

BIOSOLIDS EMS — ELEMENT 12.0

EMS DOCUMENTATION AND DOCUMENT CONTROL



REVISION	EFFECTIVE DATE	APPROVAL SIGNATURE
12	March 31, 2020	

PURPOSE

Element 12.0 outlines the City of Fort Worth's documentation system for the Biosolids Program. This element establishes and maintains regulatory documentation, records of the environmental management system, the Environmental Management System (EMS) Manual and ensures that these documents are available, easily accessible, and retained for the required duration. It also outlines the document control system that ensures all operational control procedures are available, easily accessible, current, approved, and properly created. Finally, the EMS Documentation and Document Control element demonstrates how the City incorporates recordkeeping requirements into its contract documents for privatized work.

SCOPE

Element 12 applies to all levels of documentation within the Biosolids Value Chain including the EMS Manual and related documents.

KEY WORDS

- EMS Documents
- EMS Document Levels
 - Level 1 Documents
 - Level 2 Documents
 - Level 3 Documents
 - Level 4 Documents
- EMS Records

RESPONSIBILITY

The Biosolids EMS Manager (Plant Operations), Biosolids EMS Coordinator (Plant Operations), Biosolids Manager (Contractor), Superintendent (Plant Operations-Wastewater), Assistant Superintendents (Plant Operations-Wastewater and Maintenance), Pretreatment Manager (Customer Care) and the Assistant Director (Plant Operations) are responsible for assuring that all documents conform to the adopted Document Control Standards as set forth in the EMS Manual and this Element.

PROCEDURE

The Texas Pollution Discharge Elimination System (TPDES) Permit No. WQ0010494-013, the Code of Federal Regulations (CFR) and the Texas Administrative Code (TAC) regulations referenced herein, govern the minimum documentation and monitoring that the City's Biosolids Program must maintain. The permit establishes the document retention time for different documents as well as the necessary reports to verify compliance. A summary of these reports is presented in the TPDES Required Report Summary table attached to the end of this element.

For the City to meet these and its self-imposed requirements, it has established and is continually improving its document control and information management system. The City maintains a number of electronic databases for different aspects of the Biosolids Value Chain. One example of this is the Pretreatment Service's (under the Customer Care division) Pretreatment Data Management System. This database provides all the information necessary to administer and measure the performance of the pretreatment program and other programs under

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Pretreatment Service's supervision. Pretreatment Services personnel continually enter data from various sources within the collection system to update the system and generate necessary reports. Figure 12.1 illustrates the different data sources and reports associated with the management system. Maximo, the software which documents and tracks work orders for maintenance or supplies, is another of the City's databases used within the Water Department as well as other city departments.

The City requires its contractors to comply with all Federal and State Laws and City ordinances and regulations in the General Conditions section of its contract documents. These regulations include Village Creek's TPDES Permit and all associated CFR and TAC requirements. The City defines other documentation requirements for specific operations in the Technical Specifications section of these contract documents.

Level 1 Documents

- **Creation**
The Level 1 document (Biosolids Policy) is controlled by EMS requirements, department priorities, geography, and local concerns. The Level 1 document commits the City to follow the principles established by the National Biosolids Partnership's (NBP) Code of Good Practice.
- **Review**
The Level 1 document (Biosolids Policy) may be reviewed every year during the EMS Management Meeting. Also, the Biosolids Policy may be reviewed during the following events:
 - Internal audits
 - Third-party interim audits
 - Full third-party verification audits
- **Modification**
Modifications of Level 1 documents result from changes in EMS requirements, regulatory policy, department priorities, and local concerns. The EMS Management Team is responsible for reviewing and modifying Level 1 documents.
- **Approval**
The Director of the Water Department approves Level 1 documents. This management support is necessary to ensure the biosolids EMS program is properly and effectively implemented and maintained.
- **Control**
The Biosolids Policy is currently the only Level 1 document. Whenever it is modified, the new policy is inserted into Element 2.0: Biosolids Policy. This will ensure that a revision history is maintained for Element 2.0 that reflects when a new Biosolids Policy has been incorporated into the element.
- Control of Level 1 documents shall be identical to the control procedures for Level 2 documents – EMS Manual (listed below).

Level 2 Documents

- **Creation**
Level 2 documents include the EMS Manual. The EMS Manual was created by applying the NBP EMS Guidance and the Manual of Good Practice principles to the City of Fort Worth's existing Biosolids Program.
- **Review**
The City periodically reviews and evaluates the EMS Manual during:
 - EMS Management Reviews
 - Internal audits

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- Third-party interim audits
- Full third-party verification audits

A formal annual review of the EMS manual will be performed after the third-party audit has been completed and all needed modifications are incorporated into the EMS manual. The formal annual review will be documented with a signature from the Assistant Director (Plant Operations).

