

Element 05 – Goals and Objectives

Version Number: 9

Version Date: August 19, 2016

Purpose

The following describes the District's procedures for establishing and maintaining operational and environmental goals and objectives consistent with the District's Biosolids Management Policy.

Responsible Parties

EMS Coordinator

Director of M&O

Division Heads

Field EMS Representatives

Procedures

1. On an annual basis, during the first quarter, a letter will be sent from the Director of M&O to Interested Parties, requesting their input in developing future program goals and objectives.
2. On an annual basis, during the second quarter, the EMS Coordinator will draft a memo from the Director of M&O directing the Division Heads to coordinate the establishment of annual goals and objectives by their respective Field EMS Representatives (using Guidance Document 05.1), for the following year. The EMS coordinator will review, revise and approve the goals for conformity to the Guidance Document. The schedule of the goals and objectives is on file with the EMS Coordinator and with the respective EMS Field Representative. The Goals and Objectives will be submitted to the Director of M&O for final approval during the budget process, taking place in the third quarter.
3. On a quarterly basis, the EMS Coordinator will draft a memo from the Director of M&O to the Division Heads requesting a summary of progress achieved towards meeting established goals and objectives. The progress of the goals and objectives (status reports) are kept on file with the EMS Coordinator and will be discussed at periodic EMS meetings.
4. The approved goals and objectives and the progress achieved towards meeting them will be published in the *Biosolids Program and EMS Performance Report* described in Element 15.

References

Document 05.1 – Goals and Objectives Guidance

Element 02 – Biosolids Management Policy

Element 15 – Biosolids Management Program Performance Report

Goals and Objectives (on file with the EMS Coordinator)

Goals and Objectives Schedule (on file with the EMS Coordinator)

Revision History

Version Number	Version Date	Description of Revision
0	7/28/05	Original issue
1	10/3/05	Revised Procedures for development of goals and objectives. Removed G&O from the Documents. G&O to be kept on file with the EMS Coordinator
2	03/19/07	Added requirement for an annual memo each January.
3	4/22/09	Updated Position Titles for Division Heads
4	5/14/10	Added "(using Guidance Document 05.1)" to Procedure 1
5	6/15/2011	Changed procedure Step 1. Changed date from January to "November of preceding year"
6	10/17/11	Edited Footer with Official Document Location
7	4/25/12	Procedure Step 4. Corrected annual report title.
8	3/16/15	Procedure Step 1. Changed November to first quarter.
9	8/19/2016	Procedure Steps 1-3. Changed to reflect M&O Director Role in the approval process. Added Director of M&O to Responsible Parties