



ENVIRONMENTAL ASPECTS

STANDARD ENVIRONMENTAL OPERATING PROCEDURE

**WASTE
REDUCTION
& DISPOSAL
DIVISION**

ISO 14001 - 4.3.1

1.0 PURPOSE AND SCOPE

- 1.2 This procedure describes minimum requirements for conducting periodic identification and assessments of the environmental aspects and related significant impacts of the activities, products and services associated with the management of the active and inactive landfill operations at the Miramar Landfill. When annotated, the forms described by this procedure, which document such determinations, are key references that are considered in the establishment of environmental objectives, targets and programs in conformance with procedure SEOP 4.3.3, “Environmental Objectives, Targets and Programs.”

2.0 DEFINITIONS

Environment - is defined as the physical surroundings in which WRAD operates or discharges, including air, water, land, natural resources, and humans and their interrelationships.

Environmental Aspects - are defined as those elements of the Waste Reduction and Disposal Division’s activities, products or services that can interact with the environment.

Environmental Impacts - are defined as any change to the environment, whether adverse or beneficial, wholly or partially resulting from the WRAD’s activities, products or services.

Major operations - are defined as the WRAD sections supervised by the senior staff. These areas include the Miramar Landfill Fee Booth, Disposal Operations, Landfill Capacity Development, Landfill Gas Management, Biological Services, WRAD Administration, Surface Maintenance (NPDES), Groundwater Monitoring, and the Greens Processing Area.

Significance Criteria -The Waste Reduction and Disposal Division will define its own criteria to determine which aspects are “significant” and which are not. Additionally, all those aspects of the WRAD operation within the scope of this procedure that are regulated by law will be classified as significant aspects.

Significant Environmental Aspects - are those environmental aspects that have, or can potentially have, a substantial positive or negative impact on the environment based upon the criteria for significance presented herein.

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3.0 RESPONSIBILITY AND AUTHORITY

3.1 Environmental Management Representative (EMR) - is responsible, along with the WRAD Section Managers, for developing and performing a periodic (at least annual) review and update as necessary, of the significant aspects list that define the significant environmental aspects which are associated with WRAD's operations. The EMR is also responsible for ensuring that such reviews are completed in time to support the generation or refinement of the Division's objectives and targets (see procedure SEOP 4.3.3) and for annual WRAD planning and budgeting activities.

3.2 Section Managers - Section Managers are responsible for assisting the EMR in the annual review of the aspects, impacts, and significant aspects associated with the processes and activities within their respective sections. Section Managers are also responsible for assisting the EMR in the development and periodic (as required) update of the Process Flow diagrams that apply to the operations within their sections. In addition, this team will prioritize those aspects whose impacts are identified as significant for setting WRAD's annual targets and objectives. These findings and recommendations will then be forwarded to the Deputy Director for approval.

3.3 Deputy Director, WRAD - is responsible for reviewing and approving all revisions of the compiled environmental aspects matrices, prior to their being used in the establishment of annual environmental objectives and targets or in the development of WRAD budgets.

4.0 PROCEDURE

The procedure consists of the following steps, which are summarized graphically in Figure 1:

4.1 Process flow diagrams will be developed and updated as appropriate by each Section Manager. Section Managers will coordinate input to their process maps from their respective staffs. Input from all staff members is highly encouraged. All activities that could have a potential environmental impact will be identified. Each of the WRAD's activities, products and services are considered, including (where appropriate):

- engineering/planning or service strategy (administration, design, procurement, etc.);
- operations and preventative maintenance;
- product distribution;
- onsite vendor or contractor services; and
- onsite support services i.e., dust control, road maintenance, fuel operations, litter control, etc.

Activities, products and services may be grouped together so that those with similar characteristics can be evaluated concurrently.

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4.2 An initial environmental survey shall be conducted by all sections of the WRAD and will solicit input from all employees. Section Managers will conduct this survey with assistance from the EMR. This survey will utilize the process flow diagrams as well as any other information that may indicate impacts to the environment as a result of WRAD operations. Aspect and Impact information will be recorded on the current version of the environmental survey form (EMS-01). Download the current version from the Division’s website at: <http://www.sandiego.gov/environmental-services/ems/index.shtml>. Look under “forms” in the “I want to box” on the left side of the EMS home page.

4.3 After this initial survey, the EMR, with input from each Section Manager and their respective staffs, will assume responsibility for developing and updating the environmental aspects information that relates to WRAD’s activities. Tools, which can be used, include process flow diagrams, environmental surveys (aspect survey), etc.

