

Set and Pursue Your Goals and Action Plans

What

Goals and action plans help your facility continuously improve its environmental performance. Your goals should have measurable targets and completion dates (for example, pounds of waste reduced by a certain date). Some of your goals should also exceed your current compliance commitments. Action plans should include means and timeframes for completion. You can think of documented action plans as operational controls that ensure you meet your performance improvement objectives.

Who

Your EMS Team ensures that performance improvement goals are set and attained. Top management commits to meet the goals.

Assign people to measure progress toward your environmental performance goals. Also assign people to take action when progress is not being made.

Why

Setting goals helps your facility continuously improve its performance while reducing environmental impacts.

How

Start by listing your facility's significant aspects then determine your goals. Use Sample Form 5: Goals, on the next page, to help you keep track of them. Here are the steps:

1. Be sure that your goals are realistic and fit your facility's mission and business strategy.
2. Be sure the goals reduce your impacts on the environment, have a timeline, and are measurable. For each goal, decide how to measure performance, and determine how the goal relates to your environmental policy. Keep in mind that you'll need baseline data to compare progress.
3. Set an action plan to achieve the goals. See Sample Form 6: Action Plans for a sample action plan.
4. Measure progress toward goals on a routine basis.

Sample Form 5: Goals

Goal	Significant Environmental Aspect	Related Policy	Performance Measurement Indicator(s)
Reduce water purchased by 50% in the first 5 years	Water use	Use energy, water, and metals efficiently	Monthly water bills
Reduce energy used by 25% in the first 5 years	Energy use	Use energy, water, and metals efficiently	Energy usage from electric bill, natural gas bill, gasoline receipts
Reduce land disposal of hazardous sludge by 50% and achieve an overall reduction of wastewater sludge generated in the first 5 years	Sludge generation and disposal	Minimize the amount of waste generated, ensure safe disposal of waste, reuse and recycle	Sludge generation records, annual waste summaries, and hazardous waste manifests
Reduce annual emissions of TRI metals and cyanide by 50% in the first 5 years	Metal and cyanide emissions	Use energy, water, and metals efficiently	TRI reporting data
Use or recycle off-site 98% of metals by the fifth year	Metal use	Use energy, water, and metals efficiently; reuse and recycle	Purchasing records and TRI data
Reduce organic emissions by 90% by the fifth year	Organic emissions from degreaser	Reduce emissions to water and air	TRI reporting data
Examine nontoxic substitutes for processes whenever possible	Human exposure to toxic materials/chromium emissions	Reduce human exposure to toxic materials in the facility and in the community	Processes changed

Contact Person: Willie Scott

Date Completed: 11/13/03

Next Scheduled Update: 11/13/04

Sample Form 6: Action Plans

Significant Environmental Aspect	Water use
Goal	Reduce the amount of water purchased by 50%
Action Plan	Analyze how water is used and what can be done to minimize water use. Consider different potential rinsing methods.
Review Cycle	Willie Scott will review every 6 months

Significant Environmental Aspect	Energy use
Goal	To reduce the amount of energy used by 25%
Action Plan	Analyze how the energy is being consumed and what can be done to use this energy more efficiently
Review Cycle	Willie Scott will review every 6 months

Significant Environmental Aspect	Sludge generation and disposal
Goal #1	To reduce the land disposal of hazardous sludge by 50%
Action Plan	Analyze how much sludge is being recycled vs. land applied, and examine ways to increase the amount being recycled
Review Cycle	Paula Lingo will review every 6 months
Goal #2	Achieve an overall reduction of wastewater treatment sludge generated in the first 5 years of the EMS
Action Plan	Examine why sludge is being generated and look at ways to decrease this
Review Cycle	Willie Scott will review every 6 months

Significant Environmental Aspect	Metal use/use of natural resources
Goal	Use or recycle off-site 98% of metals
Action Plan	Analyze how metals can be better used by the processes and how we can recycle more of the waste metals off site
Review Cycle	Willie Scott will review every 6 months

Significant Environmental Aspect	Organic emissions from degreaser
Goal	Reduce organic emissions by 90%
Action Plan	Analyze why these emissions occur and minimize the reason(s) that these emissions occur
Review Cycle	Willie Scott will review every 6 months

Significant Environmental Aspect	Human exposure to toxic materials/chromium emissions
Goal	Examine the use of less toxic substitutes for processes whenever possible
Action Plan	Examine the use of less toxic alternatives in all of our surface preparation and metal finishing processes
Review Cycle	Carol White will review every 6 months

For all significant aspects

Budget	\$100/year for meetings; if capital investment is required then this budget will be determined at that time.
Schedule	1/03, manufacturing meeting with relevant manufacturing staff and EMS team to discuss the goal and brainstorm ideas. 2/03, EMS team and relevant manufacturing staff testing the best ideas. If testing reveals an idea with pursuing, then the EMS team will make sure that idea will be pursued and reassessed every 6 months.

Contact Person: Carol White

Date Completed: 11/35/02

Next Scheduled Updated: 11/25/03