

Process Document: Environmental Management System - Aspects & Impacts



Proprietary & Confidential

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1. **Purpose:** The purpose of this process is to identify all known environmental aspects and related impacts of our activities, products and services that we can control and have influence over in order to determine those that can have a significant impact on the environment.
2. **Scope:** This instruction applies all of Spartan Motors USA, Inc.
3. **Procedure/Instruction:**
 - 3.1. The environmental aspects and impacts associated with identified activities will be listed on the Significant Aspect Planning Summary Sheets. Environmental aspects include those related to air emissions, discharge of liquid waste, disposal of solid waste, land and water contamination, use of raw material and natural resources, as well as local and community issues. These issues should be considered for normal as well as abnormal operating conditions.
 - 3.2. The aspect/impacts assessment assessment shall specifically include, but not be limited to, identifying activities, products, or services where equipment malfunctions and deterioration, operator errors or deliberate malfeasance are causing, or have the potential to cause: (1) unplanned or unauthorized releases of hazardous contaminants to the environment, (2) a threat to human health or the environment, or (3) noncompliance with legal requirements.
 - 3.3. The aspects and impacts will be ranked using the Environmental Aspects Rating Rationale.
 - 3.4. The aspects and impacts and their rank will be reviewed at least annually. Aspects and impacts of new activities may need to be identified and ranked more frequently if modified or new activities occur during the year.
4. **Definitions:** N/A
5. **Related Documents:**
 - 5.1. [EHS-FR-0009 Significant Aspect Planning Summary Sheets](#)
 - 5.2. [EHS-PD-0014 Completing the Significant Aspect Planning Summary Form](#)
 - 5.3. [EHS-SR-0003 Environmental Aspects Rating Rationale](#)
6. **Records:** N/A
7. **Process Flow:** N/A

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