

		Identifying Significant Aspects and Impacts Procedure				
Document #: EMS-003	Issue Date: 4/8/2014	Revision #: 3	Revision Date 05/16/2016	Prepared By: Mitzi Brunsvold	Reviewed By: Core Team	Approved By: Core Team

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1.0 PURPOSE

This document describes the procedure for identification of significant environmental aspects and impacts for the Landfill of North Iowa (LNI) activities in order to set Environmental Management System (EMS) objectives, targets and action plans.

2.0 SCOPE

This procedure provides instructions and assigns responsibilities for the identification and ranking of LNI environmental aspects and impacts within its EMS fenceline.

3.0 RESPONSIBILITIES

3.1 The EMR and Core Team:

- Determining and documenting aspects and impacts of LNI and contractor activities.
- Developing significant aspect/impact criteria.
- Applying the significant aspect criteria to activities within the EMS fenceline.
- Review and agree on use of scoring methodology.

3.3 The Director/EMR is responsible for the following:

- Communicating activities and providing updates when activities are changed or modified.

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- Assisting the Core Team with the development in aspects and impacts for process improvement.
- Notifying the Core Team in the event of a change in processes or activities, which may or impact the EMS program at the facility.
- Communicating significant environmental impacts to those persons working on behalf of LNI, in contract documents.
- Communicate monthly with the Executive Committee and bi-monthly with the LNI Board on any EMS activities.

4.0 PROCEDURE

4.1 At a minimum annually identify LNI activities and the impacts those activities have on environment. If necessary re-evaluate the Significant Aspects and Impacts list.

4.2 Six Environmental Areas of Focus;

- Yard Waste
- Household Hazardous Waste
- Water Quality
- Green House Gas Reduction
- Recycling
- Environmental Education

4.1.2 Additional areas of focus such as safety may be included.

4.3 Identification of Aspects and Impacts - The aspects are identified by category and if necessary, by each activity. These aspects are reviewed for their associated impacts. The aspects and impacts are documented and ranked highest to lowest. Select at least one high scoring aspect and impact from each Environmental Area of Focus..

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- 4.4** Significant Aspects Scoring Criteria - Each aspect and impact is ranked on a scale of 1, 3 or 5 in three categories: Control, Financial Impact and Magnitude. The EMS Core Team then decides on the number that represents significance and records the decision. This number is set by a discussion with the Director, EMR, and Core Team.
- 4.5** New Projects or Changes to Existing Activities - As new projects arise the Core Team will review the project / activity to determine the environmental footprint of the new project. If changes are made to existing activities within the EMS fenceline the aspects and impacts associated with the activity shall be reviewed and the aspect value will be revised if necessary and a tracking/comment history will be kept on file.
- 4.6** Updates to Significant Aspects - The EMS progresses, additional information is collected and objectives and targets are met, the significance criteria ranking will change. Therefore, as necessary, the EMR shall update the impacts list with approval from the EMS Core Team.

Scoring criteria. (Control x Financial Impact x Magnitude = Total)

Impacts Criteria Rating				
Significance Criteria	General Definition	Score of 1 (LOW)	Score of 3 (MEDIUM)	Score of 5 (HIGH)
Control	Level of control over the relevant activity/impact environmental focus area (does it occur within the fenceline, does it involve organizations, people, tasks outside the fenceline)	No/Low Control	Some control (within the fenceline, but not across entire planning area)	Highly Controlled (within fenceline and planning area).
Financial Impact	What is the financial impact on the landfill	Cost	Net 0	Profit

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Magnitude	Possibility for environmental impact, number of times it occurs and/or duration of impact; Actual or potential concern or perceptions of community, media and other stakeholders	No/Low Control (occurs rarely or every few years; low to no potential for impact, community-may not notice	Some Magnitude (occurs regularly or several times/year; some potential for community impact-noticeable but minor reactions)	High Magnitude (occurs with high frequency several times per week; high potential for impact to the community-likely to get a very positive or negative reaction)
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5.0 REVIEW

5.1 This procedure shall be reviewed by the Core Team on an annual basis or deemed necessary due to procedural changes.

6.0 REFERENCES/RELATED DOCUMENTS

Aspects and Impacts Spreadsheet

7.0 REVISION HISTORY

7.1 8/20/2014-No significant changes to content. Unified document layout. Started EMS document numbering system. Added page number, date, revision number to each page.

7.2 8/20/2015-Updated entire document to accurately reflect LNI's site and procedures. Added Core Team Signatures to capture read/review of document.

7.3 5/16/2016-Updated to reflect new procedure and scoring criteria for aspects and impacts. Worked with Leslie, Cory and Bill in Nov. 2015.