

EMAS

The European Eco-Management and Audit Scheme

Improving your environmental
and business performance

NGOs and EMAS: a win/win path to sustainable development

<http://www.europa.eu.int/comm/environment/emas>



European Commission



EMAS

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Cataloguing data can be found at the end of this publication.

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Table of Content

Introduction	4
Why this brochure?	4
What is EMAS?	4
Content	4
1. What is EMAS?	5
1.1. A voluntary management tool for companies	5
1.2. ...Structured at European level...	5
1.3. ...Applicable to any organisation...	6
1.4. One of the most robust and credible Environment Management System on the market	9
2. Why should NGOs promote EMAS?	10
2.1. For environmental performance	10
2.2. For transparency	14
2.3. For credibility	17
2.4. A link to other (legal) requirements	18
2.5. For a better NGOs (net)work	20
3. How can NGOs promote EMAS?	22
3.1. Promotion towards organisations / industries	23
3.2. Promotion to the public and local stakeholders	26
3.3. Promotion and training for NGO networks	27
3.4. NGOs can get EMAS registered themselves	27
4. Conclusion	28
Annex 1: further information	29
Annex 2: how to analyse an environmental report?	30
Annex 3: glossary	37

Why this brochure?

This brochure has been developed as a guide for NGOs to get acquainted with the EMAS scheme and to appropriate EMAS as a tool to reach their own goal – namely to **improve the environment at local level**. Promoting EMAS among industrial sites and other organisations can be an **efficient means** to lead towards legal environmental compliance and beyond. This guide presents the use of EMAS as a **concrete element** for local campaigns, especially regarding flow of information and data from industrial plants, and as a building block towards **effective dialogue** between NGOs and various organisations. EMAS offers a real alternative in many local environmental debates, in terms of environmental **performance** and **transparency**.

What is EMAS?

EMAS, the EU Eco-Management and Audit Scheme, was created in the aftermath of the Earth Summit in Rio in 1992, as an environmental policy tool to reach the wider goal of sustainable development. It is a **voluntary** scheme for organisations willing to commit themselves to improving their environmental performance. At first directed to industrial sectors, the scheme is now open to **all public and private organisations**, from local authorities to industrial plants, from hotels to harbours. Through its strict requirements and thorough checking process, EMAS is currently the **most robust** and **credible** Environmental Management Scheme on the market, allowing organisations to improve and communicate on their environmental performances.

Some 4,000 organisations are currently registered in the European Union and beyond, and represent more than 1 million employees working for EMAS companies.

Content

This guide is structured in 3 main parts.

All words indicated with an asterisk (*) are defined in the Glossary at the end of the document.

Part 1: gives an overview of the EMAS scheme and its main characteristics so that the reader gets familiar with terminology.

Part 2: addresses why it is in the interest of NGOs to learn about EMAS and to promote the scheme to different actors.

Part 3: describes the different possible actions that NGOs can develop to promote the EMAS scheme as a means towards reaching some of their numerous goals – mitigation of environmental impacts, environmental awareness raising and NGO networking.

Annex 1: gives a list of websites and references for further information.

Annex 2: gives a checklist for analysis of environmental reports by using EMAS as a benchmark. This specific guidance is meant as a practical tool for NGOs.

Annex 3: is a glossary of the main terminology used for EMAS.

1. What is EMAS?

1.1. A voluntary management tool for companies...

An environmental management system* is a problem-identification and problem-solving tool that provides organisations* with a method to systematically manage their environmental activities, products and services, and helps to achieve their environmental obligations and performance goals.

In this context, EMAS is the European scheme for environmental management system, based on a European Regulation¹. It is open to all companies or organisations operating inside the European Union and European Economic Area (Norway, Iceland, Liechtenstein), whatever their size or sector of activity.

EMAS provides organisations with a structured path towards environmental improvement. This can be implemented in many different ways depending on the precise sector or activity but includes in general an environmental policy*, environmental programme* or action plan, integration of environmental aspects* into operations, a documentation system in order to collect, analyse, monitor and retrieve information, corrective & preventive action, external audits, training and external communications.

EMAS registration requires as a minimum environmental legal compliance from organisations, but the continual improvement of environmental performance means that they should go beyond compliance.

1.2. ...Structured at European level...

The EMAS scheme relies on a very efficient structure at Member State level with strong European coordination. NGOs are involved as stakeholders at both levels. In the Member States, the key actors are the following:

- **Accreditation Bodies** are an independent, impartial institution responsible for the appointment and supervision of environmental verifiers and designated by the Member State. The Accreditation Body establishes, revises and updates a list of environmental verifiers and their scope of accreditation (by economic sector, according to NACE codes*) in their Member State.
- **Verifiers*** are responsible for checking and controlling the relevance and accuracy of information provided by organisations willing to be EMAS registered. They are independent and are a guarantee of credibility of the EMAS scheme.
- **Competent Bodies*** hold the National register of EMAS organisations and are in charge of their registration and deletion. They often work with the help of committees where NGOs are involved. At European level, the European Commission coordinates the scheme. The Commission promotes EMAS, publishes EMAS-related legislation and guidelines for implementation with the support of various stakeholders (through the Article 14 Committee). The Competent Bodies meet regularly to cooperate and harmonise their efforts.
For example in Germany 3 seats are reserved in the national competent body for environmental NGOs².

Consistency of procedures relating to the verification process is ensured by a peer review process of all Accreditation Bodies which meet in the "Forum of Accreditation Bodies" (FAB) to exchange information and disseminate best practice. The FAB develops guidance in the field of accreditation, competence and supervision of environmental verifiers.

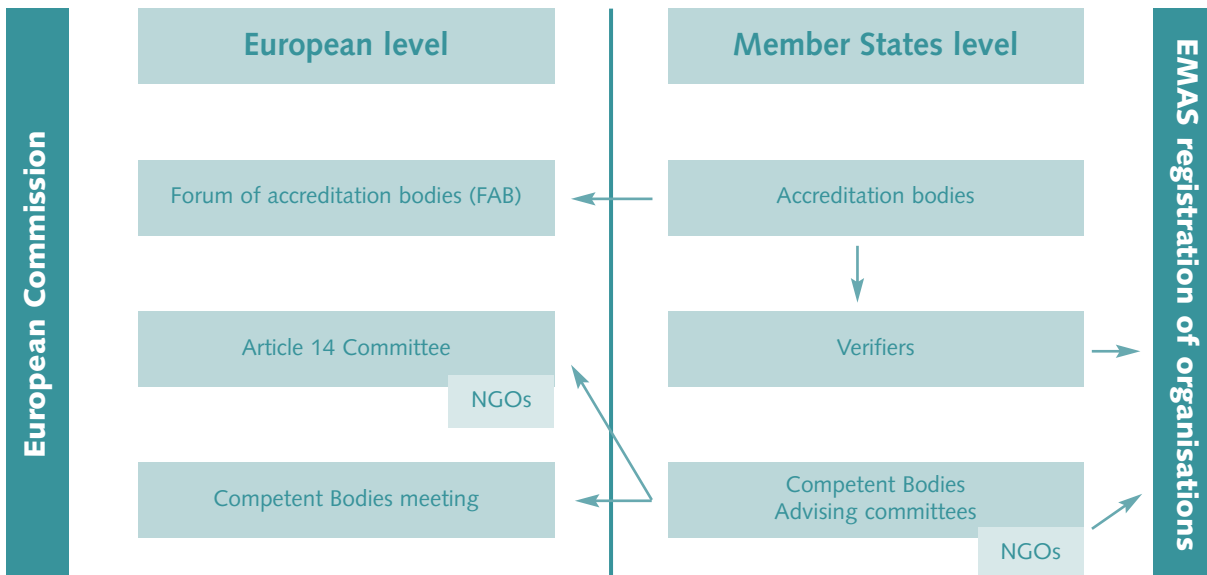
Finally, the **Article 14 Committee** is the Steering Committee of EMAS. Chaired by the Commission, it represents the Member States, and interest groups such as industry, unions, environmental NGOs etc. The Committee meets several times a year to support the Commission in practical issues concerning the implementation of the EMAS Regulation.

¹ Regulation 761/2001/EC of the European Parliament and the Council 19 March 2001

² The detailed composition is : industry/enterprises (6), environmental verifiers (4), federal/state governments in environment (6), in economics (3), trade unions (3), environmental associations, NGO (3), total (25)

1. What is EMAS?

Figure 1 - Structure of the EMAS scheme



The EMAS scheme is therefore driven by various stakeholders and offers strong and efficient control of registered organisations and sites*. This is precisely what makes it the most credible Environmental Management System currently available on the market.

