility's product or services.

Direct Benefits: The immediate benefits, both monetary and non-monetary, incurred by a product, process, or management change. Direct benefits include decreases in staff time, materials expenditures, operations and maintenance expenditures, energy expenditures, equipment purchases, consultant purchases, consultant fees, etc.

Direct Costs: The immediate expenses incurred by a product, process, or management change. Direct costs include increases in staff time, materials expenditures, operations and maintenance expenditures, energy expenditures, equipment purchases, consultant purchases, consultant fees, etc.

Direct Monetary Benefits: The immediate benefits incurred by a product, process, or management change that can be quantified in terms of dollars saved. They include decreases in staff time, materials expenditures, operations and maintenance expenditures, energy expenditures, equipment purchases, consultant purchases, consultant fees, etc.

Direct Non-monetary Benefits: The immediate benefits incurred by a product, process, or management change that cannot be quantified in terms of dollars saved but have a significant impact on company operations. They may include improved employee morale, increased employee involvement in environmental issues, etc.

Environmental Aspect: Element of an organization's activities, products or services that can interact with the environment. A *significant environmental aspect* is an environmental aspect that has or can have a significant impact on the environment.

Environmental Impact: Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services.

Environmental Condition Indicator: Measures the condition of the environment surrounding a facility using local, regional, national or global measures.

Environmental Performance Indicator (EPI): A value or gauge that is actually *used* by a facility as an evaluative tool in determining a facility's environmental accomplishment or status. These values or gauges may include measurable emissions or discharge data, compliance measures, number of spills or accidental releases, materials use, waste generation, energy use,

time or money spent, number of exceedences of a regulatory limit, etc. Values or measure that are *not* actually used to evaluate a facility's environmental accomplishment or status--for example, items that are measured to fulfill environmental regulatory requirements, but are not used as an internal environmental evaluative tool--are *not* environmental performance indicators.

Formal Enforcement Action: A notice of violation (NOV), administrative order, civil action seeking penalties or injunctive relief, or referral for a criminal prosecution for violation of an environmental requirement.

Formal Pollution Prevention Plan: A set of written waste reduction procedures that are adopted throughout a facility as standard operating procedures. The plan may include specific goals, objectives, or targets and measures of success.

Formal Stakeholder Group: An assembly of individuals who are interested in a facility's environmental activities. The group may be organized by the facility and may meet periodically to comment on the facility's environmental affairs.

Indirect Benefits: The secondary benefits, both monetary and non-monetary, incurred by a product, process, or management change. They include increases in market share, stock prices, bond ratings, sales, etc. They also include decreases in insurance rates, regulatory reporting requirements, non-compliances, cost of capital, environmental liability, liability associated with employee health and safety, etc.

Indirect Costs: The secondary expenses incurred by a product, process, or management change. Indirect costs include decreases in market share, stock prices, bond ratings, sales, etc. They also include increases in insurance rates, regulatory reporting requirements, non-compliance costs, costs of capital, environmental liability, liability associated with employee health and safety, etc.

Indirect Economic Performance Changes: secondary benefits and costs, both monetary and non-monetary, incurred by a product, process, or management modifications. They include any changes in market share, stock prices, bond ratings, sales, etc. They also include changes in insurance rates, environmental liability, health and safety liability, regulatory reporting requirements, non-compliances, cost of capital, etc.

Indirect Monetary Benefits: The secondary benefits incurred by a product, process, or management change that can be quantified in terms of dollars saved. They include increases in market share, stock prices, bond ratings, sales, etc. They also include decreases in insurance rates, reduced environmental liability, reduced health and safety liability, regulatory reporting requirements, non-compliances, cost of capital, etc.

Indirect Non-monetary Benefits: The secondary benefits incurred by a product, process, or management change that cannot be quantified in terms of dollars saved but have a significant impact on facility operations. They may include reduced environmental liability (if it is not quantifiable), reduced health and safety liability, improved worker health, etc.

Inside Interested Parties: Any individual or group working within a facility who is not responsible for the design of its EMS and may be concerned with or affected by the facility's environmental performance.

Larger Organization: The corporate or parent enterprise, if such an enterprise exists, with which a facility is affiliated.

Materials Accounting: The specific set of processes that raw materials, parts, and sub-assemblies follow as they move through the facility and the manner in which they minimize waste production.

Monetary Benefits: Benefits that can be quantified in terms of dollars saved.

Multi-State Working Group (MSWG): A voluntary group of participants from state, federal, non-governmental, business, and higher education organizations who are interested in determining the effectiveness of Environmental Management Systems (EMSs). The group focuses on six areas: environmental performance, environmental conditions, environmental compliance, pollution prevention, costs and benefits, interested party involvement, and how these areas are affected by environmental management systems. The MSWG has published a guidance document entitled *Environmental Management Systems Voluntary Project Evaluation Guidance*.

Non-compliance: Non-conformity in fulfilling legal requirements.

Non-monetary Benefits: Benefits that cannot be quantified but significantly impact company operations. They may include improved employee morale, increased employee involvement in environmental issues, better safety planning, etc.

Non-normalized Value: An output value which is not standardized, often a total value per time period. For example, wastewater discharge might be measured in total gallons per day (or per month).

Normalization Factor: The output measure (e.g., "pounds of product") for an Environmental Performance Indicator. It is sometimes called a "Production Activity Index."

Normalized Value: A standardized output value which allows somewhat unrelated items to be compared. It corrects output values for production fluctuations so that changes in output can be normalized and changes in production caused by business cycles and other factors can be identified. Normalized values are calculated by dividing non-normalized values by a normalization factor (such as total facility output, pounds of waste, total sales, etc.). For example, wastewater discharge might be measured in total gallons per day per pound of waste.

Outside Interested Parties: Any individual or group not associated with a facility who is concerned with or affected by the facility's environmental performance. They include local non-governmental organizations, neighborhood associations, community groups, etc.

Pollution Prevention: Pollution prevention is synonymous with source reduction, i.e., reducing waste at its source before it is even generated, and is fundamentally different from pollution control. Pollution prevention focuses on industrial and organizational processes. Within these processes, waste production is prevented or reduced rather than curbed after it is produced. Pollution prevention does *not* include activities such as recycling/reuse of pollutants or waste (except for in-process recycling), waste treatment, disposal of waste or its release into the environment because, in each of these examples, waste is first produced and later controlled. Pollution prevention *does* include materials substitution, process changes, and other activities that reduce waste before it is even generated.

Potential Non-compliance: Any situation in which a non-conformity in fulfilling the facility's legal requirements might occur without action by the facility.

Regulatory Requirements: Each state or federal emission or discharge limit made applicable to a facility by its permits or other binding commitments to regulators.

Regulatory Status: A facility's categorization under various environmental regulatory programs, such as large or small quantity waste generators under RCRA or major or minor sources under the Clean Air Act.

Significant Change: The definition of significant change may vary from facility to facility, but in general reflects what a particular facility regards as a significant change in its environmental performance.

Suppliers: Vendors whose products serve as the inputs in a facility's production cycle.

Violation: Non-compliance discovered by environmental agency personnel or reported to agency personnel, which results in a formal enforcement action against the facility.