

What are aspects and impacts?

According to ISO 14001:

- **Aspect** - is an element of your organization's activities, products or services that can interact with the environment. (Cause)
- **Impact** - is the change to the environment. This change can be adverse or beneficial and wholly or partially resulting from your aspects. (Effect)

Refer to ESP COM01 – Environmental Aspect Identification and Significance Evaluation

Activity

ITEM NO.	ACTIVITY	ACTIVITY CONDITION	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	OCCURRENCE OF IMPACT	SEVERITY OF IMPACT	DETECTION	SIGNIFICANT RANK				APPLICABLE COMPLIANCE OBLIGATION	EXISTING CONTROL
								AIR CONTAMINATION	WATER CONTAMINATION	SOIL CONTAMINATION	RESOURCE DEPLETION		
1	Office Operation												
2	Server Room Operation												
3	Maintenance												
4	Asset disposal												

- List section activities that has relation to environment

Environmental Aspect

ITEM NO.	ACTIVITY	ACTIVITY CONDITION	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	OCCURRENCE OF IMPACT	SEVERITY OF IMPACT	DETECTION	SIGNIFICANT RANK				APPLICABLE COMPLIANCE OBLIGATION	EXISTING CONTROL
								AIR CONTAMINATION	WATER CONTAMINATION	SOIL CONTAMINATION	RESOURCE DEPLETION		
1	Office Operation		Usage of office consumables										
			Usage of electricity										
			Usage of carton and plastic packaging										
2	Server Room Operation		Usage of electricity										
			Leaks of water from air-conditioning										
3	Maintenance		Waste from maintenance and repair										
			Usage of electricity										
			Usage of PPE (disposable gloves, masks)										
			Water consumption										
			Emissions of dust										
4	Asset disposal		Usage of packaging materials										
			Scrap metal waste										
			Water consumption										
			Electrical parts/components waste										

- List the daily, weekly, monthly, quarterly, semi-annual, annual tasks.

Activity Condition

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								AIR CONTAMINATION	WATER CONTAMINATION	SOIL CONTAMINATION	RESOURCE DEPLETION		
1	Office Operation	N	Usage of office consumables										
		N	Usage of electricity										
		N	Usage of carton and plastic packaging										
2	Server Room Operation	N	Usage of electricity										
3	Maintenance	AAU	Leaks of water from air-conditioning										
		AAS	Waste from maintenance and repair										
		AAS	Usage of electricity										
		AAS	Usage of PPE (disposable gloves, masks)										
		AAS	Water consumption										
4	Asset disposal	AAS	Emissions of dust										
		AAS	Usage of packaging materials										
		AAS	Scrap metal waste										
		AAS	Water consumption										
		AAS	Electrical parts/components waste										

Factor Item	Details
Normal Activity	The activity or service is a normal part of the operation; routinely performed.
Abnormal Activity-Scheduled	These are activities that do not form part of the routine/ normal operation but are performed on scheduled basis. Ex. Preventive maintenance activities
Abnormal Activity-Unscheduled	These are activities that are being performed on a “as per need basis.” Ex. Repair, rework activities
Emergency Conditions	Potential emergency conditions and potential accidents that may happen

Environmental Impact

ITEM NO.	ACTIVITY	ACTIVITY CONDITION	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	OCCURRENCE OF IMPACT	SEVERITY OF IMPACT	DETECTION	SIGNIFICANT RANK				APPLICABLE COMPLIANCE OBLIGATION	EXISTING CONTROL
								AIR CONTAMINATION	WATER CONTAMINATION	SOIL CONTAMINATION	RESOURCE DEPLETION		
1	Office Operation	N	Usage of office consumables	Resource depletion									
		N	Usage of electricity	Resource depletion									
		N	Usage of carton and plastic packaging	Resource depletion									
2	Server Room Operation	N	Usage of electricity	Resource depletion									
		AAU	Leaks of water from air-conditioning	Soil contamination									
3	Maintenance	AAS	Waste from maintenance and repair	Soil contamination									
		AAS	Usage of electricity	Resource depletion									
		AAS	Usage of PPE (disposable gloves, masks)	Soil contamination									
		AAS	Water consumption	Water contamination									
		AAS	Emissions of dust	Air contamination									
4	Asset disposal	AAS	Usage of packaging materials	Resource depletion									
		AAS	Scrap metal waste	Soil contamination									
		AAS	Water consumption	Water contamination									
		AAS	Electrical parts/components waste	Soil contamination									