1.3. ...Applicable to any organisation

EMAS has defined a step-by-step approach ranging from an initial environmental review* to registration. This very flexible mechanism is applicable to a wide range of organisations, and is made of a series of concrete measures to attain a clearly defined goal, i.e. the management and increased protection of the environment.

1. Initial environmental review:

This analysis of current environmental performance* will be used to determine main environmental aspects of the organisations. It includes hard data on direct environmental aspects such as consumption of raw materials and energy, production of wastes and emissions, but also information on the indirect environmental aspects of the activities of the organisation and the management structures in place to deal with these aspects.

2. Environmental policy and programme

The environmental policy is a document that describes the company's overall aims and principles of action with respect to the environment. It should contain at least three central elements: compliance with relevant environmental legislation, a commitment to continuous improvement and employees' involvement. The environmental programme translates the general objectives established in the environmental policy into specific targets, determining concrete measures, time frames, responsibilities, and the resources necessary in order to meet them.

3. Environmental management system (EMS)

This sets to establish operating procedures and controls, responsibilities, training needs, monitoring and communication systems. It is based on the initial environmental review and it is a practical tool to ensure the successful implementation of the environmental programme. The EMS implemented under EMAS corresponds to the requirements under EN ISO 14001.

4. Environmental audit

The environmental audit* evaluates the environmental performance of an organisation based on the objectives spelled out in the environmental policy. The outcome of the environmental audit is a report in which possible corrective actions are suggested to guarantee continuous improvement of the organisation's environmental performance.

5. Corrective actions

The idea of continuous improvement is that, through a formalised system, mistakes are recorded, analysed and that their immediate and remote causes are removed. Corrective actions can be taken on the Environmental Management System itself if it does not help to fulfil the policy objectives, but also to update environmental objectives* themselves.

6. Environmental Statement (ES)

The environmental statement is a clear and concise document addressed to the organisation's stakeholders. The organisation describes its environmental efforts and achievements as well as the requirements for continuous environmental performance improvement. The ES is an essential tool for transparency of the organisations' activities towards the external public – including NGOs.

7. EMAS registration

An independent verifier validates that the organisation's environmental policy, its EMS, the environmental audit and the environmental statement comply with the rules of the EMAS Regulation. After the validated statement is sent to the Competent Body it has to be made publicly available. Then the organisation is listed in the register of EMAS organisations and has the right to use the EMAS logo.

1. What is EMAS?

Figure 2 – The continuous improvement circle: plan-do-check-act



1.4. One of the most robust and credible Environment Management System on the market

There are several other environmental management systems in the world, the most famous being the EN ISO 14001. EMAS is the most robust environmental management system because it has more requirements. While EMAS and EN ISO 14001 share the same objective, they are different in a number of ways. These differences are illustrated below showing in particular where EMAS goes beyond the EN ISO 14001 requirements³. In particular, on top of EN ISO 14001:

- EMAS **requires** legal compliance
- EMAS registered organisations must **demonstrate** continuous improvement of their environmental performance
- EMAS **requires** participation of employees in the process
- EMAS **requires** public reporting through the Environmental Statement

Figure 3 - Additional requirements of EMAS vs. ISO⁴

	EMAS	ISO/EN ISO 14001
Preliminary environmental review	Verified initial review	No review
External communication and verification	Environmental policy, objectives, environmental management system and details of organisation's performance made public	Environmental policy made public
Audits	Frequency and methodology of audits of the environmental management system and of environmental performance	Audits of the environmental management system (frequency or methodology not specified)
Contractors and suppliers	Required influence over contractors and suppliers	Relevant procedures are communicated to contractors and suppliers
Commitments and requirements	Employee involvement, continuous improvement of environmental performance and compliance with environmental legislation	Commitment of continual improvement of the environmental management system rather than a demonstration of continual improvement of environmental performance

EMAS uses the management systems' requirements of EN ISO 14001. ISO is therefore an integral part of EMAS but EMAS goes further than ISO.

³ http://europa.eu.int/comm/environment/emas/pdf/factsheet/fs_iso_en.pdf
⁴ http://europa.eu.int/comm/environment/emas/pdf/factsheet/fs_iso_en.pdf

2. Why should NGOs promote EMAS?

Environmental NGOs and EMAS share a common objective: limit environmental pollution while promoting socio-economic development. EMAS offers to NGOs a wide platform for dialogue with all sectors of the society about their impacts on environment... and also many ways to reduce them. The flexibility of the scheme is a real opportunity for the integration of NGOs requirements by organisations.

2.1. For environmental performance

Environmental NGOs' primary objective is to protect the environment at local and / or global level. EMAS can be one of several means for organisations – be they industries, services or local authorities – to monitor their environmental performance in a structured and systematic manner, and to release the data gathered to external stakeholders. It is indeed an obligation for organisations registered under the EMAS system to continually improve their environmental performances.

2.1.1 ...Because it assesses significant environmental aspects

An integral part of performance assessment is to evaluate which aspects of an organisation's activities can have an impact on the environment. These most important aspects must be defined in a systematic way and will form the basis for improvement of expected environmental impacts.

2. Why should NGOs promote EMAS?

Figure 4 – Examples of organisations' activities and related environmental aspects

Organisation's activities	Environmental aspects
Design	All life cycle related impacts
Production process	Pollutant discharge (to air and water) and use of raw materials
Transport	Air pollution (consumption of fuel)
Energy use	Air pollution (consumption of energy)
Waste management	Resource use
Storage of hazardous liquids	Risk of spillage
Distribution and Packaging	Waste generation
Business journeys	Air pollution (consumption of fuel)
Printing, copying	Waste generation (consumption of paper)
Catering activity	Waste generation and pollution discharge (water)
Maintenance service	Resource use (consumption of materials and chemicals)
Human resources	Pollution prevention (training of employees)
Environmental department	Environmental objectives and targets
Public relations	Neighbourhood relations
Procurement	Procurement of goods and services (green procurement)
Quality & Suppliers chain management	Resource management

The organisation should indicate its criteria for determining whether an environmental aspect is significant or not.

It is the responsibility of the organisation to define criteria for assessing the significance of the environmental aspects of its activities, products and services, to determine which have a significant environmental impact. The criteria developed by an organisation shall be comprehensive, capable of independent checking, reproducible and made publicly available.⁵

⁵ Regulation 761/2001/EC, Annex VI paragraph 6.4

2. Why should NGOs promote EMAS?

Figure 5 - How to determine “significant” environmental aspects?⁶

Guidance from the Commission	Elements that could fulfil the approach
<ul style="list-style-type: none"> potential to cause environmental harm 	<p><i>These elements will be tackled in an environmental analysis: see also the data sheets on security and any other valid source of information.</i></p>
<ul style="list-style-type: none"> fragility of the local, regional or global environment 	<p><i>This can vary depending on local conditions in the case of certain specific pollutants. It should take into account not only current pollution, outside the company (“background noise”), but also possible variations in the long run (air, water, soil, sensitive areas, biodiversity...)</i></p>
<ul style="list-style-type: none"> size, number, frequency and reversibility of the aspect or impact 	<p><i>Seasonal or occasional nature, emissions below the strictest limits or standards</i></p>
<ul style="list-style-type: none"> existence and requirements of relevant environmental legislation 	<p><i>The organisations have to set specific action plans to respect legal texts before EMAS registration</i></p>
<ul style="list-style-type: none"> importance to the stakeholders and employees of the organisation 	<p><i>Identification of the environmental aspects of serious concern to the interested parties, for which the company is eventually expected to improve on a continuous basis</i></p>

2.1.2 ...Because it takes account of direct and indirect environmental aspects

EMAS offers a wide scope for improvements thanks to the identification of all direct and indirect aspects caused by the organisation’s activity, products and services on the environment⁶.

Figure 6 – Direct and indirect aspects

Direct environmental aspects	Indirect environmental aspects
<ol style="list-style-type: none"> emissions to air releases to water avoidance, recycling, reuse, transportation and disposal of solid and other waste, particularly hazardous waste use and contamination of land use of natural resources and raw materials (including energy) local issues (noise, vibration, odour, dust, visual appearance, etc.) transport issues (both for goods and employees) risks of environmental accidents and impacts arising as consequences of incidents effects on biodiversity 	<ol style="list-style-type: none"> product related issues (design, development, packaging, transportation, use and waste recovery/disposal) capital investments, granting loans and insurance services new markets choice and composition of services administrative and planning decisions product range compositions the environmental performance and practices of contractors, subcontractors and suppliers

2. Why should NGOs promote EMAS?

2.1.3. ...Because clear performance indicators are defined to monitor improvements

The European Commission issued a Recommendation on the selection and use of environmental performance indicators under EMAS. They must be comparable, continuous over time, clear and up to date.

