

## Instructions for Identifying Environmental Aspects

1. Use the “Process Flow Chart for Identifying Environmental Aspects” to identify the environmental aspects associated with each of your facility’s processes and activities. Use a separate chart for each process or activity. For instance, a process or activity can be office operations, plant receiving, molding, stamping, pressing, welding, maintenance, painting, and so on. Refer to the “Process Flow Chart Example” for a completed sample on a corporate office process.
  - Environmental **aspects** are the elements of a manufacturer’s activities, products, or services that can interact with the environment.
  - Environmental **impacts** are the changes to the environment, beneficial or adverse, which result, wholly or partially, from the activities, products or services of the manufacturer.
2. Using the “Significant aspects matrix” spreadsheet, take the byproducts identified on the “Process Flow Chart for Identifying Environmental Aspects” and place them in the ‘aspects’ column of the spreadsheet (be sure to select the Significant Aspects tab). In parenthesis after each aspect, record the process or activity pertaining to this aspect.
3. Alphabetize the aspects and combine similar or eliminate duplicate aspects.
4. Rank the frequency, severity, and regulatory requirement of each aspect on the spreadsheet. Refer to the “Definition of Scoring Criteria” tab to rank each aspect.
5. Add the scores of each aspect and place the number in the Total Score column. Any aspect ranking 7 or greater (or any number that the facility decides upon) is then determined to be a significant aspect. Typically, facility’s then create an environmental management goal to address significant aspects, thus addressing the environmental aspect and reducing the environmental impact.