



ENVIRONMENTAL GUIDELINE PROCESS

ENVIRONMENTAL GUIDELINE



The Environmental Guideline (EG) process describes a collection of documents for business and industrial activities conducted at DEN with environmental risks and opportunities that need to be addressed. Every significant environmental risk/opportunity should have an associated EG or other applicable guidance resource.

ENVIRONMENTAL GUIDELINES

The EGs include a brief description of the following:

- Activity within the context of the DEN organization,
- Identification of the associated environmental impacts, including risks of adverse consequences, associated with the activity,
- Prohibited activities (if any)
- A list of critical environmental information required to properly perform the activity,
- A list of expected records or outputs that should be produced,
- Contact information, and
- A list of references related to the activity

A template for EGs is included in this document.

USE OF THE ENVIRONMENTAL GUIDELINES

EGs provide context and guidance on how to manage activities in a manner that conforms with environmental requirements. EGs intentionally do not describe means and methods, give instructions, or dictate procedures, since EGs are used by DEN business partners that retain operational control over the activity have discretion on the means and methods used to meet environmental requirements. Instead, EGs provide guidance and communicate expectations. EGs provide information regarding the type of controls that are adequate to prevent or mitigate undesired environmental impacts and the types of actions that lead to desirable environmental impacts. EGs provide a structured framework for recording, managing, and reviewing the critical operating requirements associated with each identified activity. City staff and DEN business partners identify which EGs apply to their operations, and the matrix included in this document



is a tool for that identification process. The row across the top of the table lists many common activities. If the operation includes one or more of these activities, then follow the column down to identify the corresponding EGs marked with Xs. Some EGs are recommended for all activities.

MAINTENANCE OF THE ENVIRONMENTAL GUIDELINES

The EG document owners are responsible for maintaining the content of the EGs. In addition to informal reviews that may be conducted by Environmental SMEs, a more formal EG review could be triggered by a procedural change, new or revised regulatory requirements, and/or internal or external audit findings such as an opportunity for improvement or non-conformance.

In the event a document owner intends to make a change to an EG, the following review and update process should be followed:

1. Discuss the proposed changes with those most affected, including DEN Operational Partners, Environmental SMEs, Advisors, and DEN Business Partners, as appropriate,
2. The document owner revises the EG to create a draft that reflects the proposed changes,
3. The document owner collaborates with those most affected, as appropriate, for review and comment,
4. The document owner incorporates any appropriate suggested revisions provided by commenters,
5. The document owner publishes a major version of the revised guideline to the intranet site.
6. The Operations Coordinator will then arrange for a pdf version of the revised EG to be uploaded to the www.flydenver.com/environmental site for access by DEN Business Partners.
7. The document owner notifies the parties that participated in the update that the update is complete.

INDEX OF ENVIRONMENTAL GUIDELINES

An index of Environmental Guidelines is maintained on the DEN EMS SharePoint Site and in the matrix. A list and copies of EGs are also maintained at the www.flydenver.com/environmental site for access by DEN Business Partners.



EG TEMPLATE OVERVIEW

The template that follows standardizes the outline and format for DEN Environmental Guidelines.



EMS DOCUMENT TITLE

ENVIRONMENTAL GUIDELINE



TABLE OF CONTENTS PLACEHOLDER

Create by going to the References tab - > Table of Contents - > Custom Table of Contents

Go to Options and edit the categories so that 1 = DEN Typical Headline and 2 = DEN Subhead (make sure to delete the 1, 2, and 3 TOC levels assigned to Heading 1, 2 and 3 by default)

The screenshot shows the 'Table of Contents Options' dialog box overlaid on a 'Table of Contents' window. The dialog box has the following settings:

- Build table of contents from: Styles
- Available styles:

Available styles:	TOC level:
DEN Report Header	
✓ DEN Subhead	2
DEN Subhead Italics	
✓ DEN TYPICAL HEADLINE	1
DEN URGENCY COPY	
Footer, DEN Footer	
- Outline levels
- Table entry fields

The 'Web Preview' window shows the following content:

Heading 1
Heading 2
Heading 3

Use hyperlinks instead of page numbers



PURPOSE

The purpose of the guideline is to provide guidance on what DEN's expectations are for **ACTIVITY**. This section should introduce the purpose of the EG – prevent x, y, z while promoting x, y, z. This should include a brief (if relevant) mention of any DEN goals associated with the process being described. State whether connected to [compliance obligation](#) or DEN goal.

ACTIVITY DEFINITION

What activities this EG actually covers – what part of the activity it covers with brief definitions/descriptors. Example: outdoor washing, which elements are we intending to focus on?

- Includes
- Includes

EXPECTATIONS

Best Practices:

- List general best practices including critical tasks, opportunities to improve the environmental conditions, inspection and maintenance expectations, operational standards, training expectations, storage protocols, record keeping, etc
- THIS LINE ONLY NECESSARY IN HIGH RISK EGS FOR SPILLS IE FUELING: If a spill occurs, refer to Environmental Guideline Spill Response.
 - Call DEN Communications Center immediately at 303-342-4200 for all spills.

Shall Not:

- List activities that are not allowed followed by the environmental risks associated with the disallowed action. Ex: Shall not dump hazardous wastewater down storm drain to avoid stormwater contamination and violation of stormwater permit.

REFERENCES

Contacts

- DEN Environmental Services (Main Line): 303-342-2730; DENEnvironmental@flydenver.com



Additional Resources

- Regulatory documents and frameworks (ex: MS4 permit requirements, air quality permit requirements, state and federal requirements, etc)
- Rule & Regulation 180
- Any other Rule and Regulation that may apply ([review list](#))
- NO LINKS!