



**EMS Form**  
**Official Document Approval**



**DATE:** January 28, 2021

**TO:** File

**FROM:** EMS Core Team

**SUBJECT:** Approval of EMS Monitoring and Measurement

---

The EMS Core Team reviewed and approved the EMS Legal and Other Requirement Procedure on December 22, 2020.

*Kyle Fischer*

[Kyle Fischer \(Jan 28, 2021 13:59 CST\)](#)

Kyle Fischer, Environmental Management Representative (EMR)

*Judi Mendenhall*

[Judi Mendenhall \(Jan 28, 2021 14:17 CST\)](#)

Judi Mendenhall

*Art Kern*

[Art Kern \(Jan 29, 2021 08:19 CST\)](#)

Art Kerns

*Mackensi Haugen*

[Mackensi Haugen \(Jan 29, 2021 09:00 CST\)](#)

Mackensi Haugen

*Sarah Borzo*

[Sarah Borzo \(Jan 29, 2021 09:00 CST\)](#)

Sarah Borzo

*Leslie Irlbeck*

[Leslie Irlbeck \(Jan 29, 2021 15:39 CST\)](#)



Leslie Irlbeck

*Michael McCoy*

[UD UD \(Feb 3, 2021 05:57 CST\)](#)

Michael McCoy

---

 <p><b>Metro Waste Authority</b> We Know Where It Should Go</p>		<p><b>Environmental Management System Procedure</b></p> <p><b>Monitoring and Measurement</b></p>				
Document No:	Issue Date:	Revision No:	Revision Date:	Prepared By:	Reviewed By:	Approved By:
EMSP-MM	09-15-04	8	12/22/2020	Beth Shonts	Core Team	Core Team

*The electronic version is the controlled document and is identified by an approval stamp, denoting date of approval. Any and all other documents are uncontrolled. Contact the Document Control Manager or refer to EMS Library in SharePoint for the latest version.*

## CONTENTS

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 DEFINITIONS
- 4.0 RESPONSIBILITIES
- 5.0 PROCEDURES
- 6.0 REVIEW
- 7.0 REFERENCES/RELATED DOCUMENTS

### 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.

Printed: 1/28/2021 12:44 PM	Page 1 of 3	Next Review Date: Jan. 2019
Title and Location:	T:\Share\Mackensi Burns - CO\EMS\2021-01-28 Docs sent for Signature\Monitoring and Measurement.docx	

		<b>Environmental Management System Procedure</b>  <b>Monitoring and Measurement</b>				
Document No:	Issue Date:	Revision No:	Revision Date:	Prepared By:	Reviewed By:	Approved By:
EMSP-MM	09-15-04	8	12/22/2020	Beth Shonts	Core Team	Core Team

#### 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 Director 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 include:
  - EMS Participant Operations Overview
  - Regulatory compliance evaluation;
  - Executive Summary including Documented and Measurable Efforts in the Six Components
  - Documentation of all required Procedures, including Internal Audit report, uploaded into Dropbox

#### 6.0 REVIEW

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

Printed: 1/28/2021 12:44 PM	Page 2 of 3	Next Review Date: Jan. 2019
Title and Location:	T:\Share\Mackensi Burns - CO\EMS\2021-01-28 Docs sent for Signature\Monitoring and Measurement.docx	

 <p><b>Metro Waste Authority</b> We Know Where It Should Go</p>		<p align="center"><b>Environmental Management System Procedure</b></p> <p align="center"><b>Monitoring and Measurement</b></p>				
Document No:	Issue Date:	Revision No:	Revision Date:	Prepared By:	Reviewed By:	Approved By:
EMSP-MM	09-15-04	8	12/22/2020	Beth Shonts	Core Team	Core Team

**7.0 REFERENCES/RELATED DOCUMENTS**

- Significant Aspects and Impacts
- Objectives and Targets
- 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 Annual Report Guidance

<i>Printed: 1/28/2021 12:44 PM</i>	<i>Page 3 of 3</i>	<i>Next Review Date: Jan. 2019</i>
<i>Title and Location:</i>	<i>T:\Share\Mackensi Burns - CO\EMS\2021-01-28 Docs sent for Signature\Monitoring and Measurement.docx</i>	