

 Metro Waste Authority <i>We Know Where It Should Go</i>		Environmental Management System Procedure Environmental Aspects and Impacts				
Document No: EMSP-EAI	Issue Date: 08/25/04	Revision No: 6	Revision Date: 5-27-14	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team

The Intelex Software on-line version and secured hardcopy are the controlled documents. The secured hardcopy will be identified by an "Official Document" stamp giving date of distribution. Any and all other documents are uncontrolled. Contact the Document Control Manager or refer to the Metro Waste Authority's Intelex Software System for the latest version.

CONTENTS

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 DEFINITIONS
- 4.0 RESPONSIBILITIES
- 5.0 PROCEDURES
- 6.0 REVIEW
- 7.0 REFERENCES/RELATED DOCUMENTS



1.0 PURPOSE

Identify and assess the environmental aspects of Metro Waste Authority's activities, products and services (operations) in order to determine those which may have a significant impact on the environment.

Identify aspects for new developments, or new or modified activities, products and services.

2.0 SCOPE

This procedure covers the operations of Metro Waste Authority's fenceline facilities. For purposes of evaluation, operations with similar characteristics may be grouped.

A baseline evaluation will be conducted of existing products, activities, and services. The need for follow-up evaluations is determined based on changes in evaluation methodology or significant changes in the organization's mission, products, or processes.

3.0 DEFINITIONS

3.1 Core Team. The Core Team consists, at a minimum, of the following positions at Metro Waste Authority: Environmental Management Representative (EMR), Document Control Manager (DCM), Executive Director, Director of Operations, MHWD Facility Manager, Executive Administrative Assistant/Office Manager, Operations Program Manager, Public Affairs Director, Medium Equipment Operator (union representative), Field Compliance Specialist, and Executive Administrative Assistant/Health & Safety. The Fenceline Facility Management positions consisting of Working Foremen and a MHWD Employee attend Core Team meetings on an as-needed-basis.

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

3.3 Environmental Aspect. An element of MWA's activities, products or services that interact with the environment.

Printed: 5/30/2014 4:09 PM	Page 1 of 4	Next Review Date: April 2015
Title and Location:	T:\Share\EMS - Iowa\PROCEDURES\2014 SOPs\EMSP-EAI Environmental Aspects and Impacts Rev 6.NR April 2015.doc	

 Metro Waste Authority <i>We Know Where It Should Go</i>		Environmental Management System Procedure Environmental Aspects and Impacts				
Document No: EMSP-EAI	Issue Date: 08/25/04	Revision No: 6	Revision Date: 5-27-14	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team

- 3.4 **Environmental Impact.** Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.
- 3.5 **Environmental Management Representative (EMR).** Representative for the Executive Director and appointed by the Executive Director.
- 3.6 **Work Team.** A cross-functional team of Metro Waste Authority personnel, selected by the Core Team to review aspects and impacts and other responsibilities as assigned by the Core Team.
- 3.7 **Operations.** Defined as any of MWA's activities, products or services.
- 3.8 **Prevention of Pollution.** Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts.
- 3.9 **Significance Criteria.** A set of measures used to quantify and prioritize the environmental aspects and potential impacts of MWA's activities, products or services.
- 3.10 **Significant Environmental Aspect.** An environmental aspect of MWA's activities, products or services that has or may have a significant environmental impact.

4.0 ROLES AND RESPONSIBILITIES

- 4.1 The Core Team is responsible for documenting, maintaining, and their ranking using the significance criteria as well as periodic review of the aspect and impact list and establishing procedures.
- 4.2 The Work Team is responsible for the identification of operations, activities, products and services and the associated environmental aspects and their ranking using the significance criteria.

5.0 PROCEDURES

- 5.1 **General.** This procedure covers those environmental aspects of MWA's operations over which it has control or over which it can be expected to have an influence. Significant environmental aspects identified through this process are considered in the setting of environmental objectives and targets.

This procedure consists of a screening of activities, products and services by a Work Team. The team determines environmental aspects and impacts associated with the activities. The core team assesses the environmental aspects and determines which of these might result in significant impacts.

- 5.2 **Identifying Key Operations.** Core Team representatives and the Work Team meet to compile a list of the new or changed activities since the last review at fenceline facilities

Printed: 5/30/2014 4:09 PM	Page 2 of 4	Next Review Date: April 2015
Title and Location:	T:\Share\EMS - Iowa\PROCEDURES\2014 SOPs\EMSP-EAI Environmental Aspects and Impacts Rev 6.NR April 2015.doc	

 Metro Waste Authority <i>We Know Where It Should Go</i>		Environmental Management System Procedure Environmental Aspects and Impacts				
Document No: EMSP-EAI	Issue Date: 08/25/04	Revision No: 6	Revision Date: 5-27-14	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team

that have environmental aspects resulting in potentially beneficial or adverse environmental impacts.

Each product, service or activity is evaluated for environmental impacts. However, products, services or activities may be grouped together such that those with similar characteristics can be evaluated concurrently.