Factor Item	Details
Air pollution	Has emission to air with environmental impacts generated reaching outside company environment
Water pollution	Has discharge to water with environmental impacts generated reaching outside company environment
Soil/land contamination	Disposal of hazardous wastes
	Disposal of solid wastes
Resource depletion	Material comes from non-renewable source
	Material is from renewable source; alternative available
	Material used is synthetic or by-product

Occurrence of Impact

ITEM NO.	ACTIVITY	ACTIVITY CONDITION	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	OCCURRENCE OF IMPACT	SEVERITY OF IMPACT	DETECTION	SIGNIFICANT RANK				APPLICABLE COMPLIANCE OBLIGATION	EXISTING CONTROL
								AIR CONTAMINATION	WATER CONTAMINATION	SOIL CONTAMINATION	RESOURCE DEPLETION		
1	Office Operation	N	Usage of office consumables	Resource depletion	3								
		N	Usage of electricity	Resource depletion	3								
		N	Usage of carton and plastic packaging	Resource depletion	3								
2	Server Room Operation	N	Usage of electricity	Resource depletion	3								
		AAU	Leaks of water from air-conditioning	Soil contamination	2								
3	Maintenance	AAS	Waste from maintenance and repair	Soil contamination	3								
		AAS	Usage of electricity	Resource depletion	3								
		AAS	Usage of PPE (disposable gloves, masks)	Soil contamination	3								
		AAS	Water consumption	Water contamination	3								
		AAS	Emissions of dust	Air contamination	1								
4	Asset disposal	AAS	Usage of packaging materials	Resource depletion	2								
		AAS	Scrap metal waste	Soil contamination	2								
		AAS	Water consumption	Water contamination	2								
		AAS	Electrical parts/components waste	Soil contamination	2								

Rating	Details
1	It (environmental aspect of an activity in the organization) occurred once in the last three years
2	It (environmental aspect of an activity in the organization) occurred twice in the last three years
3	It (environmental aspect of an activity in the organization) occurred for three consecutive years

Severity of Impact

ITEM NO.	ACTIVITY	ACTIVITY CONDITION	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	OCCURRENCE OF IMPACT	SEVERITY OF IMPACT	DETECTION	SIGNIFICANT RANK				APPLICABLE COMPLIANCE OBLIGATION	EXISTING CONTROL
								AIR CONTAMINATION	WATER CONTAMINATION	SOIL CONTAMINATION	RESOURCE DEPLETION		
1	Office Operation	N	Usage of office consumables	Resource depletion	3	1							
		N	Usage of electricity	Resource depletion	3	2							
		N	Usage of carton and plastic packaging	Resource depletion	3	1							
2	Server Room Operation	N	Usage of electricity	Resource depletion	3	2							
		AAU	Leaks of water from air-conditioning	Soil contamination	2	1							
3	Maintenance	AAS	Waste from maintenance and repair	Soil contamination	3	1							
		AAS	Usage of electricity	Resource depletion	3	2							
		AAS	Usage of PPE (disposable gloves, masks)	Soil contamination	3	1							
		AAS	Water consumption	Water contamination	3	1							
		AAS	Emissions of dust	Air contamination	1	1							
4	Asset disposal	AAS	Usage of packaging materials	Resource depletion	2	1							
		AAS	Scrap metal waste	Soil contamination	2	1							
		AAS	Water consumption	Water contamination	2	1							
		AAS	Electrical parts/components waste	Soil contamination	2	1							

Rating	Details
1	Effect to environment is insignificant
2	Effect to environment can be reversed after sometime
3	Effect to environment is irreversible

