

1. General Data

The General Data section looks at your company in general. It regroups data on the history of the site, the activities and the relations with its surroundings.

The following aspects should be covered by the documents included in this section:

- Identification (corporate name, sector of activity, year of creation, etc.)
- Organisation chart
- Production (volume, description of process, products and services)
- Plans of the site
- Historical development
- Impact studies
- Insurance policies & legal compliance
- etc.

The checklists, maps, questionnaires, plans of action, sheets of calculation of the different DELTA Eco-management tools (see section 14) can be of use for this section.

2. Raw Materials and Products

The Raw Materials and Products section looks at your consumption of raw materials and by-products as well as the input and output of the material and energy flows in the process.

The following aspects should be covered by the documents included in this section:

- Origin, quantity and type of raw materials
- Cost of raw materials
- Storage of raw materials
- Flow chart of raw materials
- Traceability of products
- Products safety sheets
- Legal documents
- etc.

The checklists, maps, questionnaires, plans of action, sheets of calculation of the different DELTA Eco-management tools (see section 14) can be of use for this section.

3. Water

The Water section looks at your consumption of water and discharge of waste water.

The following aspects should be covered by the documents included in this section:

- Origin, quantity, quality and type of consumed water
- Cost of consumed water
- Chart of water use and distribution (included quality required in the process)
- Quantity and quality of used water
- Sewer plans
- Legal documents
- etc.

The checklists, maps, questionnaires, plans of action, sheets of calculation of the different DELTA Eco-management tools (see section 14) can be of use for this section.

4. Soil

The Soil section looks at the use and storage of dangerous or hazardous products in relation to the soil and groundwater.

The following aspects should be covered by the documents included in this section:

- Storage of chemical products
- Analysis of soils (nature of the subterranean structure, collection of water, etc.)
- Measures to control the contamination of ground water
- etc.

The checklists, maps, questionnaires, plans of action, sheets of calculation of the different DELTA Eco-management tools (see section 14) can be of use for this section.

5. Air, Noise and Vibrations

The Air, Noise and Vibrations section looks at all the points of emissions and sources of nuisances.

The following aspects should be covered by the documents included in this section:

- Quantity and nature of emissions
- Air quality and analysis
- Sources of noises and measures
- Measures for reducing emissions
- Legal documents
- etc.

The checklists, maps, questionnaires, plans of action, sheets of calculation of the different DELTA Eco-management tools (see section 14) can be of use for this section.

6. Energy

The Energy section looks at your consumption of energy.

The following aspects should be covered by the documents included in this section:

- Origin and type of energy
- Quantity and cost of consumed energy
- Flow chart of energy
- Areas of energy depletion
- Measures for reducing depletion and alternatives for producing energy
- Legal documents
- etc.

The checklists, maps, questionnaires, plans of action, sheets of calculation of the different DELTA Eco-management tools (see section 14) can be of use for this section.

7. Solid Waste

The Solid Waste section looks at the solid waste management and prevention in your company.

The following aspects should be covered by the documents included in this section:

- Origin and nature of solid waste
- Quantity of produced solid waste
- Flow chart of solid waste
- Storage and sorting of solid waste
- Disposal of solid waste
- Alternatives for reusing or recycling solid waste
- Legal documents
- etc.

The checklists, maps, questionnaires, plans of action, sheets of calculation of the different DELTA Eco-management tools (see section 14) can be of use for this section.

8. Health and Safety

The Health & Safety section identifies risks of accidents and pollution.

The following aspects should be covered by the documents included in this section:

- Emergency and evacuation plans
- Prescriptions for handling and transporting hazardous waste
- Reports of past accidents
- Staff protection and training
- List of contacts in case of emergency
- etc.

The checklists, maps, questionnaires, plans of action, sheets of calculation of the different DELTA Eco-management tools (see section 14) can be of use for this section.

9. Transport

The Transport section looks at the transport processes of material as well as all personnell transports.

The following aspects should be covered by the documents included in this section:

- Type of means of transport and working order of the vehicle
- Transport processes, i.e. incoming, internal and outgoing transport of material
- Volume of material, products, waste, etc. transported
- Personnell transports
- Energy consumption
- Air pollution, noise
- Transport security
- etc.

The checklists, maps, questionnaires, plans of action, sheets of calculation of the different DELTA Eco-management tools (see section 14) can be of use for this section.

10. Management, Action Plan and Controlling

The Management and Action Plan section encompasses your managerial dispositions and your work programme related to the environment.

The following aspects should be covered by the documents included in this section:

- Synthesis of environmental impacts
- Managerial criteria (economical risk, corporate image, clients, etc.)
- Environmental policy
- Action plan (objectives, actions, deadline, responsibility)
- Controlling and list of corrective actions undertaken
- Management review
- Process organisation
- Environmental indicators
- etc.

The checklists, maps, questionnaires, plans of action, sheets of calculation of the different DELTA Eco-management tools (see section 14) can be of use for this section.

11. Environmental Accounting

The Environmental Accounting section looks at the economic and financial aspect of environmental management.

The following aspects should be covered by the documents included in this section:

- Cost analysis
- Expenses
- Financial data
- etc.

The checklists, maps, questionnaires, plans of action, sheets of calculation of the different DELTA Eco-management tools (see section 14) can be of use for this section.

12. Training and Internal Environmental Communication

The Training and Internal Environmental Communication section regroups all data related to staff training and internal communication.

The following aspects should be covered by the documents included in this section:

- Staff training; environmental awareness raising courses
- Annual report or Environmental report
- Environmental policy
- Internal, staff meeting
- Articles published in internal newspapers / newsletters
- Informations on environmental laws, reference
- etc.

The checklists, maps, questionnaires, plans of action, sheets of calculation of the different DELTA Eco-management tools (see section 14) can be of use for this section.

13. External Environmental Communication

The External Environmental Communication section regroups all data related to internal and external communication.

The following aspects should be covered by the documents included in this section:

- Annual report or Environmental report
- Products informations
- Open visits to the public
- Articles published in external newspapers / newsletters, interviews
- etc.

The checklists, maps, questionnaires, plans of action, sheets of calculation of the different DELTA Eco-management tools (see section 14) can be of use for this section.

14. References, Contacts, and Environmental Management Tools

This section regroups support information and references that can help you in documenting the different sections:

- List of useful contacts
- Examples of cases of applications
- Environmental management tools and methodologies
- Correspondence with public authorities
- Laws and legal references related to the environment
- etc.