

Example 7

PROCEDURE FOR ENVIRONMENTAL ASPECTS AND IMPACTS	Form 7 Completed by: <u>Jeff Miller</u> Date: <u>5/10/00</u>								
Provide the procedure identifies and updates the list of environmental aspects and impacts.									
<i>Fort Anywhere Motor Pool</i> <i>EMS Procedure #1: Environmental Aspects And Impacts</i> <i>Issue Date: May 10, 2000</i>									
<u><i>I. Purpose</i></u> <i>To provide a standard procedure for identifying environmental aspects and impacts associated with our activities, products, and service. Implementation of this procedure will ensure that environmental aspects and impacts are identified and periodically reviewed for all of our existing and future activities, products, and service.</i>									
<u><i>II. Definitions</i></u> <i>Environmental Aspect</i> - <i>element of an organization's activities, products, or services that can interact with the environment</i> <i>Environmental Impact</i> - <i>any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products, or services</i>									
<u><i>III. Supporting Documents</i></u> <table border="0" data-bbox="162 1071 1136 1218"><thead><tr><th data-bbox="162 1071 454 1102"><u><i>Document Identification</i></u></th><th data-bbox="844 1071 909 1102"><u><i>Title</i></u></th></tr></thead><tbody><tr><td data-bbox="162 1102 454 1134"><i>Form 4</i></td><td data-bbox="698 1102 1104 1134"><i>Activities, Products, and Services</i></td></tr><tr><td data-bbox="162 1134 454 1165"><i>Form 5</i></td><td data-bbox="698 1134 1136 1165"><i>Checklist for Environmental Aspects</i></td></tr><tr><td data-bbox="162 1165 454 1197"><i>Form 6</i></td><td data-bbox="698 1165 1136 1197"><i>Environmental Aspects And Impacts</i></td></tr></tbody></table>		<u><i>Document Identification</i></u>	<u><i>Title</i></u>	<i>Form 4</i>	<i>Activities, Products, and Services</i>	<i>Form 5</i>	<i>Checklist for Environmental Aspects</i>	<i>Form 6</i>	<i>Environmental Aspects And Impacts</i>
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<u><i>IV. Procedure</i></u> <ol data-bbox="146 1281 1477 1816" style="list-style-type: none"><i>The EMS coordinator will list the new and existing activities, products or services on Form 4, Activities, Products, and Services. For each activity, product or service, the EMS Representative will complete Form 5, Checklist for Environmental Aspects, with assistance from Manager of Convenience Store.</i><i>The EMS Representative will submit completed Forms 4 and 5 to top management for review. They will submit any comments, recommendations, or changes to the EMS Representative.</i><i>The EMS Representative will make the necessary changes.</i><i>The EMS Representative will complete the activities, products, and services column, aspects column, and impact column on Form 6, Environmental Aspects And Impacts.</i><i>The EMS Representative, must identify any new activities, products or services that are added or substantially changed during the year. For such incident, steps 1-4 must be repeated for it.</i><i>Every May, the EMS Representative shall review the list on Form 4 and the information on Form 5 to determine if any changes have occurred or to ensure the these forms are up-to-date. If changes have occurred, steps 1-4 will completed.</i>									