- **Modification**

The Biosolids EMS Manager incorporates the review findings and any changes in critical control points or operations into the EMS manual as appropriate. The revised sections of the EMS manual are prepared by the Biosolids EMS Manager and the EMS Coordinator

- **Approval**

The Assistant Director (Plant Operations) approves the Biosolids EMS manual. This management support is necessary to ensure the Biosolids EMS program is properly and effectively implemented and maintained.

- **Control**

This EMS Manual is formatted so the revision number appears in the header of the first page of each element along with the approval signature and effective date. The issue date and element number are then repeated in the footer of each page. A list of revisions is included at the end of each element. Revisions are also listed in the EMS Manual Issue Log located at the end of the manual's table of contents. At this time, all copies of the EMS manual are considered to be *controlled* aside from the copy located on the City's website. The website manual does not contain signatures.

- **Obsolete Documents**

As revisions are made and approved, all previous versions of the EMS documents are removed from their respective manuals, marked with an "Inactive" stamp, and stored according to the City of Fort Worth's record retention policy. The Biosolids EMS Coordinator shall be responsible for retrieving inactive EMS documents and ensuring that the EMS manuals listed in Element 1.0 are kept up to date. Only one copy of an inactive EMS document needs to be kept on file. The remaining obsolete copies should be recycled.

Level 3 Documents

- **Creation, Modification, & Approval**

Standard Operating Procedures are written and modified by the Operators, Supervisors, Managers, and Superintendents controlling the work. For Village Creek personnel the SOPs shall be written and approved in accordance with the procedures outlined in SOP PLNT 01.001 Standard Operating Procedures. The Biosolids Manager (Contractor) shall be responsible for approving SOPs for activities at the dewatering facility.

- **Control**

The VCWRF operational control procedures/standard operating procedures can be tracked by the revision number, date, and authorization signature that appears in the document's footer. A list of these procedures is located in the EMS Master Table in Element 3.0. Operations personnel update these procedures as the plant's critical control points, equipment, and other working parameters change.

- **Obsolete Documents**

When SOPs are updated, one copy of the previous version will be placed in the Archive Binder for that specific SOP in the VCWRF Library. Additional copies should be recycled.

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Level 4 Documents

- **Creation and Modification**

Records are created and stored in accordance with the standard operating procedures and record retention requirements.

- **Control**

Each division within the biosolids value chain is responsible for maintaining the required documentation for the processes it oversees. The Document Master List is attached. This list documents the location, responsible division, and retention time for each set of documents.

- **Obsolete Documents**

As updates are made to level 4 documents, previous electronic versions will be archived on the VCWRF network. If any hard copies exist, one copy will be stamped "Inactive" and filed with its appropriate element in the Inactive Files (located in the EMS Coordinator's office) or archived with its appropriate SOP in the VCWRF Library. Any additional copies that exist will be recycled.

Note - In the case where a position responsible for approving Levels 1-4 documents of the EMS manual becomes vacant, approval responsibilities will transfer to the person(s) assuming the role in the interim.

REFERENCES

- BMP Guidance Manual, (NBP, June 2011)
- Code of Good Practice, (NBP, June 2011)
- Manual of Good Practice for Biosolids, (NBP, June 2011)
- Contractor SOPs
- VCWRF SOPs
- Biosolids SOPs

EMS Cross References:

- Element 3.0 Critical Control Points
- Element 4.0 Roles and Responsibilities
- Element 10.0 Operational Control of Critical Control Points
- Element 16.0 Internal EMS Audit
- Element 17.0 Periodic Management Review of Performance

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REVISION HISTORY

Revision #	Date	Revision Description
12	03/31/2020	Updated the Procedures section and Master List Table
11	09/26/2018	Addition of instructions for obsolete documents
10	08/02/2017	Updated approval procedure regarding vacant positions, updated references, corrected revision numbers
09	08/03/2016	Merged element to new format, updated TPDES table, updated Master table
08	10/06/2014	Updated Level 4 Documentation Master List table and Level 3 Document information
07	08/05/2013	Updated references, updated Level 4 Documentation Master List table
06	07/29/2011	Update Level 2 document control procedures
05	11/16/2010	Update responsibilities, references, and criteria for document creation, review, modification, approval, and control
04	09/23/2010	Update Level 4 Documentation Master List
03	06/29/2007	Audit (YR1) 2006
02	11/29/2004	2004 Issue
01	10/01/2004	Approval Draft
SR	01/30/2004	Issued for Status Review

