1.0 Purpose
This procedure provides guidance on the identification and review of the environmental aspects of DPPEA’s activities and the determination of those aspects deemed to be significant by the EMS Management Team (MT). The identified aspects will be limited to those activities that DPPEA can control and influence.

2.0 Associated Documents:
2.1 DPPEA EMS Policy
2.2 DPPEA Legal and Other Requirements SOP – EMS 4.3.2
2.3 DPPEA Objectives and Targets SOP – EMS 4.3.3
2.4 DPPEA Environmental Management Program SOP – EMS 4.3.4
2.5 DPPEA Training, Awareness and Competence SOP – EMS 4.4.2
2.6 DPPEA Communication SOP – EMS 4.4.3
2.7 DPPEA Emergency Preparedness and Response SOP – EMS 4.4.7
2.8 DPPEA Monitoring and Measurement SOP – EMS 4.5.1
2.9 DPPEA Nonconformance and corrective and Preventive Action SOP – EMS 4.5.2
2.10 DPPEA Records SOP – EMS 4.5.3
2.11 DPPEA Management Review SOP – EMS 4.6
2.12 DPPEA EMS Manual
2.13 DPPEA EMS Forms: EMS-4.3.1-1 Aspects & Impacts Table & EMS-4.3.1-2 Significance Spreadsheet

3.0 Responsibilities
It is the responsibility of DPPEA’s MT to provide overall direction and support for EMS design, implementation and maintenance. The MT is a cross-functional group comprised of representatives from DPPEA administration, the industrial assistance section, the commercial assistance section, and DPPEA public information. The team will involve other DPPEA staff to assist with EMS design, implementation and maintenance as needed.

4.0 Procedure
4.1 During the first quarter of each year, the MT will review the table of aspects and impacts (EMS 4.3.1-1). These aspects and impacts are based upon the daily activities of the division and do not reflect those activities of DPPEA’s clients and/or service providers. The activities listed below will be evaluated annually and in accordance with the annual review. Activities may be deleted or added.

4.1.1 Meetings/Events
4.1.2 Staff Travel
4.1.3 Purchasing/Leasing
4.1.4 Publications
4.1.5 Copiers/Fax/Printers
4.1.6 Office Recycling
4.1.7 Food Storage, Preparation & Waste

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4.2 Aspect and impact determinations will be performed for any new or modified activity and laws/regulations/volunteer program that the division prescribes to throughout the year, during the annual review.

4.3 After the MT has revised the list of aspects and impacts, DPPEA staff will be provided a copy for their review. All comments as deemed appropriate by the MT will be addressed and the list will be modified accordingly by the end of the first quarter of every year.

4.4 During the annual review, DPPEA’s division director will approve all final modifications of DPPEA’s aspects and impacts by the end of the first quarter of every year.

4.5 Review of each aspect will be documented on EMS 4.3.1-1 with DPPEA’s division director’s signature.

4.6 The MT will determine the significance of each aspect and its impact(s), then assign a rating using the EMS 4.3.1-2 Significance Spreadsheet. Ratings from 1-3 will be given according to the criteria established by the MT, with 3 being the highest score and 1 being the lowest score. The aspects are based upon actual practices of the division.

Aspects will be reviewed for the following criteria: environmental improvement (Does the aspect help to improve the environment?); pollution prevention [How well does this aspect follow the pollution prevention hierarchy of waste elimination (highest) - source reduction-material reuse- material recycling- waste disposal (lowest)? Note: An aspect that actually eliminates a waste/reuses a material scores higher (e.g., 3) than an aspect that moderately minimizes waste. The lowest scoring (e.g., 1) aspect actually creates a waste that requires disposal. An aspect that minimizes a large quantity of waste scores higher than an aspect that minimizes a smaller quantity of waste]; frequency (Does the aspect occur on a daily, weekly or greater than or equal to monthly basis?); Additional information on the significance determinations is provided in the comments section of the spreadsheet.

4.7 After the scores are calculated, the MT identifies those aspects and impacts that are deemed significant by comparing the scores to the established threshold value set by the MT. To determine the threshold value, the mean value is identified from the range of scores. Any aspect score that was equal to or less than the mean value was determined to be significant. The DPPEA significant scoring scheme allows for positive aspects to receive higher scores than those less performing; therefore, a lower score indicates a greater potential for improvement where the higher score demonstrates a better achieving environmental aspect.

4.8 In conjunction with numerical scoring, significance analysis is also determined with the best professional judgment of the MT. The MT considers cost savings on an annual basis. In other words does the aspect and impact save the division money? (Note: Some aspects received a zero for this criteria when the aspect was part of a building lease agreement; uncontrolled...
pricing schedule or part of any other costing that the Division has no control or influence). The MT considers whether an aspect is realistically achievable. Does funding exist to financially support the effort, are there an adequate number of staff persons available to work on the effort, and are there state government policies and procedures in place that would not allow the effort to proceed? A yes or no is assigned to the realistically achievable criteria, practicality, probability of environmental impacts, and actual information gathered for support of its decisions.

4.9 After the numerical significance has been calculated, the significant aspects and impacts are evaluated for realistic achievability by the division. The MT determines realistic achievability by considering availability of funding, staff time and state government policies and procedures that apply to the division.

4.10 If at any time during the year, an activity is added or modified or removed from the division's operations, the DPPEA staff person responsible for that specific activity must ensure that the appropriate information is provided to the MT. The MT will ensure the aspects and impacts list (EMS 4.3.1-1), and if applicable objectives and targets, are properly updated and signed.

4.11 The EMS 4.3.1-2 significance spreadsheet will be updated and signed by the division director by the end of the first quarter of every year to reflect any changes made by the MT.

4.12 Once the policy and aspects and impacts have been reviewed and significance determined, objectives and targets, under the DPPEA Objectives and Targets SOP – EMS 4.3.3, will be developed for the following year. This shall include the creation and/or updating of work instructions, Under DPPEA Training, Awareness and Competence SOP – EMS 4.4.2, to deal with significant impacts under the targets and objectives set by the MT.

4.13 To identify the first set of objectives and targets from the significant aspects, the original team members each choose an initial five significant aspects that they deemed most important (in accordance with the criteria established in the four significant scoring criteria) and realistically achievable by the division (considering financial resources, staff demands and governmental policy constraints). From those initial five, the team multi-voted for selection of the top three significant aspects to make into actual objectives and targets for the next year. Three objectives and targets were chosen to provide an adequate number of environmental performance goals that would not overburden the division’s financial and personnel resources.

4.14 Procedures for how the targets will be obtained, measured and evaluated are provided in EMS 4.3.4-WS.

5.0 Deviations
Deviations from this procedure must be documented by completing a Corrective/Preventive Action Report (EMS 4.5.2 CPAR)