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1.0 PURPOSE

To determine the Significant Aspects of the department that is under control and the one under influence.

2.0 SCOPE

It will cover the documentation made regarding Rating of Significant Aspects of the department.

3.0 RESPONSIBILITY

The overall responsibility for determination of Significant Aspects lies with Department Incharge, wherever the department environmental coordinator will be carrying out this exercise on the behalf of the department.

4.0 Reference: Environment Aspect and Impact Study of the department.

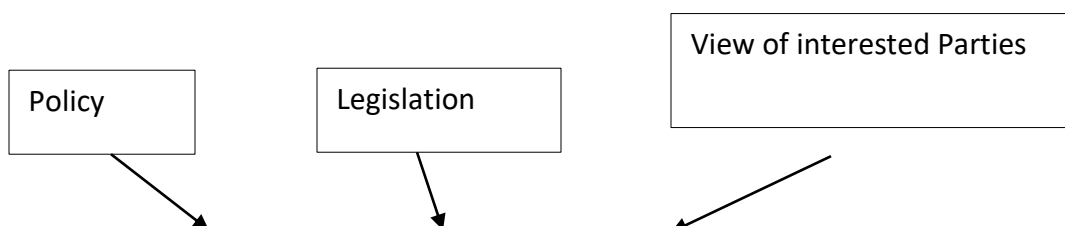
5.0 GUIDELINES FOR ESTABLISHING OBJECTIVES, TARGETS AND AN ENVIRONMENTAL MANAGEMENT PROGRAMS.


DEFINITIONS OF IMPORTANT TERMS:

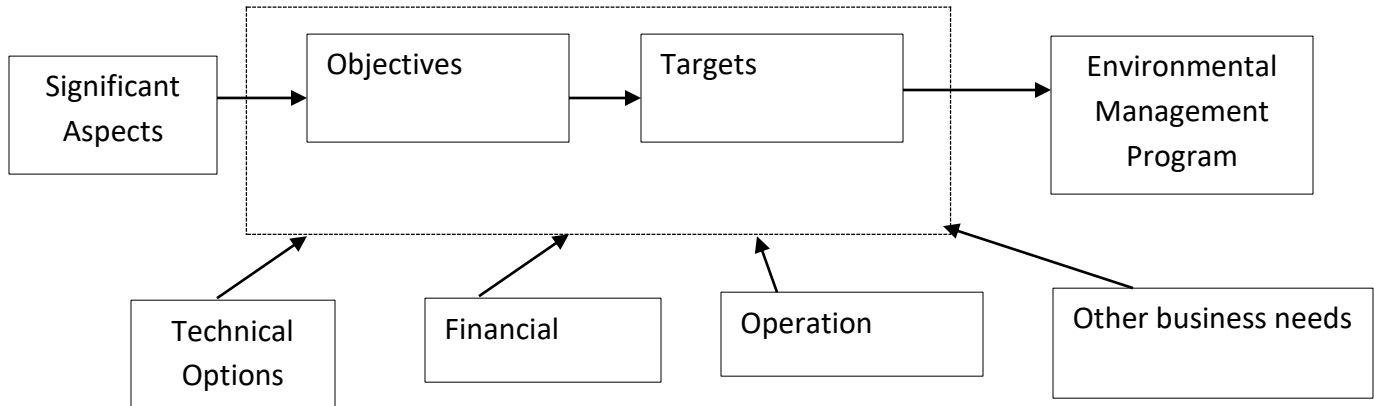
OBJECTIVES: Overall all environmental goal arising from environmental policy, that can organizing sets itself to achieve and which is quantified where practicable.

TARGETS: Detailed performance requirement quantified where practicable, applicable to the Organization or parts thereof from the environmental objectives and that needs to be set and **met** in order to achieve those objectives.

The setting of the objectives and targets provide framework within which environmental improvement can be assessed and supplies a focus of interest and motivation for staff members at all levels of management.



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Environmental objective are typically set in the areas identified as having significant impact on the environment.


Factors to consider in setting objectives and targets:

1. Ability to control.
2. Ability to track and measure.
3. Cost to track/measure.
4. Progress reporting.
5. Links to policy commitment.

While setting objectives and targets take into consideration details of the environmental aspects including items such as control and influence, abnormal, normal operation etc. For example a department may take energy usage decrease or decrease in pollution.

