

Environmental Aspects Procedure

The Ames Laboratory Environmental Aspects Procedure provides a method for identification of the Laboratory's aspects that impact the environment. It is used to rank the impact of each aspect so that objectives and targets can be set, as required by the Laboratory's Environmental Management System (EMS).

Comments and questions regarding this procedure should be directed to the contact person listed below:

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SIGN-OFF RECORD:

Approved by: _____ Date: _____
Manager, ESH&A

Reviewed by: _____ Date: _____
Manager, Purchasing & Property Services

Reviewed by: _____ Date: _____
Chair, Safety Review Committee

Reviewed by: _____ Date: _____
Chief Operations Officer

Reviewed by: _____ Date: _____
Deputy Director

Note: This document's Sign-off Record is maintained in the ESH&A Documents & Records Office, 151 TASF.

1.0 Revision/Review Log

The Environmental Specialist will review this document every five years at a minimum.

Revision Number	Effective Date	Contact Person	Pages Affected	Description of Revision
0	10/06/03	D. Kayser	All	Initial Issue
1	11/12/07	D. Kayser	Page 2	Increased review to five years.

2.0 Purpose and Scope

The purpose of this procedure is to provide a method to identify and rank the Laboratory's environmental aspects and their significant impacts to the environment. Once this is established objectives and targets can be determined as appropriate by upper management.

3.0 Prerequisite Actions and Requirements

3.1 Definitions

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

Environmental Impact. Any change in the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products, or services.

Environmental Management System (EMS). A continual cycle of planning, implementing, reviewing and improving the actions that an organization takes to meet its environmental obligations.

EMS Steering Group. A small group consisting of Safety Review Committee members, purchasing & property personnel and the environmental specialist.

ESH&A. Environment, Safety, Health and Assurance.

ISO 14001. A widely accepted, official international standard for environmental management systems.

Objective. A goal that is consistent with the Laboratory's environmental policy, priority environmental aspects, and applicable environmental regulations.

Target. A detailed performance requirement related to and supporting a specific objective. Such targets feature measurable parameters and timelines for attainment.

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3.2 Training

Members of the EMS Steering Group will receive materials from the environmental specialist that will familiarize them with the EMS and listing and ranking environmental aspects (e.g. web sites, discussions, examples, etc.) that will help them with this procedure.

4.0 Introduction Statement

The EMS Steering Group will use this procedure to initially identify and rank the Laboratory's environmental aspects. Once this has been completed existing procedures (i.e. readiness review, NEPA, WAS, etc.) may be utilized to identify new aspects. This procedure may also be used to re-rank current aspects as needed (e.g. changes in regulations, mission, new DOE Orders, etc.).

5.0 Responsibilities

5.1 Upper Management:

Upper management will determine which objectives and targets to choose based on the EMS Steering Group's recommendations. If funding is required to achieve those objectives and targets then upper management will provide the funding.

5.2 ESH&A Manager:

The manager will approve this procedure and make sure there are adequate resources necessary to support ESH&A's role in this procedure.

5.3 Environmental Specialist:

The specialist will lead the EMS Steering Group through listing and ranking the environmental aspects for the Laboratory's EMS.

5.4 Purchasing & Property Services Manager:

The manager is responsible for participating or appointing someone to participate in the EMS Steering Group.

5.5 Safety Review Committee (SRC)

The SRC will be part of the representing body for the Laboratory and will assist in listing and ranking the Laboratory's environmental aspects and impacts.

5.6 EMS Steering Group

The Steering Group is comprised of the SRC, One person from Purchasing & Property Services, and the Environmental Specialist. The Steering Group is responsible for: **1)** Forming a registry (list) of Aspects for the Laboratory. **2)** Ranking the impact of each aspect. **3)** Recommending objectives and targets to upper management.

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6.0 Performance

- The EMS Steering Group will identify and prioritize the environmental aspects and impacts for the Ames Laboratory.
- Environmental aspects will be documented and prioritized using forms A, B and C in appendix A of this document.
- Each individual, from the EMS Steering Group, will fill out Form A.
- After Form A is completed, the environmental specialist will consolidate the completed forms.
- From the consolidated list, the EMS Steering Group will score each aspect using Form B.
- The environmental specialist will rank the aspects and the impact from high to low scores using Form C.
- The list of environmental aspects shall be electronically stored on the ESH&A group drive as G:\Environmental\EMS Stuff\Aspects.
- The EMS Steering Group will recommend objectives and targets to upper management.
- The environmental specialist will provide a cost estimate associated with fulfilling objectives, requiring funding, to achieve its targets.
- Upper Management will determine which objectives and targets are appropriate.

7.0 References

“ISO 14001 Environmental Certification Step by Step”, A.J. Edwards, 2001
College and University Environmental Management System *Draft* Guide dated October 2001

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APPENDIX A

FORMS

- Environmental Aspects and Impacts Form A
- Environmental Impacts Ranking Form B
- Aspects Summary Form C