



Title	ES-301: Environmental Guideline Process and Catalog
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The Environmental Guideline (EG) process and catalog is a collection of documents that describe business and industrial activities conducted at DIA that have environmental risks and opportunities that need to be addressed.

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

Use of the Environmental Guidelines

EGs describe how to manage activities in a manner that conforms with environmental requirements. DEN business partners that retain operational control over the activity have discretion on the means and methods used to meet environmental requirements. In those cases, 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 to 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,

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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.

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[ES-301-00 Environmental Guideline Template](#)

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Indoor Facility Management Guidelines

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[ES-301-2.02B Management of Refrigerant in Motor Vehicle Air Conditioning \(MVAC\) Systems](#)

[ES-301-2.03 Power Generation](#)

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Other Airport Activity Guidelines

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ES-301-4.07 Potable Water-Using Municipal Activities

ES-301-4.08 Inspection and Maintenance of MS4 Structural Controls

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ES-301-6.05 Management of Universal Wastes

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MS4 Operation and Maintenance Guidelines

ES-301-7.01 MS4 Operation and Maintenance Procedures for DIA

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