



<p>Standard Operating Instruction – EMS-0100.013 Name: Monitoring and Measuring</p>	<p>Corresponding Requirements: ISO Standard: 4.5.1 NBP Element: 13 EMS Manual: 7-1</p>
<p>Prepared By: Beth Eckert, EMS Coordinator Modified By: Beth Eckert, EMS Coordinator</p>	<p>Revision Date: 6/8/05 Revision #: 9</p>
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EMS Monitoring and Measuring Standard Operating Procedure

1.0 Purpose

- 1.1 The following procedure provides guidance for preparing reports that will be reviewed during Management Review Board meetings as scheduled in each Divisions Legal and Other Requirements document. These reports will monitor and measure a Division’s significant impacts on the environment, biosolids program, water quality, performance at critical control points, compliance with legal and other requirements, progress on objectives and targets, and results of compliance and EMS audits. During the Management Review Board meeting the Division Manager along with the MRB shall use all provided information to ensure the continuing suitability, adequacy, stability, sustainability, and effectiveness of the EMS. This information will also be used to identify recommendations for improvement.
- 1.2 The following procedure provides guidance for preparing report summaries for each Division which will be reviewed during semi-annual Executive Management Review Board meetings in order to monitor and measure each Division’s significant impacts on the environment, biosolids program, water quality, performance at critical control points, compliance with legal and other requirements, progress on objectives and targets, and results of compliance and EMS audits. During the Executive Management Review Board meeting the Division Managers, EMS Coordinator, and Director of Public Works and Utilities shall use all provided information to ensure the continuing suitability, adequacy, stability, sustainability, and effectiveness of the EMS. This information will also be used to identify recommendations for improvement.

2.0 Associated Equipment

- 2.1 None

3.0 Associated Reference Material

- 3.1 Spill reports
- 3.2 Incident Reports

- 3.3 Division utility bills
- 3.4 Regulatory Compliance
- 3.5 Compliance Audits
- 3.6 Notices of Violations
- 3.7 Hazardous waste manifests
- 3.8 Biosolids data
- 3.9 Laboratory data
- 3.10 External communications logs
- 3.11 Completed Communication Forms WST-EMS1-003A
- 3.12 EMS Audits
- 3.13 Training matrices on read-only drive
- 3.14 Corrective and Preventative Action reports (EMS-0101.004A)
- 3.15 Monitoring and Measuring Forms (as MRB Reports on the Read-only drive)

4.0 Procedure

- 4.1 Divisional Management Review Board Meeting
 - 4.1.1 During each divisional management review board meeting, data will be presented to track the performance of the environmental management system.
 - 4.1.2 At a minimum this review will track the Division's performance regarding the significant environmental impacts in each area, biosolids program performance at each critical control point, water quality, compliance, objectives and targets, compliance audits, EMS audits, operational controls, and the suitability, effectiveness, stability, sustainability, and adequacy of the EMS and identify recommendations for improvement.
 - 4.1.3 Each area supervisor or designated personnel shall complete the appropriate monitoring and measuring forms (EMS-0101.013_), by utilizing necessary resources as identified above.
 - 4.1.4 All forms shall be submitted to the EMS coordinator or other designated personnel via e-mail prior to the management review board meeting. The EMS coordinator or designated personnel shall compile all data provided into a single report to be provided at the divisional management review board meeting.

- 4.1.5 The quarterly report shall be provided to members of the MRB several days prior to the meeting to ensure that each member has sufficient time to review the information.
- 4.1.6 Supervisors will be responsible for providing an oral presentation regarding the status in their area. The EMS Coordinator or designated personnel shall be responsible for reporting on the status of EMS activities.
- 4.1.7 The EMS Coordinator or designated personnel shall document the MRB meeting with meeting minutes. The minutes of this meeting shall be filed along with a copy of the report in the EMS Coordinators files
- 4.1.8 The EMS Coordinator or designee will create C/PARs for any actions requested and/or recommendations for improvement identified during the MRB meeting to ensure follow-up.
- 4.2 Executive Management Review Board (XMRB)
- 4.2.1 During each executive management review board meeting, data summaries will be presented to upper management to track the performance of the over all environmental management system.
- 4.2.2 At a minimum this review will track each division's performance regarding the significant environmental impacts, its objectives and targets, compliance, audits, interactions with the public, and the National Biosolids Partnership, if applicable.
- 4.2.3 Each Divisional Manager or designated personnel shall prepare summaries of their respective MRB meetings and any other pertinent information necessary to report on the status of the EMS and their respective Divisions to upper management.
- 4.2.4 All information shall be submitted to the EMS coordinator or other designated personnel prior to the management review board meeting. The EMS coordinator or designated personnel shall compile all data provided into a single report for review at the XMRB meeting. This report will be provided to XMRB members several days prior to the meeting in order to ensure adequate time for review prior to the meeting.
- 4.2.5 Managers will be responsible for providing an oral presentation regarding the status in their division. The EMS Coordinator or designated personnel shall be responsible for reporting on the status of EMS activities.

4.2.6 The EMS Coordinator or designated personnel shall document the XMRB meeting with meeting minutes. The minutes of this meeting shall be filed along with a copy of the Semi-Annual report in the EMS Coordinators files.

4.2.7 The EMS Coordinator or designee will create C/PARs for any actions requested and/or recommendations for improvement identified during the MRB meeting to ensure follow-up.

5.0 Revision History:

Revision		C/PAR #	Reason for Revision	Description of Revision
Date	#			
5/20/02	3	EMS-0074	External Auditor	Removal of Deviations statement from Level II procedures
5/20/02	3	EMS-0084	C/PAR	Added a modification history section
10/14/02	4	EMS-0116	C/PAR-NBP	Added NBP requirements and element number
10/14/02	4	EMS-0119	External auditor – C/PAR	Include a time frame to have the MRB report to members to ensure enough time to properly review the document
1/21/03	5	29	MRB	Requires EMS Coordinator or designee to issue EMS updates monthly to include audit status. Allowed for less restrictive time frame on C/PAR meetings to at least bi-monthly instead of monthly.
8/11/03	6	171	CPAR	Changed EMS Update to periodically instead of monthly. Added Facility Maintenance Monitoring & Measuring Form
3/22/04	7		Creation of XMRB	Added sections for the Executive Management Review board. Updated document numbers. Removed references to WWTD.
3/7/05	8		Expansion of EMS to other Divisions	Removed “quarterly” when referring to MRB meetings or reports and replaced with as scheduled in Legal & Other Requirements. Added in section 1.1 that the Division Manager “along with the MRB” shall use all provided information to ensure the continuing suitability... Added water quality as another item to monitor & measure.
6/8/05	9		Clarification of requirements and the 2004 standard	Added requirements for the 2004 standard for identification of recommendations for improvement and the clarification of the responsibilities of the MRB and the XMRB.