4.4 On at least an annual basis, reviews of the environmental aspects associated with the activities, services, and (as appropriate) products of each major operation (as previously defined in Section 2.0) shall be completed by the EMR or designee. Review results shall be compiled for each major operation in order to facilitate the establishment of appropriate Division-specific environmental objectives and targets prior to annual ESD budgeting activities (see 4.3.3, SEOP “Environmental Objectives, Targets and Programs”). At a minimum, aspect reviews at each major section shall consider existing or potential:

- air emissions,
- solid waste management,
- resource consumption,
- water and power consumption,
- storm water and groundwater impacts,
- soil and land impacts,
- hazardous waste management,
- noise and odor (Table 1).

4.5 Aspects which could be considered to have a significant positive or negative impact on the environment in routine conditions, or negative impacts in reasonably foreseeable emergency situations or abnormal operating conditions shall be specifically identified (See Table 2). The effects of regulatory actions or changes, or other operations changes, shall also be considered.

4.6 Significant impacts will be determined through a multi-step process as follows:

- Identification of impacts to the environment, as a result of WRAD’s activities and processes, using the WRAD Environmental Survey form (Table 1),
- Comparison of each aspect against the significance criteria data presented on the Significance Criteria Data Sheet (Table 2),
- Prioritization based on scale and severity of those aspects whose impacts are identified as significant for setting WRAD’s annual objectives and targets (Table 3). These findings and recommendations will then be forwarded to the Deputy Director for approval.

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4.7 The EMR or designee shall prepare or update environmental aspects survey tally sheets for all major operations. These tally sheets shall compile and summarize the results of the evaluations discussed in Steps 1 and 2 and using the format shown in Tables 1, 2 and 3. Commercial database software or other tools may be used to develop, revise and maintain the aspects survey tally sheets, provided that the general requirements for content noted in Tables 1, 2 and 3 are met.

4.8 The EMR shall submit completed environmental aspects tally sheets for review by the Deputy Director, Waste Reduction and Disposal Division. All comments shall be resolved to the reviewer's satisfaction, and the documents updated accordingly.

4.9 The approved tally sheets shall be distributed as controlled documents as necessary to support the development or update of annual environmental objectives and targets, in compliance with SEOP 4.3.3. Controlled distribution procedures shall comply with Section 4.4.5 of the WRAD Environmental Management System. Distribution shall include the Deputy Director, Section Managers, the EMR, and other key individuals as designated by the EMR or otherwise requested by WRAD or ESD management.

4.10 Record copies of all completed section-specific environmental aspects surveys shall be retained as environmental records in compliance with Section 4.5.4 of the WRAD Environmental Management System.