Below are examples of operational environmental performance indicators, but one could add Environmental Condition Indicators and Environmental Management Indicators as well. It is a good start for a company to be self-committed to such goals.

Figure 7 – Operational performance indicators

Example of Operational Performance Indicators
15 Litres of cleaning products used / year / m ² office surface
150 litres fuel consumed / year /m ³ building
18 kg of paper used / year / employee
50 000 km of business travelling by plane / employee / year
2 hours training on environmental issues / employee /year
250 grams of waste / meal supplied
3 open days of the company / year
250 visitors on site event
20 % less CO ₂ emissions
30 % of electricity comes out of alternative energy
30 % of the product range is eco-designed
30 % of cleaning products are 98 % biodegradable
30 % of paper used is recycled paper
45 % of food used in supplied meals is coming from organic agriculture
50 % of our car fleet is equipped with catalytic converters
60 % of employees use local public transport
60 % of our transport packaging is returned and reused
75 % of all non technical goods are bought with environmental criteria
80 % of our waste is separated and recycled
80 % of suppliers are environmentally rated
80 % of our environmental targets are fulfilled
90 % of hazardous liquids are put in containment

2. Why should NGOs promote EMAS?

2.2. For transparency

EMAS can be a very powerful tool for NGOs to get easy access to information from organisations. It is therefore in the interest of NGOs to have as many EMAS registered organisations as possible within their community. In addition, experience has shown that EMAS can be an instrument to facilitate – and ease – dialogue between a specific organisation and its surrounding stakeholders, such as local neighbours, NGOs and local authorities, through the display of information, and through the structured way of dealing with specific issues or replying to requests.

2.2.1. ...Because it involves all actors inside the organisation

Involving employees and managers in the implementation of EMAS is a driver for success. The improvement of the environment must be continuous and this will not happen without the active involvement and participation of everybody (management and employees) in the organisation. Employee participation involves information and training on EMAS on the one hand, but also suggestion and reward systems. Employees' involvement is an obligation under EMAS. It can take various forms (suggestion box, working groups...) and must be documented for verifiers.

2.2.2. ...Because it raises environmental awareness of the general public

The EMAS logo has been created to help EMAS registered organisations communicate about their environmental commitment.

Figure 8 – Best practice on awareness-raising of EMAS.



Since 2002 citizens of Cologne, Germany, can use an "EMAS train" to travel across their city. The Kölner Verkehrsbetriebe AG (KVB), the public transport company of the city of Cologne is one of the first municipal transport companies to have implemented EMAS.

The company has not only reduced its environmental impact considerably and established an environmental management system but also proven to be innovative in raising public awareness of environmental issues and networking with other environmental transport activities. For example, they have negotiated attractive rates and special conditions with car sharing organisations for all their season ticket holders. One key feature is the "EMAS train"; a tram which displays prominently the new EMAS logo in large format on its coachwork and provides more information on EMAS to passengers inside. This innovative use of the logo will enable interested passengers to know more about the environmental management system used by KVB and sets an excellent example on how to reach out to and inform transport users and citizens in general about EMAS.

2. Why should NGOs promote EMAS?

2.2.3. ...Because it provides information through the Environmental Statement

“Giving to the public information on the quantities and exact sources of pollutants creates a remarkable stimulus to reduce pollution”

The European Eco Forum⁷

The Environmental Statement is a specific environmental report. It is part of the registration process of an organisation in accordance with the EMAS Regulation.

The objective of this statement is to provide information about the environmental impacts and results of the organisation. This means of communication should make it possible to respond to the main preoccupations of the interested parties (local residents, shareholders, banks, public authorities, etc).

The Environmental Statement is valid for 3 years, and there is also an annual validation by the Verifier of the changes made to the Statement (annual statements are also called “simplified statements”). This improves the clarity of communications on performance between certified organisations, their stakeholders and the public.

The information it contains must be

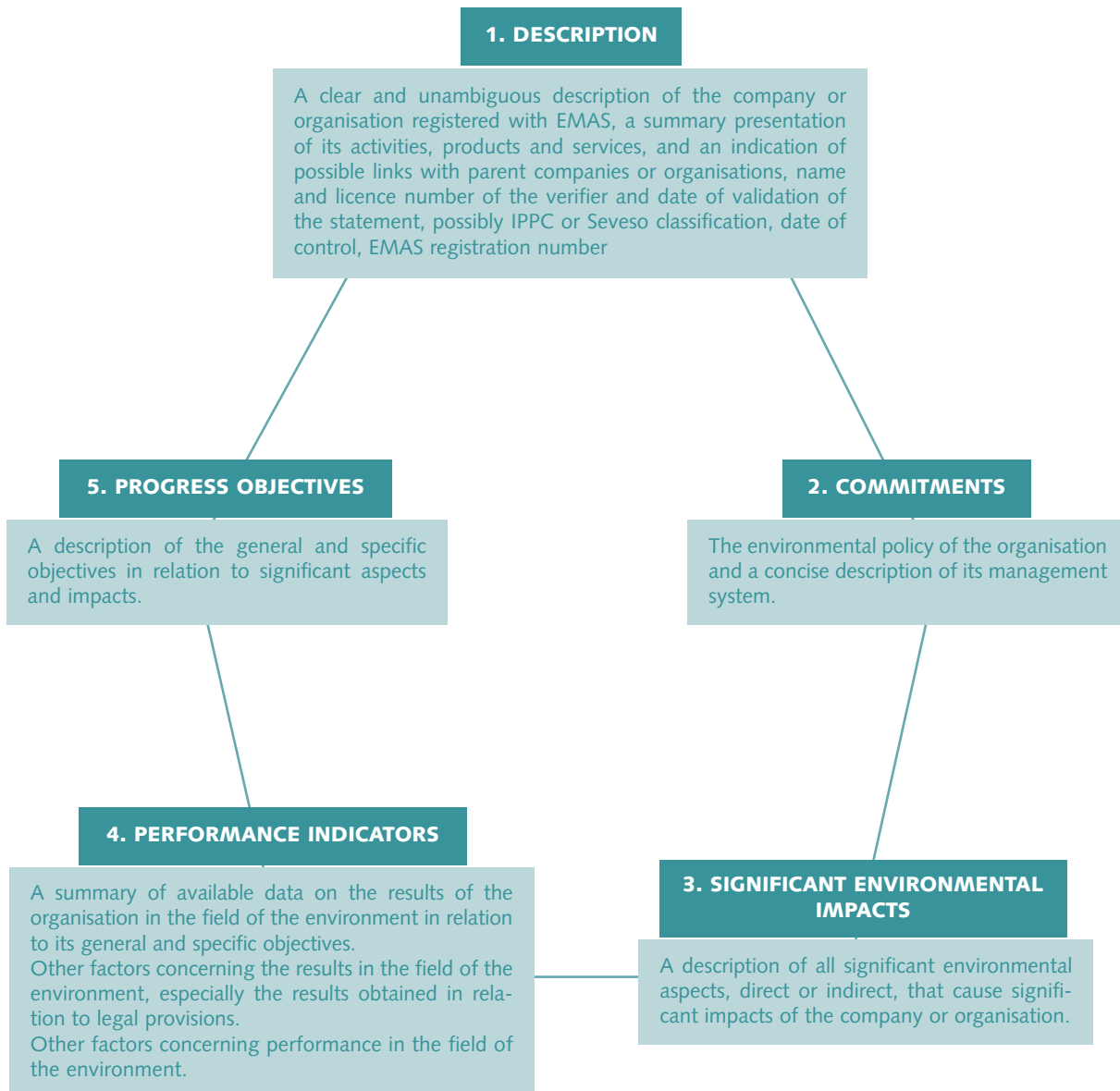
- Relevant
- Easy to check
- Concrete

EMAS Environmental Statements can be taken as a benchmark for reporting on environmental impacts, policy and objectives. A detailed table of what should be contained in an environmental report is given in Annex 2 as a checklist – and it is based on what is required in an EMAS Environmental Statement. This short toolkit can be used by NGOs to analyse precisely their expectations in terms of information accuracy and transparency.

⁷ “Your right to know about sources of pollution” Eco Forum <http://www.participate.org/publications/Pollution-final.pdf>

2. Why should NGOs promote EMAS?

Figure 9 - What can I find in an Environmental Statement?



2. Why should NGOs promote EMAS?

2.3. For credibility

NGOs can rely on a powerful structure in place to guarantee reliability and credibility of the EMAS scheme. This currently makes EMAS one of the best environmental management systems on the market anywhere in the world.

