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Division of Operations Environmental Implementation Procedure

Date 10/31/11

Bureau: Highway Maintenance

**Procedure EIP-2**

Revision: 3.2

**Identifying Environmental Aspects and Impacts**

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## **PURPOSE:**

The purpose of this Environmental Implementation Procedure (EIP) is to systematically identify the environmental aspects and impacts stemming from Bureau activities, products, and services. Once identified, aspects and impacts are ranked by significance and prioritized for improvement through the setting of objectives and targets (see EIP-4: Setting Objectives and Targets).

## **DEFINITIONS:**

Environmental Aspects - the elements of a Bureau's activities, products, or services that can interact with the environment.

Environmental Impacts - changes to human health or the environment (positive or negative) that wholly or partially result from a Bureau's environmental aspects.

Significant Aspects/Impacts - aspects/impacts that: 1) have the greatest potential for harm, 2) are most likely to occur, 3) cause the greatest concern by stakeholders, and 4) are under the influence or control of NHDOT.

## **RESPONSIBILITY:**

Office of Stewardship and Compliance (OSC):

- Provide oversight and assist Bureaus in developing their aspect and impact inventories.

Director/Bureau Administrator:

- Advocate that personnel under his/her supervision understand the significance of identified environmental aspects and impacts.

Bureau EMS Coordinator:

- Lead Bureau efforts to identify activities, products, and services having environmental aspects and impacts and to rank those aspects and impacts by their significance.
- Maintain the Bureau's Aspect-Impact Inventory and Significance Worksheet (EIP-2-Form 2b), Significant Aspect-Impact Rankings, and Significant Environmental Aspect-Impact Summary Form (EIP-2-Form 2d).

EMS Team

- Conduct periodic activity, aspect, impact, and ranking review sessions.



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**Bureau Employees:**

- Recognize the Bureau's activities, products, and services that have environmental aspects and impacts.
- Understand the level of significance of environmental aspects and impacts related to job tasks.
- Provide information to the EMS team about any changes in Bureau activities, products, and services that could have environmental aspects or impacts.
- Participate in periodic aspect and impact ranking review sessions.

**DOCUMENTS AND RECORDS:**

- EIP-2-Form 2a Activity Pick-List
- EIP-2-Form 2b Environmental Aspect-Impact Inventory and Significance Ranking Worksheet
- EIP-2-Form 2c Four Ranking Criteria for Determining the Relative Significance of Environmental Aspects
- EIP-2-Form 2d Significant Aspect-Impact Summary Form

**PROCEDURE:**

1. The Bureau EMS Team defines the Bureau's activities, products, and services. The Activity Pick-List (EIP-2-Form 2a) can be used as a starting point to help identify those activity groups and specific activities, products, and services that are relevant to the Bureau's operations.
2. The Bureau EMS Team determines the environmental aspects and impacts for each of the identified activities, products, and services. This can be accomplished through group discussions, direct observations, facility walk-throughs, and employee interviews. Consider vendor and contractor direct and indirect aspects for each activity. The Environmental Aspect-Impact Inventory and Significance Ranking Worksheet (EIP-2-Form 2b) can be used as a template to help identify common environmental aspects and impacts. This form should be completed for each activity group and/or facility applicable to the Bureau.
3. The Bureau EMS Team evaluates the Aspect-Impact Inventory for their relative significance using the four ranking criteria (EIP-2-Form 2c) to complete the significance-ranking portion of EIP-2-Form 2b.

For each identified aspect and impact, determine:

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- Degree of impact on human health or the environment;
  - Degree of concern by regulators, employees, the community, or the public;
  - Frequency or likelihood of the impact occurring; and
  - Degree of NHDOT control or influence over the activity and/or the environmental impact.
4. The Bureau EMS Team reviews the Rankings spreadsheet and identifies the highest-ranking activities and associated aspects and impacts. Complete the Significant Aspect-Impact Summary Form (EIP-2-Form 2d) for aspects and impacts designated as high significance as well as other aspects and impacts that are candidates for further action. Ranking significance of activities is based on total score with the highest total score ranked highest significance and lowest total score ranked lowest significance. Highest significance is rated 1 and lowest significance is rated with the highest number. In cases where activities have a tied total score, the activities are rated with equal significance with the next available significance score. For example, if two activities had equal highest total score, their significance would be "1t" and the next highest activity total score would have a significance of 3.
  5. The Bureau EMS Team, OSC, and the Bureau Administrator periodically review Bureau activities, products, and services for their environmental interactions and potential environmental impacts. Bureau activities, products, and services should be reviewed based on the NHDOT mission, Environmental Policy, recent performance results, and input from external partners and stakeholders. Reviews are necessary to determine if there have been any operational or regulatory changes that should be reflected in the EMS, in Environmental Implementation Procedures, or in Work Instructions.
  6. All meeting minutes, worksheets, forms, correspondence, and related documentation and records generated as part of this EIP are managed by the Bureau EMS Coordinator in accordance with EIP-9: Documentation, Document Control, and Records Management.



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Approved: 	Revision #: <u>3.2</u>
Name _____	Revision Date: <u>10/31/11</u>
<u>STATE MAINTENANCE ENGINEER</u>	Supersedes
Title _____	Revision #: <u>3.1</u>
Date <u>10/31/11</u>	