


INDUSTRIAL EXTENSION SERVICE  EP-03	Environmental Objectives, Targets & Programs	
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1.0 Purpose

The purpose of this procedure is to provide mechanisms to develop Environmental Objectives & Targets and achieve them through Objective & Target Project Plans (programs)

2.0 Scope

This procedure applies to operations of <COMPANY NAME> that have related environmental aspects.

3.0 Responsibilities

The Environmental Management Representative (EMR) in conjunction with EMS Team (EMST) and other key employees - are responsible for the overall process of establishing and maintaining environmental Targets & Objectives.

4.0 Forms Used

EF-03A	Target/ Objective/ Program
EF-03B	Other EMS Programs Associated with Sig Aspects (Optional)
EF-03C	Target/ Objective/ Program -Tracking Form
EF-03D	Considerations in Establishing Environmental Objectives

5.0 Procedure

5.1 Establishing Objectives & Targets

5.1.1 Objective will be considered the overall goal – to improve environmental performance in a given area. Targets will be considered the sub-goals – established to support achieving an overall objective. Typically, the objective is a general goal (i.e., reduce chromium waste), whereas Targets are more specific and often quantitative (i.e., lower total chromium usage in raw materials by 10% in year 2004)

5.1.2 The EMR & EMST shall establish environmental Objectives & Targets for aspects that they determine to have a high priority. This priority shall be based on:

1. Aspects that are Significant
2. Aspects that have environmental Legal and/or Other requirements
3. Aspects that may result in environmental Emergencies

5.1.3 For each of these high priority aspects, the EMR and EMST will discuss potential objectives and document considerations including

- Technological options
- Financial, operational and business requirements

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- Views of interested parties

The above information may be documented on Form EF-03D (Optional).

5.1.4 Based on the above considerations, Objectives will be established and documented on the Target/ Objective/ Program - FormEF-03A. One form will be used for each Objective.

5.1.5 In order to provide the “means” – to achieve Objectives, “Targets” and “Tasks” will be established. For each of these goals listed, due dates and responsibilities will be designated and documented

5.2 Performance Against Objectives & Targets

Performance against Objectives & Targets will be periodically reviewed and may be documented on EF-03C Target/ Objective/ Program Tracking Form. At a minimum, this will be completed every six months by the EMR or other member of the EMST. Results of this review will be reported at the management review meeting discussed in EP-14, Management Review.

6.0 References

ISO 14001-2004 §4.3.3

7.0 Related Procedures

8.0 Records

ER-03A (**Appendix D**) Objectives, Targets & Programs
ER-03B Other EMS Programs Associated with Sig Aspects (Optional)
ER-03C Target/ Objective/ Program -Tracking Form
ER-03D Considerations in Establishing Environmental Objectives

9.0 Revision History

Revision No.	Description of Change	Page #	Date
1	Title Changes	1	1/10/2005
2	Minor Changes	All	10/8/2007