

Verification	Originator	Revised	Approved	Issued
Initials	RL			
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City of Petersburg  
Facility Management Division of Public Works

EMS Procedure

**EP-4.3.1-1 Environmental Aspect**

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<b>Person responsible:</b>	Reggie Lantz		
<b>Area of application:</b>	Facilities Management- Custodial Services		
<b>Document location:</b>	<a href="http://www.petersburgva.gov/index.aspx?NID=620">http://www.petersburgva.gov/index.aspx?NID=620</a>		
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<b>Revisions</b>			
<b>Rev. No.</b>	<b>Date</b>	<b>Description</b>	
001			
002			
<b>Recurring action items</b>			
<b>Activity</b>	<b>Responsibility</b>	<b>Frequency</b>	
1. Evaluate new aspects against the criteria. Must document review even if Aspects do not change.	EMS Team	Annually	
2. Document Review of Aspects	EMS Team	Annually	

**Procedure Index**

- 1.0 Purpose
- 2.0 Scope
- 3.0 Responsibility

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**4.0 Definitions**

**5.0 Process**

**6.0 References / Related Documents**

**1.0 Purpose**

- 1.1 This procedure describes the process involved in identifying and evaluating the activities, products and services, which are the environmental aspects and significant aspects associated with the operations conducted or originating at the Facilities Management Division- Custodial Services. Implementation of this procedure will result in the Facilities Management Division- Custodial Services establishing and prioritizing environmental objectives and targets.

**2.0 Scope**

- 2.1 This procedure conforms to element 4.3.1 *Environmental Aspects* of the ISO 14001:2004 standard and covers operations of the Facilities Management Division- Custodial Services.
- 2.2 This procedure covers all of the activities, products and services that will or may impact the environment and are under the control or influence of the Facilities Management Division- Custodial Services.
- 2.3 The identification of environmental aspects includes elements arising from operations undertaken under normal, abnormal and emergency conditions. During the identification of environmental aspects, planned or new developments, new or modified activities, products and services were taken into account.

**3.0 Responsibility**

- 3.1 The **EMS Management Representative** will schedule a meeting to assess the aspects with the EMS Team on an annual basis, or more frequently if physical or operational changes are made at the Facilities Management Division- Custodial Services.
- 3.2 The **EMS Management Representative** is responsible for:
  - 3.2.1 Ensuring all EMS Team members are trained to identify and determine the significance of environmental aspects;

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- 3.2.2 Providing training to employees on sub-committees to identify and determine the significance of environmental aspects;
- 3.2.3 Maintaining the list of environmental aspects and impacts that reside in the EMS;
- 3.2.4 Ensuring current copies of environmental aspects are maintained in the Facilities Management Administration Office; and
- 3.2.5 Ensuring minutes of all meetings are maintained and distributed to EMS Team members.
- 3.3 The **EMS Team** will:
  - 3.3.1 Review the current list of environmental aspects and impacts, in **ED-4.3.1-2 Evaluation of Aspects & Impacts Matrix**;
  - 3.3.2 Periodically perform a complete site survey for the scope of the EMS and document all environmental aspects, impacts and activities. Review current activities, products and services to identify new environmental aspects and impacts;
  - 3.3.3 Solicit input on aspects and impacts from the Facilities Management Division- Custodial Services departmental representatives; Note: The EMS Team shall ensure environmental aspects which result from normal operations as well as abnormal operating conditions, shut-down and start-up conditions, as well as reasonably foreseeable emergency situations are identified;
  - 3.3.4 Evaluate the identified environmental aspects and impacts using the **ED-4.3.1-3 Aspect Criteria Definitions**. The EMS Team will consider the potential regulatory and legal exposure during the review of environmental aspects;
  - 3.3.5 Add the average *Environmental significance* score to the average *Business Significance* score to determine the total for each impact. This number is the total rating of the impact.
  - 3.3.6 Use the Matrix to document each aspect that the EMS Team decides to manage as significant, taking into account the corresponding impact's total rating.
  - 3.3.7 Prioritize significant environmental aspects using **ED-4.3.1-3 Aspect Criteria Definitions**;
  - 3.3.8 The EMS Team will select (4-6) aspects to control and manage during the initial development and implementation process of the EMS for a period of approximately one year. The remaining significant aspects will be rolled into the EMS when the implementation process is complete.

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- 3.3.9 Selection of the initial significant aspects to control and manage during the implementation process may be influenced by the similarity of the aspects. If multiple aspects are similar with respect to activities, impacts, and operational controls they may be combined into select categories or addressed as a single aspect during the implementation process. This flexibility assures greater diversity during the initial selection of significant aspects to control and manage.
- 3.3.10 Appropriate objectives, targets and programs to control and manage the overall impact of the aspects will take into account each significant aspect. This is addressed in detail in **EP-4.3.3-1 Objectives, Targets & Programs** procedure.
- 3.3.11 Periodically review the environmental aspect identification process (including this procedure) to verify it is current and meeting the needs of the Facilities Management Division- Custodial Services for identifying areas of improvement in environmental performance.

**4.0 Definitions**

- 4.1 Refer to **EP-4.4.4-2 EMS Related Definitions Procedure**

**5.0 Process**

- 5.1 The EMS Team will identify and evaluate all environmental aspects within the scope of the EMS in order to identify those with significance. The scope of the EMS includes all activities and services occurring at the Facilities Management Division- Custodial Services as well as those occurring off site under the direction of the organization. The significant aspects will be managed in a way that reduces or eliminates the significant environmental impacts associated with them.
- 5.2 The inventory of aspects is maintained and evaluated using the significant criteria found in **ED-4.3.1-2 Evaluation of Aspects & Impacts Matrix, ED-4.3.1-3 Aspect Criteria Definitions** and established in this procedure.
- 5.3 The EMS Team will evaluate the legal and other requirements during the review of environmental aspects. Refer to **EP-4.3.2-1 Legal & Other Requirements** procedure.
- 5.4 At a minimum, the EMS Team will reassess the aspects annually to make any necessary modifications and to reflect any changes to operations regarding current, past, or new plans for modified activities, products and services at the Facilities Management Division- Custodial Services. This review will be documented and attendance recorded (e.g., agenda, sign in sheets, meeting minutes).

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- 5.5 If there are major changes to the aspects, as determined by the EMS Team, a Management Review will be held to review and endorse the changes. The frequency of Management Review is detailed in the **EP-4.6-1 Management Review** procedure. The Management Review will be documented and attendance recorded (e.g., agenda, sign in sheets, meeting minutes.)

**6.0 References / Related Documents**

- 6.1 Meeting Minutes, Agendas, and Attendance Sign in Sheets
- 6.2 ED-4.3.1-2 Evaluation of Aspects & Impacts Matrix
- 6.3 ED-4.3.1-3 Aspect Criteria Definitions
- 6.4 EP-4.3.3-1 Objectives, Targets & Programs procedure
- 6.5 EP-4.6-1 Management Review procedure
- 6.6 EP-4.3.2-1 Legal & Other Requirements procedure