



EPA Region 1 McCormack Federal Building

EMS Procedure

FY 2012

4.3.3 Objectives and Targets

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Document location: The official controlled version of this document is the electronic version maintained on-line in the Lotus Notes Database.

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1.0 Purpose

- 1.1 This procedure describes how EPA Region 1's Boston Office sets objectives and targets for its EMS.

2.0 Scope

- 2.1 This procedure applies to all environmental aspects within the scope of the Boston Office's EMS. Objectives and targets may apply to other elements of the EMS such as training, auditing and employee awareness.

3.0 Definitions

- 3.1 For definitions of common terms for EPA-NE Boston Office EMS procedures, refer to EMS document EMS Definitions.

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4.0 Approach

4.1 The Boston Office sets objectives and targets for all significant environmental aspects. Other elements of the Boston Office EMS such as training, auditing and employee awareness may also have objectives and targets. Objectives and targets may either maintain a current performance level or raise performance to a higher level. The Boston Office achieves its objectives and targets by carrying out environmental management programs.

- 4.1.1 At the beginning of each fiscal year, the Boston Office will review or establish objectives and targets for each of their significant environmental aspects. These objectives and targets must be consistent with the agency's strategic goals.
- 4.1.2 Objectives and targets should include any corrective or preventive actions that internal audits or management reviews identified to ensure the continual improvement of the EMS. The findings of internal audits and the conclusions of the management reviews should be available to those involved in the Boston Office EMS by the beginning of each fiscal year to support the review of objectives and targets.
- 4.1.3 Whenever possible, objectives and targets should be quantitative and have specific schedules to allow performance monitoring and trends analysis. The Boston Office may use qualitative objectives and targets when quantification is not possible or appropriate. All objectives and targets must be measurable. Objectives and targets must be consistent with the Boston Office Environmental Management Policy.
- 4.1.4 In setting EMS objectives and targets, the Boston Office will consider:
 - 4.1.4.1 The views of those directly affected
 - 4.1.4.2 Achieving continual improvement of the EMS
 - 4.1.4.3 The financial, operational and organizational requirements for achieving the objectives and targets
 - 4.1.4.4 Compliance with Legal and other requirements

5.0 Responsibilities

5.1 The following people or groups are responsible for carrying out this procedure.

- 5.1.1 Boston Office EMS Board of Directors (Senior Managers)
 - 5.1.1.1 Ensure that objectives and targets have been set in the Environmental Management Plans;
- 5.1.2 Boston Office EMS Coordinator
 - 5.1.2.1 Ensures that the Boston Office sets objectives and targets for the

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significant aspects that are applicable and relevant;

5.1.2.2 Supports the Director of OARM, Facility Manger and Information Technology Chief in reviewing and approving proposed objects and targets; (This may include verifying that they are consistent with the Boston Office Environmental Policy, significant aspects, and Legal and Other Requirements. These managers may also review the appropriateness of objectives and targets based on financial, operational and business requirements, views from senior management, previous environmental performance, audit results, and emerging technological options.

5.1.3 EMS Core Team

5.1.3.1 Supports the director of OARM, Facility Manger, Information Technology Chief and EMS Coordinator in identifying significant environmental aspects, developing and reviewing EMS Objectives and Targets, and developing and implementing Environmental Management Programs.

6.0 Records and Related Documents

6.1 Records produced by this procedure are the Environmental Management Programs found in the electronic repository.

7.0 Distribution

7.1 The EMS Core Team's documentation lead has placed the most current version this procedure in an electronic repository. It is available electronically to users of the EPA Regional 1 intranet. Procedures are subject to revision. The EPA Intranet EMS Page (<http://r1-gis-web.r1.epa.gov:9876/oarm/ems/index.html>) has a link to the latest version.