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VERSION I

**ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS) PROCEDURE:
OBJECTIVES AND TARGETS**

EFFECTIVE DATE: FEBRUARY 1, 2015

PREPARED BY: MARY WITTRY

REVIEWED AND APPROVED BY: CORE TEAM

SIGNATURE BY CORE TEAM MEMBERS:

1.0 PURPOSE

To document the procedure that will be used to establish, review, document, and maintain objectives and targets.

2.0 SCOPE

This procedure provides instructions and assigns responsibilities for identifying objectives and targets within the approved fenceline for CCSWMC.

3.0 DEFINITIONS

- 3.1 **Action Plan.** A program for documenting, monitoring and achieving CCSWMC's approved objectives and targets.
- 3.2 **Environment Objective.** The environmental goal that CCSWMC sets out to achieve.
- 3.3 **Environmental Target.** A detailed performance report detailing specific outcomes of each objective with a measurable outcome of the change when quantifiable.

4.0 RESPONSIBILITY

- 4.1 EMR (Environmental Management Representative) is responsible for:
 - Assisting in the development, adoption, implementation, tracking and evaluation of objectives and targets.

- Ensuring the objectives and targets are set for identified significant aspects in the six component areas.
- Tracking the progress of objectives and targets.
- Notifying the Core Team when the objectives and targets are off schedule.
- Reporting progress of objectives and targets.

4.2 The Core Team is responsible for:

- Participating in brainstorming and goal setting sessions to develop objectives and targets.
- Evaluating and approving potential objectives and targets.
- Ensuring at least one objective and target is set annually relating to continuous improvement in each of the six components.
- Reviewing, tracking, and updating the objectives and targets as necessary
- Presenting progress on old objectives and targets at quarterly meetings throughout the year.
- Reviewing the objectives and targets procedure on an annual basis.

5.0 PROCEDURES

5.1 The Core Team and other staff members will review operations and activities that have or could possibly have significant environmental aspects and impacts.

5.2 The Core team and other staff members will identify and document objectives and targets associated with significant aspects and impacts with consideration of the following:

- Six component areas
- CCSWMC's fenceline
- Environmental policy statement
- Legal and other requirements
- Available partnerships
- Budget considerations
- Possible grant funding opportunities

5.3 The Core team and other staff members will develop and implement action plans to achieve the approved objectives and targets. The action plan will address deadline, responsibilities, key resources and an updated status of each identified task.

5.4 The Core team will review action plans associated with the objectives and targets as often as needed but no less than quarterly. If changes are necessary, the action plan will be updated.

6.0 HISTORY

6.1 This procedure will be evaluated annually and changes to the procedure will be documented.