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TABLE 12.1 — TPDES PERMIT-REQUIRED REPORT SUMMARY



BIOSOLIDS VALUE CHAIN	REPORT	TCEQ DEPARTMENT TO RECEIVE REPORT	FREQUENCY
Wastewater Pretreatment & Collection	Pretreatment Program Status Report	<ul style="list-style-type: none"> Pretreatment Team (MC-148), Water Quality Division 	Annually (July)
	List of Industrial Users in Significant Non-Compliance in Last 12 Months	<ul style="list-style-type: none"> Largest Daily Newspaper 	Annually (July)
Wastewater Treatment & Solids Generation	Chronic Biomonitoring Reports and Subsequent Results	<ul style="list-style-type: none"> Water Quality Assessment Team (MC-150) Water Quality Division 	<ul style="list-style-type: none"> Quarterly – October – March Monthly – April – September
	24-Hour Acute Biomonitoring Reports and Subsequent Results	<ul style="list-style-type: none"> Water Quality Assessment Team (MC-150) Water Quality Division 	Semi-Annually
	Toxicity Reduction Evaluation Activities Reports	<ul style="list-style-type: none"> Water Quality Assessment Team (MC-150) Water Quality Division 	Quarterly
	Effluent Report (Golf Course) – TCEQ	<ul style="list-style-type: none"> Water Quality Management Info. Systems Team (MC-224), Water Quality Division 	Monthly
	Discharge Monitoring Report (DMR) – NPDES	<ul style="list-style-type: none"> Specified on Form 	Monthly
	Compliance/Non-Compliance Reports	<ul style="list-style-type: none"> TCEQ Regional Office Manager of the Water and Multimedia Section (MC-149), Enforcement Division 	As needed
Solids Stabilization, Conditioning & Handling	Annual Sludge Report	<ul style="list-style-type: none"> TCEQ Regional Office Sludge Team (MC-148) 	Annually (September 30)
	Sludge Discharge Monitoring Report (DMR)	<ul style="list-style-type: none"> Water Quality Management Info. Systems Team (MC-224), Water Quality Division 	Annually (September 30)
Solids Storage & Transportation	Transportation Annual Report	<ul style="list-style-type: none"> Sludge Team (MC-148) 	Annually (August)
	Annual Sludge Report	<ul style="list-style-type: none"> Water Quality Management Info. Systems Team (MC-224), Water Quality Division 	Annually (September 30)
Biosolids Use & Disposal Alternatives	Annual Sludge Report	<ul style="list-style-type: none"> TCEQ – Regional Office Sludge Team (MC-148) 	Annually (September 30)
	Sludge Discharge Monitoring Report (DMR)	<ul style="list-style-type: none"> Water Quality Management Info. Systems Team (MC-224), Water Quality Division 	Annually (September 30)
Biosolids Use & Disposal Alternatives	Odor Control Reports	<ul style="list-style-type: none"> TCEQ – Regional Office TCEQ Central Office (MC-224) 	Quarterly
Biosolids Use & Disposal Alternatives	Monthly Land Application Schedule	<ul style="list-style-type: none"> TCEQ – Regional Office 	Monthly (by the 21 st calendar day of the month preceding land application)
Biosolids Use & Disposal Alternatives	Municipal Solid Waste Annual Report	<ul style="list-style-type: none"> TCEQ Central Office (MC-224) 	November 15
Biosolids Use & Disposal Alternatives	Final Odor Control Reports	<ul style="list-style-type: none"> TCEQ – Regional Office TCEQ Central Office (MC-224) 	Upon completion of odor control plan activities
Biosolids Use & Disposal Alternatives	Annual Surface Disposal Reports	<ul style="list-style-type: none"> TCEQ – Regional Office TCEQ Central Office 	Annually (September 1)

