



# MONITORING AND MEASUREMENT STANDARD ENVIRONMENTAL OPERATING PROCEDURE

**WASTE  
REDUCTION  
& DISPOSAL  
DIVISION**

## ISO 14001- 4.5.1

### 1.0 PURPOSE AND SCOPE

1.1 This procedure describes the process for the scheduled monitoring and measurement of key characteristics of the Waste Reduction and Disposal Division's (WRAD) operations and activities that can have significant environmental impacts.

1.2 This procedure addresses the tracking of environmental data, including progress in achieving objectives and targets, and through applicable operational controls, evaluating the Division's conformity with meeting its objectives and targets.

### 2.0 DEFINITIONS

**Environmental Key Characteristics** - an element of an operation or activity that includes a measurement or an inspection process which supports the evaluation of environmental performance.

**Monitoring** - a systematic process of checking, observing, inspecting, regulating or otherwise controlling key parameters and characteristics of the WRAD's activities to determine conformance with a specific standard or other performance requirement, or to measure progress toward its environmental objectives and targets.

**Measurement** - a systematic method for estimating, testing, or otherwise evaluating key parameters and characteristics of a department's activities to determine conformance with a specific standard and/or other performance requirements.

### 3.0 RESPONSIBILITY AND AUTHORITY

3.1 Environmental Management Representative - The EMR is responsible for maintaining the Environmental Management Program (EMP) updates and posting the results throughout the Division. These monthly updates describe the status of the objectives and targets associated with a specific EMP.

3.2 Section Managers - Section Managers are responsible for tracking and reporting environmental monitoring and measurement data associated with the specific EMP, objectives and targets within their respective sections. Section Managers are required to submit this data to the EMR to facilitate the monthly EMP updates.

3.3 Deputy Director-WRAD - shall review the EMP updates, as part of the management review process, to assure continuing suitability and effectiveness of the EMS.

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**4.0 PROCEDURE**

- 4.1 EMP progress reports shall be established for each area in which objectives and targets are set and shall be updated on a monthly basis.
  - 4.1.1 Section Managers will submit the required EMP data to the EMR who will update the EMP reports and post them on the WRAD’s EMS web site at <http://www.sandiego.gov/environmental-services/ems/index.shtml> under “Environmental Management Plan/Environmental Management Program”.
  - 4.1.2 In addition EMP updates will be posted throughout the Division for quick reference of performance indicators related to meeting WRAD’s objectives and targets.
- 4.2 Calibration requirements associated with environmental measurement and test equipment (EM&TE) will be determined by the equipment manufacturer or in accordance with approved methodologies sanctioned by the equipment manufacturer and/or regulatory agency responsible for issuing monitoring protocols. This program shall be managed by the respective Section Manager or his/her designee.
- 4.3 Environmental performance data is to be maintained in such a manner as to allow the evaluation of progress toward realizing environmental objectives and targets, regulatory compliance and as a means of measuring the effectiveness of the Division’s EMS.

**5.0 REFERENCES**

- EMS Manual Section: 4.5.1 “Monitoring and Measurement”
- WRAD SEOP 4.3.3 “Objectives, Targets and Programs”
- WRAD SEOP 4.5.1.1 “Equipment Calibration”

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