



PURPOSE:

The purpose of this Environmental Implementation Procedure (EIP) is to provide a standard for developing and completing 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 activity or work output 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:

Commissioner/Director of Operations:

- Provide direction relative to prioritization fulfillment of the objectives and targets.
- Advocate the importance of objectives and targets developed by the Department.
- Identify objective and targets that may apply to several Bureaus, or Divisions, and ensure that these are addressed clearly and consistently throughout the Department.
- Ensure common Objectives and Targets are communicated to the department, and direction is provided to the Bureaus impacted.

Office of Stewardship and Compliance (OSC):

- Monitor and document objectives and targets developed by Department Bureaus.

Bureau Administrator:

- Ensure that personnel under his/her supervision are aware of and work toward fulfillment of the Bureau's objectives and targets.
- Provide guidance relative to prioritization of and support toward, fulfillment of the Bureau's objectives and targets.

District Engineer/ Designee

- Ensure that personnel under his/her supervision are aware of and work toward fulfillment of the Bureau's objectives and targets.
- Provide support and guidance relative to prioritization of the District's time and resources in achieving the Bureau's objectives and targets.



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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. The level of understanding is commensurate with staff position in the Bureau. Refer to EIP-Form 6a for a summary of Roles, Responsibilities, and Accountabilities.
- Provide information to the District Engineer, and 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).
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 takes into account the Environmental 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; and the views of interested parties who provide comment should be considered when establishing and reviewing objectives. Objectives shall be stated broadly enough to provide an overall scope for improvement in the aspect/impact. 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" when possible:

S - Specific

M - Measureable



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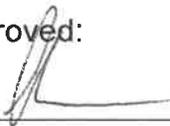
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- A - Attainable, achievable
- R - Realistic
- T - Timely or with a defined timeframe for completion.

Since progress toward targets must be tracked, it is important to define quantifiable targets that are already being tracked through existing operations, and/or that can be tracked easily with existing resources, or produce tangible deliverables.

3. The Bureau EMS Team will review the Bureau's progress in meeting established objectives and targets annually during the Annual Management Review. Data collected in support of tracking progress will be summarized by the EMS Coordinator 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/if they are no longer appropriate or when they have proven to be difficult to track.
4. As targets are met and as objectives are achieved, the Bureau EMS Coordinator will 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.
5. 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.

<p>Approved: </p> <hr/> <p>Name</p> <p><u>STATE MAINT EMS</u></p> <hr/> <p>Title</p> <p><u>10/4/17</u></p> <hr/> <p>Date</p>	<p>Revision #: <u>3.2</u></p> <p>Revision Date: 3/16/2016</p> <p>Supersedes Revision #: <u>3.1</u></p>
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