

## Case 1: Setagaya Ward

### Environmental Management System in Setagaya Ward - a Method of Environmental Impact Assessment

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#### 1. Environmental measures in Setagaya Ward

Setagaya Ward has drawn up its basic environmental plan and leading action plan (the environmental action guide), established the Setagaya version of the Environmental Management System and promoted other environmental measures as shown on a separate page. In 1997, we published "The Basic Environmental Plan and Environmental Action Guide: The First Assessment and Inspection Report" to evaluate the Ward's environmental measures and environmental action approaches. Based on the outcome of the assessment and inspection, we reviewed the basic environmental plan and drew up the revised basic environmental plan in 2000.

In addition, with consideration for the draw-up of the global warming prevention plan, we have been working to enhance the environmental management system with the aim of acquiring ISO14001 certification in 2001.

We are currently carrying out a survey to collect basic data for the environmental impact assessment. These data will be used to assess the environmental impact of Ward business activities. In this presentation, we will report on the basic survey methods we have to perform the environmental impact assessment and some of the issues.

#### 2. Categories of Environmental Impact Assessment

Based on existing projects, we can divide the areas of environmental impact assessment for local governments as follows.

##### (1) Environmental Impact from Daily Business Operations

Kinds of environmental impact that are caused in public every office by daily operations.

Example: Use of automobiles, Energy consumption (lighting, air conditioning, etc.), Purchasing of materials, Waste generation, Printing matter, etc.

##### (2) Environmental Impact caused by project activities

Kinds of environmental impact caused by project activities that are operated by the Ward.

- 1) Projects that would have an impact on the environment
- 2) Projects that aim for conservation of the local environment.

### 3. The concept of the environmental impact assessment methods

- (1) The effective use of the existing system.

Instead of starting a new environmental management system, we decided to use the measures, procedures and accumulated data that already exist in other sections, such as the sections in charge of facility maintenance and the treasurer's office.

- (2) Selection of the survey items

In order to make the assessment procedure more time-effective, we narrowed down the items in the assessment survey and used some of the existing data.

### 4. Environmental Impact Assessment Method

- (1) Survey items in business routine for environmental impact assessment

1) Self-checking of environmental activities in the model offices  
(Environmental Department)

Every section has a designated environmental manager who promotes environmental activities at the workplace. The managers check their own activities in the workplace based on the "environmental activity check sheet." The data from the twenty-seven model offices are collected every quarter-year.

- 2) Mileage on official vehicles

(Financial Department)

The Department uses the official vehicle usage record, which is prepared as budget assessment data, to assess the environmental impact.

- 3) Amount of gasoline purchased

(Vehicle subsection, the Accounting Department,)

The Vehicle Subsection in the Accounting Department purchases the gasoline for all the official vehicles owned by different sections. The Vehicle Subsection collects the data for the amount of the gasoline purchased based on the vouchers.

- 4) Amount of green purchases

(Treasurer's office)

The treasurer's office makes a collective purchase for the "designated items," while every section individually purchases other items.

The treasurer's office lists the environmentally sound products out of the designated items and acknowledges the amount of the green purchases.

- 5) Amount of waste

(Government Office Building Maintenance Subsection and the Composite Branch)

We have to have an understanding of the amount of waste generation from the Government Office Building and the Composite Branch.

We calculate the amount of the waste generation from the Government Office Building based on a report from the waste disposal company.

The waste from the Composite Branch and other offices is treated as general waste with a fee. We purchase and place a sticker on every waste container put out for collection. We use the number of stickers to calculate the weight of the waste generation (in kilograms or tons) for the waste from these offices.

#### 6) Amount of Recycling

(Waste Reduction Department)

We have a recycle system to recycle used paper, bottles and cans in the Government Office Building. A recycling company collects the items.

#### 7) Amount of energy consumption

(Facility Maintenance Department)

Guidelines for the total cost management of public facilities are set to reduce the cost for various areas, from construction planning to maintenance of the facilities.

Every section that is in charge of facility maintenance records the consumption of electricity, gas and water in the facility maintenance and management book. The Facility Maintenance Department collects and analyzes the data.

#### 8) Printing of PR materials

(Public Relations and Public Hearing Department)

To understand and effectively control the number of PR materials being printed, we made the *Manual for the Printing Registration of PR Materials* to enforce the printing registration system for PR materials.

For matters concerning PR materials that are published by the ward government, we refer to the Record of Matters Concerning the Publication of PR Materials to obtain the information on the whiteness index, post-consumer paper content and the amount of printing.

#### 9) Amount of envelopes

(Environmental Department)

The data for the number of envelopes used are collected separately, because there was no existing data available.

10) Amount of copying and the amount of copy paper and envelope consumption (Environmental Department)

The amount of copies made was not known before, because there had been no existing guidelines for the number of copy machines and amount of copying done in the whole of the government office buildings. We performed the survey to learn the amount of copying done in all the public buildings except for the schools.

## (2) Business activities

Environmental impact assessment of business activities will be performed in cooperation with the policy measure assessment, which is being prepared with consideration for the following issues.

i) The unit of businesses: individual work task

For the introduction of the policy measure assessment, we reorganized the structure of the policy measures. We itemized the tasks into five layers, with the individual work task as the smallest unit. The five layers are: six fields, 18 areas, 82 items, 303 sub-items (business groups) and 2,398 individual work tasks.

These units will be used for the environmental impact assessment in the environmental management system. The process management will be performed in compliance with the Setagaya Ward Basic Plan and the Enforcement Plan.

ii) Effective Use of Database System

We will effectively use the "Policy Measure Assessment Support System" we developed for the start of the policy measure assessment. The data, such as the amounts in the settled accounts and budgets and numbers in various records, should be more frequently used by sharing the data among different sections.