2.3.1. ...Because there is a third party check...

Organisations applying for EMAS are checked by independent verifiers. Their independence from the organisation being verified and from the organisation's auditor* or consultant is guaranteed by the Accreditation Body (see paragraph 1.2).

In practice, verifiers are responsible for checking that an organisation is legally compliant, has carried out an initial environmental review if appropriate, has a fully operational environmental management system which is audited in a systematic, objective and periodic way and that it has prepared an environmental statement in accordance with the EMAS Regulation. They also verify the reliability, credibility and correctness of the data and information in the environmental statement and other environmental information provided by organisations.

After that, the Competent Body decides whether or not to register the organisation by checking:

- if the Verifier is accredited for the relevant economic sector
- if the organisation is legally compliant
- if the Environmental Statement complies with the EMAS Regulation (content, completeness of data, continuous improvement against environmental targets)

2.3.2. ...Because verifiers are guaranteed to be independent

An Accreditation Body is an independent, impartial institution responsible for the accreditation and supervision of environmental verifiers and designated by the Member State. The Accreditation Body establishes, revises and updates a list of environmental verifiers and their scope of accreditation (by economic sector) in their Member State. Changes to this list have to be communicated to the Competent Body and the European Commission.

Environmental verifiers are accredited for one (or several) sector(s) of economic activities. Sectors are classified by NACE⁸ codes. Verifiers are therefore specialised experts in their field(s), and they have the required knowledge to carry out evaluations in specific sector(s) only.

Consistency of procedures relating to the verification process is ensured by a peer review process of all Accreditation Bodies which meet at least once a year in the "Forum of Accreditation Bodies" (FAB) to exchange information and disseminate best practice. The FAB develops guidance in the field of accreditation, competence and supervision of environmental verifiers.

⁸ Regulation (EC) No 29/2002 of 19 December 2001 amending Council Regulation (EEC) No 3037/90 on the statistical classification of economic activities in the European Community

2. Why should NGOs promote EMAS?

2.4. A link to other (legal) requirements

A registered EMAS organisation offers a proof of legal compliance and pro-active environmental actions. Here a list of examples in which EMAS plays a facilitating role:

2.4.1. The link with the integrated pollution prevention and control directive (IPPC)

Here some extracts of the conclusion of a report published by IMPEL⁹:

“The IPPC¹⁰ Directive and EMAS Regulation have important common elements. Both aim at preventing, or at least reducing, adverse effects on the environment from industrial activities. Both stress the importance of monitoring of environmental effects, reducing environmental impacts, an integrated approach in seeking solutions for different environmental problems and specifying environmental objectives and the means to achieve them”.

“An EMAS registration is an important indication to the permitting authorities that the company has sufficient means to comply with permit and other legal obligations. The existence of EMAS generates confidence in the reliability of data provided by the company, this is verified externally, for instance when complying with reporting requirements under the permit, or applying for a new permit, or when applying article 13 of the IPPC Directive.”

2.4.2. The integration of international conventions requirements and information transparency

An EMAS registered organisation will be in a good position to implement international conventions like the Aarhus Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters¹¹. Sources of pollution are more easily defined and an NGO can easily benchmark local pollution with national data like the work on PRTR and EPER.

- The Protocol on Pollutant and Transfer Registers (PRTR) sets the minimum rules for national systems of public information on sources of pollution. Close to forty countries in Europe have signed the Protocol¹².
- The European Pollutant Emission Register (EPER) is the first European Union register of industrial emissions into air and water. It gives access to information on the annual emissions of 9387 industrial facilities in the 15 old Member States of the EU as well as Norway and Hungary – mostly from 2001¹³.

⁹ “Interrelationship between IPPC, EIA, Seveso directives and EMAS regulation”, IMPEL Network, December 1998

¹⁰ On 24 September 1996, the Council adopted Directive 96/61/EC concerning integrated pollution prevention and control (the IPPC Directive). On 9 December 1996, the adoption of Council Directive 96/82/EC on the control of major-accident hazards involving dangerous substances (the Seveso II Directive) followed. Finally, on 3 March 1997, the Council adopted Directive 97/11/EC amending Directive 85/337/EEC on the assessment of the effects of certain public and private projects on the environment (the EIA Directive).

¹¹ The Aarhus Convention is the world's most far-reaching treaty on environmental rights. It seeks to promote greater transparency and accountability among government bodies by guaranteeing public rights of access to environmental information, providing for public involvement in environmental decision-making and requiring the establishment of procedures enabling the public to challenge environmental decisions.

The Convention was adopted in Aarhus, Denmark, in June 1998, and signed by 39 European countries and the European Community. It entered into force in October 2001 and its Parties now include most of the countries of Central and Eastern Europe, the Caucasus and Central Asia and slightly more than half of the EU Member States. The European Community itself is preparing for ratification and is currently negotiating the necessary implementing legislation. Source UNECE.

For more information, see http://europa.eu.int/comm/environment/eia/full-legal-text/aarhus_en.pdf

¹² “Your right to know about sources of pollution” Eco Forum <http://www.participate.org/publications/Pollution-final.pdf>

¹³ For more details, see <http://www.eper.cec.eu.int/>

2. Why should NGOs promote EMAS?

2.4.3. The respect of legal requirements about environmental and/or sustainable reporting for companies

Different countries like for example the Netherlands, Denmark and France have national laws on reporting. An EMAS company has no difficulty to produce such reports. The environmental statement is even a good basis for an additional report on social issues.

2.4.4. The innovations linked to eco-technologies and eco-design (and the link to some European legislation such as the European Eco-label, etc)

On the product aspect an EMAS company is normally proactive to implement eco-technologies or to develop ecodesign programs (because these elements are integrated in the regulation as a framework). EMAS is a facilitator to integrate new challenges in terms of environmental requirements but also to find new opportunities and innovation, among others on the life cycle of products or services.

An EMAS registered organisation is able to respond to all these topics:

- in terms of **management** :
 - there is someone to contact,
- in terms of **actions** :
 - NGOs can check if something is under progress, thanks to the environmental statement.

2. Why should NGOs promote EMAS?

2.5. For a better NGOs (net)work

National NGOs are involved in advisory committees with the Competent Bodies, and can sometimes have a say in whether or not an organisation should be registered under EMAS. Making such decision requires access to information about the organisation – and this information often comes from local NGOs. Grassroots NGOs have a much better knowledge of a company's situation.

Spreading information about EMAS among locally-active NGOs can facilitate dialogue with national NGOs by giving them a framework for dialogue. In addition, this framework can be used between local NGOs active round a given site. Generally, local NGOs have limited resources but a very specific expertise on environmental impacts and EMAS can help them pool their different data and formalise the information to get a global picture of their local situation. The work on EMAS could also be an ideal way to develop local networks. It can also facilitate contacts between local NGOs and organisations in terms of availability of data. EMAS is offering a real alternative in many local environmental debates, in terms of environmental performance and transparency.

This could increase positively the support to NGOs, in the sense that they will be recognised to have:

- **more knowledge** of local situations and organisations and better contacts with them
- **more tools and arguments** to raise public awareness on local environmental situations (potentially more support to NGOs)
- **more solutions to propose** to avoid environmental problems thanks to a better and more efficient dialogue with organisations

