

'Company X' ENVIRONMENTAL MANAGEMENT SYSTEM

DOCUMENT No: EMS – 03.1

ENVIRONMENTAL ASPECTS & IMPACTS REGISTER

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ENVIRONMENTAL ASPECTS & IMPACTS REGISTER

GUIDANCE NOTES:

We suggest that you develop a process flow diagram that identifies all inputs (materials and resources) and outputs (including air pollution, process water, general/ prescribed/ hazardous waste material, liquid waste etc.).

From the diagram, develop an aspects/ impacts (or cause and effects) register that goes step by step through the process(s) conducted on your site.

Following this method ensures that no activity is forgotten about. The 'significance' of impacts can be rated in accordance to EMS - 03 Environmental Aspects and Impacts Procedure (section 6.4).

All Aspects/ Impacts rated as significant MUST be controlled through operational control procedures or corrected through site environmental objectives and targets and environmental management programs.

Provided in the following table is a typical aspects register that may be used as an example in the development of your company specific register.

N/A = Not applicable (Please note: this example may have some items marked as N/A when in reality at your site, they are relevant. Please ensure all impact groups are considered for each activity).

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SITE LOCATION: ADMINISTRATION OFFICE

ACTIVITY	GENERAL OFFICE ACTIVITIES			
	ENVIRONMENTAL ASPECT	POTENTIAL ENVIRONMENTAL IMPACT	APPLICABLE LEGAL/OTHER REQUIREMENT	IMPACT RATING
Air	N/A			
Water	N/A			
Land	N/A			
Community	N/A			
Waste	Use of water in amenities	Generation of domestic wastewater through using toilets/ basins and sinks.		Insignificant
	Use of recyclable/re-usable resources – paper, cardboard, glasses/mugs in kitchen.	Recycling of office paper Generation of office/ housekeeping wastes (including food scraps and ink cartridges).		Insignificant
Natural Resources & Energy	Use of energy for lighting, climate control, electronic equipment.	Generation of Greenhouse gases and contributes to Carbon Footprint	NGERS EPA Licence - Greenhouse Action Plan	Significant - moderate
	Use of water	Depletion of natural resource	EREP	Significant
Heritage & Habitat	N/A			

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SITE LOCATION: DANGEROUS GOODS STORE

ACTIVITY	DELIVERY AND STORAGE OF RAW MATERIALS AND SUBSTANCES ON THE SITE			
	ENVIRONMENTAL ASPECT	POTENTIAL ENVIRONMENTAL IMPACT	APPLICABLE LEGAL/OTHER REQUIREMENT	IMPACT RATING
Air	Use of transport vehicles to deliver raw materials to site.	Exhaust emissions from transport vehicles.	NGERS EPA Licence - Greenhouse Action Plan	Insignificant
Water	Unloading and storage of raw materials and substances.	Potential impact from accidental release or spill of liquid substances during delivery.	EPA Licence Water SEPP	Significant
		Potential for liquid substances to contaminate stormwater due to overflowing bunds or no bunds being used for outside storage of product.		Significant
Land	Unloading and storage of raw materials and substances.	Potential impact from accidental release or spill of liquid substances	EPA Licence	Significant
	Storing waste containers in an unsealed area.	Soil contamination due to leaking drums/ containers	EPA Licence	Significant
Community	Use of transport vehicles to deliver raw materials to site.	Noise nuisance for residents during evening/night time hours	EPA Licence	Significant
Waste	Generation of waste materials through responding to a spill during delivery/ unloading	Disposal of prescribed / hazardous / industrial waste	Waste SEPP	Medium – Significant
	Generation of contaminated soil due to leaking drums.	Disposal of prescribed / hazardous / industrial waste	EPA Licence	Significant
Natural Resources & Energy	Use of high carbon emitting fuel in transport vehicles			Significant
Heritage & Habitat	N/A			

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SITE LOCATION: DESPATCH

ACTIVITY	PACKAGING OF PRODUCT			
	ENVIRONMENTAL ASPECT	POTENTIAL ENVIRONMENTAL IMPACT	APPLICABLE LEGAL/OTHER REQUIREMENT	IMPACT RATING
Air	Operation of Forklifts	Exhaust emissions from Forklifts.	NGERS EPA Licence - Greenhouse Action Plan	Significant
	Heat sealing of product packages	Generating and emitting fugitive vapours		Insignificant
Water	N/A			
Land	N/A			
Community	Noise from Reversing beepers on Forklifts	Noise nuisance for residents during evening/night time hours	EPA Licence	Significant
Waste	Generation of waste off-cuts (plastic strapping, stretch wrap, cardboard)	Waste disposed of in landfill		Medium significance
Natural Resources & Energy	Use of non-renewable electricity	Generation of Greenhouse gases and contributes to Carbon Footprint	NGERS EPA Licence - Greenhouse Action Plan	Significant
Heritage & Habitat	N/A			

