Guidance Sheet EMP02/G/02 –Environmental Feature Matrix (Completing the Matrix Columns)
Column a – Internal reference
If you have any other internal references that will help you to identify your aspects and impacts you can enter it in this column.
Column b – Activity
Use this column to list all the activities you identified for your project in Step 1 of Procedure EMP02.
Column c – Normal/Abnormal/Emergency
This column can be used to record whether the activities are normal, abnormal or emergency.
Column d – Aspect
An 'aspect' in the context of an EMS is 'an element of an organisation's activities that can interact with the environment'. This includes all the input and output of materials and energies that you identified in Step 2 of EMP02, so these can now be entered into this column against the appropriate activities. Refer to **guidance sheet EMP02/G/01** for examples of environmental aspects.
Column e – Environmental receptors
This column should be used to record the receptors that each environmental aspect may affect. This information should have been produced by following paragraph 7.4.1 of EMP02. The information should be entered as follows: • For those receptors that <u>are</u> affected by the impact insert 'A' (affected);   • For those receptors that <u>are not</u> affected by the impact insert 'NA' (not affected);   • For those receptors that have not yet been considered in relation to the impact insert 'TBC' (to be considered).   It is important to use the key above in order to distinguish between cases where the receptor is not affected and cases where the affect on the receptor has not yet been considered.
Column f – Impact
An 'impact' in the context of an EMS is 'any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities'. See the **guidance sheet EMP02/G/01** for help with the completion of this column as it provides some example environmental impacts. Please note that for some aspects you may have identified more than one impact. In this case use a separate line for each impact.
Column g – Positive or negative
Environmental impacts can be positive or negative depending on the effect they have on the environment. For most projects the majority of environmental impacts will be negative but it is equally important to list those that are positive as it may be possible to enhance these throughout the project's lifetime. Examples of positive impacts are: improvement in air quality, protection of ecosystems.

Column h – Impact code

This column is included for you to assign a classification to the impacts you have identified in Column F. This can be useful later in the EMS when you need to consider whether cumulative impacts are produced by your project ie whether there are multiple aspects producing the same kind of environmental harm and which could be managed and mitigated together. The matrix includes codes for the main environmental impacts likely to arise as a result of acquisition projects. However, if you find you need to include additional codes this is acceptable so long as they are defined within the matrix.

Please also note that only one code can be entered for each aspect so if you find than more that one code applies to the impact see if it can be more precisely described as two or more impacts and insert the appropriate code for each of these.

Column i – Notes

This is included to provide a space for recording any notes or comments relating to the environmental aspects and impacts. It is not therefore mandatory to complete this column.