2. Why should NGOs promote EMAS?

Figure 10 - Examples of NGOs positions towards EMAS

ORGANISATIONS	POSITION
<p>WWF</p> <p>Roland de Schaetzen & Thierry Frankin, Projet EMAS, WWF-Belgium, 1995¹⁴</p>	<p>"[WWF] consider[s] EMAS to be the best available 'tool' in the field for improving environmental management in industry ... for the following reasons :</p> <ul style="list-style-type: none"> - Strict compliance with legislation. - Commitment to continuous improvement. - Use of the best available technology (economically viable). - Participation of employees and the public (public statement); - External validation of the scheme."
<p>FOUR SLOVAKIAN NGOs</p> <p>ETP Slovakia, DAPHNE – Institute of Applied Ecology, Initiative – Change – , Regional Environmental Centre Slovakia, 2000¹⁵</p>	<p>"Implementation of certified systems could help in the pollution prevention although it does not always effect the core of the problem. ISO 14 000 certification is prevailing in Slovakia, while these norms are in certain aspects "softer" then EMAS. Implementation of EMAS and further increase in demands on certification appears to be the right way".</p>
<p>FRIENDS OF THE EARTH FRANCE</p> <p>Friends of the Earth France, www.amisdelaterre.org, 2000¹⁶</p>	<p>"The launch of an EMS and its certification represent an interesting step, which makes it possible to take into account various environmental impacts and to reduce them. Only a common work based on points of view of the various actors and on the various sets of themes (environmental statement, responsibility...) can give credibility to these instruments".</p>
<p>EUROPEAN PARTNERS FOR ENVIRONMENT¹⁷,</p> <p>From EMAS to SMAS Charting the Course of Environmental Management and Auditing to Sustainability Management, 1996</p>	<p>"Moreover, NGOs could use EMAS to establish ranking systems for environmental and social performance, similar to the US Council on Economic Priorities (CEP), in this way acting as 'verifiers' for public opinion. The involvement of NGOs in educational initiatives linked to EMAS is crucial if the objectives of the 5th Environmental Action Programme are to be fulfilled and the general public is to play its role as citizen and consumer. Without involvement of NGOs from the start, the scheme is likely to lack public credibility, yet legitimacy is essential to the success of a voluntary initiative such as EMAS".</p>
<p>ENVIRONMENTAL EUROPEAN BUREAU (EEB)/ANEC¹⁸</p> <p>European Association for the Co-ordination of Consumer Representation in Standardisation, 2003</p>	<p>' ISO 14001 is inferior to the European EMAS regulation in that it does not even require legal compliance – it is just a commitment to regulatory compliance, which is asked for ". "Reporting is an issue where ISO 14001 is clearly inferior to the EMAS regulation"</p>

¹⁴ <http://www.epe.be/workbooks/emas/2.1.3.html>

¹⁵ http://www.rec.sk/projekty/eu_angl.htm

¹⁶ <http://www.amisdelaterre.org/IMG/pdf/doc-150.pdf> in French

¹⁷ <http://www.epe.be/workbooks/emas/2.3.2.html>

¹⁸ http://www.eeb.org/activities/product_policy/ANEC%20and%20EEB%20paper%20on%20EMS%20Feb%202003.pdf

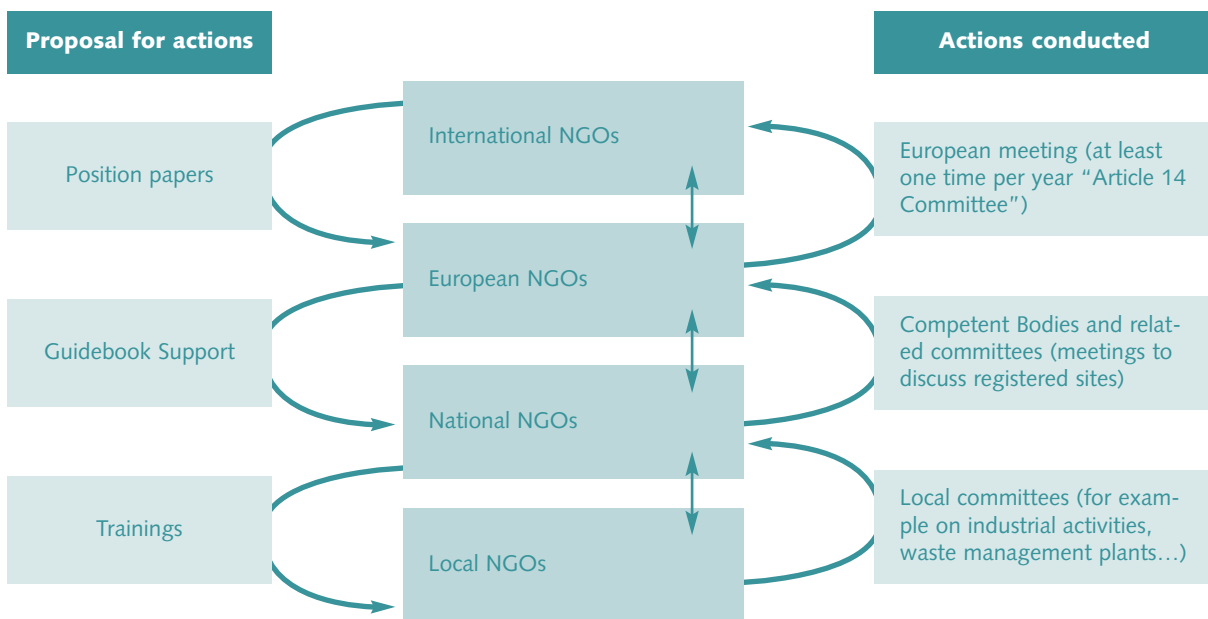
3. How can NGOs promote EMAS?

"Public interest or citizens' organisations tend to have little knowledge of EMAS, since the number of NGOs actually working on the 'greening' of industry is relatively small. More often than not, those that do work in this sector adopt strong ideological positions - which are not especially conducive to balanced citizen- and consumer-oriented access to information. For this reason (...) one of the preconditions for fulfilling the need for public education is to stimulate and support the development of new strategies among NGOs and to foster dialogue on sustainability and new models of governance."

ANPED in the report EPE on EMAS¹⁹

Whatever the type of NGOs, many possibilities exist to do something for the environment linked to EMAS.

Figure 11 - NGOs can be involved at all levels

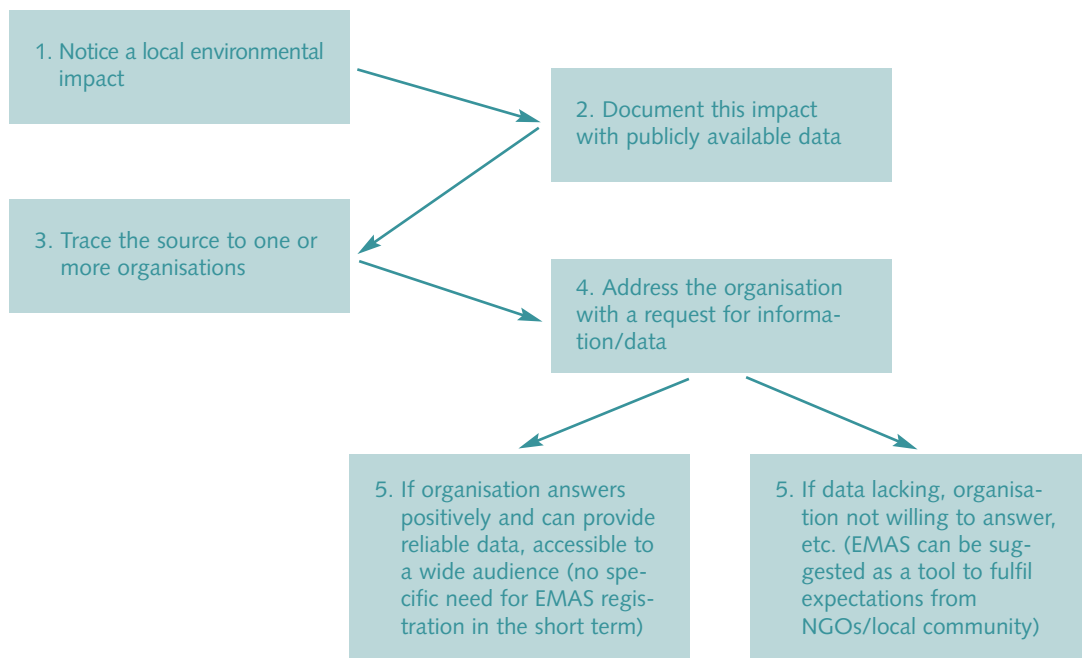


3.1. Promotion towards organisations / industries

One of the main advantages of EMAS is transparency – therefore it is in the interest of NGOs to promote EMAS towards local industries and local organisations, and encourage them to get EMAS registration. It will both give NGOs easier access to company information and facilitate dialogue with these organisations. When addressing an environmental problem caused by a suspected organisation, proposing EMAS could be part of the solution – therefore allowing less confrontation, more dialogue and more local accountability.

Here is a step-by-step approach to check when the EMAS system could be relevant for a local NGO.

Figure 12 - When can EMAS help?



1. The starting point is a recognised, measurable environmental impact within the community. It can be a single problem (e.g. pollution in a river) or a combination of impacts.
2. The impact must be documented by gathering environmental data from publicly available sources, e.g. concentration of specific chemicals in a river, noise levels, etc. At this stage, contacting other local or national NGOs interested in or qualified for the issue at hand will help to build up information.
3. One or more organisations can be assumed responsible from the local environmental impact. Responsibility may not be proven at this stage, only suspected. The NGOs can draw a list of one or more organisations on whose activities they need to know more. And they can start gathering basic information through different sources (website, administrative, economical...).
4. Once information has been gathered, contact can be initiated with the organisations assumed responsible for the impact. A formal letter plus a phone contact have to be engaged with the site manager or the environmental manager if the organisation has one.