The environmental objectives and targets must fulfill the following minimum requirements:

1. Area established within the framework provided by the environmental policy.
2. Are consistent with organization's environmental policy and include commitment to prevention of pollution.
3. Significant environmental aspects of an organization have been considered.
4. Compliance with all relevant environmental regulation and legislation has been considered in setting objectives.

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5. Views of interested parties such as top management have been incorporated in the objective/target setting process.
6. Are document at each relevant function and level with the organization;
7. Should be quantified where practicable.
8. Objectives and targets are used as the bases for monitoring and measurement of key activities that can have a significant impact on the environment.
9. Objectives are considered in the management review process.

An ACCEPTABLE OBJECTIVE/TARGET:

- Compliance with relevant environment legislation.
- Prevention of pollution other requirements (To which the organization subscribe).
- Consideration to financial, operation, and business requirements of the organization and the views of the interested parties, quantifying objectives and targets accordingly, where practicable.
- It is recommended that the objectives and targets be SMART (Specific, Measurable, Achievable, Reasonable and time bound. Where it is not possible then at least the department must be able to tell when the objective is complete and can demonstrate its completion.
- Time frame should be established for achieving the objectives and targets.
- Targets should be achievable but at the same time should be demanding, they should not be greater than the figure already achieved by the department.
- A quantitative reference which to measure results should be used. This can be taken, however to Ensure that reference and collected data are meaningful. For example target of decreasing electricity by 250 kwh is inappropriate while a target of decreasing electricity in kwh/ton of the finished product by 10% against the baseline year 2004 will be more appropriate.

Basic Methodology for setting up of objectives and Targets.

1. Create a team of your department and of any person from some other department.
2. Gather information sources your team requires to for preparing objectives and targets. Such as
 - a. Detailed process flow charts.
 - b. Historical records for the quantity and/or quality of significant aspects.
 - c. Any test records for air emissions and effluent quality or for any other o significant aspects.


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- d. Material and energy balances of the processes in focus. If there is no material and energy balance then it is advisable to develop them.
- e. Any other information that might be required for better setting up of objectives and targets. Such as international benchmarks, any historical targets, communication with interested Parties, regulatory requirements of EPA. Studies carried out by the R & D etc.
- f. Develop the lists of objectives and discuss with your team for reasonability, technical feasibility, consistency with the overall business plan, economic viability.
- g. List this preliminary objectives and targets based on this exercise and determine ways to measure it if that is applicable.
- h. If the measurement is not possible at the moment then that objective will be put on hold till measurements can be made.
- i. Find out if your department objectives and targets are linked with other department's performance. This will require input from some other departments e.g.
 - i. ETP might not handle water over and above its designed limits
 - ii. Smoke due to fork lifters in one area cannot be decreased without the participation of transport department.
- j. For each objective that you select, determine who will be the persons responsible for its execution and who will be other persons/departments responsible.
- k. After the implementation of objectives and targets these objectives and targets will be reviewed with the management after certain period of time.

SAMPLE OBJECTIVES AND TARGETS FORM.

(This can be modified according to your requirements)

OBJECTIVES	TARGETS
Reduce energy use.	<ul style="list-style-type: none"> - Reduce specific electricity use by 10% in 2005 as compared to average of 2004. - Reduce specific natural gas use by 15% in 2006 as compared to average of 2005. -Reduce specific steam consumption by K whr/ton.

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Reduce effluent generation.	<ul style="list-style-type: none"> - Eliminate spillage of white water chests. - Decrease specific fresh water consumption by 10%
Compliance with the NEQS for effluent water quality.	<ul style="list-style-type: none"> - Decrease TSS by 10% in the effluent channel. - Eliminate the flow of green liquor in to the channel.

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VIR

ENVIRONMENTAL MANAGEMENT PROGRAMS:

They are an organized and planned method of meeting management objectives and targets. Along with action required, assigned responsibilities, timelines.

There would usually be multiple programs in place within an organization to meet individual targets or objectives.

Each environmental management program may have its own timelines, group of people involved, reporting structures etc. Which need to be individually defined.

SAMPLE ENVIRONMENTAL MANAGEMENT PROGRAM:

(This can be modified according to your requirements)

Objective: Decrease the Water Effluent Flow from the board mill					
Target: Decrease of effluent flow from 100 m ³ /ton to 80 m ³ /ton by the end of year 2005.					
Activities	Priority	Responsibilities	Target Date	Resources Needed	Comments
-					
-					
-					
-					
-					
-					