5.0 REFERENCES

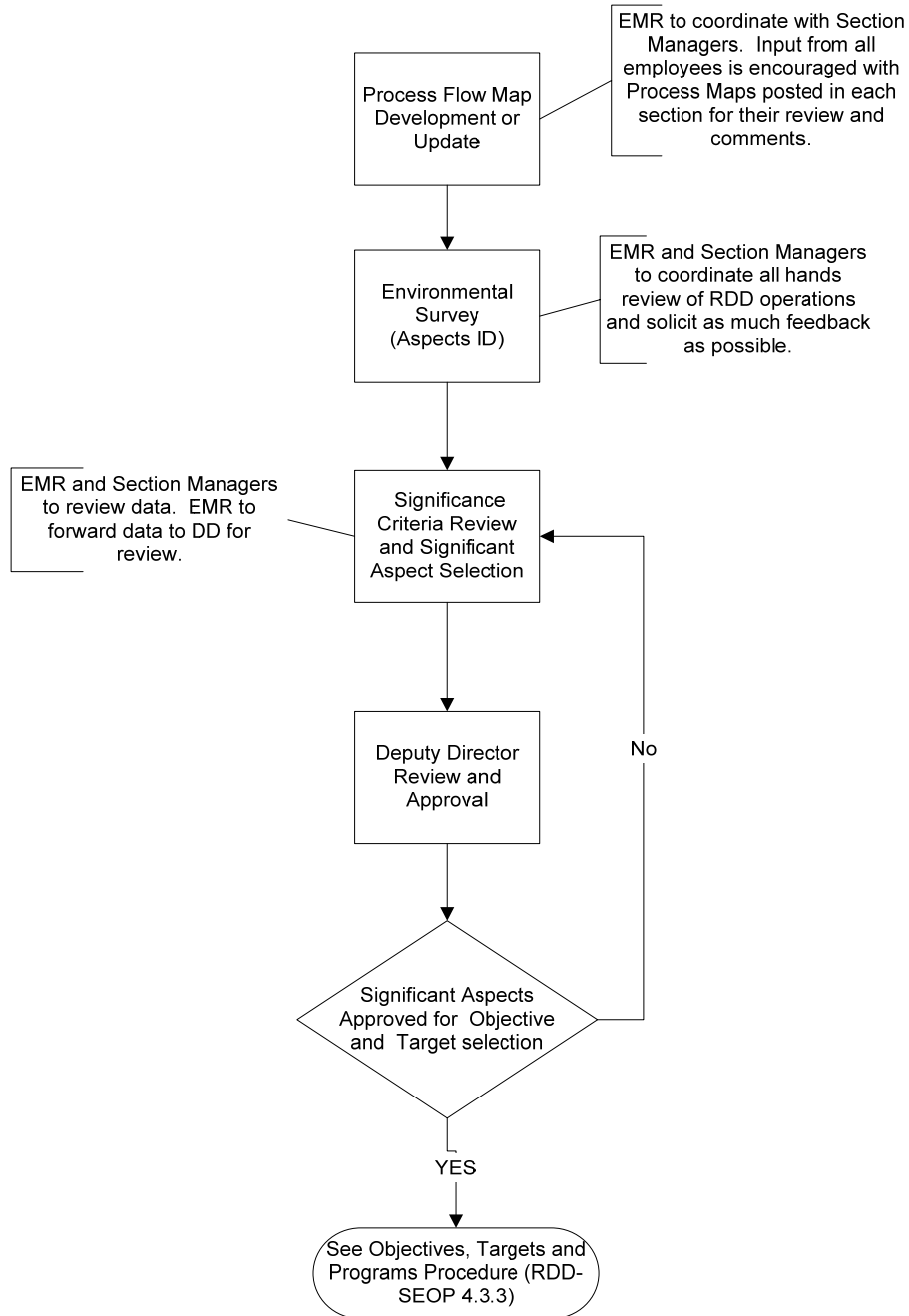
WRAD SEOP 4.3.3 "Objectives, Targets and Programs"
WRAD SEOP 4.4.5 "Control of Documents"
WRAD SEOP 4.5.4 "Control of Records"

Prepared by: Environmental Management Representative
Reviewed by: Section Managers

Approved by: Steven F. Fontana
Deputy Environmental Services Director, Waste Reduction and Disposal Division

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ENVIRONMENTAL ASPECTS IDENTIFICATION FLOW DIAGRAM (RDD SEOP 4.3.1)



(TABLE 1)

Waste Reduction and Disposal Division Environmental Survey

Section: _____ Activity: _____ Process Map #: _____

Employee: _____ Date Surveyed: _____

Place a (+) or (-) Next To The Environmental Impact

Item No.	Activity, Product or Service	Source of Impact (Aspect)	Air	Habitat	Storm Water	Soil/Land	Groundwater	Hazardous Waste	Solid Waste	Resource Consumption	Water Consumption	Power Consumption	Noise	Odor	Other (See Back)

EXAMPLE

Time Required To Complete Survey _____

(TABLE 2)

WASTE REDUCTION AND DISPOSAL DIVISION
SIGNIFICANCE CRITERIA

PRIORITY	ATTRIBUTE	SIGNIFICANCE MEASURE	ACTIVITY PERIOD
1	Regulated	Any activity or element of an activity that is controlled by local, state or federal laws that can result in fines, violations, Cease and Desist Orders, Corrective Action Requests, etc. if not properly managed.	Normal Ops ____ Abnormal Ops ____ (Emergency)
2	Scale and Severity	A potential situation that could be expected to cause an adverse environmental and/or human health impact (e.g. toxic and/or hazardous substances, spills and releases, etc.).	Normal Ops ____ Abnormal Ops ____ (Emergency)
3	Natural Resource Conservation	A resource conservation effort that results in a positive environmental impact upon implementation (e.g. water use, fuel use, solid waste, energy use, etc.).	Normal Ops ____ Abnormal Ops ____ (Emergency)
4	Concerns of Interested Parties	<u>Complaints:</u> Any activity or element of an activity that results in a complaint that reaches the Deputy Director or higher authority. <u>Public Perception:</u> Any potential situation or occurrence that is newsworthy (Likely to make the paper or evening news if it occurs).	Normal Ops ____ Abnormal Ops ____ (Emergency)

