

## Identification of Environmental Aspects

### *Purpose*

In order to understand and manage their actual and potential environmental impacts, companies need to identify the environmental aspects of their activities, products, and services as they fall within the scope of their Environmental Management System (EMS) or Sustainable Management System (SMS), as known by Sustainable Green Printing Partnership (SGP) participants.

### *Procedure*

1. Using process mapping (or input/output flow charts), the Sustainability Committee identifies the basic manufacturing and supporting operations that fall within the scope of the EMS/SMS.
2. The Sustainability Coordinator arranges for the environmental aspects of these operations to be identified by a team of several employees from the operation in question, using the process mapping approach where feasible and under the oversight of the Sustainability Coordinator or a committee member where appropriate.
3. Environmental aspects and their actual or potential impacts are listed by operation.

### *Frequency*

This procedure is repeated annually to ensure that any new environmental aspects are identified.