- 5.3 **Document Operations, Activities and Process.** Major operations are broken down into related activities using an Input/Output diagram, process flow diagram, or equivalent. Information from the process determining aspects and impacts will be documented.
- 5.4 **Identifying Aspects and Impacts.** The I/O diagrams, process flow diagrams, or their equivalent are used to assist in the identification of each operation's associated aspect and impact list.
- 5.5 **Significance Criteria.** Each aspect's significance is determined using the significance criteria in the guidance document. Aspects that have a positive impact will have a low score and will not be significant.
- 5.6 **Determining Significance.** An average numerical value is calculated for both environmental and business significance. The average score of the environmental impacts and business impacts are combined to determine the significant ranking.

Aspects receiving a score of 7 or greater are considered significant. The Core Team may designate an aspect and impact receiving a score of less than 7 as significant based on (1) business and operational issues or (2) relevance to Iowa DNR EMS focus area. The six focus areas shall be identified for each significant aspect and impact that is relevant.

Results of team findings are recorded on the Significant Aspects and Impacts List in the Intellex Software System.

- 5.7 The Core Team is responsible for working with the department management to ensure that significant environmental aspects identified are considered in setting environmental objectives and targets for the facility as well as in establishing, implementing and maintaining the EMS. (Refer to Procedure EMSP-OT)

6.0 REVIEW

- 6.1 **Updating Aspects and Impacts.** At least once per year, the Core Team will review any new or modified activities and their associated aspects and impacts according to the procedures outlined. If a significant aspect is identified, it will be added to the overall record of significant aspects. All changes that will or may result in a new environmental aspect and/or impact or alter an existing environmental aspect and/or impact will be considered in this review. At least once per year, the Core Team will review the current aspects and impacts scoring 6 or higher. A Work Team shall review aspects and impacts scoring less than 6.

Printed: 5/30/2014 4:09 PM	Page 3 of 4	Next Review Date: April 2015
Title and Location:	T:\Share\EMS - Iowa\PROCEDURES\2014 SOPs\EMSP-EAI Environmental Aspects and Impacts Rev 6.NR April 2015.doc	

 Metro Waste Authority <i>We Know Where It Should Go</i>		Environmental Management System Procedure Environmental Aspects and Impacts				
Document No:	Issue Date:	Revision No:	Revision Date:	Prepared By:	Reviewed By:	Approved By:
EMSP-EAI	08/25/04	6	5-27-14	Beth Shonts	Core Team	Core Team

7.0 REFERENCES/RELATED DOCUMENTS

ISO 14001:2004(E)
 EMSP-OT, Objectives and Targets
 Input/Output Diagram Template
 EMS Guidance Document, Instructions for Evaluating Environmental Aspects and Impacts
 EMS Worksheet, Evaluating Environmental Aspects and Impacts
 List of Significant Aspects and Impacts
 Environmental Management Programs Action Plan(s)

Printed: 5/30/2014 4:09 PM	Page 4 of 4	Next Review Date: April 2015
Title and Location:	T:\Share\EMS - Iowa\PROCEDURES\2014 SOPs\EMSP-EAI Environmental Aspects and Impacts Rev 6.NR April 2015.doc	

	<p align="center">EMS Form</p> <p align="center">Official Document Approval</p>	
---	---	---

DATE: May 27, 2014

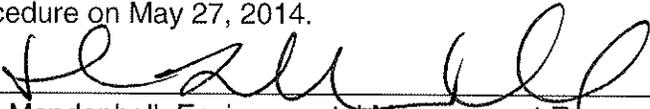
TO: File

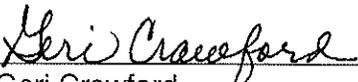
FROM: EMS Core Team

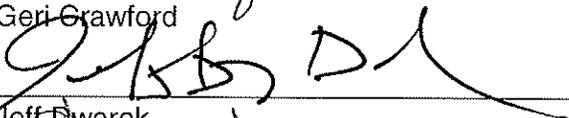
SUBJECT: Approval of EMS Controlled Document

.....

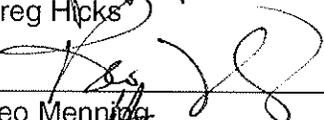
The Core Team reviewed and approved the EMSP- EAI, Environmental Aspects and Impacts procedure on May 27, 2014.

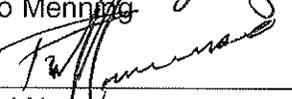

 Judi Mendenhall, Environmental Management Representative (EMR)

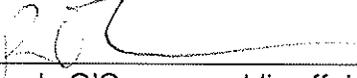

 Geri Crawford

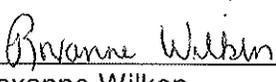

 Jeff Dworek


 Greg Hicks


 Reo Menning


 Paul Nemmers


 Rhonda O'Connor, public affairs interim member


 Roxanne Wilken

Title and Locations: T:\share\EMS -- IOWA\Procedures Folder		
Issue Date: 8/18/2004	Revision:	Revision Date:
Prepared By: Beth Shonts		
Page 1 of 1		