

# Process Document: Environmental Management System - Aspects & Impacts



**SHYFT**  
GROUP  
Proprietary & Confidential

Date: 9/18/19

Rev. Level: 4.0

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EHS-PD-0030

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1. **Purpose:** The purpose of this process is to identify all known environmental aspects and related impacts of our activities and to identify significant aspects that shall be controlled, influenced or monitored.
2. **Scope:** This instruction applies to all of The Shyft Group, Inc.
3. **Procedure/Instruction:**
  - 3.1. A cross functional team shall be assembled to conduct a baseline evaluation of the existing products, activities, and services. The team will develop a list of all aspects for each area of the building (e.g. receiving and storage area, production floor, office area) and their associated impacts (e.g. air, land, water, natural resources). Those aspects and impacts will be recorded on the Environmental Aspects and Impacts and Significant Aspects Summary form.
  - 3.2. While identifying aspects the cross functional team shall consider aspects resulting from shutdown, startup, potential emergency situations, accidents and equipment failure in addition to normal operating conditions.
  - 3.3. The team will rate the severity, occurrence, and detection of each aspect using the Environmental Aspect Rating Rationale criteria presented in the tables below. Those ratings are recorded on the Environmental Impacts and Aspects form and will generate a risk priority number (RPN) for that aspect.

## Determining the Severity

Frequency Rank	Criteria
5	Violation of regulation or permit and severe damage to environment
4	Violation of regulation or permit and minimal harm to the environment
3	Excessive release or excessive depletion of resources
2	Potential for containable release or restricted to indoors
1	Minimal or no impact to the environment

## Determining Occurrence

Occurrence Rank	Criteria
5	Continuously, constant, or at least once a day
4	At least once a week
3	At least once a month
2	At least yearly but less than monthly
1	Less than yearly or unlikely to ever occur

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## Determining Detection

Detection Rank	Criteria
5	Not detectable or requires special instruments
4	Unlikely to be detected
3	Likely to be detected during the day or single shift
2	Able to be detected rapidly
1	Instantaneous detection

## Risk Priority Number (RPN) Determination

$$\text{RPN} = \text{Severity} * \text{Occurrence} * \text{Detection}$$

- 3.4.** Aspects with an RPN greater than 25 will become significant environmental aspects. Significant environmental aspects are recorded on the Significant Aspects Summary chart along with their federal, state, or local regulation, if applicable, the program implemented by The Shyft Group, Inc. and the responsible party for monitoring the aspect.
- 3.5.** The aspects and impacts and their rank will be reviewed at a minimum annually or anytime there is a change in the process, newly introduced activities, material or chemical used in production.

**4. Definitions:** N/A

**5. Related Documents:**

**5.1.** [EHS-FR-0009 Environmental Aspects and Impacts and Significant Aspects Summary](#)

**6. Records:** Environmental Aspects and Impacts and Significant Aspects Summary

**7. Process Flow:** N/A

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