



PURPOSE:

The purpose of this Environmental Implementation Procedure (EIP) is to provide a standard for developing objectives and targets to meet environmental improvement goals. Setting objectives and targets is a process of prioritization that helps to systematically manage significant environmental aspects and impacts (see EIP-2: Identifying Environmental Aspects and Impacts) and address applicable legal and other requirements (see EIP-3: Legal and Other Requirements).

DEFINITIONS:

Objective - a statement of desired intent relative to a specified goal.

Target - a specific, measurable, attainable, and realistic performance metric defined over a set timeframe that can be tracked to help determine how much progress has been made toward the Objective and the overall environmental improvement goal.

RESPONSIBILITY:

Office of Stewardship and Compliance (OSC):

- Provide oversight and assist Bureaus develop objectives and targets that are compatible with NHDOT environmental goals, Environmental Policy, and internal and external directives.

Director/Bureau Administrator:

- Advocate that personnel under his/her supervision are aware of and work toward fulfillment of the Bureau's objectives and targets.

Bureau EMS Coordinator:

- Lead Bureau efforts to define and implement objectives and targets for activities having significant environmental aspects and impacts.
- Create and maintain the Bureau's objectives and targets matrix.

Bureau EMS Team:

- Participate in periodic sessions to review and update progress toward identified targets.

Bureau Employees:

- Understand the Bureau's objectives and targets and consider them while performing job tasks.



- Provide information to the EMS team about any changes in Bureau activities that could affect progress toward environmental targets and goals.

DOCUMENTS AND RECORDS:

- EIP-2-Form 2d Significant Environmental Aspect-Impact Summary Form
- EIP-4-Form 4a Objectives and Targets Matrix

PROCEDURE:

1. The Bureau EMS Team selects one or more significant aspects/impacts from the Significant Aspect-Impact Summary Form (completed EIP-2-Form 2d). Selection of aspects/impacts to have an objective and/or target developed will be based on the significance ranking and evaluation of the potential risk to the Bureau. Evaluation of risk will be based on frequency of activity and the expected time frame that the activity will be/is performed.
2. Using the Objectives and Targets Matrix (EIP-4-Form 4a), the Bureau EMS Team identifies one or more objectives for improvement for each aspect/impact selected. Each objective should take into account the EMS policy, Bureau, Division, and Department goals, compliance concerns from prior audits, and related legal and other requirements. Technological options, financial, operational, and business requirements and constraints should also be considered when establishing and reviewing objectives. Objectives should be stated broadly enough to provide an overall scope for improvement in the aspect/impact.
3. For each identified objective, the Bureau EMS Team defines one or more targets that can be implemented and move the Bureau toward meeting the associated objective. Each objective can have one or more targets associated with it.

Each target should be defined and scoped to be "SMART":

S - Specific

M - Measureable

A - Attainable, achievable

R - Realistic

T - Timely or with a defined timeframe for completion.

Since progress toward targets must be tracked, it is important to define quantifiable target metrics that are already being tracked through existing operations, or that can be



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tracked easily with existing resources. It is also important to have an existing baseline from which to track progress toward the target and measure improvement. If progress toward a target cannot be easily and effectively tracked, then it will be difficult to document that the objective overlying the target can be met.

- 4. At least annually, the Bureau EMS Team, OSC, and the Bureau Administrator should review the Bureau's progress in meeting the previously set objectives and targets. Data collected in support of tracking progress should be summarized and the reasons for any lack of progress toward a target and/or objective should be explained and documented. Objectives and targets should be revised when they are no longer appropriate or when they have proven to be difficult to track.
- 5. As targets are met and as objectives are achieved, the Bureau EMS Coordinator should document and report those accomplishments to Bureau employees, OSC, and other stakeholders, as appropriate. Review the Objectives and Targets Matrix and the Significant Environmental Aspects-Impacts Summary Form and develop new objectives and targets for the next iteration of environmental improvement.
- 6. All meeting minutes, worksheets, forms, correspondence, and related documentation and records generated as part of this EIP are managed by the Bureau EMS Coordinator in accordance with EIP-9: Documentation, Document Control, and Records Management.

Approved: 	Revision #: <u>3.1</u>
Name _____	Revision Date: <u>10/31/11</u>
Title <u>STATE MAINTENANCE ENGINEER</u>	Supersedes Revision #: <u>3.1</u>
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