

# ***Instructions for Significant Impact and Aspect Determination***

## **Significance Determination Guidance**

### **Introduction**

- ISO 14001:2004 requires that an organization considers its significant environmental aspects in multiple areas of an EMS. However it does not specify a method for determining significance.
- To simplify the “Significant Aspect” identification process it is recommended that plants utilize the following screening process:
  - 1 - identify the “**Significant Impact Category**”
  - 2 - **only evaluate the aspects** associated with the identified “**Significant Impact Category**”
- The alternative is to independently evaluate each aspect for significance which can be very time intensive.

**The following steps will act as a guide for the Lear method of determining Significant Impacts and associated Significant Aspects.**

## Significance Determination

### • STEP 1

- Discuss, which area[s] of your plant’s operation could have a **noteworthy affect on the environment**. **Identify** and **document HOW** the environment is affected.
- Use your knowledge of the Plant to **complete the Significant Impact Scoring Worksheet**, using the **Significance Impact Scoring Worksheet Guide** for guidance.
  - Significant Impact scoring is essentially a screening tool to streamline the Significant Aspect determination process.*
- An example is shown on the next slides:

## Significance Determination

### Significant Impact Scoring Worksheet Guide (A) Emissions to Air (example)

The Severity (how does the Facility, as a whole, impact the environment through its air emissions?) can be preliminarily evaluated in terms of "Legal & Other" requirements that are based on the permits or registrations required for the processes at each location. The cost of implementing and maintaining air emissions control program is likely proportional to the "Legal & Other" requirement. Therefore, the severity is considered as a combination of "Legal & Other" requirements, process type, and cost. Using this rationale the following scoring was developed:				
<b>Significance Score</b>	<b>1.5 Negligible</b>	<b>3 Minor</b>	<b>6 Moderate</b>	<b>9 Major</b>
Legal and Other:	No permits required.	Local permits or registrations required.	State permits required.	Federal permits required.
<b>Probability: What is the likelihood that an abnormal or unauthorized air emission may occur based on prior history and planned production or process changes?</b>				
<b>Significance Score</b>	<b>0.5 Negligible</b>	<b>1 Minor</b>	<b>2 Moderate</b>	<b>3 Major</b>
Violations, warnings, compliance audit and EMS operational control (Air) findings:	None within the past 3 years.	At least 1 within the past 3 years.	At least 1 within the past year.	Several within the past year.

Read the scoring for Air, think about how these categories relate to your plant and enter your plant’s scoring on the Worksheet. Repeat for the other Impacts. If your plant does not fit perfectly within the defined categorical scores, each working group should decide if a score between the defined categorical scores would be more appropriate.

## Significance Determination - Scoring

- Enter numbers into the Significant Impact Scoring Worksheet.
- Please note that you may not score anything “0”, but you can go between numbers if you think that the risk is somewhat between the descriptions.
- Next, hide the Scale/Severity, Probability and Public Interest Columns and ask the Plant Manager to score on a scale of 1 to 10 (with 10 being the highest impact or risk) what he or she thinks is Significant. This step is helpful in getting “buy in” from the plant manager and also in breaking a tie
- Next, unhide all columns and the Sum will be automatically added to show which **Impact Category is SIGNIFICANT**

## Significance Determination

Impact Category	Scale/Severity	Probability	Public Interest	Plant Manager	Sum	Percent (%) of Total	Comments
(A) Emissions to Atmosphere	3	1.5	1.5	2	6.2	26%	
(B) By-Product (Waste) Management	6	3	1.5	4	10.9	47%	
(C) Local Community Issues	1.5	1.5	3	3	6.3	27%	

**By finding the Impact Category that is SIGNIFICANT** now focuses the aspect assessment for significance in the area of the significant impact.

**Note: Much of an EMS revolves around “Significance.”**  
**Selecting too many significant environmental aspects can increase documentation, control, and training efforts for the Environmental Management Representative (EMR).**

## Significance Determination

### • STEP 2

- Conduct the “**Aspect Inventory.**”
  - Brainstorm “what the plant does” as a group,
  - Use flipcharts or an electronic means to capture the information.
- Organization of thought process is key to a robust “Aspect Inventory.”
  - Plants may complete this task by looking at “**Process Areas.**” This works well for **plants with multiple processes** that may or may not be sequentially related such as injection molding and painting.
  - A plant layout drawing can be helpful to mark-off the areas that have been inventoried and reviewed as you move along.
  - **Plants with sequential processes** such as seat assembly, may find it easier to inventory aspects using process flow (e.g. Receive materials – assembly – ship product).

