



Title	ES-301: Environmental Guideline Process and Catalog
Document Owner:	Director of Environmental Programs
Revision Date:	April 6, 2018

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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 complies 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 ensuring that the contents of the EGs are accurate and reflect current requirements. In addition to informal reviews that may be conducted by ES staff, 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 the affected parties, ES staff, Environmental Focal Points (EFPs) and/or tenants/operators, 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 EFPs, ES staff, and/or tenants/operators as appropriate, for review and comment,
4. The document owner incorporates any appropriate suggested revisions provided by the ES staff, EFPs and other potentially affected parties,
5. The document owner publishes a major version of the revised guideline to the intranet site, and notifies affected internal parties of the revision.
6. The Operations Coordinator will then arrange for the revised EG to be uploaded to the www.flydenver.com/environmental site for public access.

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Table B-1: Targeted Activities and Corresponding Environmental Guidelines (EGs) Matrix

Recommended EGs:

Look across the row of potential activities to the right. If the activity is performed at your facility, then go down that column to the Xs and check the box in that row next to the EGs below for review. You'll notice some EGs are recommended to all for review. These boxes have been checked for you.

	Aircraft Deicing/Anti-icing	Aircraft Fueling	Aircraft Maintenance	Aircraft Painting/Striping	Aircraft Lavatory Service	Building & Grounds Maintenance	Buried Tanks & Pipes	Cargo Handling	Cleaning Indoor Industrial Surfaces	Chemical Storage	Construction	Contaminated Soil Remediation	Equipment Fueling	Equipment Degreasing/Washing	Equipment Maintenance	Fire Fighting Equipment Storage	Fuel Storage	Garbage Collection	HVAC Maintenance & Testing	Incinerator Operations	Janitorial Operations	Materials Storage	Outdoor Ramp Washdown	Ozone Depleting Compound Use	Pesticide/Herbicide Storage/Usage	Petroleum Exploration/Production	Potable Water Municipal Activities	Power Generation	Pretreatment/Oil-Water Separation	Relocation or Closeout	Steam Cleaning	Vehicle Fueling	Vehicle Maintenance	Vehicle Painting/Striping	Vehicle Storage	Waste Storage		
ES-301-1.01 Fueling Aircraft, Vehicles, and Auxiliary Equipment	X										X														X				X									
ES-301-1.02 Cleaning/Washing - Aircraft, Vehicles and Equipment				X								X															X		X					X				
ES-301-1.03 Cargo Loading and Offloading						X	X						X						X																		X	
ES-301-1.04 Management of Aircraft Lavatory Water and Waste				X				X																														
ES-301-1.05 Maintenance of Aircraft, Vehicles and Equipment			X	X								X	X			X									X				X	X	X	X	X	X				
ES-301-1.06 Aircraft Deicing	X																																					
ES-301-1.07 Storage of Vehicles and Equipment Containing Chemicals	X	X	X	X		X	X					X	X	X							X				X										X			
ES-301-2.01 Incinerator Operations																			X																			
ES-301-2.02A Ozone Depleting Compound Management Guidelines									X												X	X																
ES-301-2.02B Heating, Venting, and Air Conditioning (HVAC) Operations					X			X			X	X				X	X				X				X													
ES-301-2.03 Power Generation																									X													
ES-301-2.04 Painting and Paint Removal				X		X			X												X											X					X	
ES-301-2.05 Cleaning/Washing - Indoor Industrial Surfaces					X		X	X													X							X										
ES-301-2.06 Maintenance - Janitorial					X		X	X								X					X							X									X	
ES-301-2.07 Maintenance of Pretreatment Devices					X	X		X			X														X				X	X						X		
ES-301-2.08 Metal Finishing, Coating, Machining, and Cooling		X	X		X			X				X	X																			X	X				X	
ES-301-2.09 Parts Washing		X						X				X																				X					X	
ES-301-3.01 Construction					X	X			X																													
ES-301-3.02 Planning and Design					X	X			X																													
ES-301-3.03 Procurement	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ES-301-3.04 Tenant Operating Guidance	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ES-301-3.05 Tenant Relocation or Closeout	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ES-301-4.01 Management of Pesticides and Herbicides					X			X																X													X	
ES-301-4.02 Petroleum Exploration and Production Activities						X				X															X													
ES-301-4.03 Cleaning/Washing - Outdoor Areas and Structures					X																	X						X										
ES-301-4.04 Management of Fire Control Agents					X			X								X																						
ES-301-4.05 Remediation of Contaminated Soils										X																												
ES-301-4.06 Pavement Deicing					X																			X														
ES-301-4.07 Potable Water-Using Municipal Activities																									X													
ES-301-4.08 Inspection and Maintenance of MS4 Structural Controls						X																				X												
ES-301-4.09 Management of Petroleum Storage Tanks and Containers		X				X	X		X		X	X	X	X	X									X					X	X				X				
ES-301-4.10 Cathodic Protection Corrosion Prevention (Tanks and Piping)						X	X		X				X		X									X														
ES-301-4.11 Storage, Handling, and Management of Hazardous Materials	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ES-301-5.01 Abandoned Material Response	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ES-301-5.02 Spill Response	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ES-301-6.01 General Waste Management	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ES-301-6.03 Management of Recycle and Reusable Materials	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ES-301-6.04 Management of Hazardous Wastes		X	X	X		X		X		X	X	X	X		X	X	X						X	X							X	X					X	
ES-301-6.05 Management of Universal Wastes			X	X		X							X				X																				X	
ES-301-6.06 Management of Special Wastes		X	X	X	X			X		X	X	X	X		X	X									X	X	X										X	

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