



Environmental, Health & Safety Management System (EMS)

Monitoring and Measurement Procedure



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1 PURPOSE

To facilitate an integrated EMS, this procedure has been written in accordance with ISO 14001 4.5.1, OHSAS 18001 4.5.1, R2:2013: Provision 1 and Iowa EMS (Element: Monitoring and Measurement).

This document describes the procedure for monitoring and measuring key EMS performance indicators. The intent of such monitoring and measuring is to track EMS performance, assess implementation and effectiveness of operational controls and monitor assessments.

2 SCOPE

This procedure addresses operations and activities that can have a significant impact on the environment, and applies to the Waste Commission of Scott County's (Commission) Environmental Health & Safety Management System (EMS) Core Team members and personnel with monitoring and measurement responsibilities.

3 RESPONSIBILITY

3.1 The Core Team is responsible for the following:

- Assisting facilities and programs in monitoring and measurement development associated with the EMS performance indicators (metrics).
- Consolidating and reporting EMS performance and presenting results during EMS meetings and trainings.

- Scheduling periodic compliance and EMS audits as described in the EMS Audits Procedure.
- Developing EMS objectives/targets and associated EMS performance indicators, both qualitative and quantitative (metrics).
- Reviewing and/or updating the status of assigned EMS objectives/targets and management programs at monthly Core Team meetings.
- Implementing and monitoring assigned environmental management programs (EMPs, a.k.a. action plans) throughout their affected facilities.

(EMS Audits Procedure: Doc. No. 00131)

- 3.2 The Environmental Management Representative is responsible for monitoring, tracking and communicating results; and maintaining ongoing communication with the Core Team regarding EMS program implementation efforts.
- 3.3 The Communication Coordinator is responsible for completing the Annual Report as required by the Iowa EMS program.
- 3.4 Commission staff is responsible for reporting health-and-safety-related incidents and near-misses.
- 3.5 The Safety Committee is responsible for reviewing health-and-safety incidents (including near-misses), performing root-cause analysis, and providing recommendations to the Core Team for correction.

4 PROCEDURES

- 4.1 After an objective and target is developed and approved, Environmental Management Plans (EMPs) are created to specify the implementation details. In the Iowa EMS, these are called Action Plans. These details are further described in the Objectives, Targets, and Environmental Management Programs Procedure.
- 4.2 As new projects arise or existing activities change, the affected facility will review the projects/activities to determine if new monitoring and measurement requirements are needed.
- 4.3 Certain monitoring equipment that is used in Commission operations can have an environmental impact. Calibration of this equipment is managed and maintained by the affected facility. These processes are covered by the Equipment Calibration & Maintenance, and Health & Safety Monitoring Procedure.
- 4.4 Following an incident or near miss, Commission Staff fills out an Incident Report Form.

- 4.5 Through use of the Incident Communication Flowchart and corresponding forms, staff—including supervisors, managers, Safety Committee and Core Team—work in conjunction to respond to all incidents, investigate root cause, correct problems while ensuring that solutions do not themselves create additional risks, and document non-conformances as appropriate.

(Objectives, Targets, and Environmental Management Programs Procedure: Doc. No. 00121; Equipment Calibration & Maintenance, and Health & Safety Monitoring Procedure: Doc. No. 00153; Incident Report Form: Doc. No. 01065; Incident Communication Flowchart: Doc. No. 01378)

5 RELATED DOCUMENTATION

Definitions: Doc. No. 01342

6 CHANGE HISTORY

03/03/2015 —Updated the document template. Reviewed by Kathy Morris, Keith Krambeck, Bryce Stalcup, Brian Briggs, Brandy Welvaert, Omar Ahmad, Kurt Liske and Carrie Carlstrom.

All previous revision details are documented within Intalex.