

Process Document: Environmental Management System - Monitoring & Measuring



Proprietary & Confidential

Date: 8/27/18

Document Number:
EMS-PD-0011

Rev. Level: 3.0

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1. **Purpose:** The purpose of this process is to establish and maintain procedures to monitor and measure key characteristics of Spartan's operations that can have a significant impact on the environment. This system includes recording information to track performance, relevant operational controls and conformance with the established objectives and targets.
2. **Scope:** This instruction applies to all of Spartan Motors USA, Inc.
3. **Procedure/Instruction:**
 - 3.1. **Environmental Health & Safety (EHS) will monitor the key characteristic of its operations identified below as well as the progress towards objectives and targets and report on these as needed or at least annually.**
 - 3.1.1. Air (VOC emissions)
 - 3.1.2. Spills (maintenance and labeling)
 - 3.1.3. Solid Hazardous Waste (tracking recovery of thinner)
 - 3.1.4. Storm water runoff (monitoring and limiting exposure; sampling)
 - 3.1.5. Wastewater (recycling, oil water separator)
 - 3.1.6. Universal Waste
 - 3.2. **The Calibration Admin is responsible for reviewing the Calibration database at the beginning of every month. The Calibration Admin will determine if measurement and test equipment, if applicable, can be calibrated by Spartan or an outside source.**
 - 3.3. **EHS will evaluate compliance with relevant environmental legislation and regulation annually.**
4. **Definitions:** N/A
5. **Related Documents:**
 - 5.1. [EHS-FR-0011 Paint Tracking for Volatile Organic Compounds \(VOC\)](#)
 - 5.2. [EHS-PD-0011 Recycling Process](#)
 - 5.3. [EHS-PD-0015 Manifested Waste Shipment Log Completion](#)
 - 5.4. [EHS-PD-0016 MAERS Report Completion](#)
 - 5.5. [EMS-FR-0001 Environmental Management Program Form](#)

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- 5.6. [FAC-PD-0001 Preventative Maintenance Process](#)
 - 5.7. [MFE-FR-0002 Plant 8 Paint and Solvent Waste Recycling](#)
 - 5.8. [QUA-FR-0047 Calibration Data Sheet](#)
 - 5.9. [QUA-FR-0175 Measurement and Test Equipment Lost/Missing](#)
 - 5.10. [QUA-PD-0003 Control of Measurement and Test Equipment](#)
6. Records: N/A
7. Process Flow: N/A

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