NGOs can request information about environmental impacts of the organisation, about legal compliance, and about environmental reporting.

3. How can NGOs promote EMAS?

Figure 13 - Six golden rules for good environmental reporting²⁰

If the NGO gets data from an organisation, are they:
1. accurate and non deceptive
2. substantiated and verifiable
3. relevant and used in an appropriate context or setting
4. a true and fair representation of the overall environmental performance of the organisation
5. unlikely to result in misinterpretation
6. making reference to the larger of publicly available information from which they were drawn

5. How does the organisation respond? If one or more of these 6 golden rules are not respected, or if one cannot tell whether they are, EMAS can help.

Confrontation with a suspected polluter will not help mitigate the impact – which should be the final objective. Constructive dialogue and a powerfully structured and thought-through process can help evaluate, monitor and remedy the impact. EMAS has been designed over 10 years ago just for that. It may be a somewhat lengthy process, but it can bring continuous improvement – and remediation – in the medium to long term.

Case Study: Dialogue between an NGO (Friends of the Earth) and a non-EMAS registered company (Ciments Calcia, France, cement makers), 2001²¹

The NGO has requested and received an Environmental Report and analyses it as follows:

“We sought, in our analysis, to reply to three questions concerning the clarity, exhaustibility and credibility of the Report.

The Report is clear, and our reaction is positive. One of the best qualities of this report is its simple language, direct approach and good explanations of the processes. It is of the right length, the information can be easily understood and the presentation attractive.

Is the Report credible? We say yes to this question too. The information supplied and the exercise undertaken by Ciments Calcia is a confirmation.

Is the Report complete? To this question, we reply by the negative. There are many things we would like to have found. These include more information about the location of the quarries and factories (map), annual production, tonnage of the extracted clay and limestone, total pollution (table with inputs/outputs), references to problems concerning local residents, complaints, accidents, negative situations, emissions into the air from the flues, limitations set for each site and whether they are respected.”

²⁰ Regulation 761/2001/EC of the European Parliament and the Council 19 March 2001, Annex III
²¹ http://www.amisdelaterre.org/article.php3?id_article=216

3. How can NGOs promote EMAS?

The NGO therefore sent a list of extra questions to the company to have more detailed data and understand better the situation.

General Questions

1. Why did you choose this perimeter for the report? In particular, can you explain why the subsidiaries were excluded?
2. What kind of document do you plan to circulate to the local community?

Questions about the quarry (more data on the impact and on each site)

3. Can we have more figures on the impact of the quarry: tons of explosives consumed/year, frequency of the blasting (campaign for optimising blasting operations), tons of fuel used by the vehicles?
4. Is it possible to have a graph showing the vibrations caused by each quarry?
5. How is the material transported? What are the dangers, the fuel used and the optimisation?
6. Why is it difficult for the public to accept the quarrying operations? What are the difficulties? What kind of dialogue has been initiated?

Questions about cement

7. How much coal and heavy fuel oil is used during the firing?
8. How much clinker is produced in total?
9. How much gypsum and standardised additives is used (blast furnace slag used)? What about a table of inputs/outputs?
10. 550 kg of CO₂/t clinker is produced during the firing process. What is the total quantity emitted? In the graph, the reduction is low. What are the objectives for the forthcoming years?
11. In the case of SO₂, what is the total? What are the investments, intermediate deadlines, and means to reach the objective in 2009?
12. How many complaints have you received about noise? What is the situation at each site?

Questions about natural resources

13. What, eventually, are the prospects for recycling concrete?
14. Do you know the share of each mode of transport: road, rail or water? What action has been taken to introduce improvements?

Questions about coherent and sustainable development

15. Between 1996 and 1999, you carried out surveys on the image and reputation of each production site. What are the findings?

The interest of proposing EMAS in such a case would be that in the longer run, the information requested by the NGO would be readily available, and credible, on the Environmental Statement. Annex 2 gives a detailed checklist to screen an environmental report by using the EMAS Environmental Statement information as a benchmark.

3. How can NGOs promote EMAS?

3.2. Promotion to the public and local stakeholders

Cities, local authorities and administrations can be registered under EMAS. This is a very good opportunity to raise awareness about environmental issues at local level and promote green spirit. It is of interest to local NGOs to promote EMAS for local authorities as it can have a very important spin-off effect reaching several sectors of relevance to the local environment.

On the one hand, EMAS can be applied to public utilities such as waste water treatment plants and waste incinerators. As for industrial plants, EMAS would provide verified data on the activity and would help dialogue between the facility, the NGOs and neighbouring citizens – facilitating transparency and accountability.

On the other hand, administrations themselves can implement EMAS and this would allow for continual improvement of direct and indirect aspects such as:

- Office management (recycling, staff transport...)
- Green purchasing
- Decisions taken and policies followed by the administration
- Implementation of Local Agenda 21

EMAS can therefore act as a framework and leverage for wider policy issues and facilitate the take-up of green behaviour at local level.

“There is a need to build NGO capacity to ‘translate’ information from technical into popular language and identify those issues most likely to be of public interest.”

European Partners for the Environment²²

EMAS can help develop environmental awareness with empowerment of the public concerning environmental issues. EMAS will be more and more recognised for its benefits, the public or local stakeholders will also promote it as a way to avoid local environmental impacts.

NGOs can play an important role in awareness-raising of EMAS through local campaigns and through their networks.

- Meetings can be arranged between companies and the general public regarding some specific local problems (noise, odour...). This can be a good opportunity to open debate with different stakeholders (workers, unions, federations...) and to explain how EMAS opens up dialogue between stakeholders and increase transparency at local level. Best practices from EMAS registered sites could be quoted as examples; for instance many Environmental Statements are available on the European Commission website. This is a concrete tool for sustainable development.
- Exhibitions, presentations and brochures on various issues dealing with industry, sustainability and access to environmental information may contain a reference to the EMAS scheme. For instance, eco-labels are a reliable way to find environmentally friendly products, EMAS is the best way to recognize environmentally friendly organisations

Figure 14 - Example of an exhibition sign including EMAS in the good practices chapter²³

The exhibition was targeted at the construction sector and presented different tools and good practices for sustainable development of companies. EMAS is introduced as a practical step for implementing sustainability principles.



²² <http://www.epe.be/workbooks/emas/2.3.2.html>
²³ Made by ECOEFF/FH CONSEIL for Quille and the City of Pont-Audemer

3. How can NGOs promote EMAS?

3.3. Promotion and training for NGO networks

This Brochure can be used to promote EMAS and improve organisation's performance and communication. Many trainings and workshops could be organised by national NGOs to promote and spread awareness of the scheme to local NGOs and citizens. This can be a medium to long term investment to facilitate dialogue between several NGOs network and to frame exchange of information. Some experiences have been tested with success in some Member States.

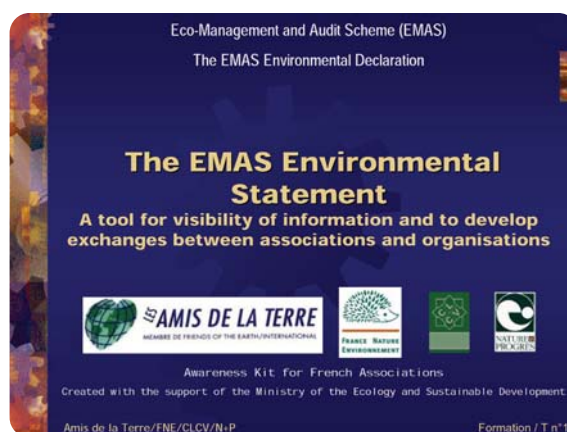
Figure 15 – Good practice: EMAS information campaign for NGOs in France

In collaboration with the French Ministry of Environment, four environmental NGOs of national level (Les Amis de La Terre, France Nature Environnement, Consommation, Logement et Cadre de Vie, Nature et Progrès) have started an EMAS information campaign amongst their regional and local member associations.

From May to September 2002, eight local associations have received training in order to raise their awareness about the EU EMAS scheme and to facilitate feedback of information (especially environmental data on organisations) between the local and national levels.

The slideshow is available on:

http://europa.eu.int/comm/environment/emas/pdf/news/kit_emas_en.pdf



3.4. NGOs can get EMAS registered themselves

Show the example! Many NGOs offices are perfect examples of an efficient and goal-oriented management system:

- waste is recycled (paper, plastic, organic),
- energy-saving light bulbs are used instead of classical models,
- mugs are used for tea or coffee instead of plastic cups,
- furniture is chosen with environmental criteria,
- recycled paper is used.

