



## Environmental Management Systems (EMS) Glossary

**Action Plan:** Actions necessary to achieve the objectives and targets. The plan includes identifying the individuals and/or organizations responsible for carrying out specific tasks, timelines for completion of each step in the plan, and a schedule for periodically reviewing and updating, as conditions dictate, the objectives and targets.

**Assessment:** The organization must have documented procedures for assessing the function of each component and its effectiveness and its conformance. Assessment is the process of drawing conclusions from the performance measurements.

**Audit:** A periodical review that the EHSMS is operating as intended.

**Auditor:** Person with the competence to conduct an audit and has knowledge of an EMS system.

**Communication/Training/Awareness:** Establish processes for internal and external communication.

**Continual Improvement:** The process of enhancing the environmental management system in order to achieve improvements in overall environmental performance consistent with the organization's environmental policy.

**Corrective Action:** Action to fix and eliminate the cause of a detected nonconformity.

**Document:** Information and its supporting medium. The medium can be

paper, magnetic, electronic, or optical computer disc, photograph or master sample, or a combination thereof.

**Document Control:** Ensure effective management of procedures and other system documents.

**Environment:** Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

**Environmental Aspect:** An element of an organization's activities or 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 an organization's environmental aspects.

### Environmental Management

**Program:** Planned actions necessary to achieve objectives and targets. See also "Action Plan."

**Environmental Management System (EMS):** The part of the organization's management system used to develop and implement its environmental policy and manage its environmental aspects.

**Environmental Objective:** An overall environmental goal, consistent with the environmental policy, that an organization sets itself to achieve.

**Environmental Performance:** Measurable results of an organization's management of its environmental aspects.

**Environmental Policy:** Overall intentions and direction of an organization related to its overall



## Environmental Management System



environmental performance as formally expressed by top management.

**Environmental Target:** Detailed performance requirement, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

**Fenceline:** The Metro Waste Authority fenceline for the Iowa EMS Pilot Program will include facilities, programs, and services, in MWA's control that are within the Metro Park East Landfill service area.

**House File 2570:** Iowa Environmental Management System for solid waste management.

**Identify Key Resources and Additional Needs:** As part of reviewing the draft of the action plan, conduct an inventory of key resources needed to carry out and complete the action plan. Resources may include fiscal matters, specific skills, facilities, partners, and additional needs.

**Interested Party:** Person or group concerned with the environmental performance of an organization.

**Internal Audit:** Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organization are fulfilled.

**Legal and Other Requirements:** The organization must identify the legal requirements for its operations and facilities, including relevant environmental laws, regulations and permits, and worker health and safety regulations, and have a process for

tracking any changes in these requirements.

**Management Review:** Periodic review of the EMS that supports continual improvement.

**Monitoring and Measurement:** A documented process for monitoring key activities and measuring performance related to the specific environmental objective and target.

**Noncompliance:** Deviations from federal, state, and local environmental regulations

**Nonconformance:** Non-fulfillment of a requirement.

**Objectives and Targets:** The organization establishes objectives relevant to its policy, environmental issues and impacts previously identified, the views of interested parties, and other factors. Targets necessary for achieving the stated objectives are also established. A target is much more detailed than its objective and must be quantifiable.

**Operational Control:** Identify, plan, and manage your operations and activities in line with your policy, objectives, and targets.

**Organization:** Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

**Preventive Action:** Action to eliminate the cause of a potential nonconformity.



## Environmental Management System



**Prevention of Pollution:** Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts.

**Procedure:** Specified way to carry out an activity or a process.

**Record:** Document stating results achieved or providing evidence of activities performed.

**Reevaluation and Modification:** The reevaluation and modification element is an activity that allows an organization to improve and strengthen the EMS on an ongoing basis. This element identifies where the EMS has met, exceeded or failed to meet expectations.

**Structure and Responsibility:** Establish roles and responsibilities for environmental management and provide appropriate resources.

**Supplier:** Any firm or individual that supplies work, supplies, or services to the Agency site.

**Training, Awareness, and Competence:** Ensures that your employees are trained and capable of carrying out their environmental responsibilities.

**Vendor:** Same as supplier.