

MONITORING AND MEASUREMENT

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<u>ELABORATED:</u>	<u>REVISED:</u>	<u>APPROVED:</u>
Date:	Date:	Date:

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1 PURPOSE

This procedure describes the process for the scheduled Monitoring & Measurement of key characteristics of the WWTP EMS activities, and provide guidance for preparing quarterly reports which will be reviewed during quarterly Management Review Board meetings in order to monitor and measure the WWTP.

- **Significant Impacts on the environment.** Functions, activities, products, and services with related Significant Environmental Aspects are under appropriate operation control, as required by ISO 14001, section 4.5.1.
- **Critical control points.**
- **Progress on Objectives & Targets.**
- **EMS Audits.**

Data collected via this procedure will be a component of the Management Review function of this EMS, to ensure the Continuous Improvement, adequacy and effectiveness of the EMS.





2 SCOPE

The following procedure describes the process for Monitoring, Measurement and collection of environmental data associated with the WWTP operations and activities that have potential to have a Significant Environmental Impact.

3 DEFINITIONS

3.1 Environmental Key Characteristics

An element of an operation or activity that includes a measurement, an inspection process, or the results, which support the evaluation of environmental performance of Objectives & Targets

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3.2 Monitoring

A systematic process of watching, checking, observing, inspecting, keeping track of, regulating or otherwise controlling key parameters and characteristics of an department's management activities to determine conformance with the EMS, or to measure progress toward its environmental objectives and targets.

3.3 Measurement


A systematic method for estimating, testing, or otherwise evaluating key parameters and characteristics of a department's management activities to determine conformance with the EMS or other performance requirement.

3.4 Calibration

Calibration is defined as the periodic comparison of an instrument or measurement device to a standard of known and greater accuracy, in order to assure the continuity and accuracy of measurements or data.

3.5 Calibration Standard

A calibration standard is defined as a device or reference used as a means of comparison for quantitatively determining the accuracy, precision, and repeatability of instruments or measurement devices. Calibration standards must have a known and traceable relationship to nationally recognized standards such as those maintained by the National Institute of Standards and Technology.

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4 RESPONSIBILITY AND AUTHORITY

4.1 The Department Director

- Is responsible for submitting a Monthly Operating Report (MOR) that describes the key characteristics of the EMS and the status of the Objectives & Targets and associated improvement programs.
- Is responsible for generating environmental monitoring and measurement data to be submitted in the Monthly Operating Report (MOR).

4.2 The EMS Team

Shall review the Monthly Operating Reports to assure Continuous Improvement and effectiveness of the EMS.

5 PROCEDURE





The procedure consists of the following steps:

5.1 Parameter/s is/are to be measured and recorded

Determine what parameter(s) is/are to be measured and recorded along with representative staff from these applicable functions.

The process for Monitoring & Measurement associated with those functions and activities identified in Step One will include specific details on:

- What parameter to monitor and measure.
- How such measurement is to occur (including frequency).
- Record keeping.
- Reporting of measurements, including deviations from normal operations.
- Reference to appropriate calibration of equipment, as necessary.

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5.2 Resources

Ensure appropriate resources (financial, human, technological) are available to monitor and measure the selected parameters.

5.3 Training

Ensure training is provided on monitoring and measurement methods

5.4 Collection of Data

Collect the Monitoring & Measurement data from the identified activities, products, and services to prepare. This report could include initial data to establish baseline conditions for future comparison, and would be structured as a minimum to:



- Provide status of Environmental Management Programs designed to fulfill environmental Objectives & Targets.
- Provide status of performance indicators as related to targeted timeframes,
- Provide compliance status of environmental operating permits issued by environmental regulatory agencies.

5.5 Performance Tracking

Environmental data collected to reflect environmental performance is to be maintained in such a manner to allow the evaluation of progress toward realizing Environmental Objectives & Targets.

5.6 Regulations, Laws and Other Requirements

Ensure that compliance regulations, laws and other requirements are monitored. This will be accomplished by conducting a Compliance Audit every year.

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ENVIRONMENTAL MEASUREMENT AND TEST EQUIPMENT CALIBRATION AND MEASUREMENT MATRIX

Section: _____

Approved By: _____

Approval Date: _____

Equipment Name	Control No.	In Service Y/N	Calibration Interval	Maintenance Interval	Recall Date	Calibr/Maint. Date	Limitation on Use	Calibr/Maint. Instructions