

**U.S. Environmental Protection Agency  
ENVIRONMENTAL SCIENCE CENTER, FORT MEADE, MARYLAND**

**ESC EP03.02  
Environmental Management System Procedure for:**

**Determining Objectives and Targets**

**Effective Date: July 31, 2007**

**Issued by:**

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Review Date: 7/12/07	EP03.01 to EP03.02
By: Robin Costas	
Changes: Took out wording pertaining to Performance Indicators. Fine tuned procedure to develop O&Ts, ie, must create timelines, identify deliverables/outputs, and explained that new OCs may be needed along with implementation of some targets.	

## 1 Purpose

The purpose of this procedure is to provide guidance for establishing objectives and targets for the Significant Environmental Aspects. Objectives and targets are the focus of the environmental management programs. In setting the objectives, the Environmental Science Center (ESC) must consider the following major elements of the Environmental Policy:

- To comply with applicable regulations
- The prevention of pollution
- Continual improvement
- The views of interested parties
- Technological options
- Financial or other operational or business requirements

## 2 Scope

This procedure applies to the determination of objectives and targets for Significant Aspects within the ESC EMS. The number of targets which are established and managed at one time will depend on the EMS Team's time constraints. At least one objective and target, for at least one, Significant Aspect must be established each year.

## 3 Procedures

### a) Specific Procedure

- The ESC establishes facility-wide objectives and targets for significant environmental aspects, taking into account the technological options, as well as financial, operational and business requirements. These objectives and targets shall be consistent with the environmental policy.
- Objectives and targets are the cornerstone for the development of Environmental Management Programs (EMP) and may require development of new Operational Controls (OCF).
- Objectives and targets will be drafted by the EMS Team. Interested parties (e.g., the ESC staff, ESC Board of Directors, and, if appropriate, the Ft. Meade Partner Commanders' Conference) are asked to review and comment on the draft objectives and targets. The EMS team will consider any comments received and revise the objectives and targets as appropriate.
- After finalizing draft objectives and targets, the EMS team constructs an estimate of the resources needed and the timeline to achieve the targets. The objectives, targets, and target resource estimates are presented to the ESC Board for decisions regarding which targets to implement. The ESC board reviews the resource estimates and decides which targets to pursue considering the operational and resource constraints that exist at that time.
- After the decision is made regarding which targets will be pursued, the EMS

Team is responsible for documenting existing programs that are in place to address targets and for launching any new initiatives that are expressed in the targets.

- ‘Deliverable products/outputs’, timelines, and Task Leaders shall be established for objectives and targets. Objectives and targets for compliance shall be tracked to maintain an up-to-date status of regulatory compliance.
- Timelines shall be set so that progress towards achieving the objectives and targets is adequate to meet the desired goals in a timely manner.
- The EMS Team may use volunteer workgroups and existing workgroups (e.g., Waste Committee and Chemical Resources Committee) in many instances to achieve targets. Or, the EMS Team may choose to incorporate the workgroup into the core team meetings for some period of time, so that they may be directly involved in the output. In general, the outputs (e.g., strategies, proposals) from EMS sub-workgroups are submitted to the EMS Team for review. The EMS Team presents the recommendations to the ESC Board for decisions regarding implementation.

b) Responsibilities

- The EMS team is responsible for developing draft objectives and targets.
- The EMS Coordinator is responsible for soliciting input from interested parties and ensuring all appropriate documentation is maintained.
- The EMS Team prepares final objectives and targets and presents them to the ESC Board.
- The ESC Board instructs the EMS Team which objectives and targets to pursue, depending on the availability of resources and the needs of the organization.
- The EMS Team is responsible for launching programs to achieve the objectives and targets and tracking progress to completion.

4 Documentation

The objectives and targets for any significant aspect shall be documented in an Environmental Management Program (EMP) along with the strategy to achieve the results. Any updates or changes to objectives and targets from management reviews and audits shall be incorporated into the EMPs and distributed to all affected personnel.