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**EFFECT4buildings**

# Environment program -process and templates

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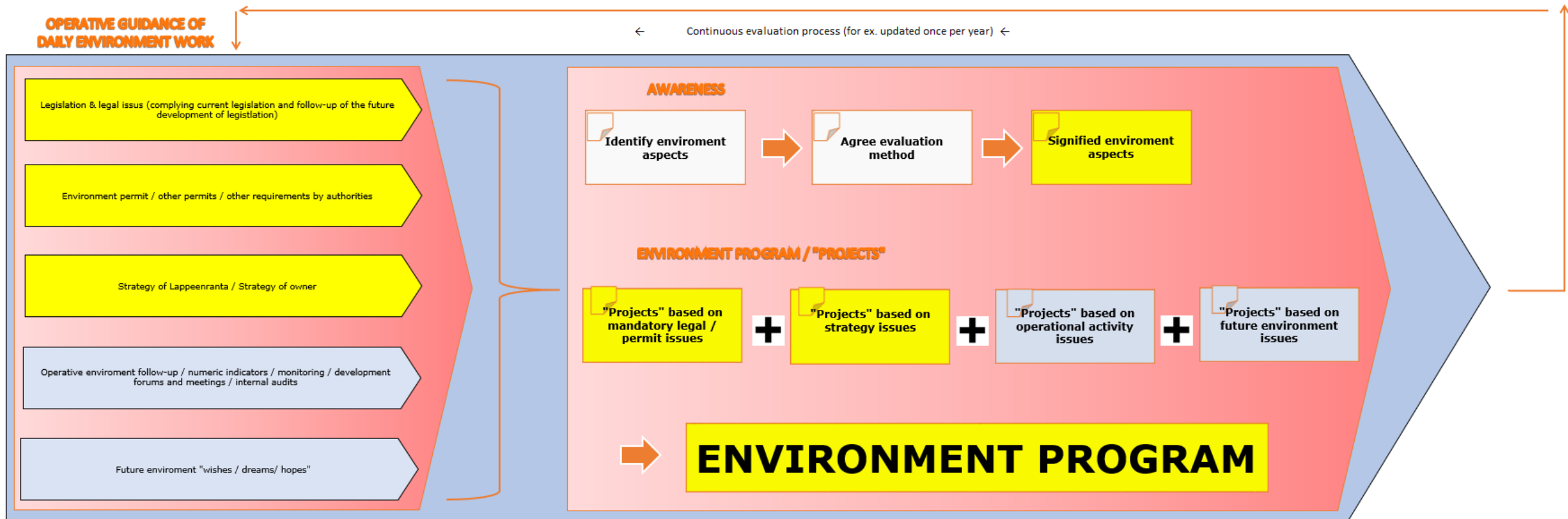
Environment Office of Lappeenranta region

Case 57 Annex



# Process

ENVIRONMENT PROCESS => CONTINUOUS IMPROVEMENT => INCREASING LEVEL OF ENVIRONMENT PROTECTION



# Process: details and explanations

-mandatory issues, which generates the most of signified aspects highlighted with **yellow** color

- Identification of legislation / legal issues including follow-up
- Permits / agreements / other requirements by authorities
- Targets based on organization own strategy ("This is something we really want to implement...")

-daily operative issues also provide material for environment process

-risk assessment & emergency preparedness (depending on organizational area importance of this part varies)

-"dreams / wishes / hopes" -> something you really want to achieve in the future "barrel of wishes"

## Observe:

1) all identified environment aspects => evaluation method (which is **simply enough**) => signified aspects

2) signified aspects formulate the basic of environment program & projects. By implementing program organization will increase the level of environment protection

3) All signified aspects do not automatic launch an environment project (for example requirement of environment permit can be part of "normal daily work")

4) Define who is the owner of the whole process "N.N"

