

**City of Dallas
Environmental Management System**



**OBJECTIVES, TARGETS AND ENVIRONMENTAL
MANAGEMENT PROGRAMS PROCEDURES**

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1.0 Policy Reference

Implementation of programs and procedures with intent to meet or exceed all applicable environmental laws and regulations.

2.0 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.

3.0 Scope

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

4.0 Responsibility & Authority

4.1 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.

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

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

4.2.2 Implementing, tracking and evaluating those EMS objectives and targets assigned to OEQ and tracking the progress of EMS objective and targets which have been entered into Intelex.

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- 4.3 **Department Directors** are responsible for the following:
 - 4.3.1 The development, adoption, implementation, tracking and evaluation of EMS objectives, targets and EMPs assigned to their department annually. This includes submitting an approval letter annually to OEQ for approving EMS objectives and targets.
 - 4.3.2 Providing appropriate resources for implementing EMS objectives, targets, and EMPs.
 - 4.3.3 Reporting progress of objectives, targets and EMPs through Intelex.
- 4.4 **Environmental Management Representatives (EMRs)** are responsible for the following:
 - 4.4.1 Assisting in the development, adoption, implementation, tracking and evaluation of EMS objectives, targets and EMPs for their department.
 - 4.4.2 Notifying OEQ when EMS objectives, targets and EMPs are off schedule.
 - 4.4.3 Tracking the progress of objectives, targets and management programs and verifying that the information is reported through Intelex.

5.0 Procedures

5.1 Objectives & Targets

- 5.1.1 EMS objectives and targets are developed once significant environmental aspects have been identified for a facility or department. The objectives must be measurable and targets must be quantifiable, where practicable. Objectives and targets must support and further the City's Environmental Policy. Objectives and targets are set at departmental and facility specific levels.
- 5.1.2 If a Department determines that a significant aspect cannot be affected or is already being managed appropriately and does not need an Objective and Target, documentation of decision shall be kept.
- 5.1.3 In addition to setting objectives and targets for significant aspects, objectives and targets may be set for aspects with legal, regulatory, or other requirements. Other considerations

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included views of interested parties, technology options, financial issues, and other business considerations.

- 5.1.4 Objectives and targets are reviewed and approved by the Department's Director and documented with a letter to OEQ. Objectives and targets approval letters are submitted to OEQ annually in September. Updating and deletion of objectives and targets prior to annual director approval letter due date is accomplished by submission of documentation to OEQ in March.
- 5.1.5 The official repository for a department's objectives and targets is Intellex.
- 5.1.6 For EMP development and tracking purposes, all objectives and targets are entered into Intellex by the responsible Department. The objectives and targets progress are reviewed during the EMS senior management review meetings. (see OEQ-EMS-014 Senior Management Review Procedure)
- 5.1.7 After approval, each objective and target is assigned to a person for development of Environmental Management Plans (EMPs), tracking and implementation reporting.
- 5.1.8 Example formats for objectives and targets are listed below:

Objective	Target
Reduce NOx Emissions from off road equipment	40 tons by December 2008
Increase the amount of used oil collected and recycled from city operations	10% increase of gallons recycled by February 2008

5.2 Environmental Management Programs (EMPs)

- 5.2.1 After an objective and target is developed and approved, EMPs are developed to specify implementation details. These details include responsibilities, means and/or resources needed for achieving the goals, reporting frequency, and a relative time frame.
- 5.2.2 EMPs status is reported to Senior Management at least annually, and the Department shall document changes to any element of the EMP in Intellex.

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5.2.3 EMPs are discussed at routine Departmental specific EMS core team meetings. Examples of EMPs for an example objective and target are as follows:

Record No.	Objective	Target	Person Responsible	Target Date
1007	2011 Increase electronic recycling (E-cycling)	5% Increase Develop and implement an external E-cycling program	Sheila	09/30/2011
ENVIRONMENTAL MANAGEMENT PROGRAM				
EMP No.	EMP Description	Person Responsible	Target Date	Completion Date
00001	Establish baseline.	Shelia	10/29/2010	02/26/2010
00002	Develop/Implement residential e-waste Recycling Program	Shelia	03/31/2010	04/12/2010
00003	Continue public education through meetings and collection events	Shelia	09/30/2011	
00004	Design in-house e-waste program for City facilities	Shelia	10/01/2010	03/31/2010
00005	Compare baseline to end results.	Shelia	09/30/2011	

5.2.4 Personnel assigned to lead an O/T 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 O/Ts and EMPs include EMS Awareness (EMS 101) and Objectives and Targets (EMS 203).

5.2.5 Personnel responsible for lead on an O/T and/or EMPs must report progress to facility management at the requested intervals. In addition, progress reports for objectives and targets shall be submitted to OEQ semiannually. The O/T progress report for the 6-month period ending January 31 is due by February 28. The O/T progress report for the 6-month period ending July 31 is due by August 31. O/T progress report

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information will be entered directly into the Intelex record for the O/T using guidance documents provided by OEQ. The OEQ-provided guidance documents will specify the information that must be included in the progress report. O/T progress report information shall be used by OEQ to develop presentations for the CMO during EMS senior management review meetings.

- 5.2.6 Personnel responsible for lead on an O/T and/or EMPs must work with their department EMR to enter the objective and target information into Intelex and to verify that this data is updated, closed when appropriate, changed when responsible party changes, and is consistent with any information reported to OEQ.

6.0 Related Documents

OEQ-EMS-001 Environmental Aspects, Impacts and Significance Criteria Procedure
OEQ-EMS-011 Monitoring & Measurement Procedure
OEQ-EMS-006 Training, Awareness & Competency Procedure
OEQ-EMS-014 Senior Management Review Procedure

7.0 Definitions

- 7.1 Environmental Objective – overall environmental goal, consistent with the environmental policy, that an organization sets itself to achieve.
- 7.2 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.
- 7.3 Environmental Management Plan - plan to achieving an objective and target which shall include designation of responsibility, time frame for achieving the O/T, steps to take to achieve O/T, measurement and monitoring of progress, and budget requirements (if applicable).

8.0 Change History - Rev. 1

- 8.1 Added EMR responsibility (4.4) and Departmental O/T (5.1.1)
8.2 Added time frame and method for updating O/Ts.
8.3 Deleted requirement to add O/T to City Action Plan.
8.4 Added Change History Section (8)

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Rev. 2

- 8.5 Changed O/T progress reporting frequency to semiannually from quarterly (5.2.5). Replaced references to “ISOsoft” with “Intelex” throughout procedure. Removed requirement for OEQ to maintain a master O/T list, and clarified that Intelex is the official repository for O/Ts (5.1.5). Added OEQ recommendation that non-lead departments on city wide and multi-department OTs consider entering the OTs into Intelex as a method of tracking their contribution to OT progress (5.1.6).

Rev. 3

- 8.6 Removed reference to City-wide and Multi-departmental objectives and targets (5.1.1, 5.1.6, 5.2.5). Removed reference to lead departments and non-lead departments regarding responsibility for objectives and targets (5.1.6). Revised table giving example EMPs for an example objective and target (5.2.3). Identified EMS 101 and EMS 203 as specific classes that would be beneficial to those assigned responsibility for O/Ts or EMPs (5.2.4). Clarified that semiannual O/T progress report information will be entered directly into the Intelex O/T record per OEQ-provided guidance documents rather than on forms provided by OEQ (5.2.5). Deleted section requiring City-wide and Multi-departmental O/T lead departments to call meetings at least annually with affected departments (5.2.6).