

Document 07.1 – EMS Coordinator Responsibilities

Version Number: 4
Version Date: October 13, 2011

The following should be used as a summary of EMS Coordinator Responsibilities. Procedures in the actual Elements and Documents supersede any procedures listed in this Document.

Element 1

- Update and maintain the EMS Manual and distribute as necessary.
- Post current version of EMS Manual on the District's website.
- Publish summary of changes to the EMS Manual in the *Biosolids Program and EMS Performance Report*.

Element 2

- Revise and distribute Biosolids Management Policy as necessary.
- Publish changes to the Biosolids Management Policy in the *Biosolids Program and EMS Performance Report*.

Element 3

- Send a memo to coordinate the review of CCPs.
- Update, maintain, and distribute the CCP Tables.
- Notify the NBP and assigned third party auditor of any operational changes that requires a change to the CCPs or environmental impacts associated with the CCPs.
- Publish changes to the CCPs in the *Biosolids Program and EMS Performance Report*.

Element 4

- Incorporate the new or revised legal requirements into the relevant EMS documents.
- Publish any changes to binding legal requirements affecting the District's biosolids management program in the *Biosolids Program and EMS Performance Report*.

Element 5

- Send a memo to coordinate the establishment of annual goals and objectives.
- Review and approve the proposed goals & objectives and forward for distribution to appropriate staff.
- Send G&Os to interested parties
- Send on a quarterly basis the *Biosolids EMS Goals and Objectives Status* memo.
- Publish approved goals and objectives and the progress achieved towards meeting them in the *Biosolids Program and EMS Performance Report*.

Element 6

- Send memo requesting a list of all public input.
- Review biosolids contracts to verify public relations program is included.
- Notify interested parties of Third Party Audit.
- Work with the District's webmaster to create and maintain a Biosolids EMS page in the District website.

- Publish a summary of public inquiries related to the biosolids management program in the *Biosolids EMS Annual Report*.

Element 7

- Annual review of Element 7 included in memo for Element 3.
- Update and distribute revised CCP Tables.
- Publish changes to the Primary Persons/Roles & Responsibilities in the *Biosolids Program and EMS Performance Report*.

Element 8

- EMS Awareness Training. (Memo/Email to advise Field Reps to administer online training for their respective areas). See PPT on District Web.
- Review all District biosolids contracts during contract preparation to ensure that Contractor EMS training requirements are included in the detailed specifications.
- Publish summary of EMS training activities in the *Biosolids Program and EMS Performance Report*.

Element 9

- Send a memo requesting a list of completed public education and outreach activities related to the District's biosolids management program.
- Summarize the *Biosolids EMS Annual Report* in the District's Employee Newsletter.
- Post the *Biosolids EMS Annual Report* on the District's website.
- Maintain biosolids webpage.
- Develop brochures and fact sheets regarding the District's biosolids program and general biosolids information for public distribution.
- Review District biosolids land application contracts during contract preparation to ensure that a mandatory Public Relations Program is included in the detailed specifications.
- Publish summary of education and public outreach related to the District's biosolids management program in the *Biosolids Program and EMS Performance Report*.

Element 10

- Annual review of Element 10 included in memo for Element 3.
- Update and distribute revised CCP Tables.
- Notify the NBP and assigned third party auditor of any operational changes that require a change to the operational controls.
- Publish summary of changes to the operational controls in the *Biosolids Program and EMS Performance Report*.

Element 11

- Send a memo requesting the review of the Emergency Procedures Manuals.
- Review all District biosolids contracts during contract preparation to ensure that emergency preparedness and response requirements for biosolids contractors are included in the detailed specifications.
- Publish summary of changes to the Emergency Procedures Manual(s) in the *Biosolids Program and EMS Performance Report*.

Element 12

- Maintain the Master EMS Manual.
- Update the Version number and date and the revision history of any Elements or Documents. Archive older versions of any Elements or Documents.
- Update and maintain Document 12.2 - EMS Manual Document Control.
- Distribute revised EMS Manual.
- Publish summary of changes to the documentation related to the District's biosolids management program in the *Biosolids Program and EMS Performance Report*.

Element 13

- Send a memo requesting the review of the Monitoring/Measuring/Recordkeeping section of the CCP Tables. Included in memo for Element 3.
- Update, maintain and distribute the revised CCP Tables.
- Publish a summary of changes to the Monitoring/Measuring/Recordkeeping in the *Biosolids Program and EMS Performance Report*.