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FIGURE 12.1 – PRETREATMENT DATA MANAGEMENT SYSTEM

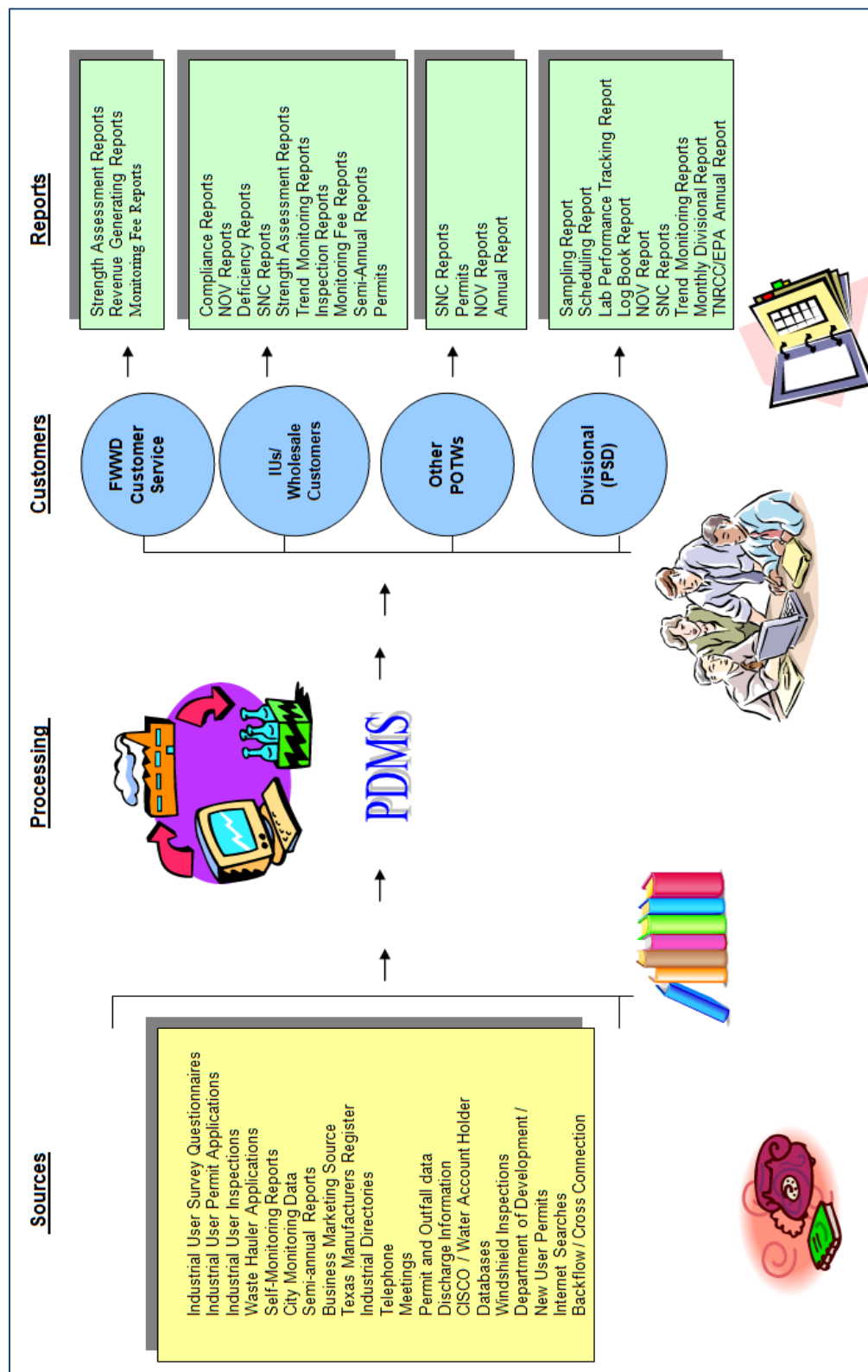


Figure 12.1 Pretreatment Data Management System

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TABLE 12.2 – LEVEL 4 DOCUMENTATION

MASTER LIST



BIOSOLIDS VALUE CHAIN	DOCUMENT	LOCATION	RESPONSIBLE DIVISION	RETENTION/ UPDATES
Planning	City of Fort Worth Comprehensive Business Plan	http://www.cfwnet.org/	City Manager	Updated Annually
				Retained Indefinitely
	Water Department Master Plan & Progress Tracking Forms	Assistant Water Director of Plant Operations Division	Water Department	Updated every 5 Years
				Retained Indefinitely
	Water Department “Business Plan” & Progress Tracking Forms	http://www.cfwnet.org/	Water Department	Updated Annually
				Retained Indefinitely
	Water Department “Business Plan” & Progress Tracking Forms	VCWRF	Biosolids (Plant Operations)	Updated Annually
				Retained Indefinitely
Wastewater Pretreatment & Collection	Corrective Action Notices	VCWRF	Biosolids (Plant Operations)	Retained Indefinitely
	EMS Audit Reports	VCWRF	Biosolids (Plant Operations)	Retained Indefinitely
	EMS Performance Reports	VCWRF	Biosolids (Plant Operations)	Retained Indefinitely
	FWWD Customer Service	Pretreatment Data Management System	Pretreatment Services (Customer Care)	3 Years
	IUs/Wholesale Customers <ul style="list-style-type: none"> • Compliance Reports • Notice of Violation Reports • Deficiency Reports • Significant Non-Compliance Reports • Strength Assessment Reports • Trend Monitoring Reports • Inspection Reports • Monitoring Fee Reports • Semi-Annual Reports • Permits 	Pretreatment Data Management System	Pretreatment Services (Customer Care)	3 Years
		Binder System		

