



EMS Form
Official Document Approval



DATE: August 3, 2021

TO: File

FROM: EMS Core Team

SUBJECT: Approval of EMS Management Review

The EMS Core Team reviewed and approved the EMS Management Review on February 23rd, 2021

Kyle Fischer

Kyle Fischer, Environmental Management Representative (EMR)

Judi Mendenhall

Judi Mendenhall

Arthur Kern

Art Kerns

Mackensi Haugen

Mackensi Haugen

Sarah Borzo



Sarah Borzo

Leslie Irlbeck

Leslie Irlbeck

Michael McCoy

Michael McCoy

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|  | | Environmental Management System Procedure Management Review | | |  | |
| Document No: | Issue Date: | Revision No: | Revision Date: | Prepared By: | Reviewed By: | Approved By: |
| EMSP-MR | 11-17-04 | 7 | 02/23/21 | Beth Shonts | Core Team | Core Team |

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1.0 PURPOSE

To document the process and primary agenda of issues to be included in the Management Review meetings for evaluating the status of the organization's Environmental Management System (EMS).

2.0 SCOPE

This procedure applies to all Management Review meetings conducted by the organization.

3.0 DEFINITIONS

- 3.1 **Management Review.** The process of conducting an evaluation of the EMS, and develop any necessary changes to the EMS to continuously improve its effectiveness.
- 3.2 **Top Management.** Top management refers to the Executive Director and the Metro Waste Authority Board of Directors.

4.0 RESPONSIBILITIES

- 4.1 The Environmental Management Representative (EMR) and/or designee is responsible for scheduling and conducting a minimum of one Management Review meeting during each 12-month period. The EMR is also responsible for ensuring the necessary data and other information are collected prior to the meeting.



5.0 PROCEDURES

5.1 General

- 5.1.1 The Management Review process is intended to provide a forum for discussion and improvement of the EMS and to provide management with a vehicle for making any changes to the EMS necessary to achieve the organization's goals.

- 5.1.2 At a minimum, each Management Review meeting will consider the following:

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| Title and Location: | C:\Users\njo\Downloads\Management Review.docx | |



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|  <p>Metro Waste Authority We Know Where It Should Go</p> | | <h2>Environmental Management System Procedure Management Review</h2> | | |  | |
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- Review Environmental Policy for Adequacy.
- Discuss the 10 Iowa EMS Elements;
 1. Significant aspect and impacts, changing circumstances, including developments in legal and other requirements related to its environmental aspects;
 2. The extent to which objectives and targets have been met and advance the six components of the Iowa EMS; status of EMPs;
 3. Monitoring and Measuring – metrics data;
 4. Key Resources – any additional needs;
 5. Communication(s) techniques and responses, including complaints from external interested parties/training;
 6. Results from EMS and compliance audits/action items;
 7. Status of corrective and preventative actions;
 8. Positive/Negative - EMS results/recommendations for improvement;
 9. Follow-up action items from previous EMS Management Reviews;
 10. EMS goals for next year.
- 5.1.3 Minutes of the Management Review meetings will be documented by the EMR and/or designee and will include, at a minimum, the list of attendees, a summary of key issues discussed, decisions made, and any action items and recommendations arising from the meeting.
- 5.1.4 A copy of the meeting minutes will be distributed to attendees and any individuals assigned action items. A copy of the meeting minutes will be retained on file.
- 5.1.5 The EMR, and/or designee, coordinates with affected departments to address decisions, action items, and recommendations resulting from the EMS Management Review process.

6.0 REVIEW

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

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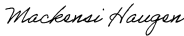
7.0 REFERENCES/RELATED DOCUMENTS


- EMSP-DC, Control of Documents
- Internal Audit Reports
- Compliance Assessment Reports
- EMP Action Plans
- CPAR Log
- Minutes of Management Review Meetings
- Communications Form

Signature: 
Kyle Fischer (Aug 3, 2021 14:45 CDT)
Email: kfi@mwatoday.com


Signature: 
Judi Mendenhall (Aug 3, 2021 14:56 CDT)
Email: jme@mwatoday.com

Signature: 
Art Kern (Aug 16, 2021 15:57 CDT)
Email: ake@mwatoday.com

Signature: 
Email: mbu@mwatoday.com

Signature: 
Sarah Borzo (Aug 16, 2021 16:28 CDT)
Email: sbo@mwatoday.com

Signature: 
Leslie Irlbeck (Aug 24, 2021 11:55 CDT)
Email: lir@mwatoday.com

Signature: 
UD UD (Aug 31, 2021 11:55 CDT)
Email: mmc@mwatoday.com