## Significance Determination

### • STEP 2 continued

- Don’t forget non-production areas:
  - offices
  - lunch rooms,
  - warehouses (if considered in the Scope).
- Remember to include start-up and shut-down activities
- **Aspect Inventory:**
  - In each major activity category group the activities, products, and services that apply to this category.
  - Use as few major activity categories as possible and take care to include an extensive list of all related sub-activities.

# Significance Determination

## Aspect Inventory Example:

- **Process Area:** PAINT DEPARTMENT
- **Activities:** Painting, material storage & handling (paint, solvents, etc), booth maintenance (filter change, paint line flush, manometer verification)
- **Products:** Waste (solvents, cleaners, rags, wipes); Paint Waste (liquid, dried); General Trash: masking materials, filters (non-hazardous), empty containers paint and aerosol cans
- **Services:** Painter Supply (Material Supplies), Pioneer Spray Booth, Fire Suppression System for Booths, Heritage

**Once the brainstorming session is complete, divide into groups and walk the Plant to be sure nothing has been missed.**

# Significance Determination

## • STEP 3

- **Open** the Environmental Aspect Analysis Worksheet – **Select “Enable Macros”**
- **Transfer** the Aspect Inventory data from the Brainstorming session to first 3 columns on the Master Tab of the Environmental **Aspect Analysis Worksheet**
- Next **fill in the Impact Category** in the next 8 columns
- Write comments in the Legal/Other Requirements or Other Comments Column
- You can make "notes" in the Comments column regarding this particular aspect.
- **Not all Aspects will have Impacts – use your best knowledge based on the Legend shown below**

### Type

A = Activity  
P = Product  
S = Service

### Impact

A = Air  
B = By-Products  
C = Community  
E = Energy  
L = Land  
N = Noise/Odor  
R = Natural Resource Use  
W = Water

## Your MASTER sheet should look like this

The screenshot shows a Microsoft Excel window titled 'Wentzville\_SAW.xls'. The worksheet is titled 'Significant Aspects Worksheet' and contains a table with the following columns: Process Area, Type, Aspect, Impact Category (with sub-columns A, B, C, E, L, N, R), and Comments. The table lists various maintenance tasks such as Collect Trash, Cleaning and Disinfecting, and Repair, Replace, Maintain, etc.

Process Area	Type	Aspect	Impact Category							Legal/Other Requirements or Other Comments	Comments	
			A	B	C	E	L	N	R			
Maintenance	A	Collect Trash	A	B								
Maintenance	A	Cleaning and Disinfecting	A	B	C					W		
Maintenance	A	Protecting										
Maintenance	A	Spill Clean Up	A	B						W	Training for employees	
Maintenance	A	Computer	A	B		E	L	N			Protect Computer data	
Maintenance	A	Locking	A									
Maintenance	A	Protective Footwear	A				L			W	Train staff to comply	
Maintenance	A	Repair, Replace, Maintain, etc.	A			E			R		OSHA can take fines - lock out by out - etc	
Maintenance	A	Temporary maintenance		B		E		N	R	W	PEE for employees and training	
Maintenance	A	Exhaust fan									Training	
Maintenance	A	Compressor Room		B		E		N	R	W	None as required	
Maintenance	A	Generator		A	B		E		N		Spill Response	
Maintenance	P	Used Oil							R		Manage at Use of 1	
Maintenance	P	Paint cans, etc. in, storage					L				Non Hazardous Waste	
Maintenance	P	Paint cans from storage					L				Hazardous Waste	
Maintenance	P	Paint, wood,					L					
Maintenance	P	Spill response materials					L				Must be managed correctly	

## Significance Determination

### • STEP 4

- Select "Copy Data" button on the "Master Tab." Data will transfer AUTOMATICALLY to the appropriate significance tabs
- If you Select "Show All Rows" it will expand each spread sheet
- "Copy Data" resets.
- **PLEASE NOTE THAT SOMETIMES THESE "BUTTONS" TRANSFER TO THE RIGHT HAND SIDE OF THE MASTER SPREAD SHEET – DO NOT PANIC – SCROLL OVER AND DRAG BACK.**
- Select the tab that corresponds to the highest scoring "Significant Impact Category" from Step 1
- Score each of the aspects. Use the legend on the bottom of the selected worksheet or as on the next few slides
- Select the highest scoring aspects to determine significance (each location should select the cut-off point for significance and reflect this choice in their documents).

