



EMS System Procedure

Effective Date: January 3, 2001

Revision: Identification number: EMS - Traffic 01-01-01

Title: System Procedure for Setting and Tracking of Environmental Objectives and Targets.

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1. PURPOSE

The NH Department of Transportation is establishing an Environmental Management System, pursuant to ISO 14001, for the Bureau of Traffic. The requirements of ISO 14001 state the Bureau of Traffic shall develop a procedure for setting Objectives and Targets to manage the environmental aspects of its activities, products, and services that it can control and over which it can be expected to have an influence.

Environmental Objectives and Targets are established in order to implement environmental policies. They are action and prevention oriented. Objectives and Targets also provide the means with which to measure the effectiveness of environmental efforts. They are intended to result in meaningful improvements in the Bureau of Traffic's environmental performance and to improve the Environmental Management System.

2. SCOPE

This procedure describes the process for establishing, managing, and documenting the Objectives and Targets associated with the operations at the Bureau of Traffic. In establishing Environmental Objectives and Targets, the following is considered:

? The Environmental Policy;

- ? Applicable laws and regulations;
- ? Significant environmental aspects of Traffic's activities;
- ? Technological, financial, operational, and other business requirements; and,
- ? The views of employees and other interested parties.

This procedure applies to all the employees of the Bureau of Traffic and to the operations carried out by those employees of the Bureau of Traffic that may have an impact on the environment.

3. DEFINITIONS

Environmental Objective – a goal which is consistent with the Department of Transportation's Environmental Policy and which considers significant environmental aspects and applicable laws and regulations.

Environmental Target – a performance requirement based on an environmental objective. A target should be met in order for the underlying objective to be achieved.

4. RESPONSIBILITY and AUTHORITY

- 4.1.A** The Core Team, from within the Department of Transportation, is responsible for establishing environmental Objectives and Targets on an annual basis.
- 4.1.B** Each section supervisor within the Bureau of Traffic is responsible for providing input regarding his/her function or area. The Assistant Bureau Administrator is responsible for providing input on applicable laws and regulations, significant environmental impacts, and the views of interested parties.
- 4.1.C** Each section supervisor is responsible for communicating Objectives and Targets (and the means for achieving them) to others within his/her sphere of operation.

5. PROCEDURE

- 5.1.A.** The Core Team develops initial Environmental Objectives and Targets , with the assistance of members of the Bureau of Traffic's Implementation Team. Thereafter, the Core Team and the Implementation Team will set Objectives and Targets on an annual basis.
- 5.1.B** As a starting point, the Core Team will evaluate the Bureau of Traffic's performance against Environmental Objectives for the current year. As a part of this effort, the Commissioners and Directors examine the result of the Bureau's environmental performance evaluations. Setting annual Objectives and Targets

will account for the current years performance and may be a factor in setting new Targets for the Bureau of Traffic.

- 5.1.C** The Core Team reviews proposed Objectives and Targets to ensure consistency with the overall Environmental Policy.
- 5.1.D** The Bureau of Traffic's Assistant Bureau Administrator is responsible for managing the day-to-day operations for achieving the Bureau's Objectives and Targets and develops appropriate measures to track progress towards meeting the Objectives and Targets.
- 5.1.E** Each section supervisor, within the Bureau of Traffic, is responsible for implementing and meeting the goals within his/her functional area of the proposed environmental Objectives and Targets.
- 5.1.F** Each supervisor is responsible for communicating Objectives and Targets, and the means for achieving them, to others within his/her sphere of operation.
- 5.1.G** Progress towards meeting the Objectives and Targets is reviewed on a regular basis at Core Team management meetings. The progress is also communicated to employees via e-mail, bulletin boards, and other means.

6. REFERENCE AND RECORDS

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