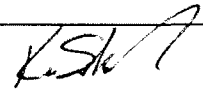


**City of Dallas
Environmental Management System**



MONITORING AND MEASUREMENT PROCEDURE

| | | | |
|----------------------------------------|-----------------------------------|---------------------|-------------------------------------------------------------------------------------|
| Document Number: | OEQ-EMS-011 | Reviewed By: | EMS Core Team |
| Issue date/ Effective Date: | 10/21/2010/ 11/21/2010 | Approved By: | Kris Sweckard |
| Revision Number: | Rev 2 | Signature: |  |

1.0 POLICY

- 1.1 Implementation of programs and procedures with the intent to meet or exceed all applicable environmental laws and regulations.
- 1.2 Continual improvement of our environmental performance which is monitored and measured through proactive environmental management, self-assessments and/or third party assessments.

2.0 PURPOSE

This document describes the procedure for monitoring and measuring key characteristics of City operations that can have a significant environmental impact. The intent of such monitoring and measuring is to track environmental performance, assess implementation and effectiveness of operational controls, and track performance on objectives and targets.

3.0 SCOPE

This procedure addresses operations and activities that can have a significant impact on the environment, and applies to the City wide Environmental Management System (EMS) Core Team members and personnel with monitoring and measurement responsibilities.

4.0 RESPONSIBILITY

- 4.1 The Office of Environmental Quality (OEQ) is responsible for:
 - 4.1.1 Assisting departments with developing monitoring and measurement plans and identification of associated EMS performance indicators.
 - 4.1.2 Consolidating and reporting environmental performance and presenting results to the City Manager's Office during EMS Senior Management Review meetings.
 - 4.1.3 Conducting periodic compliance and EMS audits as described in OEQ-EMS-013, EMS Audits Procedure.

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- 4.2 The City wide Core Team is responsible for:
 - 4.2.1 Assisting in the development of EMS objectives/targets programs and associated EMS performance indicators.
 - 4.2.2 Reviewing and updating the status of assigned EMS objectives/targets and management programs by submitting semi-annual progress reports to OEQ.
 - 4.2.3 Implementing and monitoring assigned environmental management programs throughout their affected departments.
- 4.3 The Environmental Management Representative is responsible for:
 - 4.3.1 Monitoring and tracking results.
 - 4.3.2 Maintaining ongoing communication with the OEQ regarding EMS program implementation efforts.

5.0 PROCEDURES

- 5.1 After an objective and target is developed and approved, Environmental Management Plans (EMPs) are created to specify the implementation details. These details are further described in OEQ-EMS-003, Objectives, Targets, and Management Programs Procedures.
- 5.2 Performance indicators (PIs) are assigned to each associated objective and target and are developed to monitor the key characteristics relative to the objective and target.
- 5.3 As new projects arise or existing activities change, the affected Department will review the projects/activities to determine if new monitoring and measurement requirements are needed and adjust their performance indicators if appropriate.
- 5.4 OEQ compiles PI data and provides periodic updates to senior management at annual review meetings.
- 5.5 Certain monitoring equipment is used to monitor City operations that have an environmental impact. Calibration of this equipment is managed and maintained by the affected department. See OEQ-EMS-015 Calibration Procedure for details.
- 5.6 Applicable operational controls are monitored by internal audits, inspections, procedures, checklists and/or performance observations.

6.0 RELATED DOCUMENTS

City of Dallas
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EPA Consent Decree
OEQ-EMS-003 Objectives, Targets, and Management Programs Procedures
OEQ-EMS-009 Operational Controls Procedure
OEQ-EMS-013 EMS Audits Procedure
OEQ-EMS-015 Calibration Procedure
Administrative Directive 3-73 Subject: Environmental Management Program

7.0 DEFINITIONS

- 7.1 Performance Indicator (PI's) – measurable results of an organization's environmental management system due to the control of its environmental aspects.
- 7.2 Continual Improvement – Process of regularly enhancing the environmental management system to achieve overall improvements which are consistent with the organization's environmental policy.
- 7.3 Monitoring – Observing, supervising, keeping under review (using monitoring equipment); it can involve measuring or testing at intervals, especially for the purpose of regulation or control. (ISO 9001 Auditing Practices Group Guidance on: Auditing the control of monitoring and measuring equipment-30 July 2009)
- 7.4 Measuring – The determination of a physical quantity, magnitude or dimension (using measuring equipment). (ISO 9001 Auditing Practices Group Guidance on: Auditing the control of monitoring and measuring equipment-30 July 2009).

8.0 REVISION HISTORY

- 8.1 Rev 1
 - 8.1.1 Removed all reference to City's Action Plan.
- 8.2 Rev 2
 - 8.2.1 Revised Section 2.0.
 - 8.2.2 Revised Section 4.1.1.
 - 8.2.3 Revised Section 4.2.2.
 - 8.2.4 Deleted Sections 5.3, 5.5 and 5.6 and renumbered remaining Sections.
 - 8.2.5 Added Section 5.6
 - 8.2.6 Added to Section 6.0 OEQ-EMS-009 Operational Control Procedure and Administrative Directive 3-73 Subject: Environmental Management Program to Section 7.0.
 - 8.2.7 Added Section 7.3 and 7.4