Detection

ITEM NO.	ACTIVITY	ACTIVITY CONDITION	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	OCCURRENCE OF IMPACT	SEVERITY OF IMPACT	DETECTION	SIGNIFICANT RANK				APPLICABLE COMPLIANCE OBLIGATION	EXISTING CONTROL
								AIR CONTAMINATION	WATER CONTAMINATION	SOIL CONTAMINATION	RESOURCE DEPLETION		
1	Office Operation	N	Usage of office consumables	Resource depletion	3	1	1						
		N	Usage of electricity	Resource depletion	3	2	1						
		N	Usage of carton and plastic packaging	Resource depletion	3	1	1						
2	Server Room Operation	N	Usage of electricity	Resource depletion	3	2	1						
		AAU	Leaks of water from air-conditioning	Soil contamination	2	1	1						
3	Maintenance	AAS	Waste from maintenance and repair	Soil contamination	3	1	1						
		AAS	Usage of electricity	Resource depletion	3	2	1						
		AAS	Usage of PPE (disposable gloves, masks)	Soil contamination	3	1	1						
		AAS	Water consumption	Water contamination	3	1	1						
		AAS	Emissions of dust	Air contamination	1	1	1						
4	Asset disposal	AAS	Usage of packaging materials	Resource depletion	2	1	1						
		AAS	Scrap metal waste	Soil contamination	2	1	1						
		AAS	Water consumption	Water contamination	2	1	1						
		AAS	Electrical parts/components waste	Soil contamination	2	1	1						

Rating	Details
1	With established system for periodic monitoring of environmental performance and results are evaluated to determine needed action;
2	Monitoring of environmental performance happen but not consistently performed or not recorded or no actions are established resulting from the evaluation of performance data
3	Environmental aspect is not monitored thus, the environmental performance / condition is not established or known.

Significant Rank

ITEM NO.	ACTIVITY	ACTIVITY CONDITION	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	OCCURRENCE OF IMPACT	SEVERITY OF IMPACT	DETECTION	SIGNIFICANT RANK				APPLICABLE COMPLIANCE OBLIGATION	EXISTING CONTROL
								AIR CONTAMINATION	WATER CONTAMINATION	SOIL CONTAMINATION	RESOURCE DEPLETION		
1	Office Operation	N	Usage of office consumables	Resource depletion	3	1	1	-	-	-	M		
		N	Usage of electricity	Resource depletion	3	2	1	-	-	-	H		
		N	Usage of carton and plastic packaging	Resource depletion	3	1	1	-	-	-	M		
2	Server Room Operation	N	Usage of electricity	Resource depletion	3	2	1	-	-	-	H		
		AAU	Leaks of water from air-conditioning	Soil contamination	2	1	1	-	-	L	-		
3	Maintenance	AAS	Waste from maintenance and repair	Soil contamination	3	1	1	-	-	M	-		
		AAS	Usage of electricity	Resource depletion	3	2	1	-	-	-	H		
		AAS	Usage of PPE (disposable gloves, masks)	Soil contamination	3	1	1	-	-	M	-		
		AAS	Water consumption	Water contamination	3	1	1	-	M	-	-		
		AAS	Emissions of dust	Air contamination	1	1	1	L	-	-	-		
4	Asset disposal	AAS	Usage of packaging materials	Resource depletion	2	1	1	-	-	-	L		
		AAS	Scrap metal waste	Soil contamination	2	1	1	-	-	L	-		
		AAS	Water consumption	Water contamination	2	1	1	-	L	-	-		
		AAS	Electrical parts/components waste	Soil contamination	2	1	1	-	-	L	-		

