



EPA Region 1 McCormack Federal Building

EMS Definitions

Persons Responsible: Alice Kaufman
Title: EMS Coordinator

Document location: The official controlled version of this document is the electronic version maintained on-line in the Lotus Notes Database.

Revision History

Rev no.	Date	Description
0	9/6/2011	First release under EMS Core Team

Index

- 1.0 Purpose
- 2.0 Scope
- 3.0 Definitions

EMS Definitions

1.0 Purpose

The purpose of this section is to define terms common to several EMS procedures. Terms which are used in only one procedure are defined within that procedure.

2.0 Scope

These definitions apply to the EPA-NE Boston Office EMS.

3.0 Definitions

Action Plans: describe how the EPA-NE Office intends to achieve its environmental objectives and targets. Action plans are a component of Environmental Management Programs (EMPs).

Competency Training: Training provided to employees to enable them to fulfill their duties within the EMS fence line in a competent manner and consistent with the aims of the Environmental Policy and management system. Competency training may need to be provided to employees whose job functions have been identified with significant environmental aspects or compliance issues or who have specific responsibilities identified in Operational Controls.

Core Team: The EMS Core Team is a cross-organizational team which is responsible for: the maintenance, improvement and operation of the EMS, environmental compliance (including compliance with Agency policy and Federal Executive Orders) and facilities management. The responsibilities of the EMS Core Team and the responsibility for staffing the EMS Core Team are further discussed in the EMS Procedure Structure and Responsibility.

Corrective Actions are actions taken to mitigate impacts resulting from nonconformance or non-compliance and to return to conformance or compliance (for example cleaning up a spill, or correcting erroneous documentation.)

Deficiency: see Nonconformance and Deficiency.

Director of an Office: Director of an Office refers to the Director or his/her designee.

Document Control: The mechanism used to ensure that documents are legible, dated, readily identifiable, revised, and maintained for a specified period

EMS Board of Directors refers to the EPA-NE Office Directors.

EMS Core Team: a cross-functional team established in 2007 by senior management to play a key role in the continual improvement, implementation and maintenance of the EMS. This role includes, but is not limited to, identifying significant environmental aspects, developing and implementing objectives and targets, and developing environmental management programs designed to achieve them.

EMS Definitions

Environmental Aspect: An element of the EPA-NE Boston Office activities, products or services that can interact with the environment

Environmental Impact: Any change to the environment, whether adverse or beneficial, wholly or partially resulting from EPA-NE Boston Office activities, products or services

Environmental Legal and Other Requirements: Legal requirements include all applicable federal, state and local environmental laws and regulations that apply to the EPA NE Boston Office. Other requirements include Federal Executive Orders and Federal, Agency and Regional policies.

Environmental Management Programs: (also called EMS Action Plans) describe how the EPA-NE Office intends to achieve its environmental objectives and targets.

Environmental Objective: An overall environmental goal to provide specific emphasis and direction to efforts to meet the Region's Environmental Policy

Environmental Target: A detailed performance requirement, related to an objective, which can demonstrate achievement or progress toward achievement of that objective

Fenceline: EMS Fenceline: EMS Fenceline refers to the scope of the facilities and operations included in the EMS. The EMS Fenceline for the EPA-NE Boston Office includes the activities, products and services of the Boston office facility, which consists of the Office of the Regional Administrator (ORA), Office of Environmental Stewardship (OES), Office of Ecosystem Protection (OEP), Office of Site Remediation & Restoration (OSRR), and Office of Administration & Resource Management (OARM). Programmatic decisions made by EPA-NE as a regulatory agency and offsite remedial and monitoring activities are currently not included within the EMS Fenceline.

General Awareness Training: Training provided to raise employee understanding of environmental issues associated with their work (within the EMS fenceline) and the relevance of those issues to the EPA-NE Boston Office activities, products and services. General Awareness Training refers to training that is provided to all employees and includes an overview of the EMS, the Environmental Policy, significant aspects and objectives and targets. General awareness training may also cover general responsibilities associated with Operational Controls common to all employees.

Green Team: A cross-functional voluntary team that was responsible for identifying the Boston Office's initial significant environmental aspects, developing and implementing objectives and targets, and developing environmental management programs designed to achieve them. In 2007, the EMS Core Team, a cross-functional team designated by senior management to play a key role in the continual improvement, implementation and maintenance of the EMS replaced the Green Team in this role.

Interested Parties: Individuals or groups with an interest in the environmental impacts of the Boston Office's activities or services. These parties include regulators, local residents, employees, environmental groups, and the general public.

EMS Definitions

Internal EMS Audit: A process of objectively obtaining and evaluating evidence to determine whether the EPA-NE Boston Office EMS is designed and operating as intended

ISO14001: International Standard, ISO14001, EMS-Specification with Guidance for Use, First Edition 1996-09-01

Management Review: is a periodic review of the organization's environmental management system and environmental performance.

Management Representative: Representative of management that serves as an EMS champion and has direct access to senior leadership as needed to support the EMS Co-coordinators in implementing and maintaining the EMS, providing resources and overcoming obstacles.

Nonconformance and Deficiency: EMS Nonconformance means any deviation from the EPA-NE Boston Office EMS procedures and programs or any inadequacy in the EMS that leads to or may lead to failing to meet the overall objectives of the EMS or to result in significant adverse environmental impact. EMS Deficiency means any deviation from the EPA-NE Boston Office EMS procedures and programs or any inadequacy in the EMS that does not result in a failure to meet the overall objectives of the EMS or result in a significant environmental impact.

Occupant Emergency Plan (OEP): The 1 Congress St. Occupant Emergency Plan (OEP) provides information and instructions which are to be followed in the event of an emergency (e.g., fire, chemical/hazardous waste spill, explosion, bomb threat, natural disaster, demonstration/civil disturbance, workplace violence incident) impacting the occupants of the EPA-NE Boston Office.

Preventive Actions: are actions taken to prevent future occurrence of nonconformance or non-compliance (for example improved or increased training, creation of new operational controls, etc.).

Qualified EMS Auditor: An auditor may be either an appropriately trained third party auditor (i.e. one who has completed a Registrar Accreditation Board (RAB) certified EMS auditor or lead auditor training program or equivalent) or an internal auditor who has completed either an RAB certified EMS auditor or lead auditor training program or the EPA-NE Internal Auditor Training Program.

Record: Documented information or data on an environmental activity or event that has been performed or that is required to be retained for future reference

Regional EMS Executive (REE): is the Deputy Regional Administrator.

Significant Environmental Aspect: An environmental aspect identified by EPA-NE as having or potentially having a significant impact to the environment.