

Element 03 – Critical Control Points

Version Number: 6
Version Date: August 19, 2016

Purpose

The following describes the District's procedures for identifying, updating, and maintaining the critical control points and associated environmental impacts within the District's biosolids management program and for meeting legal, quality, environmental protection, and public acceptance goals.

Responsible Parties

EMS Coordinator
Division Heads
Director of Monitoring & Research
Field EMS Representatives
Webmaster

Procedures

1. On an annual basis in January, the EMS Coordinator will send a memo directing the Division Heads and the Director of Monitoring & Research to coordinate the review of their CCPs by their respective Field EMS Representatives, as part of the Internal Audit. The MWRD Quality Assurance Coordinator who acts as the Internal Auditor will be copied on the memo. The Field EMS Representatives will simultaneously review and revise the associated Standard Operating Procedures; Operational Controls; Monitoring & Measurement; and Environmental Impacts as required, as a result of the revised CCPs. Proposed changes to the CCP Tables and affected Elements will be forwarded to the EMS Coordinator by the Division Heads and Director of Monitoring & Research.
2. The Division Heads and Director of Monitoring & Research will initiate the review & revision process without written direction any time operational changes warrant a change in CCPs.
3. The EMS Coordinator will review and approve the proposed changes, update the CCP Tables, and forward the revised CCP Tables to the Webmaster for uploading to the District's webpage. The EMS Coordinator will notify Field EMS Representatives, Division Heads and Director of Monitoring & Research via email to update respective manuals from the MWRD Web Page.
 - a. For minor changes during the year the EMS Coordinator will inform EMS Field Representatives via email. The EMS Coordinator will direct the EMS Field Representatives to print out and insert the updated version of the CCP Table for their respective plant.
4. After successfully completing a third-party verification audit, the EMS Coordinator will notify the NBP and assigned third-party verification auditor of any operational changes that requires a change to the CCPs or environmental impacts associated with the CCPs.
5. A summary of significant changes to the CCPs will be published in the *Biosolids Program and EMS Performance Report* described in Element 15.

References

Document 03.1 – Hanover Park WRP CCP Table
 Document 03.2 – John E. Egan WRP CCP Table
 Document 03.3 – James C. Kirie WRP CCP Table
 Document 03.4 – North Side WRP CCP Table
 Document 03.5 – Stickney WRP CCP Table
 Document 03.6 – Calumet WRP CCP Table
 Document 03.7 – Lemont WRP CCP Table
 Element 15 – Biosolids Management Program Performance Report
National Manual of Good Practice (www.biosolids.org)

Revision History

Version Number	Version Date	Description of Revision
0	7/28/05	Original issue.
1	3/19/07	Deleted reference to the <i>Annual Biosolids Task Memo</i> ; Added requirement for an annual memo each January.
2	4/22/09	Updated Position Titles for Division Heads
3	8/24/09	Updated Procedure Step 3 and 5.
4	6/7/11	Procedure 5. Changed Annual Report Title
5	10/17/11	Edited Footer with Official Document Location
6	8/19/2016	Procedure: Step 1, 3 changes to include reference to the internal audit and update CCP Table update procedures. Added Webmaster to Responsible Parties