

 City of Dallas	Document Number:	COD-EMS-PRO-003	Revision Number:	5
	Approved By:	OEQ Managing Director	Effective Date:	12/01/2017
	Description of Last Change:	Changes to bring procedure up to date with ISO 14001:2015 standard.		
Document Title:	Objectives, Targets and Environmental Programs ISO 14001:2015 5.2, 6.2			

1.0 PURPOSE: This document describes the procedures for developing, implementing, tracking and evaluating environmental objectives and targets for the City's Environmental Management System (EMS) program.

2.0 SCOPE: This procedure applies to all City employees when engaged in City-related work activities within the EMS fenceline.

3.0 ENVIRONMENTAL: Utilization of Environmental Management Systems, as appropriate for our operations, to provide a framework for systematically reviewing and reducing our environmental footprint.

4.0 DEFINITIONS:

4.1 **Environmental Objective:** Overall environmental goal, consistent with the environmental policy, that an organization sets itself to achieve.

4.2 **Environmental Target:** Detailed requirement, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met, in order to achieve those objectives.

4.3 **Environmental Management Plan (EMP):** Actions taken to achieve an objective and target which shall include: what will be done, what resources will be required, who will be responsible, when it will be completed, and how the results will be evaluated, including indicators for monitoring progress toward achievement of its measurable environmental objectives.

5.0 RESPONSIBILITY & AUTHORITY

5.1 The City Manager's Office (CMO) is responsible for reviewing the City's objectives, targets, and environmental management programs (EMPs) and providing the appropriate staff and resources needed for successful implementation.

5.2 The Office of Environmental Quality (OEQ) is responsible for:

5.2.1 Assisting City departments with development, implementation, tracking and evaluation of City EMS objectives, targets and EMPs.

5.2.2 Reviewing City departments' objectives, targets, EMPs, performance indicators and methods of monitoring and measuring to verify that they are appropriate.

5.2.3 Implementing, tracking and evaluating EMS objectives and targets assigned to OEQ.

5.2.4 Tracking the progress of EMS objectives and targets which have been entered into the City's ISO data management system.

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- 5.3 Department Directors are responsible for the following:
- 5.3.1 The development, adoption, implementation, tracking and evaluation of EMS objectives, targets and EMPs assigned to their department annually.
 - 5.3.2 Submitting a letter to OEQ, on or before September 30th, in which the director lists and approves the objective(s) their department is committed to working on for the upcoming fiscal year.
 - 5.3.3 Providing appropriate resources for implementing EMS objectives, targets, and EMPs.
 - 5.3.4 Reporting progress of objectives, targets and EMPs utilizing the Objective and Target Progress Report (COD-EMS-FRM-301)
- 5.4 Environmental Management Representatives (EMRs) are responsible for the following:
- 5.4.1 Assisting in the development, adoption, implementation, tracking and evaluation of EMS objectives, targets and EMPs for their department.
 - 5.4.2 Submitting a preliminary list of objectives and targets, including EMPs, to OEQ by July 31st.
 - 5.4.3 Notifying OEQ when EMS objectives, targets and EMPs are off schedule.
 - 5.4.4 Monitoring progress of objectives, targets and management programs and verifying that the information is reported, by submitting to OEQ, a completed Objective and Target Progress Report (COD-EMS-FRM-301)
 - 5.4.5 The completed Objective and Target Progress Report (COD-EMS-FRM-301) shall be uploaded into the City's ISO data management system.

6.0 PROCEDURES

- 6.1 Objectives & Targets
- 6.1.1 When establishing objectives and targets, the department shall take into account its significant aspects and associated compliance obligations, and consider its risks and opportunities.
 - 6.1.2 Other considerations shall include views of interested parties, technology options, financial issues, and other business considerations.
 - 6.1.3 EMS objectives must be measurable and targets must be quantifiable, where practicable. Objectives and targets are set at

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departmental and facility specific levels and must support the City's Environmental Policy.

