



Albemarle County Public Schools

**Subject:**

**Environmental Objectives, Targets, and Objective & Target Action Plans**

Document No.: EMS-02	Issue Date: 5/23/2013	Expiration Date: 5/23/2014	Last Revised: 3/24/2009	Page: 1 of 4	Prepared By: LCS	Approved By: JPL, JT, JD, GS
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## 1.0 PURPOSE

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The purpose of this procedure is to describe the methods and processes by which Albemarle County Public Schools establishes, tracks, and implements the Objectives and Targets of its Environmental Management System (EMS).

## 2.0 SCOPE

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This procedure applies to the establishment and review of environmental Objectives and Targets within Albemarle County Public Schools.

## 3.0 DEFINITIONS

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Objective - An overall/general environmental goal, consistent with the Environmental Management Policy, which Albemarle County Public Schools sets for itself to achieve, and which is measurable where practicable. (e.g. Reduce cardboard waste).

Target - A specific goal, measurable where practicable, 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. (e.g. Reduce cardboard waste by 30%, before FY2007).

Action Plan - A detailed plan involving timeframes, action items, and persons responsible for carrying out set Objectives and Targets.

## 4.0 RESPONSIBILITY

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4.1 The EMS Steering Committee members shall:

- Review the Objectives and Targets proposed by the Environmental Compliance Manager and provide feedback
- Approve the Objectives and Targets. The scope, timeline, and associated budgets/costs of the proposed Objectives and Targets shall be considered

4.2 The Environmental Compliance Manager shall:

- Develop first draft of Objectives & Targets and associated Action Plans
- Present Objectives, Targets and Action Plans to EMS Steering Committee and EMS Core Team for review and feedback



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- Implement changes, if any, to Objectives, Targets, and Action Plans
- Continually track the progress of Objectives and Targets using the “Due Date”, “Date Completed”, and “Status” columns in the Objectives, Targets, and Action Plans appendix, A1-EMS-02.
- Periodically update the EMS Steering Committee regarding progress towards achieving Objectives and Targets via Annual Environmental Reports (AERs)

4.3 The EMS Core Team shall:

- Review Objectives, Targets and Action Plans presented by Environmental Manager and provide feedback

## 5.0 PROCEDURE


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### 5.1 Consideration of Significant Aspects in Establishing Objectives and Targets

The Environmental Compliance Manager shall evaluate each significant aspect in order to determine if it is appropriate to establish Objectives, Targets, and Action Plans related to these significant aspects. The opportunity, need for improvement, and level of control with respect to associated cost/budget, will be considered during this evaluation.

### 5.2 Establishing Objectives and Targets

- The Environmental Compliance Manager will develop a draft list of Objectives, Targets and Action Plans, and present this draft to the EMS Steering Committee and to the EMS Core Team, for review.
- The EMS Steering Committee and EMS Core Team members shall review draft list of Objectives, Targets, and Action Plans, and provide feedback to Environmental Compliance Manager.
- Objectives, Targets and Action Plans will be maintained and documented as an appendix to this procedure, titled “Objectives, Targets, and Action Plans”, Document # A-1-EMS-02.
- The EMS Steering Committee must approve the Objectives, Targets and Action Plans before they are officially set. Once approved, the Steering Committee Members’ initials will be listed under “Approved By” in the Header of A-1-EMS-02. This approval may be documented electronically.

 <b>EMS Albemarle County Public Schools</b>				<b>Subject:</b> <b>Environmental Objectives, Targets, and Objective &amp; Target Action Plans</b>		
Document No.:	Issue Date:	Expiration Date:	Last Revised:	Page:	Prepared By:	Approved By:
EMS-02	5/23/2013	5/23/2014	3/24/2009	3 of 4	LCS	JPL, JT, JD, GS

- Objectives and Targets must be consistent with Albemarle County Public Schools' Environmental Management Policy, including the commitments to pollution prevention, compliance with applicable legal and other requirements, and continual improvement. Objectives and Targets shall take into account:
  - Applicable legal and other requirements;
  - Significant Aspects;
  - Financial and operational requirements/restrictions
- Where practicable, Objectives and Targets shall be measurable and/or quantifiable.
- Objectives and Targets may be set for environmental Aspects that were *not* identified as Significant, as long as all Significant Aspects have been considered in the process.

### 5.3 Action Plans

Action Plans are extremely valuable with respect to the success of the set Objectives and Targets. These plans ensure that the progress of Objectives and Targets is tracked by outlining responsibility, specific action items, and timeframes for achieving the Objectives & Targets.

- The Environmental Compliance Manager will develop Action Plans for each Objective/Target
- These Action Plans shall consist of specific timeframes and responsible parties required to achieve the Objectives and Targets.
- The EMS Core Team may assist the Environmental Compliance Manager in developing the Action Plans, and provide feedback to the first draft of Action Plans presented by the Environmental Compliance Manager.
- The following questions/ideas will be considered when setting/developing Action Plans:
  - What activities and operations will be affected?
  - Who is responsible?
  - How will improvement be measured?
  - What will the timeline be for completion?
  - Who do the Action Plans need to be communicated to?



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#### 5.4 Periodic Review and Update

- As part of the annual EMS Management Review, each of the established Objectives, Targets and Action Plans will be reviewed to ensure their continued applicability and implementation. Objectives, Targets, and Action Plans may be reviewed and updated more frequently than annually, if deemed necessary by the Environmental Compliance Manager and/or EMS Steering Committee.
- Any changes in Albemarle County Public Schools' legal and "other" requirements, Significant Aspects, technological options and financial and operational requirements, or views of interested parties, will be assessed to determine their effect on the Objectives, Targets and Action Plans.

## 6.0 RELATED DOCUMENTS

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- 6.1 ISO 14001:2004(E), Section 4.3.3 – Objectives, Targets, and Programme(s)
- 6.2 EMS-01, Environmental Aspects and Impacts Procedure
- 6.3 A1-EMS-02, Objectives, Targets, and Action Plans