

# BIOSOLIDS EMS — ELEMENT 17.0 PERIODIC MANAGEMENT REVIEW OF PERFORMANCE



REVISION	EFFECTIVE DATE	APPROVAL SIGNATURE
09	September 21, 2018	

## **PURPOSE**

The purpose of Element 17.0 is to have the organization’s management conduct periodic reviews of the Biosolids Management Program and the Environmental Management System (EMS) performance to drive continual improvement.

## **SCOPE**

This element manages changes to the policy, the goals and objectives, the Biosolids Management Program and other EMS elements based on internal EMS audit results, external verification of EMS audits by third parties, changing circumstances, and the commitment to continual improvement.

## **KEY WORDS**

- Biosolids Program Goal(s)
- Biosolids Program Objective(s)
- Continual Improvement
- Changing Circumstances

## **RESPONSIBILITY**

The EMS Management Team consists of the following personnel:

Title	Division	Section
Assistant Director	Plant Operations	
Superintendent	Plant Operations	Wastewater Operations
Assistant Superintendent	Plant Operations	Wastewater Operations
Assistant Superintendent	Plant Operations	Maintenance
Engineering Manager	Plant Operations	
Environmental Program Manager	Plant Operations	Biosolids & Safety
Sr. Environmental Specialist	Plant Operations	Biosolids & Safety
Environmental Program Manager	Customer Care	Pretreatment Services
Environmental Program Manager	Contractor	
Professional Engineer	Strategic Operations	Technical Support
Regulatory/Environmental Administrator	Strategic Operations	Regulatory Services
Water Quality Manager	Strategic Operations	Laboratory

## **PROCEDURE**

The Biosolids EMS Manager and EMS Coordinator schedule a meeting with the EMS Management Team. Before this meeting, the EMS Coordinator distributes copies of the following to each attendee:

- Meeting agenda
- Latest *Biosolids Program and EMS Annual Performance Report*
- Internal audit results, Interim or third-party verification results
- All outstanding Corrective Action Notices

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The Management Review meeting agenda uses the EMS Performance Report (Element 15.0) as a guide to discuss:

- Accomplishments since the last review
- Changes to the Biosolids Policy
- Goals & Objectives - Advancements towards existing goals and objectives and identifying “new” goals and objectives
- Internal EMS audit results
- External third-party interim and verification EMS audits
- Legal and self-imposed regulation compliance
- Reports on emergencies, spills or other incidents
- Corrective Action Notices
- Updates to Critical Control Points
- Changing circumstances
- External communication and public participation
- Other biosolids performance measures
- New scientific/technical data on biosolids
- Review status of operational control procedures (SOPs)

The Biosolids EMS Manager assigns a person to record and distribute minutes for the meeting to document the issues discussed and the decisions made.

Any changes in policy, goals, and objectives, EMS elements, procedures, etc. are documented according to the document control methods discussed in Element 12.0.

The Assistant Director approves each of these changes. All nonconformance issues are handled according to the procedure established in Element 14.0.

## **REFERENCES**

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

## **EMS Cross References**

- Element 2.0 Biosolids Policy
- Element 3.0 Critical Control Points
- Element 4.0 Legal and Other Requirements
- Element 5.0 Biosolids Goals and Objectives
- Element 12.0 Documentation and Document Control
- Element 14.0 Nonconformance: Preventative and Corrective Action
- Element 15.0 Biosolids Program and EMS Performance Report
- Element 16.0 Internal EMS Audit

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## REVISION HISTORY

Revision #	Date	Revision Description
09	09/21/2018	Update to Responsibility and References sections
08	08/01/2016	Merged element to new EMS format.
07	08/05/2013	Updated procedures and references
06	10/07/2011	Update discussion points, addition of EMS Coordinator and typographical errors.
05	11/16/2010	Update references and responsibilities
04	05/15/2008	Audit (YR2) 2007
03	06/29/2007	Audit (YR1) 2006
02	11/29/2004	2004 Issue
01.a	10/18/2004	Internal Audit Revisions
01	10/01/2004	Approval Draft
SR	01/30/2004	Issued for Status Review