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Division of Operations Environmental Implementation Procedure  
Bureau: Highway Maintenance

Date 5/3/2017

**Procedure EIP-2**

Revision: 3.3

**Identifying Environmental Aspects and Impacts**

Page 1 of 4

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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 contain one or more of the following characteristics: 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:**

NHDOT Commissioner/Director of Operations:

- Ensure environmental aspects and impacts important to the Department are appropriately identified and clear direction is provided to all bureaus as to their responsibilities to these aspects and impacts are provided in a timely manner.

Office of Stewardship and Compliance (OSC):

- Assist Bureaus in developing their aspect and impact inventories.

Director/Bureau Administrator:

- Coordinate with the Bureau EMS Coordinator, Safety and Environmental Coordinators and OSC to ensure all employees under their direct supervision have received appropriate environmental training, and communications that allow them to understand the significance of the environmental aspects and impacts, listed in EIP-2-Form 2d Significant Aspect-Impact Summary Form, that are appropriate to their specific functions within the department.

District Engineer/ Designee

- Lead District efforts in identifying environmental aspects and impacts for all District locations and staff.
- Coordinate with the Bureau EMS Coordinator, Safety and Environmental Coordinators and OSC to ensure all employees have received appropriate environmental training,



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and communications that allow them to understand the significance of the environmental aspects and impacts, listed in EIP-2-Form 2d Significant Aspect-Impact Summary Form, that are appropriate to their specific functions within the department.

**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).

**District Safety and Environmental Coordinator:**

- Conduct and participate in periodic activity, aspect, impact, and ranking review sessions.
- Provide employees with training appropriate to their functions concerning the Department's environmental impacts and aspects through the new employee orientation process, and periodic refresher training.

**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 District Engineer and 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, as appropriate.

**DOCUMENTS AND RECORDS:**

- EIP-2-Form 2a Activity Inventory
- EIP-2-Form 2b Environmental Activity Inventory Significance Ranking
- EIP-2-Form 2c EIP-2-Form 2c Ranking Criteria Worksheet
- EIP-2-Form 2d Significant Aspect-Impact Summary Form

**PROCEDURE:**

1. The Bureau EMS Team defines the Bureau's activities, products, and services to the best of their ability. Additional activities, products, and services may be identified by Department Front Office Staff. The Activity Inventory (EIP-2-Form 2a) provides a list of



those activity groups and specific activities, products, and services that have been identified as 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. The Environmental Activity Inventory Significance Ranking Worksheet (EIP-2-Form 2b) can be used when reviewing environmental aspects and impacts. This form should be completed for each activity group applicable to the Bureau and or facility. The Bureau EMS Team evaluates the Aspect-Impact Inventory for relative significance of aspects/impacts using the four ranking criteria (EIP-2-Form 2c) to complete the significance-ranking portion of EIP-2-Form 2b. Each identified aspect and impact is evaluated to determine:
  - 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.
3. The Bureau EMS Team reviews the Rankings spreadsheet and identifies the highest-ranking activities and associated aspects and impacts. The Significant Aspect-Impact Summary Form (EIP-2-Form 2d) is completed for aspects and impacts designated as high significance as well as other aspects and impacts that are candidates for further action.
4. The Bureau EMS Team, OSC, and the Bureau Administrator shall periodically review Bureau activities, products, and services for their environmental interactions and potential environmental impacts. This review is typically conducted during EMS quarterly meetings. Bureau activities, products, and services should be reviewed based on the NHDOT mission, Environmental Policy, recent evaluation 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 (e.g. Environmental Implementation Procedures, or in Work Instructions).
5. 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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Page 4 of 4

Approved: 	Revision #: <u>3.3</u>
Name _____	Revision Date: <u>5/3/2016</u>
<u>STATE MAINT ENG</u>	Supersedes
Title _____	Revision #: <u>3.2</u>
Date <u>10/4/17</u>	