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# Appendix A: Management of Change Checklist

The checklist consists of three sections:

- **Section 1:** Lists potential changes (such as changes in organization, infrastructure, equipment, etc.).
- **Section 2:** Lists environmental aspects that may be impacted by the changes in Section 1.
- **Section 3:** Lists applicable regulatory obligations, requirements, conditions, limits, and standards to be reviewed for Section 2 changes.

## Section 1: Check All Changes Applicable to the Planned Project

### 1.1 Organization

- Management
- Environmental staff
- Other personnel changes

### 1.2 Infrastructure

- Construction, renovation, modification, or demolition of buildings or roads
- Modification of utilities
- Sewer or stormwater conveyance
- Site layout (such as shielding effect for noise or air emission dispersion effects)

### 1.3 Equipment/Machinery or part thereof

- Installation of new equipment
- Replacement of equipment
- Modification and/or reconstruction of equipment
- Removal/ relocation of equipment

### 1.4 Operations

- Change in the method of operation
- Change in type and intensity of transport to, from, and at the site
- New storage location(s)

### 1.5 Work Procedures/Instructions

- Loading/unloading of chemicals/oils/ hazardous materials
- Inspection frequency of pollution control devices
- Maintenance or changes in preventive maintenance frequency
- Spill response
- Waste disposal

### 1.6 Vendors/Contractors/Suppliers

- Contractor's expertise/knowledge of processes/procedures
- Quality of services
- New contractor services (such as a new vendor managed depot)

### 1.7 Materials

- Composition/ Quality
- Quantity
- New Material to be Brought Onsite
- Removing Material from Site

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## Section 2: Check the Environmental Aspects Affected by the Planned Change

- Energy Efficiency** (energy consumption per unit of raw material/ product)
- Air Emissions**
  - New air emissions sources
  - Fugitive emissions (dust, odor)
- Noise/Vibrations**
- Wastewater or Stormwater discharge**
  - Flow
  - Temperature
  - Composition (new components)
  - Concentrations of pollutants/substances, such as pH or suspended solids
- Waste**
  - Quantity of produced wastes
  - Chemical composition of wastes
  - Physical characteristics (density, viscosity, particle size distribution, odors)
  - Waste classification
  - Treatment/disposal method
- Other Environmental Risks**
  - Change in likelihood of spills
  - Change in hazards of spills (including effects on offsite areas)
  - Change in worker exposure risks
  - Change in the container or building requirements to prevent the materials from exposing the outside environment
  - Change in outdoor storage locations
  - Change in PPE needs

## Section 3: For the Affected Environmental Aspects identified in Section 2, are there changes to:

- Legal & Permit requirements/ EMS Legal Registry
- Roles and Responsibilities
- Work instructions/ SOPs/ Plans
- Training needs
- EMS Aspect Inventory
- NEPA Documentation

Section 3: Table:

**Briefly describe actions to be taken to address environmental impacts from the change, when they will be addressed and who is responsible for the changes:**

Actions	Who is responsible for Action?	Action Due Date	Notes

**Date Form was Completed:** \_\_\_\_\_

**MOC Review Team Completing Form:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Form Reviewed & Approved by (Name and Date):** \_\_\_\_\_

**Actions Verified as Complete by (Name and Date):** \_\_\_\_\_