

Environmental Aspects, Objectives and Targets, and Management Programs

1.0 Purpose/Scope

This procedure defines the mechanism for the identification and significance evaluation of the environmental aspects of the *Facility/Plant Name* operations, in order to determine those aspects which have actual or potential significant impacts upon the environment.

It also defines the framework within which the Facility/Plant Name shall establish and maintain environmental objectives and targets and environmental management programs.

2.0 Activities Affected

All areas and departments

3.0 Forms Used

- 3.1 Environmental Aspects, Objectives & Targets Determination
- 3.2 Environmental Management Programs

4.0 References

- 4.1 EP-005 Environmental Management System Management Review
- 4.2 EP-006 Emergency Preparedness and Response
- 4.3 EP-007 Environmental Regulations and Other Requirements
- 4.4 EP-008 Environmental Review of Projects
- 4.5 EP-010 Environmental Communication
- 4.6 EP-014 Environmental Training and Awareness
- 4.7 EP-015 Monitoring and Measurement
- 4.8 ISO 14001:1996, Elements 4.3.1, 4.3.3 and 4.3.4

5.0 Definitions

- 5.1 Environmental Aspect: element of an organization's activities, products or services that can interact with the environment.
- 5.2 Environmental Objective: overall environmental goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable.
- 5.3 Environmental Target: detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.
- 5.4 Environmental Management Program: the means, time frames and personnel responsible for achieving an objective and target.

6.0 Exclusions

None

7.0 Procedure

7.1 Identification of Environmental Aspects

- 7.1.1 A Cross Functional Team championed by the Environmental Management Representative shall identify environmental aspects of operations that can be controlled or influenced. This information will be documented on the Environmental Aspects form.
- 7.1.2 Using pertinent plant information (e.g., process flow diagrams, plant layout maps, etc.) the facility/plant Cross Functional Team (CFT) will document all relevant activities, processes and services in which to identify aspects.
- 7.1.3 The CFT will identify the specific environmental aspects using General Aspect Categories. General Aspect Categories shall include, but not necessarily be limited to, the following:
- Air Emissions
 - Liquid & Solid Wastes
 - Stormwater Discharges
 - Storage Tanks
 - Noise
 - Natural Environment
 - Wastewater Discharges
 - Energy Usage
 - Water Usage
 - Material Usage
 - Odor
 - Land Condition
- 7.1.4 Lists of the aspects identified shall be maintained and shall be reviewed by the Cross Functional Team at least every six months to identify any new aspects that should be added and any old aspects that should be deleted. Aspects identified through implementation of EP-008 shall be incorporated into the lists of aspects.

7.2 Determination of Significant Aspects

- 7.2.1 The Cross Functional Team shall review and evaluate the aspects identified and shall determine their significance using the criteria in 7.2.2 below. Where a new aspect is incorporated into the lists of aspects (see 7.1.4 above) it shall be reviewed and evaluated by the Cross Functional Team to determine significance.
- 7.2.2 The environmental aspects of the facility/plant may be considered by the Cross Functional Team to be "significant" where the aspect:
- 7.2.2.1 Is subject to relevant legislation, regulation, permit requirements, and/or other requirements. This will likely include aspects associated with processes and activities if: (1) environmental regulations or other requirements specify controls and conditions, (2) information must be provided to outside authorities, and/or, (3) there are or may be periodic inspections or enforcements by these authorities. This will also include aspects that are addressed in the facility business plan or other applicable documents.

7.2.2.2 Is subject to a potential accidental release (liquid or gas only) that is regulated or that could be of sufficient quantity to cause environmental concern. These aspects shall be managed and controlled through implementation of environmental procedure EP-006 (Emergency Preparedness and Response).

7.2.2.3 Pertains to energy usage.

7.2.2.4 Is subject to high environmental loading due to one or more of the following criteria:

- toxicity (compositional characterization of materials and wastes)
- Ford Engineering Specification WSS-M99P9999-A1 (Restricted Substance Management Standard)
- amounts (volumes and masses of releases)
- amounts (consumption of renewable and non-renewable resources)
- frequencies of episodes
- severity of actual or potential impacts

7.2.3 The rationale for significance and insignificance will be documented on the Environmental Aspects, Objectives & Targets Determination form.

7.3 Establishing and Maintaining Objectives and Targets

7.3.1 The Cross Functional Team shall establish and maintain environmental objectives and targets for all significant aspects. Objectives and targets shall be consistent with the *Facility/Plant Name* environmental policy and shall be one of three types: control; improve; or investigate.

7.3.2 In establishing objectives and targets consideration shall be given to:

- environmental legal and other requirements
- technological options
- financial, operational and business requirements
- views of interested parties

7.3.3 Performance against objectives and targets shall be reviewed at least every six months by the Cross Functional Team and reported at the management review meeting (see environmental procedure EP-005: Environmental Management System Management Review). The management review shall endorse the facility environmental objectives and targets.

7.4 Establishing and Maintaining Environmental Management Programs

7.4.1 The Cross Functional Team shall establish and maintain environmental management programs for achieving the objectives and targets developed for the significant environmental aspects identified and updated every 6 months.

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7.4.2 Environmental management programs shall identify the means, time-frames and those responsible for achieving associated objectives and targets. Responsibility will be identified at each relevant function and level of the organization.

8.0 General Rules

- 8.1 The Cross Functional Team shall include representation from all appropriate functional areas and departments.
- 8.2 The environmental aspects and significant aspects associated with the operations of semi-permanent on-site contractors are covered by this procedure.
- 8.3 Interested parties include employees and the community. Their input is obtained through the implementation of EP-010.
- 8.4 All records pertaining to the development and determination of aspects, significant aspects, objectives and targets, and environmental management programs will be marked "Environmental Audit Report: Privileged Document" (*U.S. Only*).
- 8.5 The environmental management programs that address the following areas should be created if applicable objectives and targets are developed:
 - 8.5.1 Compliance Assurance
 - 8.5.2 Pollution Prevention/Waste Minimization
 - 8.5.3 Energy Management
 - 8.5.4 Materials Management

9.0 Records

Records shall be retained consistent with EP-013.

Record of Revisions

Revision Date	Description	Sections Affected