



Identification of Aspects and Impacts

#	Required	Complete?
1	Do we have a process for identifying environmental aspects?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	When identifying environmental aspects do we consider all our activities, products, and services that we can control as well as those we can influence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Have we thoroughly documented all environmental aspects of our activities, products, and services within the defined scope of our environmental management system?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	In what ways do we account for changes, including planned or new developments, as well as new or modified activities, products, and services, when determining environmental aspects?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	How do we address abnormal conditions and reasonably foreseeable emergency situations when identifying environmental aspects?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Have we established criteria which allows us to distinguish between environmental aspects that have or could have a significant environmental impact, also known as significant environmental aspects?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Do we ensure effective communication of our aspects and especially our significant environmental aspects across different functions within our organizations? All individuals involved with the operation of the organization should be aware of the organization's significant environmental aspects, especially those that apply directly to their work environments. This is including but not limited to, employees, contractors, visitors etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Do we maintain up to date documented information about our environmental impacts that are a direct result of our aspects?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Do we maintain a list of significant environmental aspects and the criteria used to determine them?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10	If the aspects and impacts are posted in areas throughout various buildings, are these documents controlled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11	Are the aspects and impacts reviewed on a scheduled frequency?	Yes <input type="checkbox"/> No <input type="checkbox"/>



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Tips

Steps to Identify environmental aspects and impacts:

1. **Create a team-** with different departments and functions within the organization to ensure various perspectives during the identification process.
2. **Define your scope-** clearly define the scope and set boundaries for what will and will not be included in the EMS. There is more flexibility when adopting an EMS vs certification.
3. **Collect information-**Collect data about the organization. You can review existing documentation, conduct interviews with various departments, and gather input from internal or external stakeholders. Consider all products and services offered.
4. **Consider a life cycle perspective-** from raw materials to end of life impacts.
5. **Understand your impacts-** consider things like air emissions, water discharges, waste, energy use etc. (More suggestions outlined below) anything you can think of that can have an impact on the environment as a result of your products and processes.
6. **Assess the significance of these aspects-** determine which aspects are significant to your organization based on frequency, environmental impact, regulatory enforcement, etc.
7. **Review and verify-**once all the aspects have been identified, meet with all groups who are impacted or can have an impact on these environmental aspects to review for accuracy and understanding of their roles and responsibilities.
8. **Work towards continuous improvement-** monitor and assess your impacts on a set frequency to assess the accuracy of the scoring, review or update control methods or assign new goals and objectives.

EMS Guidance Section 3.3.2:

To assist in aspect and impact identification, consider if any of the organization's activities influence the following:

- Air emissions and impacts to municipalities/communities (e.g. locomotive emissions, emissions from stationary combustion equipment or mobile sources)
- Greenhouse gas emissions (e.g. locomotive and vehicle emissions, heating and cooling)
- Generation of waste and waste disposal (e.g. absorbent, batteries, fuel and oil filters, grease, oily water, railway ties, solvents, used oil)
- Stormwater and wastewater effluent (e.g. discharges from oil-water separators, wastewater treatment plants, surface runoff)
- Noise emissions and vibrations
- Use of chemicals (e.g. adhesives, aerosol cleaners, corrosion inhibitors, soaps, solvents, wastewater treatment chemicals)
- Aquatic resources (e.g. culverts, bridge maintenance, in-stream works)
- Vegetation management (e.g. brush cutting, herbicides)
- Consumption of water (e.g. locomotive, railcar and equipment washing)
- Energy usage and fuel systems
- Raw material and natural resource use
- Property management (e.g. property transactions and tenant oversight)