



Environmental, Health & Safety Management System (EHSMS)



Internal Audit Report 2017

Document Number:	Issue Date:	Revision Number:	Prepared By: Welvaert, Brandy	Approved By: <i>Stephy Morris</i>
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Waste Commission of Scott County (Commission) established its EMS in 2008 as part of the Iowa EMS program, supervised by Iowa Department of Natural Resources, Solid Waste Division. In addition, the Commission’s Electronic Demanufacturing Facility (EDF) was certified to the R2 (Responsible Recycling) standard in 2012 and certified to R2:2013 in 2014. EDF also was certified to ISO 14001:2004 and OHSAS 18001:2008 at that time.

The 2017 internal audit was conducted 7:30 a.m. to 4 p.m. Jan. 19-20 and 23-25 at all facilities. The audit included an integrated, process-based review of provisions and requirements of R2: 2013, ISO 14001:2004, OHSAS 18001:2008, and Iowa EMS as they relate to all Commission facilities.

The audit included interviews with staff at all levels from all facilities and programs managed by the Commission. Procedures, documents, and records pertaining to R2:2013, ISO 14001:2004, OHSAS 18001:2008, and Iowa EMS were reviewed, including the results of past audits and compliance reviews. The following observations were made during the audit:

- **Commendable:** Commission staff at all facilities did an excellent job discussing the EMS. They were able to identify the policy (PROTECT) and its purpose, O/Ts, recent training, emergency procedures, and speak to how their jobs positively affect the environment.
- **Commendable:** Single-stream MRF is up and running successfully, a major objective and target making a huge environmental impact in the community. Incoming tonnage has doubled, and almost tripled, what the facility handled before changes were made, helping to add more than 20 years’ capacity to the Scott Area Landfill.
- **Commendable:** New HHM permanent facility at the Recycling Center is serving exponentially more customers and greatly decreasing the possibility for negative impacts to water quality through improved management of automotive fluids.
- **Non-conformance:** EDF signage is not reflective of current operations/facility layout. An old Focus Materials sign hangs above Reuse area, and not all FMs are clearly signed (example: fluorescent straws being boxed at work stations have labels but are not identified with signage). Also, there were no labels on cages in inbound storage.
R2:2013, Section 9: Storage (a)(4)
- **Non-conformance:** EDF & HHM ERRAPs reflect outdated information. The EDF ERRAP (doc 146, revision 14, reviewed 1-18-17) has an outdated facility map. The HHM ERRAP (doc 1322, revision 7, reviewed 8-8-16) lists the permanent HHM facility at the Landfill location and the satellite facility at the Recycling Center. The map posted on the wall at the EDF is the outdated version.
Documents and Records Management Procedure (doc 1005, revision 10, reviewed 9-7-2016)

- **Non-conformance:** Intelex software system impeded the viewing of documents and information related to the EMS. During the internal audit, the system and its contents could not be accessed for a period of several hours. Also, documents retrieved from the Intelex system do not populate merge fields with information such as document number, revision number, last review date, or change history. This information is available but must be viewed within the Intelex document control module. WCSC staff is working with Intelex to resolve the problem with merged fields and is researching new EMS software to replace Intelex.
ISO 14001, Section 4.5.4