

SAMPLE ASPECTS PROCEDURE TEMPLATE

Establish and maintain a procedure to identify the environmental aspects of its activities, products or services that it can control and over which it is expected to have an influence.

The site shall review activities, products, and services to determine the aspects and related environmental impacts. The selected method used by the team must ensure that appropriate representation is present to provide adequate knowledge of environmental impacts and site operations.

A list will be prepared of all identified aspects.

Determine significant aspects by developing a process to identify those aspects that have or can have significant impacts on the environment. This will be done by:

- Establishing the criteria for determining significance. Significance criteria may be based on the severity, frequency, and probability of each impact under normal, abnormal, and emergency conditions.
- Applying a standard method to rate the aspects using the criteria. The site shall score each aspect and define a minimum value for significance.

Ensure that aspect information is considered when establishing the environmental objectives. Note that not all significant aspects need to have an objective and target, as some significant aspects are addressed in the EMS through operational control.

Assure that Environmental Aspects information is kept up-to-date by:

- Meeting as necessary but not less than semi-annually.
- Have a process that incorporates EHS involvement in site process changes, changes in materials used, and/or modifications to evaluate changes to environmental aspects.