



Initial Environmental Review Worksheet

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**Name of Company:**

**Department / Location**

**Review conducted by:**

**Date of Review**

1. General Information

Personnel Interviewed:

Organization Structure (Department personnel and structure chart)

Question	Comments	OK	Needs Attention
Current activities / processes / products	(List activities or provide process flow)		
No. of employees			
Environmental coordinator			
Type of facilities	(Office / lab / workshop / warehouse / others)		
Type of plant(s) / machinery	(List of plant / machinery utilized)		
Types of goods provided by major suppliers	(List of major suppliers and their product type)		
Types of services provided by major contractors	(List of major contractors and their product type)		
Any future activities / services			

2. Materials and Energy Usage and Control

Personnel Interviewed:

Question	Comments	OK	Needs Attention
Major materials consumed and quantities	(Material inventory / Purchasing record)		
Materials purchasing policy			
Materials usage control and/or recycling practices			
Water consumption			
Major water usage group (s)			
Any water treatment facilities			
Water control policy or conservation measure			
Electricity consumption			
Major electricity usage group(s)			
Electricity conservation measures			



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Type of fuel consumed and quantity			
Major fuel usage group(s)			
Fuel conservation measures			
Other material conservation policy / measures			

3. Materials Storage and Handling

Personnel Interviewed:

Question	Comments	OK	Needs Attention
Types and quantity of materials stored	<i>(List of chemicals)</i>		
Specifications (e.g. MSDS)			
Material inventory control	<i>(Inventory control procedure)</i>		
Expired / off-specification products records			
Spill / leakage record, time			
Spill kits / tools			

4. Wastewater Management

Personnel Interviewed:

Question	Comments	OK	Needs Attention
Wastewater sources			
Characteristics of wastewater	<i>(Wastewater analysis reports)</i>		
Wastewater treatment method	<i>(Any treatment process flow diagram and system operating manuals)</i>		
Wastewater recycling / reuse / minimization measures			
Wastewater discharges to	<i>(Layout indicated with discharge points)</i>		
Relevant discharge licenses and regulatory requirements			
Records of wastewater discharges			