

Establishment of Objectives and Targets

I. PURPOSE

The purpose of this procedure is to provide guidance for setting objectives and targets for the EMS.

II. SCOPE

Objectives and targets are set for each significant environmental aspect and may be set for other elements of the EMS in support of our environmental policy commitments.

III. GENERAL INFORMATION

The EMS Implementation Team (EMS Team) is responsible for establishing and documenting the objectives and targets for the EMS.

Objective - An overall sustainability goal that an organization sets to achieve.

Target - A detailed performance requirement that is linked to an objective. If possible, it is quantified, it must be measureable, have a due date, and must be met in order to accomplish the objective.

IV. APPROACH

1. Every EMS cycle, all significant aspects are reviewed by the EMS Team and objectives are established for each significant aspect. They may also be set for other elements of the EMS.
2. The EMS Team reviews all sustainability and environmental goals to determine if additional objectives need to be established. Objectives and targets should be consistent with the Environmental Policy.
3. In setting objectives and targets, the EMS Team considers the views of interested parties based on input received via the external communication process (See SP-EC).
4. Objectives are further categorized into one or more of the following areas:
 - a. “C” - Control/Maintain - continued ongoing control and compliance with regulations and/or policies, guidelines and procedures.

- b. “I” - Improve - stated ongoing improvement actions already established or readily definable.
 - c. “S” - Study/Investigate - requires investigation of potential alternatives for improvement including technology and process changes.
- 5. The EMS Team next reviews objectives for technological, financial, operational and business issues; evaluates various options for meeting objectives taking into consideration the Region’s constraints; considers what goals and time periods are realistic to achieve; and evaluates how the Region can better manage activities and processes that contribute to the significant aspects. This step helps in the establishment of targets.
- 7. The EMS Team next establishes targets for each objective taking into consideration the classification of the objective (C, I, S) and technological, financial, operational and business parameters. Whenever possible targets are set in quantifiable terms with specific timeframes for accomplishment to facilitate performance monitoring and trends analysis. However, quantification is not a requirement. In some cases quantification may not be possible; for example if an environmental aspect has not been previously measured, there is no baseline against which to measure performance. In these cases, the first cycle of measurements acts as a baseline to assist in establishing future targets.

Targets can also provide performance metrics in cases where objectives are qualitative. For example, if an objective is to develop a plan, the first target may be to complete a draft plan within 2 months of setting the objective, and the second target may be to finalize the plan within 9 months. The achievement of these targets then becomes the metrics by which performance against the objective is measured.

- 8. In setting objectives and targets, the EMS Team estimates, if applicable, the additional resources (e.g. FTE, extramural funds, and capital requirements) needed to achieve the levels desired.
- 9. The EMS Lead presents the objectives and targets to the EMS Advisory Committee for final approval. The EMS Advisory Committee applies financial, operational, and organizational considerations to approve the incorporation of the objectives and targets into the EMS. This is documented in the Advisory Committee meeting minutes.
- 10. The objectives and targets are reviewed at each EMS cycle and whenever there is a significant EPA or regional policy change.
- 11. The EMS Lead keeps the list of objectives and targets up to date.

V. RECORDS

Records generated by this procedure may include:

1. EMS Team decisions contained in the meeting minutes.
2. EMS Advisory Committee decisions contained in meeting minutes
3. A list of Objectives and Targets

IV. REVISION HISTORY

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Author: EMS Lead