

## EMS PROCEDURE: ENVIRONMENTAL ASPECTS

### I. Purpose

To provide a standard procedure for identifying environmental aspects and impacts associated with TYAD activities, products, and services. Implementation of this procedure will ensure that environmental aspects and impacts are identified and periodically reviewed for all existing and future activities, products, and services.

### II. Scope

This procedure covers all activities, services and products of TYAD. For purposes of evaluation, activities, services and products with similar characteristics may be grouped.

### III. Definitions

Environmental Aspects: elements of an organizations activities, products, and services that can interact with the environment.

Environmental Impact: any change to the environment, whether adverse or beneficial, wholly or partially from an organizations activities, products, and services.

### IV. Supporting Documents

1. Form 4, Activities, Products And Services
2. Form 5, Checklist For Environmental Aspects
3. Form 6, Environmental Aspects And Impacts

### V. Procedure

1. The Chief of Environmental Management will assemble a cross-functional team to perform the evaluation. The team will include a member from the activity under review and other individuals as needed.
2. The EMS coordinator will list new and existing activities, products or services on form 4. For each activity, product, service, the EMS coordinator will complete form 5 with assistance from the cross-functional team. The team will consider each of the stages in the life cycle of the activities, products and service.
3. The EMS coordinator will submit completed forms 4 & 5 to the shop supervisor for their review. They will then

submit any comments, recommendations, or changes to the EMS coordinator.

4. The EMS coordinator will make necessary changes.
5. The EMS coordinator will complete the activities, products, and service column, aspects column, and impact column on form 6.
6. The EMS coordinator along with appropriate personnel must identify any new activity, product, and service that is added or substantially changed during the year. For each case steps 1-5 must be repeated.
7. Every October, the EMS coordinator shall review the list on form 4 and the information on form 5 to determine if any changes have occurred or to ensure the forms are up-to-date. If changes have occurred steps 1-4 will be completed.