

Environmental Review of Projects

1.0 Purpose/Scope

This procedure defines the method for identifying and evaluating the environmental issues of new projects at the *Facility/Plant Name* to:

- a) ensure that appropriate consideration is given to environmental issues prior to project approval and funding;
- b) ensure that new environmental aspects generated by projects are identified and their significance evaluated; and,
- c) provide a mechanism for the amendment of environmental management system elements and programs, where relevant, to ensure that the environmental management system applies to such projects.

2.0 Activities Affected

All areas and departments

3.0 Forms Used

Project Environmental Checklist

4.0 References

EP-002 Environmental Aspects, Objectives and Targets, and Management Programs

5.0 Definitions

None

6.0 Exclusions

None

7.0 Procedure

- 7.1 Areas/departments initiate Project Appropriation Requests when the need for project funding becomes apparent.
- 7.2 The initiating activity or designee shall identify and evaluate environmental issues associated with the project. A summary of this evaluation shall be documented on a Project Environmental Checklist form and the form added to the Appropriation Request. This process may be undertaken in liaison with the Environmental Coordinator (or other competent individual) at the discretion of the initiating activity, and shall include an identification of environmental aspects, and requirements for obtaining approvals from environmental regulatory agencies.
- 7.3 The initiating activity shall submit the Appropriation Request and completed Project Environmental Checklist for review to the Environmental Management Representative.

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- 7.4 The Environmental Management Representative, or designee, shall review the proposed project to ensure that all relevant environmental issues have been identified, and if incomplete shall return the Appropriation Request and Project Environmental Checklist to the initiating activity for alteration.
- 7.5 The Environmental Management Representative, or designee, shall review the environmental aspects of the project, considering their significance in line with EP-002.
- 7.6 Following appropriate review, the Environmental Management Representative or designee may approve the project by returning the Appropriation Request to the initiating activity for further processing. If a project is not acceptable, the initiating activity will coordinate any necessary actions to satisfy concerns identified. The initiating activity in conjunction with the Environmental Management Representative or designee will coordinate any necessary prevention, mitigation or control activities associated with the project.

8.0 General Rules

- 8.1 Environmental aspects associated with projects shall be evaluated for significance by the Cross Functional Team per EP-002.
- 8.2 Changes to the Environmental Management System resulting from an environmental review of a project will be approved by the Facility/Plant Management Team.

9.0 Records

Records shall be retained consistent with EP-013.

Record of Revisions

Revision Date	Description	Sections Affected