

Annual Report Data Tracking Tool *Procter & Gamble*

The Procter and Gamble Company uses an online web enabled tracking tool for waste, energy, costs and GHG emissions. The existing design was based on an earlier version that was programmed in Microsoft ACCESS.

To track such data, The Corporate Health, Safety, and Environment (CHS&E) organization developed an ESR (environmental statistics report) which was programmed in ORACLE. This same data is to be used for the Company's annual report.

The database is used by all the sites worldwide. The business units go to the same database and validate the data. The data is finalized and submitted for inclusion in the Company's annual report where it is used externally to benchmark against other companies.

Benefits of tracking data include:

- Identify problems and opportunities for waste reduction
- Re-application for ways to reduce waste
- Ability for site to recognize their own accountability
- Allow sites to minimize waste for auditing purposes
- Use of data to reduce landfill use and costs
- Benchmarking
- Comparisons to previous years.

Disadvantages of the system:

- The system works very well in tracking year to year changes. Month to month changes will be missed, but overall this is not a big problem.

Advice:

- When creating a system to track data on a company-wide scale, be very sensitive to language (especially for users with English as a second language), usability and use of regional-specific terms or processes.
- Before creating a large database such as this requires, try to estimate the number of records that will need to be housed long-term; it may influence your technology decision.
- When you are validating the data at the Business or Corporate level, make sure to recycle back to the Site to help with their understanding of the process and the reasons for change.