

# Greenhouse Gas (GHG) Management in Operations Standard

## Applies To

This document applies to all 3M operations.

## Introduction and Background or Purpose

The Environment, Health & Safety Committee has set forth requirements in order to manage 3M greenhouse gas (GHG) emissions.

GHGs are present in the environment as a result of natural occurrences and human activities. Local, national and regional programs regarding GHG emissions management are developing around the world. 3M recognizes its responsibility to assess and manage its GHG emissions.

## Requirements or Expectations

Overall responsibility for compliance with this document is assigned to Country, Division, and Plant Management of 3M facilities.

GHG emissions must be managed at 3M facilities to comply with applicable government emissions standards and the requirements listed below.

The following requirements apply to GHG emissions from 3M operations (manufacturing, laboratory, offices, distribution centers):

- **Emission Inventory.** All facilities must maintain records of energy consumption and process emissions of GHGs, in order to input relevant activity data, emissions information, and supporting documentation into corporate databases.
  - Energy consumption must be reported for each facility on a monthly basis to the Site Energy Data Systems (SEDS) database.

- A process to identify, measure and report all sources of GHG emissions must be implemented. All facility process GHG emissions must be reported to the corporate Environmental Laboratory by February 15th of each year (for the previous calendar year).
- The facility must maintain all relevant process activity data, emissions information and supporting documentation for all GHG sources in accordance with 3M record retention schedules.
- Any changes to GHG emissions allocations and/or reductions, offsets, or credits must be reported to EHS Operations along with the emissions data supplied to the Environmental Laboratory.
- GHG Reductions. Process emissions must be evaluated and managed as necessary to meet corporate goals for GHG emissions.
  - EHS Operations must evaluate process GHG emissions (at least annually) to determine progress toward any active corporate goal and the need for further control of GHG emissions or the use of other mechanisms to reduce corporate GHG emissions to meet the goals.
- Energy Efficiency. Energy conservation activities must be evaluated and managed as necessary to meet corporate goals.
  - Energy Management and EHS Operations must evaluate energy efficiency improvements on a quarterly basis, including the use of energy efficiency products.
  - Progress toward the corporate energy goal(s) must be tracked and programs developed to manage energy consumption.
  - Energy Management must assess the potential use of renewable energy sources at 3M operations.

3M operations, including facilities, divisions and countries, must consult with 3M EHS before entering into any voluntary or regulatory agreements related to GHG emissions trading. 3M EHS, as the designated representatives of the corporate EHS Committee, must consult 3M Treasury and 3M Government Affairs as necessary.