		SEVERITY		
		1	2	3
OCCURRENCE	1	LOW	LOW	MEDIUM
	2	LOW	MEDIUM	HIGH
	3	MEDIUM	HIGH	HIGH

Applicable Compliance Obligation

ITEM NO.	ACTIVITY	ACTIVITY CONDITION	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	OCCURRENCE OF IMPACT	SEVERITY OF IMPACT	DETECTION	SIGNIFICANT RANK				APPLICABLE COMPLIANCE OBLIGATION	EXISTING CONTROL
								AIR CONTAMINATION	WATER CONTAMINATION	SOIL CONTAMINATION	RESOURCE DEPLETION		
1	Office Operation	N	Usage of office consumables	Resource depletion	3	1	1	-	-	-	L	RA9003, RA6969	
		N	Usage of electricity	Resource depletion	3	2	1	-	-	-	L	BP73	
		N	Usage of carton and plastic packaging	Resource depletion	3	1	1	-	-	-	L	RA9003, RA6969	
2	Server Room Operation	N	Usage of electricity	Resource depletion	3	2	1	-	-	-	L	BP73	
		AAU	Leaks of water from air-conditioning	Soil contamination	2	1	1	-	-	L	-	RA6969	
3	Maintenance	AAS	Waste from maintenance and repair	Soil contamination	3	1	1	-	-	L	-	RA9003, RA6969	
		AAS	Usage of electricity	Resource depletion	3	2	1	-	-	-	L	BP73	
		AAS	Usage of PPE (disposable gloves, masks)	Soil contamination	3	1	1	-	-	L	-	RA9003, RA6969	
		AAS	Water consumption	Water contamination	3	1	1	-	L	-	-	RA9275	
		AAS	Emissions of dust	Air contamination	1	1	1		-	-	-	RA8749	
		AAS	Usage of electricity	Resource depletion	3	2	1	-	-	-	L	RA9003, RA6969	
		AAS	Usage of PPE (disposable gloves, masks)	Soil contamination	3	1	1	-	-	L	-	RA9003, RA6969	
		AAS	Water consumption	Water contamination	3	1	1	-	L	-	-	RA9275	
		AAS	Emissions of dust	Air contamination	1	1	1		-	-	-	RA8749	

Air Contamination

Republic Act 8749 - Philippine Clean Air Act of 1999

Water Contamination

Republic Act 9275 - Philippine Clean Water Act of 2004

Soil Contamination

Republic Act 9003 - Ecological Solid Waste Management Program

Republic Act 6969 - Toxic Substances and Hazardous and Nuclear Waste Control Act of 1990

Resource Depletion

Batas Pambansa 73 - An Act to Further Promote Energy Conservation and for Other Purposes

Existing Control

ITEM NO.	ACTIVITY	ACTIVITY CONDITION	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	OCCURRENCE OF IMPACT	SEVERITY OF IMPACT	DETECTION	SIGNIFICANT RANK				APPLICABLE COMPLIANCE OBLIGATION	EXISTING CONTROL
								AIR CONTAMINATION	WATER CONTAMINATION	SOIL CONTAMINATION	RESOURCE DEPLETION		
1	Office Operation	N	Usage of office consumables	Resource depletion	3	1	1	-	-	-	L	RA9003, RA6969	EMS Paperless Program, Office supplies purchase control
		N	Usage of electricity	Resource depletion	3	2	1	-	-	-	L	BP73	EMS Energy Conservation Program
		N	Usage of carton and plastic packaging	Resource depletion	3	1	1	-	-	-	L	RA9003, RA6969	Recycling and re-use
2	Server Room Operation	N	Usage of electricity	Resource depletion	3	2	1	-	-	-	L	BP73	EMS Energy Conservation Program
		AAU	Leaks of water from air-conditioning	Soil contamination	2	1	1	-	-	L	-	RA6969	GA Preventive Maintenance
3	Maintenance	AAS	Waste from maintenance and repair	Soil contamination	3	1	1	-	-	L	-	RA9003, RA6969	Waste Segregation
		AAS	Usage of electricity	Resource depletion	3	2	1	-	-	-	L	BP73	EMS Energy Conservation Program
		AAS	Usage of PPE (disposable gloves, masks)	Soil contamination	3	1	1	-	-	L	-	RA9003, RA6969	Dismantling and waste segregation
		AAS	Water consumption	Water contamination	3	1	1	-	L	-	-	RA9275	EMS Water Conservation Program
		AAS	Emissions of dust	Air contamination	1	1	1		-	-	-	RA8749	Regular Maintenance to lessen dust emission
4	Asset disposal	AAS	Usage of packaging materials	Resource depletion	2	1	1	-	-	-	L	RA9003, RA6969	Recycling and re-use
		AAS	Scrap metal waste	Soil contamination	2	1	1	-	-	L	-	RA9003, RA6969	Dismantling and segregation
		AAS	Water consumption	Water contamination	2	1	1	-	L	-	-	RA9275	EMS Water Conservation Program
		AAS	Electrical parts/components waste	Soil contamination	2	1	1	-	-	L	-	RA9003, RA6969	Dismantling and waste segregation

Programs, initiatives, controls, monitoring and other activities to reduce/eliminate the impact and maintain compliance.