



SEMP-03		U.S. Army-Hawaii	
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SEMP-03: Environmental Aspects

1. Purpose

To provide a standard procedure for identifying the significant environmental aspects and associated impacts of U.S. Army Hawaii processes, activities and services.

2. Definitions

Definitions and acronyms are included in U.S. Army-Hawaii SEM Manual.

3. Requirement [ISO 14001:4.3.1]

ISO Requirement	Procedure
The installation	
shall establish, implement and maintain a procedure a) to identify the environmental aspects of its activities, products and services within the defined scope of the environmental management system that it can control and those that it can influence taking into account planned or new developments, or new or modified activities, products and services, and b) to determine those aspects that have or can have significant impacts on the environment (i.e. significant environmental aspects). shall document this information and keep it up to date.	The Environmental Division establishes, implements and maintains the installation's documented procedure for identifying the environmental aspects associated with its activities, products and services as described in paragraphs 3.1 through 3.6 below.
shall ensure that the significant environmental aspects are taken into account in establishing, implementing and maintaining its environmental management system.	The significant environmental aspects are highly considered in establishing, implementing and maintaining the overall installation SEM. The significant aspects are taken into account in all SEM Procedures.

3.1 Identification of Activities, Products and Services

3.1.1 The Environmental Division Staff, the Sustainable Environmental Management Program Manager (SEMPM) in collaboration with the SEM Cross-Functional Team (CFT) identifies the U.S. Army-Hawaii's current and past activities, products and services, to establish a general framework for the

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evaluation of environmental aspects and associated impacts. The processes are documented by the SEMPM and inputted into the Environmental Management Information System (EMIS).

3.1.2 The output of this task is communicated to the respective units/organizations via reports generated from the EMIS. Each individual report contains an environmental impact summary chart and a list of current activities with their associated potential impact.

3.1.3 Each unit/organization environmental impact summary charts and reports are maintained as records, in accordance with the Records Management procedure (SEMP-16).

3.2 Identification of Environmental Aspects and Potential Impacts

3.2.1 Each of the U.S. Army-Hawaii's activities, products and services are reviewed to identify associated environmental aspects and potential impacts.

3.2.2 Environmental aspects and potential impacts are identified through facility walk-through and functional area meetings with appropriate personnel. These review meetings are scheduled and facilitated by the SEMPM.

3.2.3 The environmental aspects for each activity, product and service are evaluated in the following categories:

Environmental Aspect Categories

- Air Emissions
- Contaminant Spills to Water & Soil (Organics, Inorganics, POL, Munitions)
- Drinking Water Production/Distribution
- Ecological Resources Degradation
- Electricity Use Air Emissions
- Fuel Consumption Air Emissions
- Hazardous Material & Waste Use/Generation/Storage/Transport/Disposal
- Heat, Light & Radiation Generation
- Medical Waste Generation/Storage/Transport/Disposal
- Natural Resources & Cultural Resources Interactions
- Natural Resource & Raw Material Consumption
- Noise Generation
- Particle Energy Generation
- Pesticides Use/Storage/Transport/Disposal
- Potable Water & Wastewater Use
- Unregulated Solid Waste Generation

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3.2.4 The environmental aspects for each activity, product and service are evaluated for their potential impacts in the following categories:

