



SEMP-05		U.S. Army-Hawaii	
PROCEDURE: Objectives, Targets and Programs		DATE: 30 July 2010	Page 1 of 3
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	

SEMP-05: Objectives, Targets and Programs

1. Purpose

To provide a standard procedure to ensure a documented process is implemented and maintained to develop environmental objectives and targets (O & T).

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.3.3] and Procedure

ISO Requirement	Procedure
The organization shall establish, implement and maintain documented environmental objectives and targets, at relevant functions and levels within the organization.	The Environmental Division establishes, and maintains documented environmental objectives and targets. These objectives and targets are implemented by the U.S. Army-Hawaii installation personnel, as appropriate.
The objectives and targets shall be measurable, where practicable, and consistent with the environmental policy, including the commitments to prevention of pollution, to compliance with applicable legal requirements and with other requirements to which the organization subscribes, and to continual improvement. When establishing and reviewing its objectives and targets, an organization shall take into account the legal requirements and other requirements to which the organization subscribes, and its significant environmental aspects. It shall also consider its technological options, its financial, operational and business requirements, and the views of interested parties.	The objectives and targets are selected based on the U.S. Army-Hawaii significant aspects, environmental impacts, legal requirements, military mission, command priorities, community interests and available resources. The legal requirements are identified in the SEMP-04, Inventory of Legal and Other Requirements. The US Army-Hawaii 2010-2011 SEM Objectives and Targets Plan is the official document. This electronic file is maintained on the Environmental Division shared drive.
The organization shall establish, implement and maintain a program for achieving its objectives and targets. Program shall include a) designation of responsibility for achieving objectives and targets at relevant functions and levels of the	The SEM Objectives and Targets Plan includes the objectives, targets, tasks, environmental program action plan, responsible parties, measurable completion percentage, estimated completion date and actual completion date. The plan has definitive tasks, program action plans, responsibilities, measurements, timetables and calculations.

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organization, and the means and time-frame by which they are to be achieved.	The objectives, targets and tasks are achieved and tracked through this Plan.
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4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> • Approves establishment of environmental objectives and targets • Endorses updates of objectives and targets within 6 months of the revision date. • Directs changes as necessary to promote continual improvement of SEM.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Ensures that environmental objectives and targets are established, implemented and maintained. • Communicates progress in achieving established objectives and targets to the units, organizations, EQCC and GC.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> • Coordinates with the IEDC and Environmental Division Staff in establishing and updating objectives and targets (O & T), taking into account the significant environmental aspects (SEMP-03) and legal and other requirements (SEMP-04). • Tracks performance of the O & T by monitoring performance and communicating progress to the CFT and IEDC. • Reviews and updates O & T periodically and implements changes as necessary. The following will be considered: <ul style="list-style-type: none"> ○ The environmental policy; ○ The identification of significant environmental aspects; ○ Input from staff, top management, and interested parties; ○ Changes in legal or other requirements; ○ Changes to and completion of existing O & T. ○ Compliance and other audit findings; ○ Environmental emergencies or incidents; ○ New technological options that become available; and ○ Financial and operational requirements. • Documents O & T in the Environmental Division shared drive. • Designates responsibilities, means and time frame for achieving O & T.
Environmental Division Staff	<ul style="list-style-type: none"> • Establishes and implements objectives and targets for their program areas. • Reviews and updates objectives and targets, and communicates proposed changes to the SEMPM.
Environmental Quality	<ul style="list-style-type: none"> • Reviews and endorses objectives and targets

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Control Committee (EQCC) Members	<ul style="list-style-type: none"> Communicates applicable objectives and targets within their organization.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> Communicates applicable objectives and targets within their organization. Communicates issues to the CFT or the SEMPM.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> Communicates applicable objectives and targets within their organization.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> Communicates applicable objectives and targets within their organization.

5. References

- ISO 14001:2004(E), 4.3.3 Objectives, Targets and Programs
- U.S. Army-Hawaii SEM Manual
- U.S. Army-Hawaii SEM Objectives & Targets Plan 2010-2011
- SEM-03, Environmental Aspects
- SEM-04, Inventory of Legal and Other Requirements

Revision Date	Nature of Revision	Document Review Participants
24 Jun 10	Updated to address internal audit finding	Jeff Stefani
30 Jul 10	Updated to address external audit finding	Jeff Stefani

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