1.0 Purpose

The following procedure provides guidance for the development, review and modification of objectives and targets associated with those aspects determined to be significant by the DPPEA EMS Management Team (MT).

2.0 Associated Reference Material

2.3 DPPEA: Significant Environmental Aspects SOP – EMS 4.3.1
2.4 DPPEA: Significant Environmental Aspects Table – EMS 4.3.1-1
2.5 DPPEA: Significant Environmental Aspects Spreadsheet – EMS 4.3.1-2
2.6 DPPEA: Legal and Other Requirements SOP – EMS 4.3.2
2.7 DPPEA: Environmental Management Program SOP – EMS 4.3.4.
2.8 DPPEA: Objectives and Targets Inventory List EMS 4.3.4–IL
2.9 DPPEA: Objective and Targets Worksheet – EMS 4.3.4-WS
2.10 DPPEA: Management Review SOP – EMS 4.6

3.0 Procedure

3.1 The MT will establish and/or revise current objectives and targets by the first quarter of each year. In determining the objectives and targets, the MT will use the DPPEA: Significant Environmental Aspects Table – EMS 4.3.1-1 as a tool in defining which environmental aspects and impacts to consider, and the MT will use the point system established by the DPPEA: Significant Environmental Aspects Spreadsheet – EMS 4.3.1-2 to help determine the significance of the different aspects being considered. This action is also expected to take advantage of decisions and information from management reviews.

3.2 In deciding which objectives and targets will be worked on, the MT will consider at least the following information:

3.2.1 Significant environmental aspects and impacts for the current year
3.2.2 Cost Savings
3.2.3 Environmental Improvement
3.2.4 Pollution Prevention
3.2.5 Frequency
3.2.6 Achievability by Division
3.2.7 DPPEA environmental policy
3.2.8 Views of interested parties including upper management
3.2.9 Evaluation summaries on the previous years objectives and targets
3.2.10 Legal and other requirements

3.3 Objectives and targets may also be implemented or amended at other times during the year as a result of new or revised operations, activities/regulations/volunteer programs in which DPPEA participates, and/or management reviews.
3.4 For new developments and new or modified activities, products or services, the MT and/or Division Management shall amend plans and procedures, when relevant, to ensure that DPPEA EMS applies to such projects. This is intended to prevent, or minimize, the need for any future objectives and targets programs.

3.5 If circumstances surrounding an objective and target change during the year, the MT can remove objectives and targets from the list. This removal shall take place following a review of its technological/economical/environmental feasibility by division management. This change shall be documented and explained in the Evaluation Summary of the effected Objective and Target worksheet, a part of DPPEA: Environmental Management Program SOP – EMS 4.3.4. This change will also be noted on the Objective and Targets Inventory List, a part of DPPEA: Environmental Management Program SOP – EMS 4.3.4.

3.6 Each objective and target will be assigned a unique identification # in the Objective and Target Worksheet (EMS-4.3.4-WS).

3.6.1 The worksheet also includes:
   3.6.1.1 Designation of responsibility for achieving the objectives and targets at each relevant function and level of organization.
   3.6.1.2 How the objectives and targets will be achieved and the timeframe by which they will be completed.
   3.6.1.3 Evaluation summary that describes if the objectives and targets were achieved with accompanying results and if they were not achieved, the means needed to accomplish the goals. Documentation for removing an objective and target will also be contained in the Evaluation Summary.

3.7 The Objective and Target Worksheet (EMS-4.3.4-WS) must be approved and signed by the division director and resource provisions made, where necessary, to accomplish the stated objectives and targets.

3.8 Each objective and target will be listed in the Objective and Target Inventory List (EMS-4.3.4-IL).

3.8.1 Information placed on the Objective and Target Inventory List shall include:
   3.8.1.1 Objective and Target name and identification
   3.8.1.2 Designation of responsibility for achieving the objective and target
   3.8.1.3 When the Objective and Target project was originated
   3.8.1.4 The timeframe by which it will be completed.
   3.8.1.5 Audit and approval of completion date
   3.8.1.6 A notation summary that describes if the objective and target was achieved, or if the objective and target was removed and why.

3.9 The Objective and Target Inventory List (EMS-4.3.4-IL) must be approved and signed by the division director when List changes are made. The List will be part of the information presented in management reviews.
3.10 The division director shall provide for any resource provisions, where necessary, to accomplish the stated objectives and targets. This shall include any needed supervision of the MT in achieving objectives and targets.

3.11 The MT is responsible for the maintenance of the objectives and targets and facilitating their reporting to the division director.

4.0 Deviations from this procedure must be documented by completing the Evaluation Summary for the specified objective and target (EMS-4.3.4-WS-Evaluation Summary).