

## **Element 01 – Biosolids Environmental Management System Manual**

Version Number: 3  
Version Date: October 13, 2011

### **Purpose**

The Biosolids EMS Manual describes the system employed to administer the District's biosolids management program. The District is committed to managing the biosolids management program consistent with the Manual of Good Practice prescribed by the National Biosolids Partnership (NBP) and operating in the mode of continuous improvement with respect to biosolids quality, regulatory compliance, environmental performance, and relationship with interested parties.

Specific information regarding the District's structure and operations is contained in Document 0.2 - Overview of the MWRDGC.

The following describes the District's procedures for revising the Biosolids EMS Manual.

### **Responsible Parties**

EMS Coordinator

### **Procedures**

1. The EMS Coordinator will:
  - a. Revise the EMS Manual when needed, as described in the remaining elements of this manual. Detailed procedure for revisions are located in Element 12 – Documentation, Document Control, and Recordkeeping.
  - b. Inform District management and NBP staff of significant revisions to the EMS Manual.
  - c. Email the Division Heads, Director of Monitoring and Research, and the Field EMS Representatives notifying them when there is a revision to the manual.
  - d. Post the EMS Manual on the District's server for access by all District staff and on the District's website for access by interested parties.
  
2. The master copy of the EMS Manual will be retained by the EMS Coordinator.

### **References**

Document 00.2 - Overview of the MWRDGC  
Element 12 – Documentation, Document Control, and Recordkeeping  
Element 15 - Biosolids Management Program Performance Report

**Revision History**

<b>Version Number</b>	<b>Version Date</b>	<b>Description of Revision</b>
0	7/28/05	Original issue.
1	11/7/05	Include posting of EMS Manual on District's intranet site. Changed procedure from EMS Coordinator forwarding revisions, to EMS Coordinator emailing to notify that there was a revision. Cross-referenced Element 12.
2	4/22/09	Updated Position Titles for Division Heads/Procedure
3	10/13/11	Edited Footer with Official Document Location