

 Metro Waste Authority <i>We Know Where It Should Go</i>		Environmental Management System Procedure Monitoring and Measurement				
Document No: EMSP-MM	Issue Date: 09-15-04	Revision No: 5	Revision Date: 01-22-13	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team

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1.0 PURPOSE

To describe the process for the scheduled monitoring and measurement of key characteristics of the organization's Environmental Management System activities.

2.0 SCOPE

This procedure addresses collection of environmental data associated with operations and activities that have the potential to have a significant environmental impact within the EMS fenceline and addresses the progress in achieving objectives and targets.

3.0 DEFINITIONS

- 3.1 **EMS.** Environmental Management System.
- 3.2 **Environmental Key Characteristics.** An element of an operation or activity that includes a measurement or an inspection process, the results of which support evaluation of environmental performance and progress toward achieving objectives and targets.
- 3.3 **Monitoring.** A systematic process of watching, checking, observing, inspecting, keeping track of, regulating or otherwise controlling key parameters and characteristics of a facility's or department's management activities to determine conformance with a specific standard or other performance requirement, or to measure progress towards it environmental objectives and targets.
- 3.4 **Measurement.** A systematic method for estimating, testing, or otherwise evaluating key parameters and characteristics of a department's management activities to determine conformance with a specific standard or other performance requirement.
- 3.5 **Annual Report.** The annual report required by the Iowa Department of Natural Resources Environmental Management System.

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4.0 RESPONSIBILITIES

- 4.1 The Environmental Management Representative (EMR) or designee is responsible for submitting an Annual Report to top management and the Iowa Department of Natural Resources which describes certain key characteristics of the EMS and the status of the objectives and targets and associated improvement programs. The EMR or designee maintains and updates the Environmental Management Program (EMP) and posts the results. These updates describe the status of the objectives and targets associated with the EMPs
- 4.2 The facility manager(s) or operations supervisor(s) or their designee(s) are responsible for generating environmental monitoring and measurement data submitted in the Annual Environmental Report and for periodically tracking progress on objectives and targets.
- 4.3 Executive management shall review the Annual Report and data associated with progress on objectives and targets to assure continuing suitability and effectiveness of the EMS.

5.0 PROCEDURES

- 5.1 **Annual Reports.** The Annual Report shall be established for facility managers, operations supervisors, or their designees to submit monitoring and measuring information related to performance of the EMS. The report shall be structured to:
 - Provide a regulatory compliance evaluation;
 - Report on environmental performance improvements;
 - Give the status of EMS training, awareness, and competency requirements;
 - Provide Summary of Progress against Specific Local Goals
 - Provide Documentation of all required Procedures
 - Give the Documented and Measureable Efforts in the Six Components
 - Provide results of Internal Audit
- 5.2 **Performance Tracking.** Environmental data collected to reflect environmental performance is to be maintained in such a manner as to allow the evaluation of progress toward achieving environmental objectives and targets.

6.0 REVIEW

- 6.1 This procedure will be reviewed by the Core Team on an annual basis.

7.0 REFERENCES/RELATED DOCUMENTS

ISO 14001:2004(E)
Significant Aspects and Impacts
Objectives and Targets

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- Legal and Other Requirements
- Equipment Calibration Records
- EMS Regulatory Assessment Report
- EMS Training, Awareness, and Competence Report
- Environmental Management Program (EMP) Action Plan
- Semiannual Environmental Report
- Facility Permit Documents



EMS Form
Official Document Approval



DATE: January 22, 2013
TO: File
FROM: EMS Core Team
SUBJECT: Approval of EMS Controlled Document

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The Core Team reviewed and approved the EMSP-MM, Monitoring and Measurement Procedure, on January 22, 2013.

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Issue Date: 8/18/2004	Revision:	Revision Date:
Prepared By: Beth Shonts		
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