

## **Element 10 – Operational Control of Critical Control Points**

Version Number: 7

Version Date: August 22, 2016

### **Purpose**

The following describes the District's procedures for identifying, updating, and maintaining the operational controls, standard operating procedures, and work management practices at CCPs throughout the District's biosolids management program.

### **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 Operational Controls by their respective Field EMS Representatives. The Field EMS Representatives will simultaneously review and revise the associated Critical Control Points, Monitoring & Measurements, and Environmental Impacts as required, as a result of the revised Operational Controls. Requirements for Operational Controls are detailed in Document 10.1.
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 Operational Controls.
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 Operational Controls.
5. The District utilizes a computerized Maintenance Management System (MMS) to track and manage preventative maintenance and work order procedures for maintaining assets. Additionally, the District documents that these assets are being preserved at or

above the minimum condition level consistent with the requirements of Governmental Accounting Standards Board, Statement 34 (GASB 34).

6. Operational controls and operating procedures of biosolids contractors are located in the detail specifications of the contract documents. A list of all the biosolids contracts is on file with the EMS Coordinator.

### References

Documents 03.1-03.7 – District WRP CCP Tables  
 Documents 04.03.01 – 04.03.15 Reporting Requirements  
 Documents 10.1 – Operational Control Guidance  
 Element 03 – Critical Control Points  
 Element 04 – Legal and Other Requirements  
 List of Biosolids Contracts (on file with the EMS Coordinator)

### Revision History

Version Number	Version Date	Description of Revision
0	7/28/05	Original issue.
1	9/15/05	Added procedure for operational controls of the contractors.
2	12/12/06	Added Document 10.1 – Operational Control Guidance.
3	3/19/07	Deleted reference to <i>Annual Biosolids Task Force Memo</i> ; added requirement for annual memo in January.
4	5/9/2008	Revised Procedure 6 to remove EMS Coordinator review of biosolids contracts. The EMS Coordinator is now the Biosolids Manager and all contracts are reviewed by this position.
5	4/22/09	Updated Position Titles for Division Heads
6	10/17/11	Edited Footer with Official Document Location
7	8/22/16	Edited Procedure, Step 1. Added Internal Audit Edited Step 3. Added Webmaster and 3a. Added Webmaster to Responsible Parties