

Example 11

PROCEDURE FOR SIGNIFICANT IMPACTS	Form 11 Completed by: <u>Jeff Miller</u> Date: <u>3/10/00</u>														
<p>Provide a written procedure on how the company identifies and maintains the list for significant impacts.</p>															
<p><i>Fort Anywhere Motor Pool</i> <i>EMS Procedure #3: Significant Impacts</i> <i>Issue Date: March 10, 2000</i></p> <p><u><i>I. Purpose</i></u> <i>To provide a standard procedure to determine significant impacts associated with our activities, products, and service. Implementation of this procedure will ensure that the significant impacts are identified and periodically reviewed for all of our existing and future activities, products, and service.</i></p> <p><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> <i>Significant Impact</i> - <i>any significant change (determined by company procedure or established criteria) to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products, or services.</i></p> <p><u><i>III. Supporting Documents</i></u></p> <table border="0"><thead><tr><th data-bbox="168 1144 456 1178"><u><i>Document Identification</i></u></th><th data-bbox="857 1144 911 1178"><u><i>Title</i></u></th></tr></thead><tbody><tr><td data-bbox="168 1178 261 1211"><i>Form 5</i></td><td data-bbox="711 1178 1138 1211"><i>Checklist for Environmental Aspects</i></td></tr><tr><td data-bbox="168 1211 261 1245"><i>Form 6</i></td><td data-bbox="711 1211 1133 1245"><i>Environmental Aspects And Impacts</i></td></tr><tr><td data-bbox="168 1245 261 1278"><i>Form 7</i></td><td data-bbox="711 1245 1308 1278"><i>Procedure for Environmental Aspects And Impacts</i></td></tr><tr><td data-bbox="168 1278 261 1312"><i>Form 8</i></td><td data-bbox="711 1278 1073 1312"><i>Legal And Other Requirements</i></td></tr><tr><td data-bbox="168 1312 261 1346"><i>Form 10</i></td><td data-bbox="711 1312 1094 1346"><i>Checklist for Significant Impacts</i></td></tr><tr><td data-bbox="168 1346 444 1379"><i>Attachment to Form 10</i></td><td data-bbox="732 1346 1198 1379"><i>Fort Anywhere Motor Pool Risk Matrix</i></td></tr></tbody></table> <p><u><i>IV. Procedure</i></u></p> <ol style="list-style-type: none"><li data-bbox="147 1430 1386 1493"><i>1. The EMS coordinator, EMS Representative, and Top Management will review Forms 5, 6, and 8, and consider various environmental concerns and business concerns.</i><li data-bbox="147 1514 1471 1577"><i>2. After reviewing this information, they must complete Form 10 and the risk matrix and identify the significant impacts for Fort Anywhere Motor Pool.</i><li data-bbox="147 1598 1455 1661"><i>3. The EMS Coordinator will complete the significant impacts column on Form 6, Environmental Aspects And Impacts.</i><li data-bbox="147 1682 1386 1787"><i>4. The EMS Coordinator, EMS Representative, and Top Management must identify any new aspects and impacts that are added or substantially changed during the year. For such incident, steps 1-3 must be repeated for it.</i><li data-bbox="147 1808 1446 1871"><i>5. Every March, the EMS Coordinator, EMS Representative, and Top Management will review and complete steps 1-3 of this procedure.</i>		<u><i>Document Identification</i></u>	<u><i>Title</i></u>	<i>Form 5</i>	<i>Checklist for Environmental Aspects</i>	<i>Form 6</i>	<i>Environmental Aspects And Impacts</i>	<i>Form 7</i>	<i>Procedure for Environmental Aspects And Impacts</i>	<i>Form 8</i>	<i>Legal And Other Requirements</i>	<i>Form 10</i>	<i>Checklist for Significant Impacts</i>	<i>Attachment to Form 10</i>	<i>Fort Anywhere Motor Pool Risk Matrix</i>
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