## Air - Significance Scoring Legend

Probability	What is the likelihood this aspect could have an abnormal/un-permitted release to the environment over the next year 0.1 = 10% to 1.0 = 100% (use history as basis)
Legal & Other	Local Reqs/Industry Stds = 1.0; State/Provincial/ Corp Reqs = 3.0; Federal/Customer Environmental Reqs = 5
Interested Parties	Calls/inquiries: Multiple w/in past yr = 5; 1w/in past yr = 4; Multiple w/in past 3 yrs = 3; 1 w/in past 3 yrs = 2; other = 1
Toxicity	What degree of toxicity does this aspect contain: Extremely Hazardous Substance = 10; Hazardous Substance = 5 ; Non-Hazardous Substance =1 (as defined by your Country)
Frequency	Is Aspect conducted/present: Continuously (hourly) = 10; every 4 hrs = 9; 8 hrs = 8; 12 hrs = 7; D = 6; W = 5; M = 4; Q = 3; S = 2; A = 1
Volume/Quantity	As compared to the whole facility what % of air emissions does this aspect contribute: <1% = 1; <3% = 2;<5% = 3; <10% = 4; <15% = 5; <25 % = 6; <50% = 7; <75% = 8; <90% = 9; > 90% = 10
Physical Property	Is not considered for air - it is the toxicity and volume that drives the severity set all to 1
Operating Cost	> \$900k = 10; < \$900k = 9; <\$750k = 8; <\$500k = 7; <\$250k = 6; <\$100k = 5; < \$50k = 4; <\$25k = 3; <\$ 10k=2; <\$1k =1

## By Product Significance Scoring Legend

Probability	What is the likelihood that by-products generated by this aspect will increase over the next year 0.1 = 10% to 1.0 = 100% (use history as basis)
Legal & Other	Local Reqs/Industry Stds = 1.0; State/Provincial/ Corp Reqs = 3.0; Federal/Customer Environmental Reqs = 5
Interested Parties	Calls/inquiries: Multiple w/in past yr = 5; 1w/in past yr = 4; Multiple w/in past 3 yrs = 3; 1 w/in past 3 yrs = 2; other = 1
Toxicity	What degree of toxicity does this aspect contain: Extremely Hazardous Substance = 10; Hazardous Substance = 5 ; Non-Hazardous Substance =1 (as defined by your Country)
Frequency	Does this aspect generate by-products: Continuous (hourly) = 10; every 4 hrs = 9; 8 hrs = 8; 12 hrs = 7; D = 6; W = 5; M = 4; Q = 3; S = 2; A = 1
Volume/Quantity	As compared to the total by-products generated at the whole facility what % does this aspect contribute: <1% = 1; <3% = 2;<5% = 3; <10% = 4; <15% = 5; <25 % = 6; <50% = 7; <75% = 8; <90% = 9; > 90% = 10
Physical Property	Does the aspect primarily generate by-products that are Liquid = 5; Solid = 1
Operating Cost	> \$900k = 10; < \$900k = 9; <\$750k = 8; <\$500k = 7; <\$250k = 6; <\$100k = 5; < \$50k = 4; <\$25k = 3; <\$ 10k=2; <\$1k =1

## Community Significance Scoring Legend

Probability	What is the likelihood this aspect will cause concern within the community over the next year 0.1 = 10% to 1.0 = 100% (use history as basis)
Legal & Other	Local Reqs/Industry Stds = 1.0; State/Provincial/ Corp Reqs = 3.0; Federal/Customer Environmental Reqs = 5
Interested Parties	Calls/inquiries: Multiple w/in past yr = 5; 1 w/in past yr = 4; Multiple w/in past 3 yrs = 3; 1w/in past 3 yrs = 2; other = 1
Toxicity	What degree of toxicity does this aspect contain: Extremely Hazardous Substance = 10; Hazardous Substance = 5 ; Non-Hazardous Substance =1 (as defined by your Country)
Frequency	Considering the whole facility what % of time is this aspect present: Continuous (hourly) = 10; every 4 hrs = 9; 8 hrs = 8; 12 hrs = 7; D = 6; W = 5; M = 4; Q = 3; S = 2; A = 1
Volume/Quantity	Is covered under frequency set all to 1
Physical Property	Does the aspect primarily use material that is Vapor = 5; Liquid = 3; Solid = 1
Operating Cost	> \$900k = 10; < \$900k = 9; <\$750k = 8; <\$500k = 7; <\$250k = 6; <\$100k = 5; < \$50k = 4; <\$25k = 3; <\$ 10k=2; <\$1k =1

