APPENDIX A

Glossary of Key EMS Terms

Accreditation: Formalized procedure by which an authoritative body formally recognizes that an organization or facility is competent to carry out specific tasks and/or meets specific accreditation requirements.

Audit: A planned, independent and documented assessment to determine whether agreed upon requirements are being met within an organization.

Audit Cycle: The period of time in which all the activities in a given site/facility are audited.

Audit team: Group of auditors, or a single auditor, designated to perform a given audit; the audit team may also include technical experts and auditors-in-training. Note: One of the auditors on the audit team performs the function of lead auditor.

Certification: The environmental management system of an organization is certified for conformance with ISO 14001 after it has demonstrated such conformance through a formal audit process through a third party.

Certification body: A third party that assesses and certifies/registers an organization's environmental management system with respect to published environmental management system standards and any supplementary documentation required under the third party's certification system.

Compliance: An affirmative indication or judgment that the supplier of a product or service has met the requirements of the relevant specifications, contract, or regulation. Comparable to Conformance.

Conformance / Conformity: An affirmative indication or judgment that a product or service has met the requirements of the relevant specifications, contract, or regulation. In terms of ISO, conformance to ISO 14001 certification requirements - comparable to Compliance.

Continual improvement: The process of enhancing an organization's environmental management system to achieve improvement in overall environmental performance in line with the organization's environmental policy. This widely adopted principle is intended to ensure that an organization does not simply adopt an environmental management system for cosmetic purposes and thereby remain static, without commitment to reduce its impact on the environment.

Emergency response plan: A formal, detailed plan that describes an organization's specific logistics and reporting requirements in the event an emergency, such as fires, erosion or spills. A fundamental element of an environmental management system.

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

Environmental Aspect: Element of an organization's 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 an organization's activities, products or services.

Environmental Management Representative (EMR): The clearly identified environmental management system team leader who has responsibility for the planning and facilitating an organization's environmental management system from start to finish and has the designated authority of senior manager to get the job done.

Environmental Management System (EMS): A management approach which enables an organization to identify, monitor and control its environmental aspects. An environmental management system is part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.

Environmental Management System Audit: A systematic, documented verification process of objectively obtaining and evaluating an organization's environmental management system to determine whether or not it conforms to the environmental management system audit criteria pre-defined by the organization, and for communication of the results of this process to management.

Environmental Objective: Overall environmental goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable. Objectives are based on specific significant aspects.

Environmental Performance: Measurable results of the environmental management system related to an organization's control of its environmental aspects, based on its environmental policy, objectives and targets.

Environmental Policy: An organization's formal statement defining its intentions and principles in relation to its overall environmental performance, which provides a framework for action and for the setting of its environmental objectives and targets.

Environmental Target: Detailed performance requirement, quantified where practicable, based on an organization's defined environmental objectives and that must be met in order to achieve those objectives.

Fenceline: The area in which an organization chooses to implement its environmental management system – a department, division or specific operation.

Interested Party: Individual or group concerned with or affected by the environmental performance of an organization.

ISO: The International Organization for Standardization (ISO) is a worldwide federation of national standards bodies from some 140 countries, one from each country. ISO is responsible for the development of ISO 14001.

ISO 14001: An international voluntary standard for environmental management systems. This is one standard in the ISO 14000 series of International Standards on environmental management.

Lead auditor: Person qualified to manage and perform environmental management system audits.

Non-conformity: The non-fulfillment of a specified requirement. Any or all of the following: a) one or more environmental management system requirements have not been addressed; or b) one or more environmental management system requirements have not been implemented; or c) several nonconformities exist that, taken together, lead a reasonable auditor to conclude that one or more environmental management system requirements have not been addressed or implemented.

Observation: A practice within an organization's operations, while not in strict violation of environmental management system requirements, that can make conformance difficult or potentially provide an opportunity for error. Examples include overly difficult processes, poor housekeeping, and inadequate personnel training.

Prevention of Pollution: Use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution.

Pollution Prevention: The development, implementation, and evaluation of efforts to avoid, eliminate, or reduce pollution at the source. Any activity that reduces or eliminates pollutants prior to recycling, treatment, control or disposal.

Registrar: Third-party entity which audits and registers an organization's environmental management system with respect to the ISO 14001 environmental management system standard.

Stakeholders: Those groups and organizations having an interest or stake in a organization's environmental management system program (e.g., regulators, shareholders, customers, suppliers, special interest groups, residents, competitors, investors, bankers, media, lawyers, geologists, insurance companies, trade groups, unions, ecosystems and cultural heritage).

Verification: The act of reviewing, inspecting, testing, checking, auditing, or otherwise establishing and documenting whether items, processes, services, or documents conform to specified requirements.

Waste Minimization: The use of source reduction and/or environmentally sound methods and practices that reduces the quantity and/or toxicity of pollutants entering a waste stream prior to recycling, treatment, or disposal. Examples include: equipment or technology modifications, reformulation or redesign of products, substitution of less toxic raw materials, improvements in work practices, maintenance, worker training, and better inventory control.