



Division of Operations Environmental Implementation Procedure
Bureau: Highway Maintenance

Date: 3/18/15

Procedure EIP-10
Monitoring and Measurement

Page 1 of 3
Revision: 3.2

PURPOSE:

The purpose of this Environmental Implementation Procedure (EIP) is to establish, document, and implement methods to monitor and measure the key activities related to the Bureau's significant environmental aspects and impacts. Monitoring and measurement allows staff to track progress toward meeting objectives and targets (see EIP-5: Environmental Action Plans).

Monitoring and measurement are also important for verifying the Bureau's environmental performance, maintaining regulatory compliance, and assessing effectiveness of the EMS as a whole.

RESPONSIBILITY:

Commissioner/Director of Operations:

- Identify key activities that should be monitored and measured by Bureaus.
- Provide clear and adequate means and methods to report measurements and information.
- Review summarized data and make determinations on Environmental Policies and Directives with the information provided by Bureaus.

Office of Stewardship and Compliance (OSC):

- Monitor and document Bureau methods to monitor and measure key activities, systems, and regulatory compliance requirements applicable to Bureau operations.

Director/Bureau Administrator:

- Ensure that personnel under his/her supervision are aware of the importance of monitoring and measurement, and ensure that adequate resources are available to support effective monitoring and measurement methods.

Bureau EMS Coordinator/ District Safety Environmental Coordinator, (EMS Team):

- Lead Bureau efforts to establish, document, implement, and review methods to monitor, and measure, key activities, systems, and regulatory compliance requirements applicable to Bureau operations.

Bureau Employees:

- Understand the Bureau's key activities that are being monitored/ measured and the methods used to monitor/measure those activities. The level of understanding is commensurate with staff position in the Bureau, and activities performed at their



Division of Operations Environmental Implementation Procedure
Bureau: Highway Maintenance
Procedure EIP-10
Monitoring and Measurement

Date: 3/18/15

Page 2 of 3

Revision: 3.2

assigned location. Refer to EIP-Form 6a for a summary of Roles, Responsibilities, and Accountabilities.

- Provide information to the EMS team about any changes in Bureau activities that could change how activities are monitored or measured at assigned locations within the district.

DOCUMENTS AND RECORDS:

- EIP-10-Form 10a Monitoring and Measurement Matrix

PROCEDURE:

1. The Bureau EMS Team reviews the list of activities and operations having significant aspects and impacts.
2. The Bureau EMS Team identifies the key characteristic(s) of the activity or operation that are, or can be, monitored or measured and incorporate into a matrix.
3. The Bureau EMS Team use the Monitoring and Measurement Matrix (EIP-10-Form 10a) to track the method(s) currently in place to monitor and measure those key characteristics, such as:
 - Equipment and systems checks and routine inspections.
 - Preventative maintenance records.
 - Calibration checks of equipment or devices.
 - Regulatory compliance aspects and compliance monitoring records.
 - Data and records associated with environmental permits.
 - Findings from internal and external compliance and EMS audits.
 - Data collected to track progress on objectives and targets.
4. The Bureau EMS Team identifies and reviews the key documents and records, regulatory requirements, and procedures or work instructions associated with monitoring and measurement methods. If none exist, or they are inadequate, develop and implement procedures and recordkeeping methods that provide effective monitoring and measurement.
5. The Bureau EMS Coordinator maintains all documentation and key records generated as part of this EIP in accordance EIP-9: Documentation, Document Control, and Records Management.

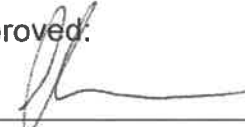


Division of Operations Environmental Implementation Procedure
Bureau: Highway Maintenance
Procedure EIP-10
Monitoring and Measurement

Date: 3/18/15

Page 3 of 3

Revision: 3.2

<p>Approved: </p> <hr/> <p>Name</p> <p><u>STATE MAINT ENG</u></p> <hr/> <p>Title</p> <p>Date <u>10/4/17</u></p>	<p>Revision #: <u>3.2</u></p> <p>Revision Date: <u>3/18/15</u></p> <p>Supersedes Revision #: <u>3.1</u></p>
--	---

