1.0 Purpose
The following procedure provides guidance for the identification, development, review and modification of monitoring and measuring procedures associated with the division’s significant environmental aspects, progress on objectives and targets, and results of EMS audits.

2.0 Associated Reference Material

2.1 Division of Pollution Prevention and Environmental Assistance – Environmental Management System Manual (EMS-DPPEA-Manual)


2.3 DPPEA SOP 4.3.2 - Legal and Other Requirements

2.4 DPPEA SOP 4.3.4 - Environmental Management Program

2.5 DPPEA SOP 4.3.1-1 - Aspects and Impacts Table

3.0 Procedure

3.1 The DPPEA EMS Management Team (EMS MT) shall provide monitoring and measurement procedures that enable tracking of the division’s performance of its EMS, including activities that can have a significant impact on the environment, objectives and targets, and EMS audit results.

Monitoring and measurement procedures shall be:

3.1.1 Simple to follow and understandable

3.1.2 Flexible to accommodate temporary changes in the operation or activity without having to formally change the procedure

3.1.3 Consistent in what is being monitored and/or how it is being measured

3.1.4 Ongoing in the monitoring or measuring process as long as the operation or activity lasts

3.1.5 Able to produce data that can be easily communicated and compared with similar operations or activities data

3.1.6 Reliable and accurate in how the data was collected and stored

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3.2 Monitoring and measuring of objectives and targets will be performed by preparing the Evaluation Summary of the associated worksheets.

3.3 Documentation with monitoring and measurement procedures shall be maintained as part of the documentation within the EMS records. Examples of this documentation may be: DPPEA EMS work instructions, environmental management program plans or any other EMS documentation the MT determines is necessary to keep track of EMS performance.

3.4 Monitoring and measurement procedures that cannot be written within the appropriate EMS documentation, for the respective operation or activity, shall be written as separate documentation as deemed by MT. Separate monitoring and measurement procedures documents shall be kept in the DPPEA EMS records with the associated project of activity records.

3.5 By the first quarter of each year, the MT will review all monitoring and measurement data collected during the year. The MT shall review, and if deemed necessary, shall amend all EMS monitoring and measuring procedures. The review of both data and procedures, for monitoring and measurement, shall take into consideration at least the following information:

3.5.1 DPPEA environmental policy
3.5.2 Significant environmental aspects and impacts for the current year as referenced by EMS-4.3.1-2
3.5.3 Cost savings to DPPEA operations and activities
3.5.4 Environmental improvement
3.5.5 Pollution prevention and regulatory compliance
3.5.6 Frequency of occurrence and identifiable patterns
3.5.7 Achievability - to continue monitoring or measuring
3.5.8 Views of upper management and interested parties
3.5.9 Evaluation summaries with previous years’ data
3.5.10 Changes in legal, regulatory and other requirements
3.5.11 Continued need for specific procedures

3.6 Monitoring and measurement data collected shall be kept as records with the EMS documentation for the respective operation or activity. Controlled EMS documents will be maintained and available for use on the employee Intranet at http://www.p2pays.org/intranet/EMS/emshome.asp. Monitoring and measurement records will be maintained according to requirements of this procedure and listed in the document control matrix.

3.7 Monitoring and measurement procedures may also be amended at other times during the year, by the MT or management, as a result of new or revised operations, activities and/or regulations/volunteer programs in which DPPEA participates.
3.8 When projects exist that relate to new developments and new or modified activities, products or services, monitoring and measurement procedures shall be amended or added where relevant to ensure appropriate DPPEA EMS coverage of such projects.

3.9 If circumstances surrounding DPPEA operations or activities that can have a significant impact on the environment change during the year, the EMS MT can revise monitoring and measurement procedures. This removal shall take place following a review of its technological/economical/environmental feasibility by the EMS MT. This change shall be documented and explained in the documentation that accompanies the written procedures.

3.10 The monitoring and measurement procedures must be approved and signed by the division director and resource provisions made, where necessary. The MT is responsible for the maintenance of the monitoring and measurement procedures and facilitating their reporting to the division director.

3.11 Internal/external audits and management review results shall be considered effective reviews for monitoring and measurement purposes. This review action may be included in the EMS MT yearly review.

3.11.1 The EMS MT review should include records for an internal auditor follow up, on an audit to verify that corrective action has been taken and that each finding in the audit report was appropriately addressed.

3.11.2 The EMS MT review should check to see if an auditor has documented that all response actions have been implemented and if they are sufficient to correct the finding. The EMS MT will review to see if an auditor has provided a written description of any actions that are not implemented or insufficient.

3.11.3 The EMS MT will assure that division director approved Audit and management review reports are collected and maintained according to requirements of their corresponding procedures and listed in the document control matrix.

3.11.4 The EMS MT will ensure that management and DPPEA staff are properly notified, according to procedures, when audit reports and records became available on the DPPEA EMS Intranet Web site.

4.0 Deviations
Deviations from this procedure must be documented by completing a Corrective/Preventive Action Report (CPAR).