



Hillsborough Transit Authority

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ESMS Procedure

ESMS 4.3.1-1_EP Environmental Aspect Procedure

Person Responsible:	Sr. Manager of Risk & Environmental Safety		
Area(s) of Application:	Hillsborough Transit Authority (HART)		
Document Location:	HART Connect ESMS		
Originator:	L. Crescentini	Date:	09/11/2013
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Approved By:	ESMS Management Rep/ESMS Core Team	Date:	10/28/2013

Revisions

Revision No.	Date	Description	Name
001	<u>10/6/2014</u>	<u>Added significant aspect score to section 3.3.5</u>	<u>Dale Smith</u>

Recurring Action Items

	Activity	Responsibility	Frequency
1.	Review the master list of activities and aspects to ensure it is up to date and accurate. Edit list as necessary.	Sr. Manager of Risk & Environmental Safety/ESMS Core Team	Annually
2.	Evaluate new aspects against the criteria. No action is necessary if the list has not changed.	Sr. Manager of Risk & Environmental Safety/ESMS Core Team	Annually; or as Needed

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1.0 Purpose

- 1.1 This procedure describes the process involved in identifying and evaluating the activities, products and services, which are the environmental aspects and significant aspects associated with the operations conducted or originating at HART. Implementation of this procedure will result in HART establishing and prioritizing environmental objectives and targets.

2.0 Scope

- 2.1 This procedure conforms to element **4.3.1 Environmental Aspects** of the ISO 14001:2004 standard and covers HART's operations.
- 2.2 This procedure covers all of the activities, products and services that will or may impact the environment and are under the control or influence of HART.
- 2.3 The identification of environmental aspects includes elements arising from operations undertaken under normal, abnormal and emergency conditions. During the identification of environmental aspects, planned or new developments, new or modified activities, products and services were taken into account.

3.0 Responsibility

- 3.1 **Sr. Manager of Risk & Environmental Safety** is responsible for:
 - 3.1.1 In conjunction with the ESMS Coordinator, maintaining the list of environmental aspects and impacts that reside in the ESMS;
 - 3.1.2 The re-evaluation of the existing identified environmental aspects and impacts using the **ESMS 4.3.1-2 ED_Environmental Analysis Matrix, Aspects Evaluation, Criteria Definitions and Grading Criteria**.
 - 3.1.3 Periodically perform a complete site survey for the scope of the ESMS and document all environmental aspects, impacts and activities. Review current activities, products and services to identify new environmental aspects and impacts;
- 3.2 **ESMS Management Representative** is responsible for:
 - 3.2.1 Ensuring all ESMS Core Team members are trained to identify and determine the significance of environmental aspects;
 - 3.2.2 Providing training to employees on sub-committees to identify and determine the significance of environmental aspects; and
- 3.3 **ESMS Core Team** is responsible for:
 - 3.3.1 Subsequent to the Sr. Manager of Risk & Environmental Safety re-evaluating the existing identified environmental aspects and impacts using the **ESMS 4.3.1-2**

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ED_Environmental Analysis Matrix, Aspects Evaluation, Criteria Definitions and Grading Criteria, the ESMS Core Team will review, evaluate and will consider the potential regulatory and legal exposure during the review of environmental aspects;

- 3.3.2 Periodically perform a complete site survey for the scope of the ESMS and document all environmental aspects, impacts and activities. Review current activities, products and services to identify new environmental aspects and impacts;
- 3.3.3 Solicit input on aspects and impacts from HART employees. **Note:** The ESMS Core Team shall ensure environmental aspects which result from normal operations as well as abnormal operating conditions, shut-down and start-up conditions, as well as reasonably foreseeable emergency situations are identified;
- 3.3.4 Add the average Environmental Significance score to the average Business Significance score to determine the total for each impact. This number is the total rating of the impact;
- 3.3.5 Use the Matrix to document each aspect that the ESMS Core Team decides to manage as significant, taking into account the corresponding impact's total rating. A total rating of 30 points or above will be used to define an aspect as significant;
- 3.3.6 Prioritize significant environmental aspects using *ESMS 4.3.1-2 ED_Environmental Aspects Analysis Matrix, Aspects Evaluation, Criteria Definitions and Grading Criteria*;
- 3.3.7 The ESMS Core Team will select 5 aspects to control and manage during the initial development and implementation process of the ESMS for a period of approximately one year. The remaining significant aspects will be rolled into the ESMS when the implementation process is complete;
- 3.3.8 Selection of the initial significant aspects to control and manage during the implementation process may be influenced by the similarity of the aspects. If multiple aspects are similar with respect to activities, impacts, and operational controls they may be combined into select categories or addressed as a single aspect during the implementation process. This flexibility assures greater diversity during the initial selection of significant aspects to control and manage;
- 3.3.9 Appropriate objectives, targets and programs to control and manage the overall impact of the aspects will take into account each significant aspect. This is addressed in detail in *ESMS 4.3.3-1 EP_Objectives, Targets & Programs Procedure*; and

