

## **Element 12 – Documentation, Document Control, and Recordkeeping**

Version Number: 8

Version Date: March 16, 2015

### **Purpose**

The following describes the District's procedures for reviewing and revising the documentation related to the District's biosolids management program.

### **Responsible Parties**

EMS Coordinator

Director of Monitoring & Research

Division Heads

Resident Engineers of Biosolids Contracts

### **Procedures**

1. The EMS Coordinator will:
  - a. Create, maintain and be responsible for the hardcopy of the Master EMS Manual. Also, the EMS Coordinator will be responsible for the electronic copies of the EMS Manual located at \\Falcon\M&O\Biosolids - EMS\Elements and Documents.
  - b. Upon a revision to any Element or Document, update the Version Number, Version Date, and Revision History.
  - c. Update Document 00.1 – EMS Manual Document Control whenever the Elements or supporting Documents of the EMS Manual have been revised.
  - d. Email the Division Heads, Director of Monitoring & Research and the Field EMS Representatives notifying of the changes in the manual, and notifying them to go to the website or the server to receive any updated versions.
  - e. Review and revise the EMS Manual and core procedures on an annual basis every January.
  - f. Upon a revision to any Element or Document, archive obsolete or old versions of the EMS Manual and its Elements and Documents. Hard copies of old versions should be discarded. Electronic copies of archived Elements and Documents should be followed by an existing naming system located at \\Falcon\M&O\Biosolids - EMS\Elements\Archived Elements.
2. The Division Heads and Director of Monitoring & Research (or their delegated staff) will update the Version Number, Version Date and Revision History of their respective operational SOPs.
3. The EMS Manual will be approved by the Director of Maintenance and Operations. To get the manual approved, the EMS Coordinator will send a memo, attaching the manual, asking for approval. Then Director of Maintenance and Operations will then sign Document 00.1 – EMS Document Control verifying that the entire manual is approved.

4. After a major change or addition of any procedures in an Element or Document, the manual must be approved by the Director of Maintenance and Operations. These changes along with Document 00.1 – EMS Manual Document Control will be sent to the Director of Maintenance and Operations for approval and signature.
5. Documentation, document control and recordkeeping requirements for 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.
6. Specified periods of time for which records of biosolids management activities must be retained can be found in the *Records Management Manual – Policies, Procedures and References June 2005*. This document was prepared pursuant to the requirements of the Illinois Local Records Act, and approved by the Cook County Local Records Commission. A copy of this document is located in the District's library at the Main Office Building. Minimum records retention time for reporting requirements are located in Documents 04.3.1 through 04.3.15.
7. A summary of changes to the documentation related to the District's biosolids management program will be published in the *Biosolids Program and EMS Performance Report*, described in Element 15.

## References

### Biosolids Contracts

Document 00.1 – EMS Manual Document Control

Documents 03.1-03.7 – District WRP CCP Tables

Documents 04.3.1–04.3.15 – Reporting Requirements

Element 15 – Biosolids Management Program Performance Report

List of Biosolids Contracts (on file with the EMS Coordinator)

*Records Management Manual – Polices, Procedures and Reference Guide June 2005*

**Revision History**

<b>Version Number</b>	<b>Version Date</b>	<b>Description of Revision</b>
0	7/28/05	Original issue.
1	9/19/05	Added procedure for documentation, document control, and recordkeeping requirements for contractors. Added procedure for approval of manual. Added procedure for records retention.
2	2/26/07	Revised procedure on records retention. Cross referenced the <i>Records Management Manual – Policies, Procedures and Reference Guide June 2005</i> . Cross referenced Documents 04.3.1-04.3.15 which include minimum records retention time for reporting requirements.
3	1/09/08	Provided a more detailed description of the archiving policy for Elements and Documents. Included the location of electronic copies of current and archived Elements and Documents.
4	5/9/08	Revised Procedure 5 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	7/8/2011	Procedure 7. Changed Title of Report
7	10/17/11	Edited Footer with Official Document Location
8	3/16/15	Procedure Step 1. Revised to read \\Falcon\M&O\Biosolids-EMS\Elements and Documents instead of \\Falcon\M&O\Biosolids-EMS\Elements.