As EMAS offers a simplified registration for small organisations, NGOs can also be an actor committed to the scheme. This gives them a hands-on experience on how well they perform and where they can improve – and will show them how useful a systematic management tool can be. Benefits could be the same as for companies: costs reductions, efficient procedures in terms of health and safety, environmental impact reductions, reporting and transparency.

4. Conclusion

The EMAS scheme is a very solid European structure set up over 10 years ago with a clear objective of sustainability and improvement of environmental performance. It is based on

Transparency – Credibility – Environmental performance

EMAS is the most robust and credible environmental management scheme currently on the market. EMAS is based on the international EN ISO 14001 standard but adds the following requirements: legal compliance, employee involvement, binding annual improvement of environmental performance and the requirement to report on these features. It is voluntary for any organisation willing to monitor, improve and communicate their impacts on the environment.

For NGOs, EMAS is a tool that can be used in several instances.

EMAS can help obtaining environmental data and information from a whole range of organisations through the third-party verified Environmental Statement. In this context, EMAS can be used to open up dialogue with industrial plants and other local organisations to lead towards environmental compliance – and beyond.

EMAS is also a framework for dialogue. It can facilitate dialogue between different NGOs, at local or at national level because it helps to standardise environmental data of a local situation and to feed this information to NGOs active nationally. Its flexibility makes it an ideal means to promote take-up of other environmental policies at local level. It can also be a concrete element for communication towards the public at large and to raise awareness about environmental issues.

It is therefore in the interest of NGOs to promote EMAS towards organisations, towards local authorities and citizens, and between themselves. This brochure is a first step for NGOs to get acquainted with EMAS and to appropriate it as a useful tool for their work.

Annex 1: further information...

The best source of information on EMAS is the European Commission website on EMAS:

http://europa.eu.int/comm/environment/emas/index_en.htm

Updated monthly, it gives access to statistics on EMAS organisations, all legislation, various guidance documents, latest news and publications, including a quarterly electronic Newsletter.

The European Commission has also produced a series of guidance documents:

- Guidance on verification, validation and audit frequency
- Guidance on the EMAS environmental statement
- Guidance on employee participation within the framework of EMAS
- Guidance on the identification of environmental aspects and assessment of their significance

See: http://europa.eu.int/comm/environment/emas/documents/guidance_en.htm

The International Network for Environmental Management is the world federation of national associations for environmental management. This organisation produces many publications on EMS in general, and they developed an EMAS Toolkit for Small and Medium Enterprises (SMEs) which shows step-by-step, "easy" EMAS implementation. This is available on: http://www.inem.org/new_toolkit/

A Conference on EMAS benefits and challenges was held in 2002, including inter alia a presentation on NGOs. All documentation is available on:

<http://www.ecologic.de/emas/emcdocs/emcpapers.htm>

Annex 2: how to analyse an environmental report?

This Annex focuses on a single aspect of environmental management systems, **reporting**, because this is central to the transparency, accuracy and credibility of the organisation.

There is no transparency without information. This checklist below gives NGOs a complete overview about the outcomes of the Environmental Statement chapters required under EMAS. They can use this table for screening an existing environmental report (EMAS or not) to define if the given information matches their expectations. An EMAS environmental statement should normally have a majority of 😊 or 😐. A non EMAS registered company could have difficulties even to give accurate environmental data. More and more companies produce “Corporate Social Responsibility reports”, or “sustainable reports”. This exhaustive checklist will guide NGOs to rank an organisation’s effort in terms of transparency, accuracy and credibility.

The check-lists are detailed for each of the sections of an Environmental Statement as described in Figure 9, p. 16 of this Brochure.

Introduction: general check-list

SUBJECT	INFORMATION	😊	😐	😞	REMARKS
Cover	- Name of the company - Year - Site				
Contents	Main chapters				
Preamble	Statement by the Managing Director				
Presentation	Company – Activity				
Environmental Policy	Commitments				
Environmental Management System	Means used Organisation				
Past Achievements in EMS Implementation	Background, Comparisons				
Environmental Impacts	Fragile environment, criteria of significance (or non-significance) Review of flows				
Environmental Indicators	Emissions in the air, water and soil; consumption of water, energy and raw materials; management of refuse				
Environmental Management Programme	Objectives and targets				
Environmental Performance Evaluation	Internal and external audits				
Certification: Responsibility and Validation of the Environmental Statement	Statement to apply the EMS in compliance with the European EMAS Regulations, statement by the official environmental verifier + his licence number				
Glossary	Explanation of technical terms				
Other	Depending on the subjects to be developed in relation to the European Regulations (reader’s reply form, complementary product information etc.)				

1. DESCRIPTION

Objectives

"To give a clear understanding of the organisation and its activities, products and services"

1.1. The context of certification

Information requested	Details to be provided	yes	no	remarks
Site	<i>Name of the site, identification of the factory, photographs, plans, NACE code...</i>			
Location	<i>Geographical maps or aerial photographs, address of the site, address of the central office etc.</i>			
Local context	<i>Extensions planned, type of neighbourhood etc.</i>			
Period covered	<i>All figures and information circulated should, as far as possible, refer to the same time frame, the date of validation of the Statement</i>			
Information of the regulations	<i>Orders of the prefect, installations subject to authorisation main ICPE chapters, infringements, litigation ...</i>			
Information on certification	<i>Name and licence number of the environmental verifier, date of the next statement, existence of a simplified statement, ISO 14001 also obtained etc.</i>			

1.2. The organisation

Information requested	Details to be provided	yes	no	remarks
Background	<i>Reminder of the main phases of development</i>			
Economic data	<i>Changes in the turnover, net margins etc</i>			
Staff	<i>Identification of the staff (permanent and temporary employees), organisation charts etc.</i>			
Other parties involved	<i>Identification of participation in subsidiaries, temporary associations or external productions (sub-contracts, etc.)</i>			
Development strategy	<i>Acquisitions, mergers and transfers that occurred in the course of the year</i>			
Certifications / awards	<i>Certifications or award obtained for quality / security / the environment</i>			

1.3. The activity

Information requested	Details to be provided	yes	no	remarks
Products or ranges of products	<i>Principal goods or services marketed etc.</i>			
Principal markets and/or clients	<i>Turnover per activity or per product or range of products etc.</i>			
Concise description of the production process:	<i>Main production phases carried out at the site, main phases entrusted to sub-contractors etc.</i>			

2. COMMITMENTS

Objectives

"To present the organisation's policy commitments and outline how these are implemented throughout the organisation"

2.1. Structures and means introduced

Information requested	Details to be provided	yes	no	remarks
Environmental policy	<i>Introduction letter signed by the Managing Director, strategy and commitment of the management, action plans envisaged, commitments made and objectives fixed, deadlines, inter-professional engagements and sectoral agreements etc.</i>			
Structure	<i>Organisation chart mentioning, in particular, the name, address and contact numbers of the representative responsible for environmental matters, description of the financial and human resources, diagram illustrating the structure of the EMS etc.</i>			

2.2. The activity

Information requested	Indicators / details to be provided	yes	no	remarks
Policy and structure	<i>Comments concerning developments of the EMS or the environmental policy etc.</i>			
EMS	<i>Control audits used and their frequency, documentation, monitoring of regulations and networks, instigating awareness among sub-contractors, suppliers, internal purchases policy</i>			

3. SIGNIFICANT ENVIRONMENTAL IMPACTS

Objectives

"To give an overall picture of the organisation's significant environmental aspects and to explain the environmental consequences of its activities, products and services."

3.1 Presentation of direct and indirect environmental aspects

Information requested	Details to be provided	yes	no	remarks
- Link between the significant environmental aspect and impact	<i>These details should be provided to back the quantification approach in part 4. They can take the form of a box of explanations on the same page as the indicator or referred to a detailed glossary of environmental terms and the local stakes at issue and/or the related global impacts.</i>			

4. PERFORMANCE INDICATORS

Objectives

"To show what the organisation intends to do to improve its environmental performance. The organisation's environmental programme with its objectives and targets will help the reader to understand the organisation's activities to improve its environmental performance.

The organisation should be able to demonstrate a clear link between the aspects that it considers most significant and the plans it has for improvement."

"To assess the significance of the environmental aspects in question, the organisation defines its own individual set of criteria. According to Regulation (EC) No 761/2001, the criteria shall be comprehensive, reproducible and capable of independent checking' (Annex VI, point 6.4) and shall take account of Community legislation (Annex VI, point 6.1)".