## Energy Significance Scoring Legend

Probability	What is the likelihood this aspect will have an increased energy consumption over the next year 0.1 = 10% to 1.0 = 100% (use history as basis)
Legal & Other	Local Reqs/Industry Stds = 1.0; State/Provincial/ Corp Reqs = 3.0; Federal/Customer Environmental Reqs = 5
Interested Parties	Calls/inquiries: Multiple w/in past yr = 5; 1 w/in past yr = 4; Multiple w/in past 3 yrs = 3; 1 w/in past 3 yrs = 2; other = 1
Toxicity	Is not considered for energy- volume/quantity and operating cost that drives the severity set all to 1
Frequency	Is Aspect conducted/present: Continuously (hourly) = 10; every 4 hrs = 9; 8 hrs = 8; 12 hrs = 7; D = 6; W = 5; M = 4; Q = 3; S = 2; A = 1
Volume/Quantity	What % of the energy used at the whole facility does this aspect use: <1% = 1; <3% = 2;<5% = 3; <10% = 4; <15% = 5; <25 % = 6; <50% = 7; <75% = 8; <90% = 9; > 90% = 10
Physical Property	Is not considered for energy- volume/quantity and operating cost that drives the severity set all to 1
Operating Cost	> \$5MM = 10; < \$5MM = 9; <\$2.5MM = 8; <\$1MM = 7; <\$750k = 6; <\$600k = 5; < \$500k = 4; <\$250k = 3; <\$ 100k=2; <\$50k =1



## Land Significance Scoring Legend

Probability	What is the likelihood this aspect will have an abnormal/un-permitted release to the environment ,causing contamination, over the next year 0.1 = 10% to 1.0 = 100% (use history as basis)
Legal & Other	Local Reqs/Industry Stds = 1.0; State/Provincial/ Corp Reqs = 3.0; Federal/Customer Environmental Reqs = 5
Interested Parties	Calls/inquiries: Multiple w/in past yr = 5; 1w/in past yr = 4; Multiple w/in past 3 yrs = 3; 1 w/in past 3 yrs = 2; other = 1
Toxicity	What degree of toxicity does this aspect contain: Extremely Hazardous Substance = 10; Hazardous Substance = 5 ; Non-Hazardous Substance =1 (as defined by your Country)
Frequency	Is Aspect conducted/present: Continuously (hourly) = 10; every 4 hrs = 9; 8 hrs = 8; 12 hrs = 7; D = 6; W = 5; M = 4; Q = 3; S = 2; A = 1
Volume/Quantity	If there was an abnormal/un-permitted release from this aspect, what% of land could be contaminated at the whole facility: <1% = 1; <3% = 2;<5% = 3; <10% = 4; <15% = 5; <25 % = 6; <50% = 7; <75% = 8; <90% = 9; > 90% = 10
Physical Property	Does the aspect primarily use material that is Liquid = 5; Solid = 1
Operating Cost	> \$900k = 10; < \$900k = 9; <\$750k = 8; <\$500k = 7; <\$250k = 6; <\$100k = 5; < \$50k = 4; <\$25k = 3; <\$ 10k=2; <\$1k =1

