

# MADISON METROPOLITAN SEWERAGE DISTRICT

1610 Moorland Road  
Madison, WI 53713-3398  
Telephone (608) 222-1201  
Fax (608) 222-2703

Jon W. Schellpfeffer  
Chief Engineer & Director



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## Memorandum

**To:** EMS File

**From:** David Taylor

**Date:** September 22, 2005

**Subject:** Summary of Follow-up Activities Resulting From 2005 Internal Audit

A June 27<sup>th</sup> memorandum to District Directors and our internal EMS team discussed key findings from our 2005 internal audit. The audit covered all 17 elements of our EMS program. No major or minor nonconformances were identified during the audit. However, four opportunities for improvement were identified. Action was subsequently taken to address the opportunities for improvement. Each opportunity for improvement is identified below along with subsequent actions taken by District (note that completion of a formal corrective action worksheet is not required for responding to opportunities for improvement).

**1. Specify a minimum frequency for tracking and reviewing regulatory requirements.**

Action taken: Element 4 was revised to specify that tracking and review frequency be at least annually.

**2. Ensure that web links target specific documents and not general areas (e.g. NR 204 vs. general section of WDNR administrative code and make sure web links are kept current.**

Action taken: Web links were updated.



- 3. Consider keeping hard copies of key documents available and make sure that they are kept up to date-this will help people that don't have web access.**

Action taken: Hard copies for many, but not all key documents are available in the District's library. Since District employees have web access, maintaining hard copies of all key documents is not necessary.

- 4. Make sure that contractor drivers place a checkmark next to each individual item on the contractor checklist in addition to signing the checklist.**

Action taken: After discussion with Mike Northouse, a memo was not sent to the contractor. Mike indicated that he goes over the checklist with each contracted employee and he will be responsible for placing a checkmark next to each category once it has been discussed with the contracted employee.