

**U.S. Environmental Protection Agency  
ENVIRONMENTAL SCIENCE CENTER, FORT MEADE, MARYLAND**

**ESC EP15.01  
Environmental Management System Procedure for:**

**Tracking Environmental Performance**

**Effective Date: August 31, 2005**

Issued by:

*Robin Costas / Lynda Podhorniak*

**EMS Co-coordinators**

Review Date: July 30, 2007	EP15.01
By: Joe Dorsey	
Changes: no change	

## 1 Purpose

To provide guidance for selecting indicators of performance for significant environmental aspects, for establishing performance baselines, and for selecting measuring methods to track environmental performance at the Environmental Science Center (ESC).

## 2 Scope

This procedure is applicable to the key characteristics of facility operations and activities that can have a significant impact on the environment.

## 3 Procedures

### a) Specific Procedures

- Indicators can be selected as part of establishing Environmental Management Programs (EMPs) for significant aspects. More specifically, they can be selected in concert with the objectives that are to be achieved within each EMP.
- In order to select environmental indicators, it is necessary to examine the environmental regulation for that significant aspect (for example, air emissions characteristics include particulates and volatile organic compounds and can be measured by volume and periodicity; recyclables can be measured by weight, volume, or value.)
- Baselines need to be established for the chosen indicators so we can measure progress from a specific base. Baselines may not be appropriate for some significant aspects where, due to the nature of our business, measurements over time are not indicative of the environmental performance of the organization.
- Technological and procedural methods to measure indicators need to be identified. For example, if temperature is the indicator, the technological method is a thermometer and the procedural methods would be the frequency of measurements or location of measurements.
- All information collected from monitoring and measuring environmental performance is a required input into the periodic management review by top management.

### b) Responsibilities

- As indicated in each EMP, the workgroup leader will measure and record indicator data.
- The EMS coordinator will provide the ESC Board with this data for the periodic management review.
- The ESC Board will use this indicator data during their periodic review.

#### 4 Documentation

All results of monitoring and measuring, including submission of data to top management, shall be recorded in accordance with EPA's records retention policy and procedures.