

Document title:	Environmental Aspects Register	Reference	ASP-f1
Revision	1	Effective date	02-Nov-2009

Environmental Aspects Register							
Aspect group	Aspect details	State	Legal Req's	Volume	Impact	Severity	Primary actions to mitigate
Emissions and releases	Vehicle emissions	-Normal -Direct	RTA	5	3	5*3=15	<ul style="list-style-type: none"> Remote working where practical Use of viable, alternative travel methods Ensure all vehicles have MOT where applicable
Emissions and releases	Water and sewerage	-Normal -Direct	EPA	3	1	3*1=2	<ul style="list-style-type: none"> N/a – no action possible
Materials and resources	Use of paper products	-Normal -Direct	N/a	5	2	5*2=10	<ul style="list-style-type: none"> Introduce paperless internal systems Use of e-marketing resources Use recycled/ environmentally sustainable paper Maximise use of space (2 sided/ scaled printing)
Materials and resources	Customer use of paper products	-Normal -Indirect	N/a	3	2	3*2=6	<ul style="list-style-type: none"> Encourage paperless systems where practical Encourage use of e-marketing where practical
Materials and resources	Use of ink/ toner	-Normal -Direct	N/a	2	1	2*1=2	<ul style="list-style-type: none"> Introduce paperless internal systems Use of e-marketing resources Print in 'draft/ greyscale' mode where practical
Energy usage	Use of energy and fuels	-Normal -Direct	N/a	5	1	5*1=5	<ul style="list-style-type: none"> Switch off equipment when not in active use General responsible use of energy (light / heat) Energy efficiency reviewed when buying
Waste and by-products	Disposal of IT/ office equipment	-Normal -Direct	WEEE	1	3	1*3=3	<ul style="list-style-type: none"> Recycling of useable old equipment Disposal in line with regulations/ requirements

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Waste and by-products	Disposal of paper products	-Normal -Direct	EPA	2	1	2*1=2	<ul style="list-style-type: none"> Re-use waste paper as scrap/ note paper Recycling of paper waste
Waste and by-products	Disposal of ink/ toner cartridges	-Normal -Direct	EPA	1	2	1*2=2	<ul style="list-style-type: none"> Returned for recycling