## Noise & Odor Significance Scoring Legend

Probability	What is the likelihood this aspect will create an abnormal noise or odor during its operation 0.1 = 10% to 1.0 = 100% (use history as basis)
Legal & Other	Local Reqs/Industry Stds = 1.0; State/Provincial/ Corp Reqs = 3.0; Federal/Customer Environmental Reqs = 5
Interested Parties	Calls/inquiries: Multiple w/in past yr = 5; 1 w/in past yr = 4; Multiple w/in past 3 yrs = 3; 1w/in past 3 yrs = 2; other = 1
Toxicity	What degree of toxicity does this aspect contain: Extremely Hazardous Substance = 10; Hazardous Substance = 5 ; Non-Hazardous Substance =1 (as defined by your Country)
Frequency	Is Aspect conducted/present: Continuously (hourly) = 10; every 4 hrs = 9; 8 hrs = 8; 12 hrs = 7; D = 6; W = 5; M = 4; Q = 3; S = 2; A = 1
Volume/Quantity	What % of the noise and/or odor at the whole facility does this aspect contribute to: <1% = 1; <3% = 2;<5% = 3; <10% = 4; <15% = 5; <25 % = 6; <50% = 7; <75% = 8; <90% = 9; > 90% = 10
Physical Property	Does the aspect primarily use material that is Vapor = 5; Liquid = 3; Solid = 1
Operating Cost	> \$900k = 10; < \$900k = 9; <\$750k = 8; <\$500k = 7; <\$250k = 6; <\$100k = 5; < \$50k = 4; <\$25k = 3; <\$ 10k=2; <\$1k =1

## Natural Resources Significance Scoring Legend

Probability	What is the likelihood this aspect will have an increased usage of natural resources over the next year 0.1 = 10% to 1.0 = 100% (use history as basis)
Legal & Other	Local Regs/Industry Stds = 1.0; State/Provincial/ Corp Reqs = 3.0; Federal/Customer Environmental Reqs = 5
Interested Parties	Calls/inquiries: Multiple w/in past yr = 5; 1w/in past yr = 4; Multiple w/in past 3 yrs = 3; 1 w/in past 3 yrs = 2; other = 1
Toxicity	What degree of toxicity does this aspect contain: Extremely Hazardous Substance = 10; Hazardous Substance = 5 ; Non-Hazardous Substance =1 (as defined by your Country)
Frequency	Is Aspect conducted/present: Continuously (hourly) = 10; every 4 hrs = 9; 8 hrs = 8; 12 hrs = 7; D = 6; W = 5; M = 4; Q = 3; S = 2; A = 1
Volume/Quantity	What % of the natural resource usage at the whole facility does this aspect contribute to: <1% = 1; <3% = 2;<5% = 3; <10% = 4; <15% = 5; <25 % = 6; <50% = 7; <75% = 8; <90% = 9; > 90% = 10
Physical Property	Does the aspect primarily use material that is Vapor = 5; Liquid = 3; Solid = 1
Operating Cost	> \$2MM = 10; < \$2MM = 9; <\$1.5MM = 8; <\$1MM = 7; <\$750k = 6; <\$500k = 5; < \$250k = 4; <\$100k = 3; <\$ 50k=2; <\$10k =1

## Water Significance Scoring Legend

Probability	What is the likelihood this aspect will have an abnormal/un-permitted release to the environment over the next year 0.1 = 10% to 1.0 = 100% (use history as basis)
Legal & Other	Local Regs/Industry Stds = 1.0; State/Provincial/ Corp Reqs = 3.0; Federal/Customer Environmental Reqs = 5;
Interested Parties	Calls/inquiries: Multiple w/in past yr = 5; 1w/in past yr = 4; Multiple w/in past 3 yrs = 3; 1 w/in past 3 yrs = 2; other = 1
Toxicity	What degree of toxicity does this aspect contain: Extremely Hazardous Substance = 10; Hazardous Substance = 5 ; Non-Hazardous Substance =1 (as defined by your Country)
Frequency	Is this aspect conducted or present: Continuously (hourly) = 10; every 4 hrs = 9; 8 hrs = 8; 12 hrs = 7; D = 6; W = 5; M = 4; Q = 3; S = 2; A = 1
Volume/Quantity	As compared to the whole facility what % of water discharged from the facility does this aspect contribute to: <1% = 1; <3% = 2;<5% = 3; <10% = 4; <15% = 5; <25 % = 6; <50% = 7; <75% = 8; <90% = 9; > 90% = 10
Physical Property	Does the aspect primarily use material that is Liquid = 5; Solid = 1
Operating Cost	> \$900k = 10; < \$900k = 9; <\$750k = 8; <\$500k = 7; <\$250k = 6; <\$100k = 5; < \$50k = 4; <\$25k = 3; <\$ 10k=2; <\$1k =1

Each Aspect Sheet (Tab) should look like this – after scoring and sorting by the highest score

