



GreenWay Environmental Management System	Document No. PB_UD_GW_003
Environmental Aspects Procedure	Page: 1 of 2
Prepared By: <i>[Signature]</i> Dan Roberts, Environmental Management Representative	Effective Date: 05.13.11
Approved By: Jason Yarborough, Utilities Department Director <i>[Signature]</i>	Revision: Revision 4
Relevant Regulations/Standards: ISO 14001:2004, 4.3.1	

Purpose

To identify, define, evaluate and document the environmental aspects and significant impacts associated with the Utilities Department's operations. The aspects and impacts will be considered when establishing, implementing and maintaining GreenWay.

Scope

The Environmental Aspects procedure applies to the Utilities Department's GreenWay operations.

Responsibility

Environmental Management Representative

The Environmental Management Representative (EMR) will set the ranking criteria to be used in the Aspects and Impacts Evaluation Template and assist Division Managers (DMs) in conducting environmental aspects evaluations. The EMR will annually review the environmental aspects.

Division Manager

The DMs, with input from staff, are responsible for conducting the environmental aspects evaluation and for periodically reviewing the aspects for continued relevance.

Procedure

1. The Aspects and Impacts Evaluation Template (PB_UD_GW_003F1) shall be populated and used to identify the significant aspects of our activities, services and products.
2. The purpose is to identify how our activities, services and products could negatively or positively affect the environment and more objectively evaluate risks to the environment.
3. Activities, products, and services identified as more significant by the Utilities Director in consultation with the Core Team are defined on the Form Significant Aspects and Impacts Definition Form (PB_UD_GW 003A).
4. The Environmental Aspects Procedure will be documented via a controlled record that is signed by the Utilities Department Director and maintained electronically on our Department server in a secure folder.
5. This procedure will also be documented via uncontrolled hardcopies for use in communicating the procedure internally and externally.
6. The Environmental Aspects will be communicated via General Awareness training provided to Utilities Department staff.
7. Upon request, our Environmental Aspects will be communicated to the public, our citizens, vendors and contractors via multi-media outlets.

Documentation

[PB_UD_GW_003F1](#) (Aspects and Impacts Evaluation Template)

[PB_UD_GW_003A](#) (Significant Aspects and Impacts Definitions)



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Definitions

Environment: Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, animals and their interrelation.

Environmental Aspect: Element of an organization's services, activities, and products, which can interact with the environment (e.g. potential for accidental spillage, air exhaust emissions).

Environmental Impact: Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.

Legal and Other Requirements

ISO 14001:2004

Revision History		
Section	Revision Date	Description
Responsibility	04.14.09	Annual review of environmental aspects by the EMR
All Sections	04.14.10	Reviewed/Grammatical Corrections
Heading	04.14.10	Replaced old GreenWay logo with current logo
All Sections	05.13.11	Annual Review