

## EMS Tool 6

### Environmental Management Program

#### Instructions:

This EMS Tool is used to document all developed Environmental Management Programs to allow the organization to manage the actions necessary to meet the Objectives and Targets.

1. For each Significant Aspect identified on EMS Tool 5 for which an Objective and Target has been developed, complete an EMS Tool 6.

Note: If there are 5 Objectives and Targets, there will be 5 Environmental Management Programs defined in a separate EMS Tool 6.

2. Assign each completed EMS Tool 6 a distinct document number, e.g. EMP001
3. Use the Table on EMS Tool 6 to record the results of your evaluation

Note: Environmental Management Programs shall include:

- Designation of responsibility
- Resources available (budget, staff and technology)
- Time frame for execution

A continual improvement process shall be in place to amend Environmental Management Programs when necessary

**Example of Completed EMS Tool 6**

<b>Subject:</b> Reduce Waste Stream to Landfill		<b>Document No:</b> ABC 4.3.4-0001	
		<b>Page: 1</b>	<b>of: 1</b>
<b>Facility:</b> ABC Company All Facilities	<b>Responsible Person:</b> Plant Manager, EH&S or their Designee	<b>Start Date:</b> June 1, 2002	
<b>Goal Statement:</b> (Describe how this program meets the commitment made in the Environmental Policy) Reduce trash, cardboard & other possible recyclables going to a landfill. Increase recycling.			
<b>Objective:</b> Reduce volume and costs of materials being disposed of in landfills.	<b>Target and Completion Date:</b> Plant wide reduction of materials going to landfills by 20% over 2001 reported figures, and a 10% reduction cost costs related to landfill disposals over the 2001 reported figures. Completion by 12/31/2003		
<b>Strategy:</b> Evaluate the waste streams of trash and target high volume disposal items for recycle or reduction.			
<b>Tasks for Achieving Objective and Target:</b> <ul style="list-style-type: none"> <li>• Evaluate cardboard for recycle program.</li> <li>• Evaluate office paper for recycle.</li> <li>• Evaluate a greater use of refillable containers for product to the customers.</li> <li>• Formulate ways to reduce incoming packaging or the use of other paper products.</li> </ul> If above evaluations are justifiable, install and implement equipment or necessary items for a recycling program by January 2003.			
<b>Metrics and Measurement:</b> Pounds of waste materials disposed of in landfills			
<b>Importance relative to Other Environmental Programs:</b> Medium Priority, Some operational changes may be needed to handle paper and cardboard for disposal in a different method.			
<b>Comments / Process Towards Completion:</b>			

## Tool 6: Environmental Management Program

<b>Subject:</b>		<b>Document No:</b>
		<b>Page:        of:</b>
<b>Facility:</b>	<b>Responsible Person:</b>	<b>Start Date:</b>
<b>Goal Statement:</b> (Describe how this program meets commitments made in the Environmental Policy)		
<b>Objective:</b>	<b>Target and Completion Date:</b>	
<b>Strategy:</b>		
<b>Tasks for Achieving Objective and Target:</b>		
<b>Metrics and Measurement:</b>		
<b>Importance relative to Other Environmental Programs:</b>		
<b>Comments / Process Towards Completion:</b>		