

**Document 07.2 – Field Division EMS Responsibilities**

Version Number: 3

Version Date: October 13, 2011

**Element 3**

- Develop/maintain Critical Control Points (CCPs).
- Review CCPs on an annual basis at a minimum; update as required and submit revisions to EMS Coordinator. Document reason for change. Revise other documents as necessary as a result of CCP change (SOPs; Operational Controls; Monitoring & Measurement; Roles & Responsibilities, etc.).

**Element 4**

- Adjust operational controls and measures to ensure compliance with any new or revised laws and regulations. Revise other documents as necessary (CCPs; SOPs; Operational Controls; Monitoring & Measurement; Roles & Responsibilities, etc.).

**Element 5**

- Develop/update goals & objectives on an annual basis at a minimum.
- Develop Action Plans to reflect established goals & objectives.
- Update action plans on a quarterly basis and submit to EMS Coordinator.

**Element 6**

- Track input received from the public and interested parties regarding the District's biosolids management program.
- Document nature of input and consider for incorporation into goals & objectives.
- Forward all public input to the EMS Coordinator.

**Element 7**

- Document specific job duties, roles and responsibilities for each position relating to the biosolids operation at each respective facility. These should include a list of the CCPs for which each position is responsible.
- Review and update specific job duties, roles and responsibilities for each position on an annual basis at a minimum.
- Develop organizational charts and update on an annual basis at a minimum.

**Element 8**

- Train biosolids staff on the EMS Program.
- Train biosolids staff on job duties; this could include on-the-job training.
- Perform Annual EMS Awareness Training for appropriate staff in Biosolids Process Train by viewing PPT on Biosolids Webpage.
- Appropriate staff to attend biosolids conferences/seminars.

**Element 9**

- When conducting any facility tours; tour discussions to include the topic of biosolids.
- Respond in a timely manner to odor complaints; follow-up with complainant.

Element 10

- Identify and use operational controls to achieve performance standards, goals and objectives, and conformance with the Biosolids Policy (use to control operations).
- Utilize MMS as means to track and manage preventative maintenance and work orders.
- Develop/maintain SOPs for operational controls; update SOPs on an annual basis at a minimum.

Element 11

- Review and update Emergency Response Plan Manuals on an annual basis.
- Document emergency responses.

Element 12

- Create and maintain a list of the records kept at your facility; who is responsible for creating and maintaining them; where they are located at your facility.
- Create and maintain a list of all SOPs; work instructions; instruction manuals for specific equipment and where they are located at your facility.
- Incorporate EMS format in related facility documents.
- Maintain operating records, logs, data and assessment results in accordance with legal requirements.

Element 13

- Conduct monitoring & measurement in accordance with those parameters listed in the Critical Control Point Table for each respective facility.
- Review and update monitoring & measurement parameters on an annual basis.

Element 14

- Document and identify causes of nonconformance/noncompliance.
- Document and implement corrective/preventive action via an action plan; action plan to include assigned personnel, milestone dates and resources.

Element 15

- Provide information regarding your respective biosolids program to the EMS Coordinator as requested for the Biosolids Program and EMS Performance Report.

Element 16

- Participate in annual internal audit.

**Revision History**

<b>Version Number</b>	<b>Version Date</b>	<b>Description of Revision</b>
0	7/28/05	Original issue
1	10/8/09	Update Element 8 to reflect current training practices
2	6/7/11	Element 15. Change Report Title
3	10/13/11	Edited Footer with Official Document Location