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TABLE 12.2 – LEVEL 4 DOCUMENTATION

MASTER LIST



BIOSOLIDS VALUE CHAIN	DOCUMENT	LOCATION	RESPONSIBLE DIVISION	RETENTION/ UPDATES
Wastewater Pretreatment & Collection (cont.)	Industrial User Information <ul style="list-style-type: none"> • Permit • Ordinance • Application • Toxic Organic Management Plans • Accidental Discharge Plan/Slug Plan • Reports • Waste Logs • City Monitoring • Self-Monitoring • Meeting/Inspections • Enforcement 	Binder System	Pretreatment Services (Customer Care)	Updated so all industrial users are properly characterized at all times
				Retained 3 Years
	Other POTWs <ul style="list-style-type: none"> • Significant Non-Compliance Reports • Permits • Notice of Violation Reports • Annual Report 	Pretreatment Data Management System	Pretreatment Services (Customer Care)	3 Years
	Pretreatment Services <ul style="list-style-type: none"> • Sampling Report • Scheduling Report • Lab Performance Report • Log Book Report • Notice of Violation Report • Significant Non-Compliance Reports • Trend Monitoring Reports • Monthly Divisional Report • TCEQ/EPA Annual Report 	Pretreatment Data Management System	Pretreatment Services (Customer Care)	3 Years
	Collection System Maintenance Records <ul style="list-style-type: none"> • Sanitary Sewers • Lift Stations 	Field Operations Administrations	Field Operations	Indefinitely
	Septage Hauler Records	VC Receptionist (Log Book & Manifest)	VC Administration	5 Years
	Collection System Design Drawings & Specifications <ul style="list-style-type: none"> • Sanitary Sewers • Lift Stations 	City of Fort Worth Vault	Planning & Engineering (Strategic Operations)	Indefinitely
	Lab Test Results and Procedures	Fort Worth Central Laboratory	Lab Services (Strategic Operations)	3 Years
	Personnel Records	<ul style="list-style-type: none"> • Human Resources- City Hall • VC Administration- VCWRF 	Human Resources Department	3 Years
Wastewater Treatment and Solids Generation	Operators Log	VC Operations- Control Room	Wastewater Operations (Plant Operations)	Updated Daily
	Equipment Calibrations	<ul style="list-style-type: none"> • VC Maintenance • VC Operations 	<ul style="list-style-type: none"> • VC Maintenance • VC Operations 	Retained Indefinitely
				3 Years

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MASTER LIST



BIOSOLIDS VALUE CHAIN	DOCUMENT	LOCATION	RESPONSIBLE DIVISION	RETENTION/ UPDATES
Wastewater Treatment and Solids Generation (cont.)	Material Safety Data Sheets	<ul style="list-style-type: none"> VC Administration-VCWRF VC Operations-Control Room VC Maintenance Warehouse 	Plant Operations-Safety	Updated as needed
				Retained Indefinitely
	Delivery Manifest	VCWRF-Warehouse	Warehouse	3 Years
	Maintenance Records	Maximo Database	Maintenance	Indefinitely
	Personnel Records	<ul style="list-style-type: none"> Human Resources-City Hall VC Administration-VCWRF 	Human Resources Department	3 Years
Solids Stabilization, Conditioning, and Handling	<i>Solids Thickening</i>			
	Operator's Log	VC Operations-Control Room	Operations	Updated Daily
				Retained Indefinitely
	Equipment Calibrations	<ul style="list-style-type: none"> VC Maintenance VC Operations 	<ul style="list-style-type: none"> VC Maintenance VC Operations 	3 Years
	Material Safety Data Sheets	<ul style="list-style-type: none"> VC Administration-VCWRF VC Operations-Control Room VC Maintenance Warehouse 	Plant Operations/Safety	Updated As Needed
				Retained Indefinitely
	Delivery Manifest	VCWRF-Warehouse	Warehouse	3 Years
	Maintenance Records	Maximo Database	Maintenance	Indefinitely
	Personnel Records	<ul style="list-style-type: none"> Human Resources-City Hall VC Administration-VCWRF 	Human Resources Department	3 Years
	<i>Solids Dewatering</i>			
	Chain of Custody	Contractor Electronic Filing System	Contractor Administration	Lifetime of Activity
	Chain of Custody Chart	Contractor Network/Office Files	Contractor Administration	Lifetime of Activity
	Key Loan Register	Contractor Company Forms/Binder/Network/Locked Key Box	Contractor Administration	3 Months
	Lab Reports	Contractor Electronic Filing System	Contractor Administration	Lifetime of Activity
	Minority Vendors	Contractor Office Files	Contractor Administration	Lifetime of Activity
	Monthly Lime Usage	Contractor Network/Monthly Pay Estimate Files/Corporate Accounting Office	Contractor Administration	Lifetime of Activity
	Unprocessed Labs Report	Contractor Network/Office Files	Contractor Administration	Lifetime of Activity
	Operations Manager Detail Time Sheet	Contractor Company Forms Binder/Network/Employee Details File	Contractor Dewatering Department	3 Months

