



Albemarle County Public Schools

**Subject:**  
**Monitoring and Measurement**

Document No.: EMS-08	Issue Date: 5/23/2013	Expiration Date: 5/23/2014	Last Revised: 3/24/2009	Page: 1 of 2	Prepared By: LCS	Approved By: JPL, JT, JD, GS
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## 1.0 PURPOSE

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The purpose of this procedure is to describe the methods used by Albemarle County Public Schools for regularly monitoring/measuring the key characteristics of its activities that can have a significant impact on the environment.

## 2.0 SCOPE

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This procedure addresses the monitoring/measuring of environmental performance. Specifically, it includes procedures for the tracking of progress toward achieving Objectives and Targets and the calibration and maintenance of equipment used for environmental monitoring and measurement.

## 3.0 DEFINITIONS

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Calibration – The periodic comparison of an instrument, piece of equipment, or measurement device to a standard of known or greater accuracy, in order to ensure the continuity and accuracy of measurements or data.

Key Characteristic – An element of an operation or activity that includes a measurement or an inspection process which supports the evaluation of environmental performance, including progress in achieving objectives and targets.

Monitoring/Measuring – A systematic method/process for estimating, testing, checking, observing, inspecting or otherwise evaluating key parameters and characteristics of Albemarle County Public Schools' environmental management activities to determine conformance with a specific standard and/or other performance requirements, or to measure progress toward its environmental Objectives and Targets.

## 4.0 RESPONSIBILITY

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- 4.1 The EMS Steering Committee members shall:
- Review Annual Environmental Reports (AERs) to assure continuing suitability and effectiveness of Albemarle County Public Schools' EMS
  - Provide feedback on AERs to the Environmental Compliance Manager
- 4.2 The Environmental Compliance Manager shall:
- Track, document, and update progress toward achieving Objectives and Targets in the "Action Plans" section of the Objectives, Targets, and Action Plans document (A1-EMS-02).



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- Draft an Annual Environmental Report (AER) using all applicable environmental monitoring/measurement data available, including Objective and Target progress, development of SOPs, training progress, and miscellaneous environmental issues. The Virginia Environmental Excellence Program (VEEP) Annual Report can serve as the basis for the AER.
- Work with appropriate employees to compile a list of equipment, instruments, and measurement devices that need to be periodically calibrated and maintained.
- Identify and assign responsibility to appropriate personnel for monitoring requirements, as necessary (e.g. gasoline and diesel tank weekly status reports).
- Ensure necessary calibration records are maintained.

## 5.0 PROCEDURE

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- 5.1 The Environmental Compliance Manager will track progress toward achieving Objectives and Targets using the “Action Plan” portion of A1-EMS-02
- 5.2 The Environmental Compliance Manager is responsible for monitoring compliance with legal and other requirements
- 5.3 Standard Operating Procedures (SOPs) will contain specific instructions on monitoring and measuring procedures, if applicable
- 5.4 The Environmental Compliance Manager will compile an Annual Environmental Report (AER) and submit this to the EMS Steering Committee and the School Board on an annual basis. The intention of the AER is to keep the Steering Committee and School Board members informed of EMS progress.
- 5.5 All calibration procedures shall be based on the manufacturer’s recommendations or Owner’s Manual for particular pieces of equipment or instruments being serviced.

## 6.0 RELATED DOCUMENTS

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- 6.1 ISO 14001 Standard Excerpt 4.5.1 – Monitoring and Measurement
- 6.2 EMS-02, EMS Objectives and Targets Procedure