Microsoft Excel - Wentzville Significant Land Aspects.xls

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Significant Aspects Worksheet

Process Area	Type	Aspect	Proximity	Legal & Other	Frequency	Priority	Frequency	Volume or Quantity	Physical Property	Operating Hours (1/1)	Significance	Legal & Other Requirements or Other Comments	Comments	
Manufacturing	F	Soil Waste	0.5	5.0	1	10	10	5	1	1	4	5000	1000	
Manufacturing	A	Proximate Footcandle	0.5	3.0	1	5	5	2	3	4	1000	1000	What must go to waste	
Manufacturing	A	Crackpot	0.5	1.0	1	1	10	10	1	3	100	100		
Manufacturing	F	Grillage	0.5	1.0	1	1	10	4	1	2	40	100	100	
Manufacturing	S	Sludge Tank Discharge	0.4	5.0	1	5	3	1	1	1	30	30		
Manufacturing	F	Rocking Machine	0.2	1.0	1	1	4	3	1	4	100	100		
Manufacturing	F	Scrap pre-type plate	0.4	1.0	1	3	5	2	1	2	200	200	Waste	
Manufacturing	S	Wet Ink	0.4	3.0	1	5	4	1	1	1	24	24		
Manufacturing	F	Used Oil, grease, solvent tank	0.2	5.0	1	5	2	1	2	1	20	20		
Manufacturing	F	Food Waste	0.3	3.0	1	5	5	2	1	1	15	15		
Manufacturing	F	Garbage	0.1	5.0	1	10	3	1	1	1	15	15		
Manufacturing	F	Electric Equipment	0.1	5.0	1	10	3	1	1	1	15	15		
Manufacturing	F	Lighting equipment	0.1	5.0	1	10	3	1	1	1	15	15		
Manufacturing	F	Chiller	0.5	5.0	1	5	1	1	1	1	15	15		
Manufacturing	F	Print cartridges	0.2	5.0	1	5	3	1	1	1	15	15		
Manufacturing	F	Paint and Coatings	0.1	5.0	1	10	3	1	1	1	15	15		
Manufacturing	S	Perchlorate	0.3	3.0	1	5	3	1	1	1	13.5	13.5		
Manufacturing	F	Blowdown and Sludge	0.1	5.0	1	10	2	1	1	1	10	10		
Manufacturing	F	Paints, Ink, and Solvents	0.1	1.0	1	10	3	1	2	1	5	5		
Manufacturing	F	Acrylonitrile	0.1	5.0	1	5	3	1	1	1	7.5	7.5		
Manufacturing	F	Chlorinated hydrocarbons	0.1	3.0	1	10	2	1	1	1	6	6		
Manufacturing	F	Paints, Ink, and Solvents	0.1	3.0	1	5	3	1	1	1	4.5	4.5		
Manufacturing	A	General Ground Emission	0.3	3.0	1	1	5	1	1	2	3	3		
Manufacturing	F	Paint	0.5	1.0	1	1	5	1	1	1	5	5		
Manufacturing	F	Paper and Cardboard	0.1	1.0	1	1	3	8	1	1	2.4	2.4		
Manufacturing	F	Food	0.2	1.0	1	1	4	2	1	1	1.6	1.6		
Manufacturing	A	Water systems for distribution	0.5	1.0	1	1	1	1	1	1	1.5	1.5		
Manufacturing	F	Paint, wood	0.1	1.0	1	1	3	3	1	1	1.5	1.5		
Manufacturing	F	Gas and Air Cleaning	0.1	3.0	1	1	4	1	1	1	1.2	1.2		
Manufacturing	S	Paint Company	0.2	1.0	1	1	5	1	1	1	1	1		
Manufacturing	F	Color Copy and Laser Printers	0.1	1.0	1	1	3	3	1	1	0.9	0.9		
Manufacturing	S	Household Appliances	0.2	1.0	1	1	3	1	1	1	0.9	0.9		
Manufacturing	S	Green and Blue Recycle	0.2	1.0	1	1	2	1	1	1	0.4	0.4		

Preview: Page 1 of 1

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# Significance Determination STEP 5

- Save your Significant Aspects Worksheet.
- You may “Save As” for your next evaluation and rescore.
- Return to Task 2.3 of your workbook to develop Objectives, Targets, and Programs for those aspects that scored the highest