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SITE LOCATION: MANUFACTURING LINE

ACTIVITY	MANUFACTURING OF PRODUCT			
	ENVIRONMENTAL ASPECT	POTENTIAL ENVIRONMENTAL IMPACT	APPLICABLE LEGAL/OTHER REQUIREMENT	IMPACT RATING
Air	Operation of Forklifts	Exhaust emissions from Forklifts.	NGERS EPA Licence - Greenhouse Action Plan	Significant
Water	Use of Air conditioning units for heating/cooling	Potential impact from any condensate from heating / cooling facilities entering stormwater.	EPA Licence Water SEPP	Significant
	Hydraulic Hose Bursts	Potential to enter stormwater system	Water SEPP EPA licence	Significant
	Cleaning up around site and equipment	Spill/overflow of water used for mopping/ cleaning up around the plant that could contain various contaminants		Medium significance
Land	Labelling waste containers to ensure correct disposal.	Potential for land to be contaminated should wastes be incorrectly labelled and disposed.		Significant
	Cleaning up around site and equipment	Spill/overflow of site-cleaning wastewater.		Significant
Community	Noise from operation of Machinery (i.e. air extraction unit)	Noise nuisance for residents during evening/night time hours	EPA Licence	Significant
Waste	Use of packaging material	Disposal or reuse of waste product		Medium significance
	Cleaning up around site and equipment	Generation and disposal of waste (including prescribed) during cleaning and house keeping, e.g. contaminated rags, cleaning products/chemicals.		Medium significance
Natural Resources & Energy	Use of non-renewable electricity	Generation of Greenhouse gases and contributes to Carbon Footprint	NGERS EPA Licence - Greenhouse Action Plan	Significant
	Use of water	Depletion of natural resource	EREP	Significant
Heritage & Habitat	N/A			

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SITE LOCATION: WHOLE SITE

ACTIVITY	EMERGENCY RESPONSE			
	ENVIRONMENTAL ASPECT	POTENTIAL ENVIRONMENTAL IMPACT	APPLICABLE LEGAL/OTHER REQUIREMENT	IMPACT RATING
Air	Potential for fire, sabotage, and other emergency situations to occur at the site or at neighbouring sites.	Potential to release pollutants to the air should there be an emergency such as a fire on the site.	Air SEPP	Significant
Water	Potential for fire, sabotage, and other emergency situations to occur at the site or at neighbouring sites.	Potential to impact water should any water used to fight fires enter the stormwater system	Water SEPP EPA licence	Significant
Land	N/A			
Community	Potential impact on neighbouring areas as a result of the emergency	Nuisance to residents, could cause respiratory problems		Significant
Waste	Use of Emergency Response Equipment (e.g. absorbent cloth, socks etc)	Generation and disposal of wastes through emergency response	Waste SEPP	Significant
Natural Resources & Energy	Use of water to respond to a fire	Depletion of natural resources	EREP	Significant
Heritage & Habitat	Potential for fire, sabotage, and other emergency situations to occur at the site or at neighbouring sites.	Potential to impact local environment should contaminated air or water escape from the site during an emergency situation		Significant

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SITE LOCATION: MAINTENANCE WORKSHOP

ACTIVITY	EMERGENCY RESPONSE			
	ENVIRONMENTAL ASPECT	POTENTIAL ENVIRONMENTAL IMPACT	APPLICABLE LEGAL/OTHER REQUIREMENT	IMPACT RATING
Air	Maintenance of Plant & Equipment - Welding	Generation of air emissions from activities including welding.		Insignificant
Water	Hydraulic Hose Bursts	Potential to enter stormwater system	Water SEPP EPA licence	Significant
Land	N/A			
Community	Noise from operation of equipment	Noise nuisance for residents during evening/night time hours	EPA Licence	Significant
Waste	Generation and disposal of waste oil, filters and forklift batteries	Generation of prescribed / hazardous / industrial waste	Waste SEPP EPA licence	Significant
Natural Resources & Energy	Use of non-renewable electricity	Generation of Greenhouse gases and contributes to Carbon Footprint	NGERS EPA Licence - Greenhouse Action Plan	Significant
	Use of water	Depletion of natural resource	EREP	Significant
Heritage & Habitat	N/A			