

OBJECTIVE AND TARGET WORKSHEET

O&T #: (e.g., OT-13-001)

OBJECTIVE: (e.g., Reduce solid waste generation)

TARGET: (e.g., Increase recycling rate by at least 50%)

INITIATION DATE:

ANTICIPATED COMPLETION DATE:

ACTUAL COMPLETION DATE:

ENVIRONMENTAL ASPECTS ADDRESSED: List the aspect # and type; e.g., procurement

BASELINE: Describe current conditions relating to the environmental aspect

MONITORED/MEASURED? (Y/N)

ENVIRONMENTAL ACTION PLAN

	Required Action	Person Responsible	Target Date	Status	Comment
#	List each step needed to ensure the O&T is met.	Enter EMS Team Member Name	Enter the date the team expects this step to be done	Completed/ On Track/ Delayed/ Not started	Enter descriptive status updates.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					