Potential Environmental Impact Categories

- Disposal of Unregulated Solid Waste and Landfill Space Depletion
- Potential Risk to Storm Drains
- Potential Risk to Wastewater Treatment Plant
- Potential Risk to/Degradation of Soil Quality
- Potential Risk to/Degradation of Surface or Ground Water
- Air Emissions and Air Pollution
- Disposal of Regulated Waste
- Disposal of Recyclable Material
- Energy Consumption and Air Pollution
- Disposal of Unused/Expired Hazardous Material
- Potential Degradation of Species, Habitat, and Ecological Resources
- Fuel Consumption (Air Pollution)
- Water and Wastewater Consumption (Depletion of Natural Resources)
- Potential Degradation/Consumption of Natural Resources and Raw Material
- Potential Degradation of Historical, Cultural, Archeological or Native Hawaiian Resources
- Sediment Loading to Storm Drains or Surface Water
- Potential Loss of Public Access to Cultural Resource Sites
- Potential Loss of Recreation Areas
- Potential Nuisance to surrounding community
- Hydrology Alterations
- Sustainment/Use of Timber, Minerals, and Lands
- Transient Electromagnetic Interference
- Releases to/Degradation of Drinking Water Quality

3.3 Evaluation of Environmental Aspects and Impacts

3.3.1 The environmental aspects identified for each unit/organization are evaluated for a variety of actual and potential environmental impacts using a risk-based assessment methodology consistent with the December 2005 “U.S. Army Environmental Management System Implementers Guide”.

3.3.2 Each potential impact associated with an environmental aspect is assigned a numerical risk rating based on the following criteria and potential risk scale:

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Evaluation of Environmental Aspects and Impacts Table	
Criteria	Risk Scale
Community Concern	4=Public anger/lawsuits 3=Serious community concern political or activist inquiries, intense negative media. 2=Some community concern 1=Community is unconcerned but could become concerned 0=Community not likely to become concerned
Mission Impact	5 = Loss of ability to accomplish critical mission or near mission failure. 4 = Severely degraded mission capability or serious mission restrictions. 3 = Moderate mission restrictions. 2 = Minor mission impacts or restrictions. 1 = Insignificant mission impacts or restrictions and alternative courses of action available. 0 = No mission impacts or restrictions.
Regulatory Impact	4 = Federal or state requirements or regulations apply. 3 = Likely to be regulated in future by federal or state agency. 2 = Army wide or DoD Best Management Practice or Guidance apply. 1 = Facility Best Management Practice applies. 0 = No applicable requirements.
Environmental Impact	5 = Severe—immediate threat likely to result in widespread damage to human health or the environment and requiring great effort to remediate or correct. 4 = Serious—no immediate health threat, but likely to significantly damage the environment and difficult but possible to remediate. 3 = Moderate—somewhat harmful, but correctable. 2 = Mild—small potential for harm to environment, correctable. 1 = Insignificant—trivial consequences, easily correctable or not impact.
Frequency or Likelihood of Impact Occurrence	5 = Continuous—ongoing or daily. 4 = Frequent—more than once per month. 3 = Infrequent—more than once per year, less than once per month. 2 = Rare—once every year or two. 1 = Highly unlikely.

3.3.3 The individual impact risk ratings are entered into the EMIS environmental impact formula, which yields the cumulative potential environmental impact risk score for each activity.

3.3.4 The formula for calculating the significance of potential risks is as follows:

Potential Risk = frequency × (environmental impact severity + mission impact severity) + regulatory impact + community concern.

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3.4 Significance of Environmental Aspects and Impacts

3.4.1 Cumulative potential environmental impact risk scores are sorted, using the EMIS, from high to low and summarized in a report entitled “Garrison Wide Potential Environmental Impact Summary Chart”.

3.4.2 Priority among all the environmental aspects is established based on the Garrison wide cumulative impact scores and a combination of objective and subjective judgments done collectively by the Garrison Commander, who serves as the Sustainable Environmental Management Representative (SEMR), Installation Environmental Division Chief (IEDC), Sustainable Environmental Management Program Manager (SEMPM), Environmental Division Staff, Environmental Quality Control Committee (EQCC) and Cross Functional Team (CFT).

