



**Chesterfield County**

General Services -  
Environmental Division

Originator	Revised by	Approved by
JTH 03/22/05	DSL 07/22/11	JTH 07/22/11

### 4.3.1 Environmental Aspects Procedure

Persons responsible:	Jeff Howard	EMS Teams
Areas of application:	Countywide	

**Warning!** Earlier versions of this document may be obsolete and should be removed from points of use.

**Document Location:** EMS Departments

**Revision Schedule**

Rev. No.	Date	Description
Orig	03/22/05	Original Procedure
001	05/02/05	Updated Numbering of Form 4.3.1.1 and Checklist 4.3.1.2; Corrected numbering in Sec. 5.0
002	07/28/06	1.1: Added operational controls; 3.2.2: Changed form to from; 3.2.3: Added OEM
003	04/27/07	3.3.1 Removed site; 5.1: Changed at to by; 5.4: Changed first to second; 5.6: Added and has no management controls; 5.8: Changed corporate to County
004	10/02/07	Made countywide procedure throughout; 5.8 Clarified significant aspect determination
005	11/28/07	5.6: Changed form to from; 5.8.1 added 'or equal to' for significant aspect scoring
006	07/09/08	5.3: Clarified provision to group activities as one aspect; 5.9: Simplified mandatory requirement designation; 5.9.1: Added consideration statement for environmental and business significance column scores of 4 or 5.
007	02/10/09	5.4: normal operations including shut-down and start-up conditions, abnormal operations and emergency situations should be evaluated for all aspects; therefore, the category column can be eliminated in the Environmental Aspects Evaluation Matrix; 5.6: Revised Management Controls range rankings; Eliminated old 5.7 which described total score calculation; 5.7.1: Enhanced the definition of significant aspect; 5.7.2: Updated definition of controlled aspect; 5.7.3: Enhanced definition of aspect; 5.9.1: Eliminated, included in 5.7.1; 5.9: Modified operational control column in Environmental Aspects Evaluation Matrix.
008	02/15/10	Updated responsibilities; corrected typos.
009	02/16/10	5.7.1: Added importance of mitigating impacts of a significant aspect; 5.7.2: Clarified that management controls continue to apply after a significant aspect is controlled.
010	05/25/10	Changed OEM to GSEN; minor punctuation and grammar updates
011	07/22/11	Procedure okay; changed review to 3 years.

**Worksheet Index**

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 RESPONSIBILITIES
- 4.0 DEFINITIONS
- 5.0 PROCESS
- 6.0 REFERENCES/RELATED DOCUMENTS



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### 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 associated with the operations of Chesterfield County. Execution of this procedure will result in the establishing of operational controls 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 the operations of all Environmental Management System (EMS) departments.
- 2.2 This procedure covers all of the activities, products and services that will or may impact the environment.
- 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, and products and services are also taken into account.

### 3.0 RESPONSIBILITIES

- 3.1 Each EMS Team will perform a complete survey of the scope of their EMS and identify and document all environmental aspects, impacts, and activities.
- 3.2 In addition, the EMS Team will:
  - 3.2.1 Assess their aspects on an annual basis, or more frequently if physical or operational changes are made;
  - 3.2.2 Evaluate their environmental aspects using the significant criteria found in **4.3.1.2 Environmental Aspect Ranking Criteria Checklist (ENVMGT.CHLST.0008)** and in this procedure.
  - 3.2.3 Maintain their aspects database in the **4.3.1.1 Environmental Aspects Evaluation Matrix (ENVMGT.FORM.0016)**.

### 4.0 DEFINITIONS

- 4.1 Refer to 3.0 EMS Related Definitions.



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### 4.3.1 Environmental Aspects Procedure

---

#### 5.0 PROCEDURE

- 5.1 The EMS Team will identify and evaluate all environmental aspects within the scope of their EMS in order to identify those with significance. The significant aspects will be managed in a way that reduces or eliminates the significant environmental impacts associated with them; thus making the aspects adequately *controlled*. The process of identifying the significant environmental aspects associated with the activities should consider the following:
  - releases to water
  - emissions to air
  - waste management
  - contamination of land
  - use of raw materials and natural resources
  - local environmental and community issues
- 5.2 After identifying the environmental aspects, the aspects will be listed in the *Environmental Aspects Evaluation Matrix*.
- 5.3 Different activities with similar characteristics may be addressed as a single aspect.
- 5.4 The EMS Team shall ensure that environmental aspects which result from normal operations, including shutdown and start-up conditions (N), as well as abnormal operating conditions (A), and reasonably foreseeable emergency situations (E), are identified.
- 5.5 The identified environmental aspects will be evaluated using the *Environmental Aspect Ranking Criteria Checklist*. The environmental and business significance of each aspect will be ranked by entering a value from 1 to 5 for each category specified, with 5 representing the highest level of impact for that category and 1 representing the lowest. All columns of the *Environmental Aspects Evaluation Matrix* will be filled in to complete the analysis.
- 5.6 Current *Management Controls* will be ranked from 0 to 5, with 5 representing a process that has been completely evaluated with environmental procedures in place to address environmental impacts and 0 representing a process or aspect that has not been evaluated at all and has no management controls in place.



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### 4.3.1 Environmental Aspects Procedure

---

5.7 The following describes aspect evaluation:

5.7.1 *Significant Aspect (S)*: (1) an aspect with a total score of greater than or equal to 25 without considering any controls, or (2) individual significance columns with adverse scores of "4" or "5" indicating that the aspect has a potential for significant environmental or business impact. No management controls are considered in this evaluation process. Significant aspects must be worked on until environmental impacts are mitigated (or controlled.).

5.7.2 *Controlled Aspect (C)* – a significant aspect that has sufficient management controls in place to prevent or mitigate the potential impact. Using the same process as above, significance columns with adverse scores of "4" or "5" are evaluated individually for management controls. A significant aspect becomes controlled if management controls are put in place to reduce the individual impact in an environmental or business significant area below "4". Therefore, if management controls rank at least a "2", then a significant aspect is now controlled  $5 \text{ (significant)} - 2 \text{ (management controls)} = 3 \text{ (controlled aspect)}$ . When a significant aspect becomes controlled, management controls continue to apply.

5.7.3 *Aspect (A)* – (1) an aspect with low potential for impact and scoring less than 25 before the management controls are applied, **and** (2) all individual environmental and business significance columns with adverse scores below "4".

5.8 Any mandatory requirement determined by county management or EMS team may require an aspect to have documented relevant controls and training, although not ranked as significant. A mandatory requirement will be designated by a "CR" in the Mandatory Column of the Evaluation Matrix.

5.9 For those aspects that are controlled, the operational control procedure(s) will be noted in the Operational Controls column to show element linkage.

5.10 The environmental aspect identification process will be reviewed at least annually to verify that it is current and is meeting the objectives of the EMS to identify areas of improvement in environmental performance.

### 6.0 REFERENCES/RELATED DOCUMENTS

6.1 Meeting Minutes, Agendas, and Attendance Sign-In Sheets

6.2 4.3.1.1 Environmental Aspects Evaluation Matrix (ENVMGT.FORM.0016)

6.3 4.3.1.2 Environmental Aspects Ranking Criteria Checklist (ENVMGT.CHLST.0008)

6.4 4.6 Management Review Procedure