- 6.1.4 A preliminary list of objectives and targets, including EMPs, shall be submitted to OEQ for review by July 31st each year.
- 6.1.5 After a review from OEQ, objectives and targets are reviewed and approved by department directors and documented with a letter to OEQ annually by September 30th. This letter documents the objectives and targets the department is committed to achieving for the upcoming fiscal year. The Director's Letter Template (OEQ-EMS-FRM-302) shall be used as the Director's letter submitted to OEQ.
- 6.1.6 If an objective and target is abandoned or modified during the year, it shall be communicated to OEQ in the next Objective and Target Progress Report.
- 6.1.7 The City's ISO data management system is the official repository for departmental objectives and departments shall keep their objective and targets in the City's ISO data management system up to date.
- 6.1.8 For EMP development and tracking purposes, all objectives and targets shall be entered into the City's ISO data management system by the responsible department. Progress achieved on the objectives and targets will be reviewed during the EMS Top Management Review. (see COD-EMS-PRO-014 Management Review Procedure)

6.2 Environmental Management Programs (EMPs)

- 6.2.1 After an objective and target is developed, EMPs are developed to specify implementation details. These details include what will be done, what resources will be required, who will be responsible, when will it be completed and how the results will be evaluated, including indicators for monitoring progress for achievement.
- 6.2.2 EMPs status is reported to senior management at least annually, and the department shall document changes to the EMP in the City's ISO data management system.
- 6.2.3 Examples of EMPs for an example objective and target are as follows:

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Objective	Target	Person Responsible	Target Date
FY 16-17 Reduce landfill impacts of electronic devices by increasing external electronic recycling (E-cycling)	Develop and implement an external E-cycling program and increase E-cycling by 5% over the 20xx baseline	Tom	9/30/20xx
EMP Description	Person Responsible	Target Date	Completion Date
Establish baseline	Jane	10/29/20xx	02/26/20xx
Develop/Implement residential e-waste Recycling Program	Tom	03/31/20xx	03/12/20xx
Continue public education through meetings and collection events	Bob	09/30/20xx	
Design in-house e-waste program for City facilities	Cindy	10/01/20xx	03/31/20xx
Compare baseline to end results	Tom	09/30/20xx	

6.2.4 Personnel assigned to lead an objective and target and/or EMP must be notified of their responsibility and attend a mandatory training class provided by OEQ (as described in OEQ-EMS-006 Training, Awareness and Competency Procedure, Sections 6.3.1 and 6.3.2). Appropriate OEQ training classes that provide guidance on OTs and EMPs include EMS Awareness (EMS 101) and Objectives and Targets (EMS 203).

6.3 Reporting on Objectives and Targets

6.3.1 Progress reports for objectives and targets shall be submitted to OEQ semi-annually. The annual period for reporting OT progress will be based on the fiscal year beginning October 1st. The first report shall be due by April 30th and summarize any progress on achieving the target, including EMPs, for the 6-

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month period ending March 31st. The second report shall be due by October 31st and summarize all progress achieved for the 12-month period ending September 30th.

6.3.2 OT progress reports shall be submitted to OEQ by emailing a completed **EMS Objective and Target Progress Report (COD-EMS-FRM-301)** to the department's OEQ liaison and shall be uploaded into the City's ISO data management system in the appropriate objective record.

6.3.3 Personnel responsible for lead on an OT and/or EMPs must work with their department EMR to provide information necessary to complete the Objective and Target Progress Report (COD-EMS-FRM-301) and to verify that this data is updated, accurate, and complete.

7.0 REFERENCES

- 7.1 COD-EMS-PRO-001 Environmental Aspects, Impacts and Significance Criteria Procedure
- 7.2 COD-EMS-PRO-002 Compliance Obligations Procedure
- 7.3 COD-EMS-PRO-011 Monitoring & Measurement Procedure
- 7.4 COD-EMS-PRO-006 Training, Awareness & Competency Procedure
- 7.5 COD-EMS-PRO-014 Senior Management Review Procedure

8.0 RECORDS

- 8.1 COD-EMS-FRM-301 EMS Objective and Target Progress Report
- 8.2 COD-EMS-FRM-302 EMS Directors Letter Template