



OBJECTIVES TARGETS AND PROGRAMS

STANDARD ENVIRONMENTAL OPERATING PROCEDURE

WASTE
REDUCTION
& DISPOSAL
DIVISION

ISO 14001 – 4.3.3

1.0 PURPOSE AND SCOPE

- 1.1 The purpose of this procedure is to provide guidance for establishing, prioritizing, and periodically updating appropriate environmental objectives, targets and programs within the City of San Diego’s Environmental Services Department (ESD) Waste Reduction and Disposal Division (WRAD) Environmental Management System (EMS).
- 1.2 This procedure applies to the environmental objectives and targets and to the programs for achieving them within the active and inactive landfill operations of the Miramar Landfill.

2.0 DEFINITIONS

Environment - is defined as the physical surroundings in which WRAD operates or discharges, including air, water, land, natural resources, and humans and their interrelationships.

Environmental Program - (EP): a structured program developed by WRAD for ensuring that responsibilities are assigned, resources allocated and timeframes are identified to attain the organization’s objectives and targets.

Environmental Objective - is defined as an overall environmental goal that the Waste Reduction and Disposal Division seeks to achieve, based upon its established Environmental Policy. Wherever possible, environmental objectives should be quantified in order to facilitate the evaluation of environmental performance and the measurement of progress towards specific environmental targets.

Environmental Performance Indicators - (EPIs) are measurement tools selected by WRAD management that can be used to support the evaluation of environmental performance in relation to a specific target. EPIs may be adjusted to meet specific management needs or, as necessary, to ensure progress towards specific environmental targets.

Environmental Target - is defined as a detailed performance requirement, quantified wherever practical, that arises from an environmental objective and that needs to be set and met in order for the objective to be achieved. For example, if reduction in the use of diesel fuel were an environmental objective, a specific percentage decrease in the associated usage rate could be established as an associated target.

Major operations - are defined as the WRAD sections that are supervised by the senior staff. These areas include the Miramar Landfill Fee Booth, Disposal Operations, Landfill Engineering, Landfill Gas Management, Biological Services, WRAD Administration, Surface Maintenance (Storm-water Pollution Prevention Program), Groundwater Monitoring, and the Greens Compost and Mulch Processing Area.

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3.0 RESPONSIBILITY AND AUTHORITY

3.1 Deputy Director, WRAD - is responsible for reviewing and approving the environmental objectives, targets and programs for the Division, monitoring program performance via management reviews and internal communications and use in the development of the WRAD budget.

3.2 Section Managers - are responsible for the development of annual objectives, targets and programs, with the assistance of the EMR. Section Managers will provide monthly updates on the progress of their programs for meeting specific objectives and targets to the EMR in compliance with SEOP 4.4.3, Communication.

3.3 Environmental Management Representative (EMR) - is responsible, in cooperation with the Division's Section Managers, for assisting in the development of the Division's environmental objectives, targets and programs on an annual basis. The EMR is also responsible for ensuring that environmental objectives and targets are developed in time to support WRAD's annual planning and budgeting activities. In addition, the EMR will ensure that the Environmental Programs (EPs) address the objectives and targets in each area of the Division's operations, where practicable and for the overall program monitoring including annual reviews.

4.0 PROCEDURE

4.1 The WRAD establishes environmental objectives, targets and programs in order to implement its environmental policy. This activity provides a means for the Division to measure the effectiveness of its environmental management efforts and to improve the performance of its Environmental Management System (EMS). Environmental programs are intended to result in meaningful improvements in the environmental performance of the Division.

In establishing environmental objectives, targets and programs, the WRAD considers:

- applicable laws and regulations,
- major organizational goals,
- significant environmental aspects and impacts of its activities, processes, products and services,
- major business realities, technological, financial, operational, etc,
- the views of employees and other interested parties.

Based on the environmental objectives, targets with defined achievement time-frames are established for the various functions and facility areas. For example; WRAD may establish an environmental objective to "reduce fuel consumption". Different sections might then set targets of a 10%, 15% etc. fuel use reduction in order to ensure that the overall objective is achieved. A Division-wide environmental objective might also be translated into individual projects within the various section areas (i.e., changes in processes, materials, or equipment).

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4.2 WRAD's Senior Staff shall work in unison to establish objectives, targets and EPs on an annual basis. EPs shall be prepared once the objectives and targets have been finalized and assigned to their respective sections.

4.2 Section Managers will seek and consider input from the employees within their respective sections (disposal operations, biological services, fee booth etc.) or area (landfill, office buildings) when developing annual objectives and targets.

4.3 Section Managers and Supervisors shall evaluate the potential impacts associated with each environmental objective on the operations within their section, establish a target/s to achieve the objective/s, and develop appropriate measures to track progress toward meeting the objective/s and target/s.

4.4 The EPs shall clearly define the level of responsibilities and participation within functional areas of the organization and the means and timeframe to achieve the activities.

4.5 The EMR will review the proposed objectives to ensure consistency with the WRAD's Environmental Policy.

4.6 A meeting shall be called and chaired by the EMR to present for review and approval, by the Deputy Director, annual objectives, targets and EPs. This requirement may be satisfied via e-mail networking where feasible.

4.7 Progress toward meeting environmental objectives and targets is reviewed on a regular basis at Senior Staff meetings and during Management Reviews. The progress is also communicated to employees via bulletin board postings, memos or other appropriate means. Approved programs with defined objectives and targets will be posted to the Division's internet website at:<http://www.sandiego.gov/environmental-services/ems/index.shtml>.

4.8 Objectives, targets and progress of the EPs shall be reviewed monthly by the EMR and during management reviews by the Deputy Director. Respective Section Managers are to submit the progress of their EPs during such reviews.

4.9 EPs can be amended to provide for changes in product, process and new developments. Amendments to the EPs shall be reviewed as in Step 4.4. Section Managers shall initiate amendments to the EPs subject to approval by the EMR and Deputy Director.

4.10 The EMR shall prepare an annual report for submission to the Deputy Director indicating the results, completion or continuation of each EP assigned for the year. Section Managers are required to submit final results of their section's activities for meeting their objectives and targets to the EMR for incorporation into this report.

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5.0 REFERENCES

WRAD SEOP 4.3.1 “Environmental Aspects”
WRAD-SEOP-4.4.5 “Control of Documents”

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Reviewed by: Section Managers

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The on-line version located on the WRAD EMS Website is the control document. Controlled hardcopies will be identified by a “Controlled Copy” stamp (in red). All other hard copies are uncontrolled. For all hardcopy versions verify revision level status on-line or contact the EMR.