We can distinguish 3 different types of indicators (see ISO 14031:1999 or EMAS II, annexe I):

- performance : energy, materials, emissions, waste, transport...
- management : EMS, costs, training, procurement, communication...
- state : fauna, flora, water, air...

4.1. Graph summarising incoming and outgoing flows

Information requested	Details to be provided	yes	no	remarks
Appraisal of incoming and outgoing flows	<i>Summary of figures</i>			

4.2. Consumption of natural resources, raw materials and soil

Information requested	Details to be provided	yes	no	remarks
Consumption of raw materials	<i>Type Source - extraction, quality (certified wood, use of recycled materials) Total per flow</i>			
Use of energy	<i>Origin and use Total Per unit</i>			
Consumption of water	<i>Industrial vs office use Source Total (in absolute terms) / Per unit (relative) Treatment/reuse</i>			
Occupation of ground	<i>Inventory of contaminated sub-soils and soils, presence of a cistern, risk of earthquakes, floods and soil contamination</i>			

4.3 Polluting discharges and production of refuse in various environmental media

Information requested	Details to be provided	yes	no	remarks
Atmospheric emissions	<i>(CFC, NO₂, SO₂, dioxin, etc.); distinction between gases with a greenhouse effect: CO₂, CH₄, HFC, SF₆, etc.) Total emissions and per unit International and/or national commitments and reduction methods Comparison with statutory limits</i>			
Discharges into water	<i>(MES, DOC, phosphates, nitrates, etc.) Total quantity and per unit The point(s) of discharges into water, quality of the water and the quality objective Comparison with statutory limits</i>			
Discharges into soil	<i>Total quantity and per unit. The point(s) of the discharges Comparison with the statutory limits</i>			
Refuse from products	<i>Classification of refuse (DIB and DIS), quantity of waste from products, quantity of eliminated and processed refuse (recovery of energy or materials, recycling etc), external or internal processing Local/regional plans for waste (for small- and medium-sized companies)</i>			

4.4. Staff involvement

Information requested	Details to be provided	yes	no	remarks
Risks, working conditions	<i>Internal and external: study of danger, accidents and safety instructions</i>			
Training on the environment and safety	<i>Staff involved, hours, percentage, training method</i>			
Transport of staff	<i>Type, itinerary, frequency</i>			
Internal communications	<i>Existence of an idea box, number of meetings organised on the EMS or the environment, mode of communicating the environmental results within the company</i>			

4.5. Impact on the surrounding area

Information requested	Details to be provided	yes	no	remarks
Different types of inconveniences for local residents	<i>Internal and external noise, Odours, Vibrations, Light, Integration into the landscape (presence of photos), etc.</i>			

The link with mandatory limits is clearly indicated in this case, making it possible to assess the performance of the company as well as the progress that still needs to be made.

4.6. Impacts on the life cycle of products

Information requested	Details to be provided	yes	no	remarks
Identification of the product(s) of significance to the activity of the site	<i>Turnover of the leading ranges, volume, assessment of flows of materials</i>			
Description of the main phases in the life cycle of the product	<i>Identification of the phases carried out by suppliers, transport, packaging, use by consumers, impact at the end of life, composition of the main product(s) etc.</i>			
Description of the phases for improvement	<i>Choice of new materials and new procedures, ecodesign, ecolabel etc.</i>			

The publication of information from eco-profiles (or eco-labels of type III, in conformity with the ISO 14025 standard), accompanied by all the explanations required for a non-expert public can make it possible to refer to a context that is serious and can be validated by a third party.

4.7. Environmental performance in economic terms

Information requested	Details to be provided	yes	no	remarks
Crossing of environmental and financial aspects	<i>Investments (de-pollution equipment, new technologies), possible savings Research, taxes, licence fees Sponsorship, Share value New markets thanks to a green product or process, External costs due to generated pollution Indicators of ecological efficiency etc.</i>			

4.8. Information from other interested parties

Information requested	Details to be provided	yes	no	remarks
Relations with the community and institutions	<i>Number of reports circulated, prizes or awards obtained etc.</i>			
Relations with NGOs, local associations and the population	<i>Number of organised visits, number of people who have visited the site, number of complaints or letters received from consumers etc.</i>			
Relations with the media	<i>Press coverage of the environmental operations undertaken by the company</i>			

5. PROGRESS OBJECTIVES

Objectives

"To present data on the environmental performance of the organisation and its progress in achieving its objectives and targets. Also to show how the organisation's environmental performance is changing over time."

5.1 List of objectives

Information requested	Details to be provided	yes	no	remarks
Summary table of the environmental programme	<ul style="list-style-type: none"> - Type of aspects taken into consideration - General/specific objectives - Activities - Deadlines - Assigned responsibilities... 			

5.2 Context for setting the priority of objectives

Information requested	Details to be provided	yes	no	remarks
Procedures introduced and put into operation	<ul style="list-style-type: none"> - Link with the general and specific objectives of the periods covered by the preceding reports - Mention of the costs linked to the achievement of objectives - Justification of the choices made in terms of environmental interest etc. 			

Annex 3: glossary

This glossary is based on the Regulation (EC) No 761/2001 of 19 March 2001 allowing voluntary participation by organisations in a Community eco-management and audit scheme (EMAS) unless specified otherwise.

accreditation system	shall mean a system for the accreditation and supervision of environmental verifiers operated by an impartial institution or organisation designated or created by the Member State (accreditation body), with sufficient resources and competency and having appropriate procedures for performing the functions defined by this Regulation for such a system
auditor	shall mean an individual or a team, belonging to the organisation personnel or external to the organisation, acting on behalf of the organisation's top management, possessing, individually or collectively, the competences referred to in Annex II, point 2.4 and being sufficiently independent of the activities they audit to make an objective judgment
competent bodies	shall mean the bodies designated by Member States, whether national, regional or local, in accordance with Article 5, to perform the tasks specified in this Regulation
continual improvement of environmental performance	shall mean the process of enhancing, year by year, the measurable results of the environmental management system related to an organisation's management of its significant environmental aspects, based on its environmental policy, objectives and targets; the enhancing of the results need not take place in all spheres of activity simultaneously
environmental aspect	shall mean an element of an organisation's activities, products or services that can interact with the environment, (Annex VI); a significant environmental aspect is an environmental aspect that has or can have a significant environmental impact;
environmental audit	shall mean a management tool comprising a systematic, documented, periodic and objective evaluation of the performance of the organisation, management system and processes designed to protect the environment with the aim of: (i) facilitating management control of practices which may have an impact on the environment (ii) assessing compliance with the environmental policy, including environmental objectives and targets of the organisation (Annex II)
environmental impact	shall mean any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products or services
environmental management system	shall mean the part of the overall management system that includes the organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy
environmental objective	shall mean an overall environmental goal, arising from the environmental policy, that an organisation sets itself to achieve, and which is quantified where practicable
environmental performance	shall mean the results of an organisation's management of its environmental aspects
environmental policy	shall mean an organisation's over-all aims and principles of action with respect to the environment including compliance with all relevant regulatory requirements regarding the environment and also a commitment to continual improvement of environmental performance; the environmental policy provides the framework for setting and reviewing environmental objectives and targets;
environmental programme	shall mean a description of the measures (responsibilities and means) taken or envisaged to achieve environmental objectives and targets and the deadlines for achieving the environmental objectives and targets

Annex 3

environmental review	shall mean an initial comprehensive analysis of the environmental issues, impact and performance related to activities of an organisation (Annex VII)
environmental target	shall mean a detailed performance requirement, quantified where practicable, applicable to the organisation or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives
environmental verifier	shall mean any person or organisation independent of the organisation being verified, who has obtained accreditation, in accordance with the conditions and procedures referred to in Article 4
interested party	shall mean an individual or group, including authorities, concerned with or affected by the environmental performance of an organisation
NACE code	These codes correspond to a classification of economic sectors. They are defined for statistical classification of economic activities in the European Community in Commission Regulation EC/29/2002 of 19 December 2001.
organisation	shall mean a 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 administrations. The entity to be registered as an organisation under EMAS shall be agreed with the environmental verifier and, where appropriate, the competent bodies, taking account of Commission guidance, established in accordance with the procedure laid down in Article 14(2), but shall not exceed the boundaries of one Member State. The smallest entity to be considered shall be a site. Under exceptional circumstances identified by the Commission in accordance with the procedure laid down in Article 14(2), the entity to be considered for registration under EMAS may be smaller than a site, such as a sub-division with its own functions
site	shall mean all land at a distinct geographic location under the management control of an organisation covering activities, products and services. This includes all infrastructure, equipment and materials

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