○ Items in the environmental impact assessment by individual tasks

1) Tasks that are applicable for environmental consideration system (public

works)

Development projects conducted by the Ward that are applicable to the environmental consideration system and environmental consideration guidelines pursuant to the Basic Environmental Regulation.

2) Tasks that are legally regulated by environmental regulations

The tasks that the regulations apply to, which requires some control or report for environmental consideration.

3) Tasks that have raised a complaint in an environmental issue

Tasks that have raised a complaint in an environmental issue while being enforced.

4) Tasks that are expected to have a state of emergency

Tasks that are expected to have a state of emergency that may have an impact on the environment.

5) Tasks that are applicable to the Basic Environmental Plan

Environmental policy measures that are conducted by the Ward and are also applicable to important measures in the Basic Environmental Plan (in preparation) and Basic Measures 21.

## 5. Problems involved

1) Sharing of the information

The data are surveyed and collected by the individual section based on the request. Currently these data are not shared among the different sections. Also, the same kind of surveys have been performed repeatedly by different sections. We need to reconstruct the information systems throughout the government and to promote information-sharing for more time-effective data collection.

2) Development of the index for environmental impact assessment

While we can use numbers and prices to show the impact of government business on the environment, it is difficult to indicate the degree of environmental impact. We need other indexes to use in the environmental impact assessment for governmental business activities.

3) Compliance with the policy measure assessment

The Ward is preparing the policy measure assessment, as well as designing the environmental management system. While the environmental management

system evaluates environmental impact, we have to evaluate the whole of our policy measures from the standpoint of the government, which is responsible to improve various aspects of the welfare of the local area.

#### 4) Agreement with the ISO requirements

We have to design the environmental management system so that the system will meet the requirements for the ISO14001 acquisition. We should consider the efficient use of the existing systems in the government offices to design a new, effective system.

#### 5) Accurate data collection

Accurate data collection is difficult in some areas, such as energy consumption and waste generation. We need to find effective data collection methods by conducting sampling surveys and other measures.

## Major Environmental Measures of Setagaya Ward

-1990	Recycling of used office paper was started in the main and other government buildings. A recycle promotion leader was positioned in every division.
-Basic Environmental Regulation: Established in September, 1994. -Partial enforcement was started in April 1995.	The basic policy for environmental conservation, restoration and creation was stated. It shows that environmental policy measures are carried out in cooperation with the citizens and private corporations.  It regulates the establishment of an Environmental Committee, development projects and other systems with environmental concerns.
-Basic Environmental Plan: Drawn up in March 1996.  -Environmental Coexistence Promotion Committee: Outline was established in July 1996.	It is a holistic plan to show the direction of environmental policy measures. (Effective for ten years from April 1996) The regulations for different areas and individual plans are designed and drawn up based on the Basic Environmental Plan. The used office paper recycling project was started in all of the offices in government buildings. Recycle promotion leaders were positioned in all departments and offices. Established as a promotion system for environmental policy in government offices. Organization for communication coordination. It places the deputy mayor for environmental and emergency affairs as the chair, and all of the directors as committee members.
Environmental Action Guidelines: Drawn up in February 1997 Environmental Managers: Outline was established in June 1997.	Guidelines for environment-friendly lifestyle and business operation. An action plan, in which the Ward takes the initiative as a business operator and consumer. (The Ward's Leading Action Plan: for three years from April 1997.) Positioned in every department and office to promote the Ward's Leading Action Plan (about 380 leaders). Inspect their own offices according to "environmental action inspection sheet." Set objectives. Data collection in the model offices at every quarter-year.
The first report on the assessment and inspection: Announced in March 1998	The report on the assessment and inspection of the Setagaya Ward Basic Environmental Plan and Environmental Action Guidelines. Self-inspection for the Ward's environmental

	policy measures and the Leading Action.
Guideline for Environmental Consideration Basic Plan for Greening: Drawn up in March 1999.	<p>The participation of the citizens and private corporations in the assessment and inspection work. Announcement of the results to the public.</p> <p>It shows the specific items the Ward has to consider when purchasing materials or maintaining or constructing facilities. The Green Purchase Version was drawn up in March 1999.</p> <p>Drawn up as the "basic plan for green land conservation and the promotion of greening" for the City Green Conservation Law and as a greening section of the Basic Environmental Plan.</p>
Basic Environmental Plan, Revised Version: Drawn up in March 2000. Basic Plan for General Waste Management: Drawn up in March 2000. Transfer of waste management Promotion Plan to Reduce and Recycle Waste Materials: Drawn up in May 2000.	<p>Based on the first assessment and inspection report, new issues and standpoints were discussed, and the Basic Environmental Plan was reviewed. The Basic Environmental Plan, Revised Version, was drawn up.</p> <p>With the coming ten years of Setagaya Ward in consideration, we clarified the direction of measures for general waste management holistically and systematically.</p> <p>Carried out in April 2000 as part of the task transfer by the Metropolis-ward reform.</p> <p>It is placed as the annual business plan for recycling measures in the Basic Plan for General Waste Management. It is also placed as the "Plan for Reuse" based on Setagaya Ward Cleaning and Recycling Regulations, Article 13.</p>
Preparing to accredit ISO14001. Plan for global warming prevention actions	<p>Preparing to acquire ISO14001 (the international standard for environmental management systems) in fiscal 2001.</p> <p>During review of the Environmental Action Guideline (the Ward's Leading Action Plan), we will draw up an action plan for global warming prevention within fiscal 2000.</p>