



925 Kerper Court  
Dubuque, IA 52001-2405  
Phone: 563-589-4250  
Fax: 563-589-4252

## EMS Procedure Monitoring and Measurement – DMASWA

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Reviewed By: EMS Core Team

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Approved By: EMS Core Team

Signature: \_\_\_\_\_

*The Intalex Software on-line version and secured hardcopy are the controlled documents. Any and all other documents are uncontrolled. Refer to the DMASWA's Intalex Software System for latest version.*

### 1 POLICY

- 1.1 Implementation of programs and procedures with the intent to meet or exceed all applicable environmental laws and regulations.
- 1.2 Continual improvement of our environmental performance which is monitored and measured through proactive environmental management, self-assessments and/or third party assessments.

### 2 PURPOSE

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

### 3 SCOPE

This procedure addresses operations and activities that can have a significant impact on the environment, and applies to the Dubuque Metropolitan Area Solid Waste Agency Environmental Management System (EMS) Core Team members and personnel with monitoring and measurement responsibilities.

### 4 RESPONSIBILITY

- 4.1 The Core Team is responsible for:
  - 4.1.1 Assisting facilities in monitoring and measurement development associated with the EMS performance indicator.
  - 4.1.2 Consolidating and reporting environmental performance and presenting results during EMS review meetings.

- 4.1.3 Conducting periodic compliance and EMS audits as described in the EMS Audits Procedure.
- 4.1.4 Assisting in the development of EMS objectives/targets programs and associated performance indicators.
- 4.1.5 Reviewing and/or updating the status of assigned EMS objectives/targets and management programs quarterly.
- 4.1.6 Implementing and monitoring assigned environmental management programs throughout affected facilities.
- 4.2 The Environmental Management Representative is responsible for:
  - 4.2.1 Monitoring and tracking results.
  - 4.2.2 Maintaining ongoing communication with the Core Team regarding EMS program implementation efforts.
- 4.3 DMASWA Staff
  - 4.3.1 Compile data related to performance indicators as assigned by EMR.
  - 4.3.2 Present data to EMR as required.

## **5 PROCEDURES**

- 5.1 After an objective and target is developed and approved, action plans are created to specify the implementation details.
- 5.2 Performance indicators (metrics) are then assigned to each associated objective/target. Performance indicators will be used to determine progress and the success of the objective/target. Factors to be considered when selecting a performance indicator or metric:
  - Must be quantifiable
  - Must be measurable
- 5.3 Revisions or additions to action plans will result in review of performance indicators and necessary adjustments.
- 5.4 Performance indicators are to be tracked throughout execution of the action plan to quantify the environmental impact of the objective/target.

5.5 Performance indicators for each objective/target are to be reviewed quarterly.

## **6 RELATED DOCUMENTS**

Significant Impacts  
Objectives and Targets and their revisions  
Legal and Other Requirements  
EMS Responsibility Matrix  
EMS Manual