

MANAGEMENT OF ENVIRONMENTAL OBJECTIVES AND TARGETS: TM 15

6				
5				
4				
3				
2				
1				
0	12/3/2012	FIRST ISSUE	IP	
REV	DATE	REVISION DESCRIPTION	AUTHOR	APP

1.0 PURPOSE

Objectives and Targets require a programme detailing how they will be achieved. This procedure assigns responsibilities for the Management Programme.

2.0 SCOPE

This procedure applies the establishing, implementing and maintaining documented environmental objectives and targets

3.0 RESPONSIBILITY

The Head of Service is responsible for approving the environmental Management Programme.

The Senior Bereavement Services Officer has responsibility for updating the environmental Management Programme section of the Emas Information Log and ensuring it is made available.

4.0 REFERENCES

Work Instruction – Completing the EMAS Information Log WI 4

5.0 DEFINITIONS

Environmental Objective - an overall environmental goal arising from the environmental policy, that an organisation sets itself to achieve, and which is quantified where practicable

Environmental Target - detailed performance requirement, applicable to the organisation, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

DOC REF: TM 15	ISSUE NO: 1	REV NO: 0	ISSUE DATE: 12/3/2012	PAGE NO: 1 of 4
-------------------	----------------	--------------	--------------------------	--------------------

6.0 PROCEDURE

A Management Programme for achieving the environmental objectives and targets will be compiled and will include the following:

- designation of responsibility for achieving targets
- the means by which targets will be achieved
- timescale for achievement of targets

The Senior Bereavement Services Officer shall complete the environmental management programme section of the Emas Information log.

A copy or section of the Emas Information Log shall be sent to the individuals identified as holding the responsibility for achieving targets.

The Management Programme will be reviewed when:

- objectives or targets have been met or,
- an extended timeframe is required for successful achievement.
- changes in legislation or other requirements.

DOC REF: TM 15	ISSUE NO: 1	REV NO: 0	ISSUE DATE: 12/3/2012	PAGE NO: 2 of 4
-------------------	----------------	--------------	--------------------------	--------------------

7.0 DOCUMENTATION

7.1 Example of EMAS log (reduced)

EMAS Information Log														
City of Bradford Metropolitan District Council - 2008-9 EMAS-IL - Version 1.4 Date 09/06/2010														
Activity	Aspect	Impact	Regulations / Legislative Authority	Final Significant Results	Score	Exemption / Management Controls	Objective / Key Result	Target	Time scale	Actions / Contingency	Responsibility	Data compile	Records	Final Approval
Heating and lighting of Beverment Services	a. Emissions to air	Climate Change, Energy, Landfill Costs	CBMDC Carbon Management Programme and Nottingham Declaration, N 185 / 194	13	yes	Monthly monitoring of electric and gas usage.	Effective, could be improved, consider setting objective/target	1. 2009/10 3% reduction 2. 2010/11 Beverment Services reduce emissions with CBMDC targets.	Reviewed at end of each financial year	1. Ensure energy usage reduction in line with target on all sites.	Senior Officers at each major sites.	1. Carbon footprint report.		
Waste generation (non hazardous)	c. Avoidance, recycling, reuse, transportation & disposal of solid/other wastes	Climate Change, Landfill	Environmental Protection Act 1990, section 33-34	13	yes	Recycling is done at all sites. Office waste kept to a minimum, paper shredded and recycled	Effective, could be improved, consider setting objective/target	Continue with current levels of waste recycling.	Ongoing	Continue with current levels of waste recycling.	Senior managers responsible for major sites.	1. Audit reports.		
Water Usage and effluent discharge.	b. Releases to water	Polluting controlled waters and the foul water system.	Water Industry Act 1991 section 71-75, Water Resource Act 1991 section 85	10	yes	Monitor water meters and repair leakages.	Effective, no room for improvement	1. Carry out a ghost incident at one main site annually.	30.03.2011	1. Carry out a ghost incident at one main site.	1. Ian Perrins.	1. Audit reports.		
Cemetery Site management	f. Local issues (noise, vibration, dust, visual, etc)	Visual intrusion, Biodiversity	Environmental Protection Act 1990 (SI 2000/1973) Part 2(4), Air Quality Note AQ1 (05), CBMDC Carbon Management Programme, COSHH Regulations, Burial Laws amendment act 1986, Water resources act 1981	17	yes	Site management plans, implementation and maintenance. Regular cemetery inspections. Monitoring sub contractors.	Effective, no room for improvement	Continue the implementation of site management plans.	Ongoing	BS management team to implement	J Scholefield.	1. Audit reports.		
Emissions to atmosphere from the Cremation Cycle.	a. Emissions to air	Climate change	Environmental Protection Act 1990, Pollution Prevention and Control Regulations 2000 (SI 2000/1973) Part 2(4), Air Quality Note AQ1 (05), Carbon Management Programme	19	yes	Regular maintenance and testing of equipment	Effective, no room for improvement	Ensure that controls are maintained.	Ongoing	Audit activities to ensure controls are maintained	I Perrins	1. Service reports.		
Hazardous Waste generation - fluorescent tubes/ printer cartridges	c. Avoidance, recycling, reuse, transportation & disposal of solid/other wastes	Climate change Landfill	COSHH 2002, Hazardous waste regulations 2005, Environmental Protection Act 1990, Section 33-34, Waste Electrical and Electronic Equipment Directive (WEEE), Restriction of Hazardous Substances Directive (ROHS) 2005	19	yes	Local management controls are in place	Effective, could be improved, consider setting objective/target	Ensure that hazardous waste is disposed of in accordance with corporate procedures and/or service identified licensed contractors.	Ongoing	Managers to ensure that corporate and service procedures are followed.	Senior managers responsible for major sites.	1. Carbon footprint report.		
Hazardous Waste generation - Mercury deposits from the cremation process	a. Emissions to air	Emissions to air	Hazardous Waste Regulations 2005	19	yes	None	Ineffective, objective and target needed	To continue membership of CAMEO until 2017 and re-evaluate situation at that time.	31/12/2017	Continue to investigate, gain knowledge with regards to both changes in technology and legal requirements	J Scholefield.			
Paper Usage	b. Releases to water	Climate change	Reduction in landfill, use of electricity, ink and toner etc	12	yes	Local management controls need improving.	Ineffective, objective and target needed	5% reduction within 2 years.	31.03.2011	Reduce paper usage.	Senior managers responsible for major sites.	1. Reports		

DOC REF: TM 15	ISSUE NO: 1	REV NO: 0	ISSUE DATE: 12/3/2012	PAGE NO: 3 of 4
-------------------	----------------	--------------	--------------------------	--------------------

7.1 Example of Environmental Aspect/Impact Review (reduced)

Environmental Aspect/Impact Review

Location:

Date:

Activity

--

Aspects

--

Impacts

--

Completed by

For office use only

Legislation/Corporate Policy

--

Initial Significance

Post Significance

<p>1: 0</p> <p>2: 8</p> <p>3: 1</p> <p>4: 1</p> <p>5: 0</p> <p>Total: 13</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>Total</p>
--	--

Completed by

DOC REF: TM 15	ISSUE NO: 1	REV NO: 0	ISSUE DATE: 12/3/2012	PAGE NO: 4 of 4
-------------------	----------------	--------------	--------------------------	--------------------