3.4 **ESMS Coordinator** is responsible for:

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- 3.4.1 Scheduling a meeting to assess the aspects with the ESMS Core Team on an annual basis, or more frequently if physical or operational changes are made at HART;
- 3.4.2 Periodically review the environmental aspect identification process (including this procedure) to verify it is current and meeting the needs of HART for identifying areas of improvement in environmental performance;
- 3.4.3 Ensuring current copies of environmental aspects are maintained in HART's Intranet / SharePoint Website; and
- 3.2.3 Ensuring minutes of all meetings are maintained and distributed to ESMS Core Team members.

4.0 Definitions

- 4.1 Refer to **ESMS 4.4.4-2 EP_ESMS Related Definitions Procedure**.

5.0 Process

- 5.1 The ESMS Core Team will identify and evaluate all environmental aspects within the scope of the ESMS in order to identify those with significance. The scope of the ESMS includes all activities and services occurring at HART as well as those occurring off site under the direction of the organization. The significant aspects will be managed in a way that reduces or eliminates the significant environmental impacts associated with them.
- 5.2 The inventory of aspects is maintained and evaluated using the significant criteria found in **ESMS 4.3.1-2 ED_Environmental Aspects Analysis Matrix, Aspects Evaluation, Criteria Definitions and Grading Criteria** and established in this procedure.
- 5.3 After initial review by the Sr. Manager of Risk & Environmental Safety, the ESMS Core Team will evaluate the legal and other requirements during the review of environmental aspects. Refer to **ESMS 4.3.2-1 EP_Legal & Other Requirements Procedure**.
- 5.4 At a minimum, the Sr. Manager of Risk & Environmental Safety and the ESMS Core Team will reassess the aspects annually to make any necessary modifications and to reflect any changes to operations regarding current, past, or new plans for modified activities, products and services at HART. This review will be documented and attendance recorded (e.g., agenda, sign in sheets, meeting minutes).

If there are major changes to the aspects, as determined by the Sr. Manager of Risk & Environmental Safety and the ESMS Core Team, an Executive Management Review will be held to review and endorse the changes. The frequency of Executive Management Review is detailed in the **ESMS 4.6 1-EP_Management Review Procedure**. The Management Review will be documented and attendance recorded (e.g., agenda, sign in sheets, meeting minutes.)



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6.0 References / Related Documents

- 6.1 ***ESMS 4.3.1_Environmental Aspects***
- 6.2 ***ESMS 4.3.1-2 ED_Environmental Aspects Analysis Matrix, Aspects Evaluation, Criteria Definitions and Grading Criteria***
- 6.3 ***ESMS 4.3.3-1 EP_Objectives, Targets & Programs Procedure***
- 6.4 ***ESMS 4.4.4-2 EP_Related Definitions Procedure***
- 6.5 ***ESMS 4.3.2-1 EP_Legal & Other Requirements Procedure***
- 6.6 ***~~ESMS 4.6 1-EP_Management Review Procedure~~ ESMS 4.6 1-EP_Management Review Procedure***
- 6.7 ***ISO 14001:2004 Standard: 4.3 Environmental Aspects***

The organization **shall** establish, implement and maintain a procedure(s)

- a) to identify the environmental aspects of its activities, products and services within the defined scope of the environmental management system that it can control and those that it can influence taking into account planned or new developments, or new or modified activities, products and services, and
- b) To determine those aspects that have or can have significant impact(s) on the environment (i.e. significant environmental aspects).

The organization **shall** document this information and keep it up to date.

The organization **shall** ensure that the significant environmental aspects are taken into account in establishing, implementing and maintaining its environmental management system.