



Division of Operations Environmental Implementation Procedure
Bureau: Highway Maintenance

Date: 9/5/14

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PURPOSE:

The purpose of this Environmental Implementation Procedure (EIP) is to establish a procedure for Bureau and NHDOT management to annually evaluate performance of the EMS and provide direction and input for the EMS and overall environmental improvement. This procedure also describes a plan for annual reporting on the progress made in implementing the EMS and the environmental and other benefits achieved through EMS implementation to the general public, legislators, NHDES and other stakeholders. The review is intended to empower the EMS Team and Bureau employees to act and move forward in the continual environmental improvement process.

RESPONSIBILITY:

Commissioner/Division Director:

- Participate in annual (periodic) Management Review meetings.
- Provide leadership, direction, and recommendations to the Department/Bureau Administrators and EMS Teams.
- Advocate that adequate resources are available to implement recommendations put forth during Management Reviews.

Office of Stewardship and Compliance (OSC):

- Assist Bureaus as requested in preparing, conducting, and following up on Management Reviews.
- Participate in annual Bureau and NHDOT Management Review meetings.
- Summarize Bureau-level management reviews, conduct periodic NHDOT upper-level Management Reviews, and follow up on NHDOT management input.
- Coordinate with Bureau EMS Teams and provide input to NHDOT management about identified needs for EMS and environmental performance improvements.
- Summarize Bureau-level Management Review Meeting materials into a Department Annual Report.
- Distribute Annual Report to Directors, and Commissioners, and NHDES, and make it available to other stakeholders and the general public on the Department's internet webpage.

Director/Bureau Administrator:

- Select key Bureau managers to participate in annual Management Review meetings.
- Upon request provide any Bureau-level Management Review Meeting materials to OSC to include into the Department Annual Report.
- Provide leadership, direction, and recommendations to the Bureau EMS Team.



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2. The Bureau EMS Coordinator documents the Management Review, by preparing a meeting agenda, and recording meeting minutes. Documents shall be distributed within the organization as appropriate.
3. The Bureau EMS coordinator shall prepare a meeting agenda for the annual management review meeting. These meetings shall include a review of:
 - Progress on meeting objectives and targets.
 - Monitoring results and corrective action reports.
 - Findings from EMS Audits and Compliance Evaluations.
 - Communications and interactions with interested parties including the public, regulatory agencies, and other stakeholders.
 - Environmental and regulatory incident reports.
 - Any changes in Bureau operations and services, legislation, regulation, other internal and external requirements and commitments, and stakeholder considerations.
 - Recommendations for improvement in the EMS and the Bureau's environmental performance.
 - Follow-up actions from the previous management reviews.
4. OSC will consolidate information from all Bureaus into an annual report and distribute this EMS Annual Report to NHDOT Directors and Commissioners, NHDES, and other stakeholders as appropriate. OSC will also make the EMS Annual Report available on the Department's internal web page.
5. The Bureau EMS Coordinator and OSC shall maintain all documentation and key records generated as part of this EIP in accordance with EIP-9: Documentation, Document Control, and Records Management.

Approved: 	Revision #: <u>3.2</u>
Name _____	Revision Date: 5/10/2017
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