# Aspects

## ENVIRONMENT ASPECTS

| ENVIRONMENT ASPECT /<br>PROCESS PART   | ENVIRONMENT IMPACT   | Emission to air / water / land | Raw materials / other material resources / energy / using natural resource sustainably | Emitted heat / radiation / vibration / noise / light etc... | Waste and by-products (reduction, reuse, refurbishing, recycling, disposal) | Safety issues, which include or may include environment aspects | Mandatory environment reporting issues | Creating positive environment imago (which can be utilized as communication and dissemination activities & purposes via different social media channels) | Observe, more columns to evaluate environment impacts can be added depending on the organization operative area. Furthermore, some of existing columns may be unnecessary and they shall be taken away. |  |
|--|--|--------------------------------|--|---|---|---|--|--|---|--|
| <b>Legislation &amp; legal issues / environmental permits / requirements by authorities</b>              |  |                                |  |   |   |   |  |  |   |  |
| "Compulsory & mandatory issues"  | Legal issue_1  |                                |  |   |   |   |  |  |   |  |
|  | Legal issue_2  |                                |  |   |   |   |  |  |   |  |
|  | Etc...   |                                |  |   |   |   |  |  |   |  |
|  | <b>Strategy / "owner's will" (Observe! Feasibility study &amp; time schedule based on that...)</b> |                                |  |   |   |   |  |  |   |  |
|  | Strategic issue_1  |                                |  |   |   |   |  |  |   |  |
|  | Strategic issue_2  |                                |  |   |   |   |  |  |   |  |
| <b>DAILY OPERATIVE "USUAL / NORMAL / COMMON" ACTIVITIES / PROCESS PARTS</b>                              |  |                                |  |   |   |   |  |  |   |  |
| "Operative issues"   | Activity_1   |                                |  |   |   |   |  |  |   |  |
|  | Activity_2   |                                |  |   |   |   |  |  |   |  |
|  | Etc...   |                                |  |   |   |   |  |  |   |  |
| <b>EMERGENCY PREPAREDNESS AND RESPONSE (RISKS ASSESSMENT)</b>  |  |                                |  |   |   |   |  |  |   |  |
| "Emergency issues"   | Emergency_1  |                                |  |   |   |   |  |  |   |  |
|  | Emergency_2  |                                |  |   |   |   |  |  |   |  |
|  | Etc  |                                |  |   |   |   |  |  |   |  |
| <b>FUTURE ENVIRONMENT " WISHES / DREAMS / HOPES " (Implemented somewhere in the future on year 20xx)</b> |  |                                |  |   |   |   |  |  |   |  |
| "Future issues"  | Future issue_1   |                                |  |   |   |   |  |  |   |  |
|  | Future issue_2   |                                |  |   |   |   |  |  |   |  |
|  | Etc  |                                |  |   |   |   |  |  |   |  |

# Aspects: details and explanations

- identify & collect all environmental aspects on the template
- create categories (=columns) to assess environment impact of each aspect. Existing categories in this sample template are based on: 1) requirements of ISO14001 (see topics 6.1 and A.6.1) and 2) ISO26000 (see topic 6.5) and 3) special needs & requirements of case object Lappeenranta Airport. -> So, if needed more relevant categories can be created and useless categories can be taken away
- one aspect may have several impacts and impact may be positive or negative
- identify signified aspects and separate/mark them (for example with special color, yellow in use in this case)
- in practise some aspects are "above the bar" ("signified") and the rest are "below the bar" ("normal") => the method which has been chosen for evaluation purposes
- when creating environment program -> focus priority always on signified aspects
- assessment of environment aspects is a continuous process (updating for example once per year). When updating => totally new aspects may exist and also re-evaluation between "signified" vs. "normal"

# Program

## ENVIRONMENT PROGRAM / PROJECTS

| <b>PROJECT DETAILS</b>                    | <b>Planned activities (and achieved environmental impact)</b> | <b>Target / goal (numeric)</b> | <b>Resources (euros etc...), and profitability calculations of project (pay-back-time etc...)</b> | <b>Documented information</b> | <b>Primary responsible person</b> | <b>Time schedule (starting time &amp; ending time)</b> | <b>Follow up method</b> |
|---|---|--------------------------------|---|-------------------------------|-----------------------------------|--|-------------------------|
| <b>PROJECT DESCRIPTION</b>                |   |                                |   |                               |                                   |  |                         |
| <b>Name of Project_1</b>                  |   |                                |   |                               |                                   |  |                         |
| Description of Project_1 main activities  |   |                                |   |                               |                                   |  |                         |
| <b>Name of Project_2</b>                  |   |                                |   |                               |                                   |  |                         |
| Description of Project_2 main activities  |   |                                |   |                               |                                   |  |                         |
| <b>Name of Project_XX</b>                 |   |                                |   |                               |                                   |  |                         |
| Description of Project_XX main activities |   |                                |   |                               |                                   |  |                         |
| <b>Name of Project_YY</b>                 |   |                                |   |                               |                                   |  |                         |
| Description of Project_YY main activities |   |                                |   |                               |                                   |  |                         |

# Program: details and explanations

- create an environment program including specified amount of environment projects
- absolutely be honest and be realistic: even a program, which includes only one project is already a program in the standard requirements point of view -> create a program which really can be implemented in your organization
- program shall be accepted and also reviewed regularly by the top management of organization
- for each project shall be defined: 1) description and planned activities 2) clear target/goal (preferring numeric) 3) resources including profitability calculations 4) how and where shall be uploaded all relevant information regarding the project 5) primary responsible person (=project manager in the case of "big" projects) 6) time schedule 7) follow-up & reporting method
- some projects in the program may not be implemented "at once" -> the implementing & timetable may be somewhere in the future (again -> be realistic for yourself)
- consider also to conduct internal audits to control the implementing of program



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