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MASTER LIST



BIOSOLIDS VALUE CHAIN	DOCUMENT	LOCATION	RESPONSIBLE DIVISION	RETENTION/ UPDATES
Solids Stabilization, Conditioning, and Handling (cont.)	Daily Belt Press Log	Contractor Company Forms Binder/Network/Belt Press Log Binder	Contractor Dewatering Department	Lifetime of Activity/7 Years
	Fuel for Belt Press Loader	Contractor Company Forms/Binder/Network/Backup/Fuel Files	Contractor Dewatering Department	3 Months/7 Years
	Lime Stabilization Sheet	Contractor Company Forms Binder/Network/Belt Press Logs Binder	Contractor Dewatering Department	Life of Job/7 Years
	Lubrication Records Andritz 2.0 Meter Press	Contractor Company Lifelines Network	Contractor Maintenance Department	Life of Machinery
	Safety Verification	Contractor Electronic Filing System	Contractor Dewatering Personnel	3 Months
	Village Creek Percent Solids	Contractor Electronic Filing System	Contractor Dewatering Personnel	Life of Job/7 Years
	Equipment Cost Codes	Contractor Network/Office Files	Contractor Administration	7 Years
	Equipment List	Contractor Network/Office Files	Contractor Administration	Lifetime
	Monthly Invoice for City	Contractor Electronic Filing System	Contractor Administration	Lifetime of Activity
	Receipt of Safety Equipment/PPE	Contractor Electronic Filing System	Contractor Administration	Lifetime of Employment
	Biosolids Contractor Employee Manual	Contractor Network/Office Employee Manual	Contractor Administration	Lifetime
	Personal Protective Equipment Checklist	Contractor Network/Office Files	Contractor Administration	Lifetime
	Safety Meeting Roster	Contractor Company Forms Binder/Network/Front Office Files	Contractor Department Supervisors	Lifetime
	Time Cards	Contractor Electronic Filing System	Contractor Administration	Lifetime
	Vendor/Visitor Sign-In Sheet	Contractor Company Forms Binder/Network/Front Office	Contractor Administration	3 Months
	Employee Detailed Time Sheet	Contractor Electronic Filing System	Contractor Personnel	3 Months
	Contact Phone List	Contractor Network/Office Files	Contractor Administration	Until Update
	Sample Results	Contractor Maintenance Files	Contractor Maintenance Supervisor	Life of Equipment
	Service History Report	Contractor Maintenance Files/Lifelines	Contractor Administration	Life of Equipment
	Shop Employee Detail Time Sheet	Contractor Electronic Filing System	Contractor Administration	3 Months

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TABLE 12.2 – LEVEL 4 DOCUMENTATION

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BIOSOLIDS VALUE CHAIN	DOCUMENT	LOCATION	RESPONSIBLE DIVISION	RETENTION/ UPDATES
Solids Storage and Transportation	Work Order	Contractor Company Files Binder/Network	Contractor Mechanic	3 Months
	Safety Compliance Office Inspection	Contractor Electronic Filing System	Contractor Administration	Lifetime of Project
	Detailed Event Report	Contractor PeopleNet Account	Contractor Administration	3 months
	Site Direction Maps	Contractor Network/Landowner Information File	Contractor Administration	Lifetime of Activity, 7 Years of Inactive, Lifetime of Archived
	JP Bowlin Certification of Calibration	Contractor Office Files/Scale House-Original; Copy – City of Fort Worth; Copy – Engineer	Contractor Administration	Lifetime of Activity
	Maintenance Brake Inspector Training Certificate	Contractor Electronic Filing System	Contractor Administration	1 Year
	Random DOT Alcohol Test	Contractor Electronic Filing System	Contractor Administration	Lifetime of Employment
	Random DOT Drug Test	Contractor Electronic Filing System	Contractor Administration	Lifetime of Employment
	Tare Weight Charts	Contractor Office Files – Original; Copy – City of Fort Worth; Copy – Engineer	Contractor Administration,	1 Year
	Incident Report	Contractor Electronic Filing System	Contractor Administration	Lifetime of Project
	Pre-Trip	Contractor PeopleNet Account	Contractor Driver	3 Months
	Post-Trip	Contractor PeopleNet Account	Contractor Driver	3 Months
	Driver Logs	Contractor PeopleNet Account	Contractor Driver	3 Months
	Load Manifest	Contractor Electronic Filing System	Contractor Administration	Lifetime of Activity
	Equipment Cost Codes	Contractor Network/Office Files	Contractor Administration	7 Years
	Equipment List	Contractor Network/Office Files	Contractor Administration	Lifetime
	Monthly Invoice for City	Contractor Network/Office Files/Company Accounting Office	Contractor Administration	Lifetime of Activity
	Receipt of Safety Equipment/PPE	Contractor Electronic Filing System	Contractor Administration	Lifetime of Employment
	Biosolids Contractor Employee Manual	Contractor Network/Office Employee Manual	Contractor Administration	Lifetime
	Personal Protective Equipment Checklist	Contractor Network/Office Files	Contractor Administration	Lifetime
	Safety Meeting Roster	Contractor Company Forms Binder/Network/Front Office Files	Contractor Department Supervisors	Lifetime

