



CITY OF PETERSBURG
 PUBLIC WORKS - FACILITY MANGEMENT DIVISION
 CUSTODIAL SERVICES
 ENVIRONMENTAL ASPECT CRITERIA DEFINITIONS

Verification	Originator	Revised	Approved	Issued
Initials	RSL			
Date	12/10/2013			

CRITERIA	DESCRIPTION	RANKING CATEGORIES				
		1	2	3	4	5
Probability of Occurrence	What is the likelihood that the aspect will cause an adverse impact?	Highly unlikely to occur during the performance of the task, activity or use of product. No change required.	Unlikely to occur during the performance of the task, activity or use of the product. No change required.	May occur during the performance of the task, activity or use of the product in rare situations. Aspect review and assessment recommended.	Likely to occur during the performance of the task, activity or use of the product. Aspect evaluation and change required.	Will occur during the performance of the task, activity or use of the product. Aspect evaluation required and change is mandatory.
Severity of Impact Environmental, business, public relations, regulatory, and legal.	How bad is the adverse impact.	Insignificant impact, no change required.	Minimal localized business or environmental impact. No change required.	Moderate localized and containable impact. Limited damage to the environment in rare situations.	Significant impact that would affect the environment and/or business operation. Aspect evaluation and change required.	Extremely significant and substantial impact. Requires mandatory change to eliminate risks.
Duration of Impact Environmental, business, public relations, regulatory, and legal.	How long will the adverse impact last	Insignificant impact, no change required.	Minimal short-term impact. No change required.	Moderate short-term impact. Limited damage to the environment in rare situations.	Significant impact that would affect the environment and/or business operation for an extended period of time. Aspect evaluation and change required.	Extremely significant, substantial and long-term impact. Requires mandatory change to eliminate risks.
Legal Exposure Federal/State/Local regulation, City Code and other jurisdictional authorities.	What is the likelihood of incurring fines or civil liability?	Highly unlikely to occur as a result of the performance of the task, activity or use of the product. No change required.	Unlikely to occur as a result of the performance of the task, activity or use of the product. No change required.	May occur during the performance of the task, activity or use of the product in rare situations. Aspect review and assessment recommended.	Likely to occur during the performance of the task, activity or use of the product. Aspect evaluation and change required.	Will occur during the performance of the task, activity or use of the product. Aspect evaluation required and change is mandatory.
Ease of Change Technical difficulties of implementing changes and the impact to the operation.	How difficult will it be to implement the required changes? [Acquisition and deployment of equipment and the implementation of new procedures.]	Extremely difficult. Would require new equipment, procedures, products and extensive training of custodial and supervisory personnel. Significant impact.	Moderately difficult. Would require new equipment, procedures, products and considerable training of personnel. Significant operational impact.	Slightly difficult. Would require some new equipment, products and procedures. Moderate operational impact.	Easy, but may require the deployment of equipment and/or a procedural or product change. Minimum impact to the operation.	Extremely easy. Required equipment is in place and would require minor procedural change. Minimum impact to the operation.



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Change Implementation	How complex will it be to implement the change?	Extremely complex, requiring the use of sophisticated equipment and strict adherence to complex procedures.	Moderately complex, requiring the use of new equipment, procedures and products.	Slightly complex. Would require the use of some new equipment, procedures and/or products.	Midly complex involving the deployment of equipment and/or a procedural change.	Complexity neutral. Existing equipment adaptable to implementaion. Minor procedural or product change.
Cost of Change	What will the cost be to implement the change?	Extremely expensive. [Cost prohibitive unless mandated.]	Considerably more expensive. [Requires budget adjustment to accommodate increase.]	Moderately higher cost. More expensive than existing process or application. [Budget Increase]	Neutral cost. Cost is the same as existing process and applications. [Budget Neutral]	Negligible cost. Cheaper than existing process and/or applications. [Budget Savings]
Public Image	To what degree does an adverse environmental impact affect the City.	Negligible impact.	Limited negative impact. [Confined to a few people.]	Moderately negative short-term impact. [Limited Scope]	Highly negative with some long-term impact.	Extremely negative with long-term adverse affect [Regional - National]
Management Controls	Are there process controls, procedures, product selction and use, training and review in place?	Substantial controls, procedures, processes, policies and review are in place.	Substantial controls, procedures, processes, policies and review are in place.	Moderate controls, procedures, processes, policies and review are in place.	Some controls, procedures, processes, policies and review are in place.	No controls, procedures, processes, policies or review in place.

Document Linkage: [Environmental Aspect Evaluation Matrix - Custodial Services](#)