3.4.3 The score values represented in the EMIS are considered a tool, but are not the only source of information taken into consideration for determining the significance of environmental aspects. The following factors and criteria are considered when selecting U.S. Army-Hawaii’s significant environmental aspects:

- Potential Environmental Impact Risk Score
- Actual Environmental Impacts
- Mission Impacts
- Community Impacts
- Legal Requirements
- Financial Resources
- Human Resources
- Command Priorities
- Influential Control of Activities and Operations (result of current operations)
- Environmental Legacy Issues (result of past operations)
- Normal and Abnormal Operating Conditions

3.4.4 As the U.S. Army-Hawaii SEMR, the Garrison Commander makes the final decision in determining the significance and priority of the installation’s environmental aspects and impacts.

3.5 Reviewing and Updating Significant Environmental Aspects and Impacts

3.5.1 The SEMPM in collaboration with the CFT members and other appropriate unit/organization personnel will review, on an annual basis, the U.S. Army-Hawaii’s processes, activities, products, and services to identify any changes that might drive amendments to the significant aspects and impacts analysis results.

3.5.2 Additionally, the environmental division staff, through the Record of Environmental Consideration (REC) and Preconstruction Environmental Surveys (PES) process will identify new or modified projects, activities, and processes that have been introduced and that, as a result, could also drive adjustments of the U.S. Army-Hawaii SEM.

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3.5.3 The results of U.S. Army-Hawaii’s environmental aspects and impacts annual reviews is presented to the EQCC members annually as part of the Management Review procedure (SEMP-18).

3.6 External Communication of Significant Aspects and Impacts

3.6.1 External communication of the U.S. Army-Hawaii’s significant environmental aspects and impacts will not be deliberately delivered via formal means to any external parties. However, this information, at the discretion of the U.S. Army-Hawaii Command, may be posted and obtained through the Garrison’s public access website.

4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> • Makes the final decision in determining the significance and priority of the Garrison wide environmental impacts and associated objectives and targets. • Ensures the SEM objectives are aligned with and complement the installation Strategic Sustainability Action Plan. • Directs changes as necessary to promote continual improvement of the SEM.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> • Endorse the installation significant environmental aspects/impacts and associated objectives and targets. • Communicate relevant information regarding the installation’s significant environmental aspects/impacts within their respective organization.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Reviews and endorses the inventory of all SEM practices with aspects at least annually as part of the audit procedure outlined in SEMP-17 or whenever a practice change occurs. • Ensures that objectives are established for aspects with significant environmental impacts.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> • Interviews units/organizations commanders, department heads or supervisors about existing and new practices in their area of responsibility. • Creates and maintains the inventory of activities with environmental aspects based on interviews conducted. • Reviews the inventory at least annually as part of the audit procedure outlined in SEMP-17 or whenever an activity change occurs. • Assigns risk scores and establishes the significance for environmental aspects using the EMIS database. • Ensures environmental training incorporates significant aspects (SEMP-07).
Environmental Division Staff	<ul style="list-style-type: none"> • Assists the SEMPM in identifying activities and aspects.
Unit Commanders, Department Heads, Directors and	<ul style="list-style-type: none"> • Assists the SEMPM in identifying activities and environmental aspects in their respective organizations. • Ensures that significant unit/organizational environmental aspects are

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Supervisors	addressed and associated training needs, operational controls and measuring and monitoring of key characteristics are met.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> Assist the SEMPM in identifying activities and aspects. Communicate relevant information regarding the installation's significant environmental aspects/impacts within their respective organization.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> Follows established operational control practices. Contacts the department head or supervisor when there is a change in the practice or operational control.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> Follows operational controls when assigned to a practice with a significant aspect and impact.

5. References:

- ISO 14001:2004(E), 4.3.1 Environmental Aspects
- U.S. Army Hawaii SEM Manual
- EMIS Enviance Database
- U.S. Army Hawaii SEM Register of Significant Environmental Aspects
- SEM-05, Objectives, Targets and Programs
- SEM-11, Operational Control
- SEM-13, Monitoring and Measurement

Revision Date	Nature of Revision	Document Review Participants
24 Jun 10	Review and Update	Jeff Stefani

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