

**Process Document: Environmental Management System - Objectives, Targets,  
Environmental Management Program**



Proprietary & Confidential

Date: 8/27/18

Rev. Level: **3.0**

Document Number:  
EMS-PD-0003

Page 1 of 2

1. **Purpose:** The purpose of this process is to establish and maintain documented environmental objectives and targets to continually improve its environmental operations. Spartan has developed environmental management programs to assist in achieving the objectives and targets. Environmental management programs include the designation of responsibility for achieving the objectives and targets at each relevant function and level of organization as well as a means and time frame by which they are to be achieved. Targets and objectives shall include where appropriate, actions which reduce the risk of noncompliance with legal requirements and minimize the potential for unplanned or unauthorized releases.
2. **Scope:** This instruction applies to all of Spartan Motors USA, Inc.
3. **Procedure/Instruction:**
  - 3.1. **A list of documented environmental objectives and targets will be maintained, along with associated action steps (management programs) with responsibilities, time frames and means.**
  - 3.2. **The following information will be considered when developing objectives and targets: legal and other requirements; significant environmental aspects and impacts; prevention of pollution; technological options; financial, operational and business requirements; the environmental policy; and views of interested parties.**
  - 3.3. **The objectives and targets will be maintained using Significant Aspect Planning Summary Sheets and documented using the EMP form.**
  - 3.4. **The objectives and targets and associated management programs will be reviewed as needed.**
  - 3.5. **The Management Review Meeting will review list of objectives and targets semi-annually following the review of aspects and impacts to develop new objectives and targets.**
4. **Definitions:** N/A
5. **Related Documents:**
  - 5.1. **EHS-FR-0009 Significant Aspect Planning Summary Sheet**
  - 5.2. **EMS-PD-0002 Environmental Management System - Legal and Other Requirements Procedure**
  - 5.3. **EMS-FR-0001 Environmental Management Program Form**
  - 5.4. **EHS-FR-0012 Record of Conformance to Legal and Other Environmental Requirements**

**This is an electronically controlled and issued document; hard copies should be verified for revision.**

**Process Document: Environmental Management System - Objectives, Targets,  
Environmental Management Program**



Proprietary & Confidential

Date: 8/27/18

Rev. Level: 3.0

Document Number:  
EMS-PD-0003

Page 2 of 2

6. Records: N/A

7. Process Flow: N/A

**This is an electronically controlled and issued document; hard copies should be verified for revision.**