

# SWWTD ENVIRONMENTAL MANAGEMENT SYSTEM



<b>Name: Aspects and Significant Impacts Procedure EMS 2002– 20.1</b>	Corresponding Requirements: ISO Standard 4.3 & 4.3.2 EMS Manual: 4.3 & 4.3.2 Revision #: 2
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## 1.0 Purpose

This procedure describes the process that is to be used in identifying environmental aspects and for determining if identified aspects should be categorized as significant.

## 2.0 Scope

ISO 14001, sub clause 4.3.1 requires a documented process to identify the environmental aspects of its activities or services that it can control in order to determine those which can or may have significant environmental impacts.

## 3.0 Responsibility & Authority

The **Steering Committee** shall ensure that the identified aspects with significant environmental impacts are considered in setting of the environmental objectives and targets.

## 4.0 Procedure

### 4.1 Identifying Environmental Aspects

4.1.1 Each year during the months of March and April, the **EMS Team** will analyze all areas of the Plant to determine aspects and impacts.

4.1.2 Environmental aspects shall be identified for all key departmental activities having the potential for harmful interactions with the environment and public health:

- a) Discharges to surface waters or groundwater
- b) Solid wastes handling and disposal, including transport
- c) Odors
- d) Emergency response
- f) Chemical or product storage
- g) Regulatory requirements

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**4.1.3** A documented record of aspects shall be maintained. New aspects shall be considered as necessary. For documentation of each aspect use Form # **EMS 2002 – 20.1A**.

#### **4.2 Ranking Aspects**

Once environmental aspects have been identified, the **Steering Committee** shall review them related to potential for environmental impacts and determine their significance. In evaluating the significance of an impact, past, present and potential for future events should be considered.

- 4.2.1 The **Steering Committee** will use the numeric ranking system described in form **EMS2002-20.1A**. The average of each aspect ranging from 3 and above will be in the high category and considered for significance.
- 4.2.2 The **Steering Committee** and the **Manager Representative** shall deem identified aspects significant.
- 4.2.3 Aspects considered to be significant shall be prioritized in a documented record. The record shall be reviewed as needed to set associated environmental objectives and targets and measures of control.
- 4.2.4 The **Steering Committee** shall communicate the significant environmental aspects and associated environmental impacts to staff within the department and where necessary, contractors working on site.

#### Related Documents and Data

Document Control Procedure

#### **4.3 Records**

- 4.3.1 Environmental Aspects List (EMS2002-20.1B)
- 4.3.2 Annual Aspects Review (EMS2002-20.1)
- 4.3.3 Relevant staff training records (EMS2002-20.7A)