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BIOSOLIDS VALUE CHAIN	DOCUMENT	LOCATION	RESPONSIBLE DIVISION	RETENTION/ UPDATES
Solids Storage and Transportation (cont.)	Biosolids Contractor Employee Manual	Contractor Network/Office Employee Manual	Contractor Administration	Lifetime
	Personal Protective Equipment Checklist	Contractor Network/Office Files	Contractor Administration	Lifetime
	Safety Meeting Roster	Contractor Company Forms Binder/Network/Front Office Files	Contractor Department Supervisors	Lifetime
	Time Cards	Contractor Electronic Filing System	Contractor Administration	Lifetime
	Vendor/Visitor Sign-In Sheet	Contractor Company Forms Binder/Network/Front Office	Contractor Administration	3 Months
	Employee Detailed Time Sheet	Contractor Electronic Filing System	Contractor Personnel	3 Months
	Contact Phone List	Contractor Network/Office Files	Contractor Administration	Until Update
	Sample Results	Contractor Maintenance Files	Contractor Mechanic	Lifetime of Equipment
	Service History Report	Contractor Maintenance Files/Lifelines	Contractor Administration	Life of Equipment
	Shop Employee Detail Time Sheet	Contractor Electronic Filing System	Contractor Administration	3 Months
	Work Order	Contractor Company Files Binder/Network	Contractor Mechanic	3 Months
	Safety Compliance Office Inspection	Contractor Electronic Filing System	Contractor Administration	Lifetime of Project
	Lab Results from Grab Samples	VCWRF, Contractor Office	Contracted Lab Services	3-5 Years
Biosolids Use and Disposal Alternatives	Annual Summary Report	Contractor Electronic Filing System	Contractor Administration	Lifetime of Activity
	Biosolids Complaint Log	Contractor Electronic Filing System, Biosolids Program	Contractor Administration	Lifetime of Activity
	Cumulative Site Reports	Contractor Biosolids Program/Backup/Landowner File/Lab Files	Contractor Administration	Lifetime of Activity, 7 Years of Inactive, Lifetime of Archived
	Land Application Invoice	Contractor Network/Landowner Billing Files/Corporate Accounting Office	Contractor Administration	3 Months
	Land Application Literature	Contractor Office Files/Network	Contractor Administration	Lifetime of Activity
	Landowner Contract	Contractor Electronic Filing System	Contractor Administration	Lifetime of Activity, 7 Years of Inactive, Lifetime of Archived
	Landowner Correspondence	Contractor Software	Contractor Administration	Lifetime of Activity
	Landowner Phone Contact Information	Contractor Biosolids Software	Contractor Administration	Lifetime of Activity
	Master Landowner List	Contractor Network/Office Files	Contractor Administration	Lifetime of Activity

