



Standard Operating Instruction – EMS-0100.007 Name: Objectives and Targets Procedure	Corresponding Requirements: EMS Manual: 4.3.3 ISO Standard: 4.3.3 NBP Element: 5
Prepared By: Beth Eckert, Environmental / Administrative Manager Modified By: Stephanie Scheringer, Asst. WWT Division Manager-Operations, Arlene Roman, EMS Coordinator.	Revision Date: 03/28/08 Revision #: 5
Approved By: Arlene Roman, EMS Coordinator Signature:	Effective Date: 03/01/01 Page 1 of 3

Objectives and Targets Standard Operating Procedure

1.0 Purpose

- 1.1 The following procedure provides guidance for the development and review of objectives and targets, and associated improvement programs for the Divisions of the Public Works and Utilities Department.

2.0 Associated Equipment

- 2.1 None

3.0 Associated Reference Material

- 3.1 **City of Gastonia** – Environmental Management System Manual (EMS-0100.000)
- 3.2 **ISO 14001 Standard:** ANSI/ISO 14001-2004 Environmental Management Systems – specifications with guidance for use.
- 3.3 **National Biosolids Partnership (NBP)**– Elements of an Environmental Management System for Biosolids
- 3.4 **Objective and Targets Improvement Plan Summary** – EMS-0102.007
- 3.5 **Division Improvement Programs**– XXXEMS-YEAR.00X
- 3.6 **Significant Environmental Aspects** – EMS-0101.003E-year
- 3.7 **Management Review Board Reports** – located on the read only drive

4.0 Procedure

- 4.1 The PW&U Divisions will establish and/or revise an objectives and targets list annually, by April 1st of each year, by taking into account all legal and other requirements, its critical control points, if applicable and its significant environmental aspects
- 4.2 The Divisions will also consider the following information:
 - 4.2.1 Prevention of pollution
 - 4.2.2 Product Quality
 - 4.2.3 Technological options
 - 4.2.4 Financial, operational, and business requirements

- 4.2.5 NBP – Code of Good Practice
- 4.2.6 Good Neighbor Policy
- 4.2.7 Authoritative information sources on relevant topics
- 4.2.8 PW&U Environmental Policy
- 4.2.9 Views of interested parties – Management Review Board quarterly reports and records of external communications
- 4.2.10 Progress reports on the previous years objectives and targets
- 4.3 Objectives and targets may also be amended at other times during the year as a result of new or revised operations, activities, and/or regulations.
- 4.4 When there are projects that relate to new developments and new or modified activities, products or services, the program shall be amended where relevant to ensure that environmental management applies to such projects.
- 4.5 Management Review Board Reports are completed in accordance with the Monitoring and Measuring Procedure (EMS-0100.013). If the benchmarks of an Objective and Target program are not being met, as indicated by information included in the Management Review Board Reports, the specific targets must be examined to determine whether the Objective and Target needs to be revised.
- 4.6 Objectives and Targets may be removed from a current list by the Management Review Board (MRB) if circumstances surrounding an objective and target change during the year.
 - 4.6.1 This removal shall take place following a review of its technological and/or economical feasibility by the Division Managers or designee. This change shall be documented and explained in a C/PAR.
- 4.7 Each Objective and Target will be assigned a unique program ID # and an Improvement Plan will be developed.
 - 4.7.1 This program shall include:
 - 4.7.1.1 Designation of responsibility for achieving the objectives and targets at each relevant function and level of organization;
 - 4.7.1.2 Means and time frame by which they are to be achieved.
 - 4.7.1.3 Definition of how the objective and target will be monitored and measured.

- 4.8 The Objective and Target Improvement Summary (EMS-0102.007) must be approved by the Director of Public Works/Utilities. Each Improvement Plan must be approved by the appropriate Division Manager. Budgeting provisions must be made, where necessary, to accomplish the stated objectives and targets.
- 4.9 The EMS Coordinator, or designee, is responsible for their maintenance and facilitating their reporting to the Management Review Board (MRB) and Executive Management Review Board (XMRB)

5.0 Revision History:

Revision		C/PAR #	Reason for Revision	Description of Revision
Date	#			
5/20/02	1	EMS-0074	External Auditor	Removal of Deviations statement from Level II procedures
5/20/02	1	EMS-0084	C/PAR	Added a modification history section
8/7/02	2	EMS-0116	C/PAR	Incorporated in NBP requirements for element 5 and the NBP element reference for document control linkage as required in revision 5 of the document control procedure
2-13-03	3			Converted Form #: EMS-0101.007 to Reference Chart #: EMS-0102.007. NO TRAINING REQUIRED
5-4-05	4		Expansion of EMS	Removed references to the WWTD. Incorporated language to meet the 2004 ISO 14001 Standard
3/28/08	5	1048	External Auditor	Added section 4.5 to the Procedure section, stating that if targets are not met, revising the Objective and Target must be considered. Added MRB Reports to the Associated Reference Material section, 3.7. Changed "Asst Division Managers" to "designees" because Field Operations does not have these positions.