



**Environmental, Health & Safety  
Management System (EHSMS)**

**Electronic Demanufacturing  
Facility Monitoring,  
Measurement and Calibration  
Procedure**



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**1. POLICY**

Continual improvement of our environmental, health and safety performance through proactive Environmental, Health and Safety Management System (EHSMS) and self-assessments and/or third party assessments.

**2. PURPOSE**

This document outlines the monitoring, measurement and calibration needs associated with standard operating procedures for activities that have an environmental, health or safety impact.

**3. SCOPE**

This procedure applies to employees of the Electronic Demanufacturing Facility (Facility) when engaged in Facility-related work activities.

**4. RESPONSIBILITY**

4.1 Special Waste Manager is responsible for:

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- 4.1.1 Identifying monitoring, measurement and calibration procedures to ensure the Facility is not posing a risk to the environment or employee health and safety.
- 4.1.2 Reviewing and signing off on monitoring, measurement and calibration records in Intelex.
- 4.1.3 Assisting Facility Supervisor and employees with implementing the requirements outlined in this procedure.
- 4.2 Facility Supervisor is responsible for:
  - 4.2.1 Implementing the recommended monitoring, measurement and calibration procedures and ensuring these are being followed.
  - 4.2.2 Verifying that original monitoring, measurement and calibration records are available and maintained.

## **5. PROCEDURES**

- 5.1 Monitoring, measurement and calibration equipment is important for protecting human health & safety and the environment.
- 5.2 The Facility must ensure all monitoring equipment is properly stored, maintained, and calibrated per the manufacturers' recommendations.
- 5.3 The Facility's calibration equipment must be certified/verified to be within the manufacturers' calibration requirement at least annually.
- 5.4 All monitoring equipment must be identified and tracked.
- 5.5 When possible, environmental, health and safety monitoring equipment rented from an outside vendor shall be delivered calibrated along with the calibration records. It is the responsibility of the facility supervisor to verify that all delivered equipment is properly calibrated before use.
- 5.6 Monitoring and calibration done by a contracted vendor shall include the protocols, calibration and or monitoring results in the respective reports.
- 5.7 Monitoring, measurement and calibration requirements must be maintained in Intelex (in the Legal and Other requirements module). The requirements shall include name of the task or equipment, frequency, due date, person responsible, company completing the work if applicable and complete date.

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- 5.7.1 Once work is complete, reports must be forwarded to the Special Waste Manager for review.
  - 5.7.2 The Special Waste Manager reviews the report for compliance.
  - 5.7.3 If the results are in compliance, this, along with the date of the next monitoring or calibration is entered in Intelex.
  - 5.7.4 If the results are not in compliance, this, along with notes of what is being done to address the issue and the next inspection date are entered in Intelex. Once in compliance, the next review date shall be entered in Intelex.
- 5.8 All original monitoring, measurement and calibration records are maintained at the Facility and are subject to review during an EHSMS or R2 audit.

## **6. INTELEX**

Intelex is the electronic, web-based system the Commission uses to support and streamline its Environmental, Health and Safety Management System. Intelex is the official depository of controlled documents and records that are required by this procedure or documentation related to this procedure.

## **7. RELATED DOCUMENTATION**

EDF Air Monitoring Records, document number 01036

EDF Noise Monitoring Records, document number 01037

Completed EDF Tool Inspections, document number 01039

Completed Fork Truck Operator's Checklists, document number 01041

EDF Sprinkler Monitoring Records, document number 01045

EDF Backflow Device Inspection Reports, document number 01046

EDF Scale Service Agreement and Calibration Reports, document number 00153

## **8. CHANGE HISTORY**

01/31/2012—Initial Document Registration.

02/03/2012—Added additional monitoring, measurement and calibration procedures and related documentation.

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01/29/2013 – Clarified documentation of the monitoring, measurement and calibration results in Intelex.

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