

Element 07 – Roles and Responsibilities

Version Number: 9

Version Date: August 22, 2016

Purpose

The following describes the District's procedures for identifying the staff responsible for biosolids management activities, including the Primary Persons identified on the CCP Tables.

Responsible Parties

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

Procedures

1. On an annual basis in January, as part of the Internal Audit, the EMS Coordinator will send a memo directing the Division Heads and Director of Monitoring & Research to coordinate the review of their Primary Persons column in the CCP table by their respective Field EMS Representatives and to update the associated operational SOPs if required. Proposed changes to the Primary Persons and associated SOPs 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 or a shift in position responsibilities warrant a revision to their respective Primary Persons.
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. The roles and responsibilities of contractors will be incorporated into biosolids contracts. A list of all the biosolids contracts is on file with the EMS Coordinator.
5. The EMS Coordinator shall be appointed upon approval of the Director of M&O. When there is a change in the EMS coordinator, a memo will be sent to the Director of M&O for approval.

6. A summary of changes to Primary Persons in the District's biosolids management program will be published in the *Biosolids Program and EMS Performance Report*, described in Element 15.

References

Biosolids Contracts

Documents 03.01-03.07 – District WRP CCP Tables & SOPs
 Document 07.01 – EMS Coordinator Roles and Responsibilities
 Document 07.02 – Field Division EMS Responsibilities
 Element 15 – Biosolids Management Program Performance Report
 Field EMS Representatives List (on file with the EMS Coordinator)
 List of Biosolids Contracts (on file with the EMS Coordinator)
 MWRDGC Annual Budget

Revision History

Version Number	Version Date	Description of Revision
0	7/28/05	Original issue.
1	9/15/05	Added procedure to ensure that the roles and responsibilities of contractors are in the contracts. Added procedure to appoint the EMS Coordinator.
2	3/19/07	Deleted reference to Annual Biosolids Task Force Memo; Added requirement for an annual memo every January.
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.
4	4/22/09	Updated Position Titles for Division Heads
5	5/14/10	Added "(Document 006.1)" to Procedure 4
6	6/7/2011	Procedure 6. Change of Report Title
7	10/17/11	Edited Footer with Official Document Location
8	3/16/15	Procedure Step 4. Removed Doc 006.1. Removed Doc 00.6 – Biosolids Contracts from references.
9	8/22/16	Edited Procedure, Step 1. Added Internal Audit Edited Step 3. Added Webmaster and 3a. Added Webmaster to Responsible Parties