
 City of Dallas	Document Number:	COD-EMS-PRO-011	Revision Number:	2
	Approved By:	OEQ Managing Director	Effective Date:	12/01/2017
	Description of Last Change:	Changes to bring procedure up to date with ISO 14001:2015 standard.		
Document Title:	Monitoring, Measurement, and Calibration ISO 14001:2015 9.1			

1. **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.
2. **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.
3. **ENVIRONMENTAL:** Utilization of Environmental Management Systems, as appropriate for our operations, to provide a framework for systematically reviewing and reducing our environmental footprint.
4. **DEFINITIONS:**
 - 4.1 **Performance** – Measurable result
 - 4.2 **Environmental Performance** – Performance (measurable results) related to the management of environmental aspects.
 - 4.3 **Performance Indicator (PI)** – measurable representation of the condition or status of operations, management or conditions.
 - 4.4 **Continual Improvement** – Recurring activity to enhance performance
 - 4.5 **Monitoring** – Determining the status of a system, a process or an activity. To determine the status, there might be a need to check, supervise, or critically observe.
 - 4.6 **Measurement** – Process to determine a value
5. **RESPONSIBILITY & AUTHORITY:**
 - 5.1 The Office of Environmental Quality (OEQ) is responsible for:
 - 5.1.1 Assisting departments with developing monitoring and measurement plans and identification of associated EMS performance indicators.
 - 5.1.2 Consolidating and reporting environmental performance and presenting results to the City Manager’s Office during EMS Top Management Review meetings.
 - 5.1.3 Conducting periodic compliance and EMS audits as described in OEQ-EMS-013, EMS Audits Procedure.
 - 5.2 The Environmental Management Representative is responsible for:


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5.3.1 Monitoring and tracking results.

5.3.2 Maintaining ongoing communication with the OEQ regarding EMS program implementation efforts.

6. PROCEDURES

- 6.1. In addition to objectives and targets and compliance obligations, departments shall determine what, if any, additional performance indicators will be monitored and measured to evaluate their environmental performance.
- 6.2. Departments shall determine the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results.
- 6.3. Departments shall determine the criteria against which the organization will evaluate their environmental performance, and appropriate indicators.
- 6.4. Unless otherwise required by OEQ, departments shall determine when the monitoring and measuring will be performed and when the results shall be analyzed and evaluated.
- 6.5. 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.
- 6.6. OEQ will compile performance indicator data from objectives and targets and provide periodic updates to senior management at annual review meetings.
- 6.7. OEQ will use data compiled from objectives and targets and possibly other performance indicators to evaluate the City's environmental performance and the effectiveness of the EMS.
- 6.8. Relevant environmental performance information will be communicated, both internally and externally, by departments and/or OEQ, as identified in the Internal Communications Procedure (COD-EMS-PRO-007) and the External Communications Procedure (COD-EMS-PRO-019).
- 6.9. Equipment used to monitor and measure the City's environmental performance shall be calibrated or verified and maintained, as appropriate.
 - 6.9.1. Any City calibration equipment must be certified/verified to be within the manufacturers' or appropriate standard (such as EPA Method 5) calibration requirement at least annually.
 - 6.9.2. Logs of equipment calibrations must be maintained within each affected department. Logs shall include name of the equipment, calibration frequency, date of calibration, and the company completing the work.

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6.9.3. All monitoring equipment must be identified and tracked.

6.9.4. When possible, environmental monitoring equipment rented from an outside vendor shall be delivered calibrated along with the calibration records. It is the responsibility of the department manager/supervisor to verify that all delivered equipment is properly calibrated before use.

6.9.5. All calibration records are maintained with each affected department and are subject to review during an environmental audit.

6.10. Departments and/or OEQ shall retain appropriate documented information as evidence of the monitoring, measurement, analysis and evaluation results.

7. REFERENCES:

COD-EMS-PRO-003 Objectives, Targets, and Management Programs

COD-EMS-PRO-007 Internal Communications

COD-EMS-PRO-019 External Communications

Administrative Directive 3-73 Environmental Management Program

8. RECORDS:

NA