

## **Element 02 – Biosolids Management Policy**

Version Number: 7

Version Date: March 16, 2015

### **Purpose**

The District has prepared a Biosolids Management Policy consistent with the principles set forth in the NBP code of Good Practice and includes the District's additional biosolids program commitments. The approved Biosolids Management Policy is detailed in Document 02.1 - MWRDGC Biosolids Policy.

The following describes the District's procedures for revising the Biosolids Management Policy.

### **Responsible Parties**

EMS Coordinator  
Director of Maintenance & Operations  
Executive Director  
Director of Monitoring & Research  
Division Heads  
Field EMS Representatives  
Resident Engineers of the Biosolids Contracts

### **Procedures**

1. If there is a revision to the Biosolids Policy, the EMS Coordinator will:
  - a. Revise the Biosolids Management Policy as needed to include changes to the NBP Code of Good Practice or the District's additional biosolids commitments.
  - b. Forward the revised Biosolids Management Policy to the Director of Maintenance & Operations, Executive Director, and the Director of Monitoring & Research for review and approval.
  - c. The EMS Coordinator will distribute the policy to the Field EMS Representatives and appropriate staff with responsibility in the biosolids operation.
2. When there is a change in any of the following positions, Executive Director, Director of M&O, or Director of Monitoring & Research, the EMS Coordinator will:
  - a. Forward the Biosolids Management Policy to the Director of M&O, Executive Director, and the Director of Monitoring & Research for review and approval.
  - b. If a revision to the policy is warranted, then the EMS Coordinator will follow the procedure from item 1.
3. The Field EMS Representatives will post the Policy at locations identified to the EMS coordinator. A list of the locations is on file with the EMS Coordinator.
4. The Policy will be incorporated into all biosolids-related contracts. A list of all the biosolids contracts is on file with the EMS Coordinator.
5. The Policy will be enclosed in any letters to the interested parties.

6. A summary of changes to the Biosolids Management Policy will be published in the *Biosolids Program and EMS Performance Report* described in Element 15.

**References**

Document 02.1 - MWRDGC Biosolids Policy  
 Element 15 - Biosolids Management Program Performance Report  
 List of Biosolids Contracts (on file with the EMS Coordinator)  
 List of Biosolids Policy Locations (on file with the EMS Coordinator)  
 NBP Code of Good Practice

**Revision History**

Version Number	Version Date	Description of Revision
0	7/28/05	Original issue.
1	9/15/05	Added procedure to include policy in contracts. Added procedure to distribute policy to the interested parties.
2	3/21/07	Revised Procedure 1 to include the approval by the Deputy Director of M & O (GA) and the Director of Monitoring and Research. Added Procedure 2.
3	5/9/2008	Revised Procedure 4 to remove EMS Coordinator review of biosolids contracts. The EMS Coordinator is now the Biosolids Manager and all contracts are reviewed by this position. Change: ...biosolids contracts is on file with the EMS Coordinator.
4	4/22/09	Updated Position Titles for Division Heads
5	5/14/10	Removed "Deputy Director of M & O (GA)" from Procedures 1 and 2. Removed, "The Technical Projects Unit will distribute the Policy to any party receiving biosolids through the Controlled Solids Distribution Program." This was previously Procedure 5. Re-numbered the subsequent Procedures.
6	10/13/11	Edited Footer with Official Document Location
7	3/16/15	Revised Procedure 6 to change report to Biosolids Program and EMS Performance Report. Removed Document 00.6 – Biosolids Contracts from references.