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BIOSOLIDS VALUE CHAIN	DOCUMENT	LOCATION	RESPONSIBLE DIVISION	RETENTION/ UPDATES
Biosolids Use and Disposal Alternatives (cont.)	Monthly Load Report	Contractor Biosolids Program/Backup/Monthly Pay Est./Lab Files	Contractor Administration	Lifetime of Activity
	New Landowner Request	Contractor Network/Office Files	Contractor Administration	Lifetime of Activity
	Pending Landowner List	Contractor- Biosolids Program	Contractor Administration	Lifetime of Activity
	Request for Billing	Contractor Company Forms Binder/Network/Landowner Billing Files	Contractor Administration	3 Months
	Request of Land Application Letter	Contractor Company Forms/Network/Landowner	Contractor Administration	Lifetime of Activity, 7 Years of Inactive, Lifetime of Archived
	(TAC) TCEQ Chapter 312	Contractor Office Binder	Contractor Administration	Lifetime of Activity, 7 Years of Inactive, Lifetime of Archived
	TCEQ Inspection Reports	Contractor Electronic Filing System	Contractor Administration	Lifetime of Activity, 7 Years of Inactive, Lifetime of Archived
	TCEQ Letter of Land Notification	Contractor Electronic Filing System	Contractor Administration	Lifetime of Activity, 7 Years of Inactive, Lifetime of Archived
	WWP/Field/Road Assessment Form	Contractor Electronic Filing System	Contractor Administration	Lifetime of Activity
	Land Application Schedule	Contractor Network/Office Files	Contractor Administration	1 Year
	Field Supervisors Detailed Time Sheet	Contractor Company Forms Binder/Network/Employee Details File	Contractor Field Supervisor	3 Months
	Equipment Cost Codes	Contractor Network/Office Files	Contractor Administration	7 Years
	Equipment List	Contractor Network/Office Files	Contractor Administration	Lifetime
	Monthly Invoice for City	Contractor Network/Office Files/Company Accounting Office	Contractor Administration	Lifetime of Activity
	Receipt of Safety Equipment	Contractor Company Forms Binder/Network/Front Office	Contractor Administration	Lifetime of Employment
	Biosolids Contractor Employee Manual	Contractor Network/Office Employee Manual	Contractor Administration	Lifetime
	Personal Protective Equipment Checklist	Contractor Network/Office Files	Contractor Administration	Lifetime
	Safety Meeting Roster	Contractor Company Forms Binder/Network/Front Office Files	Contractor Department Supervisors	Lifetime
	Time Cards	Contractor Electronic Filing System	Contractor Administration	Lifetime
	Vendor/Visitor Sign-In Sheet	Contractor Company Forms Binder/Network/Front Office	Contractor Administration	3 Months

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BIOSOLIDS VALUE CHAIN	DOCUMENT	LOCATION	RESPONSIBLE DIVISION	RETENTION/ UPDATES
Biosolids Use and Disposal Alternatives (cont.)	Employee Detailed Time Sheet	Contractor Electronic Filing System	Contractor Personnel	3 Months
	Contact Phone List	Contractor Network/Office Files	Contractor Administration	Until Update
	Sample Results	Contractor Maintenance Files	Contractor Mechanic	Lifetime of Equipment
	Service History Report	Contractor Maintenance Files/Lifelines	Contractor Administration	Life of Equipment
	Shop Employee Detail Time Sheet	Contractor Electronic Filing System	Contractor Administration	3 Months
	Work Order	Contractor Company Files Binder/Network	Contractor Mechanic	3 Months
	Safety Compliance Office Inspection	Contractor Electronic Filing System	Contractor Administration	Lifetime of Project
	<i>City</i>			
	Corrective Action Notice (CAN)	EMS Coordinator's Office	Plant Operations-Biosolids	3 Years Update as Needed
	Field Observation Report	EMS Coordinator's Office	Plant Operations-Biosolids	3 Years Update as Needed
	Close-Out Site Visit Form	EMS Coordinator's Office	Plant Operations-Biosolids	3 Years Update as Needed
	Odor Monitoring-Field Data Sheet	EMS Coordinator's Office	Plant Operations-Biosolids	3 Years Update as Needed
	Notification of Land Application to Local Officials	EMS Coordinator's Office	Plant Operations-Biosolids	3 Years Update as Needed
	Biosolids Complaint Form	EMS Coordinator's Office	Plant Operations-Biosolids	3 Years Update as Needed
	Biosolids Percent Solids Data Sheet	EMS Coordinator's Office	Plant Operations-Biosolids	3 Years Update as Needed
	Biosolids Application at the Sludge-Only Landfill Checklist	EMS Coordinator's Office	Plant Operations-Biosolids	3 Years Update as Needed
	Biosolids Public Outreach Event Log	Biosolids Public Outreach Coordinator's Office	Plant Operations-Biosolids	3 Years Update as Needed
	Biosolids Public Outreach Feedback Evaluation Form	Biosolids Public Outreach Coordinator's Office	Plant Operations-Biosolids	3 Years Update as Needed
	Land Application of Biosolids at SOL Monitoring Form	EMS Coordinator's Office	Plant Operations-Biosolids	3 Years Update as Needed
	SOL Daily Odor Monitoring Form	EMS Coordinator's Office	Plant Operations-Biosolids	3 Years Update as Needed
	CAN Review Sheet	EMS Coordinator's Office	Plant Operations-Biosolids	3 Years Update as Needed
	Legal Table Review Sheet	EMS Coordinator's Office	Plant Operations-Biosolids	3 Years Update as Needed
	Project Meetings	City of Fort Worth-Original; Copy-Contractor Office Files	Plant Operations-Biosolids	Lifetime of Activity