Element 14

- Manage the Corrective Action procedure for minor and major non-conformances.
- Maintain records of preventive and corrective action for potential and/or actual non-conformances.
- Publish summary of identified non-conformances related to the District's biosolids management program in the *Biosolids Program and EMS Performance Report*.

Element 15

- Prepare the *Biosolids Program and EMS Performance Report* detailing the program performance of the previous calendar year.
- Submit the draft of the *Biosolids Program and EMS Performance Report* to the Director of M&O, Director of R&D, and the Division Heads for review and final approval.
- Post the *Biosolids Program and EMS Performance Report* on the District's website
- Publish summary of changes to the structure of the *Biosolids Program and EMS Performance Report* in the *Biosolids Program and EMS Performance Report*.

Element 16

- Organize the internal audit.
- Publish summary of internal audit activities and resulting recommendations in the *Biosolids EMS Annual Report*.

Element 17

- Incorporate management suggestions into the District's EMS and biosolids management program.
- Publish summary of management review activities and suggestions in the *Biosolids Program and EMS Performance Report*.

Summary of Annual EMS Tasks

<u>Element</u>	<u>Task</u>	<u>Frequency</u>
3	Memo to review and update CCPs	January
5	Memo requesting G&O's	January
5	Memo requesting G&O's status	Quarterly
6	Memo requesting submittal of public input	Jan-March
7	Memo to review & update Primary Persons & related SOPs	January
8	Memo/Email to notify of EMS Awareness Training	August
9	Request list of completed public education and outreach activities from Tech Projects and Public Information	Jan/Feb
9	Memo/Email to publish the Biosolids EMS Annual Report in the Employee Newsletter and/or Website	When report is complete
10	Memo review and update operational controls	January
11	Memo to review & revise as necessary the Emergency Response Manual	January
13	Memo review Monitoring/Measuring/Recordkeeping	January
15	Prepare Biosolids Program and EMS Performance Report	May/June
15	Post Biosolids Program and EMS Performance Report on website	June/July
17	Submit Biosolids Program and EMS Performance Report to the Executive Director for his review	June/July

Biosolids Program and EMS Performance Report (Element 15)

<u>Element</u>	<u>Summary of:</u>
1	Changes to EMS Manual
2	Changes to Biosolids Management Policy
3	Changes to CCPs
4	Changes to binding legal requirements affecting the District's biosolids
5	Approved G&Os and progress towards meeting them
6	Public Inquiries re: District's biosolids program
7	Changes to Primary Persons
8	EMS Training Activities
9	Education and Public Outreach Efforts related to Biosolids Program
10	Changes to Operational Controls
11	Changes to Emergency Procedure Manuals related to Biosolids Program
12	Changes to documentation related to Biosolids Program
13	Changes to Monitoring/Measuring/Recordkeeping
14	Identified major and minor non-conformances (Appendices)
15	Changes to the structure of the Biosolids EMS Annual Report
16	Internal audit activities and resulting recommendations
17	Management activities and suggestions

Third Party Verification Audit

<u>Element</u>	<u>Task</u>	<u>When</u>
2	Include Policy in letter notifying interested parties on the intent to receive a 3 rd party audit.	Before Audit
3	Notify NBP and auditor of any operational changes that require a change to the CCPs or environmental impacts associated with the CCPs	After Audit
6	Notify interested parties in a letter of the intent to receive a 3 rd party audit	Before Audit
10	Notify NBP and auditor of any operational changes that require a change to the Operational Controls	After Audit

Interested Parties Tasks

<u>Element</u>	<u>Task</u>	<u>When</u>
2	Enclose Policy in any letters to interested parties	
5	Send G&Os to interested parties and ask for input to develop future G&Os	After Approval
6	Notify interested parties in a letter of the intent to receive a 3 rd party audit	Before Audit

Biosolids Contracts

<u>Element</u>	<u>Task</u>
6	Incorporate policy into all biosolids contracts
7	Maintain language in contract for a public relations program
8	Incorporate contractor roles & responsibilities in contracts
9	Incorporate training requirements into biosolids contracts
10	Ensure that a mandatory public relations program is included in the land application contracts
11	Include operational controls and operating procedures for contractors in detail specifications of biosolids contractors
12	Include emergency procedures and response plans for contractors in detail specifications of biosolids contractors
13	Include documentation, document control and recordkeeping requirements for contractors in detail specifications of biosolids contractors
14	Include monitoring and measuring requirements for contractors in detail specifications of biosolids contractors

Revision History

Version Number	Version Date	Description of Revision
0	7/28/05	Original issue
1	1/11/08	Updated the following Elements on this document to reflect the current procedures: 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16. Added the following sections: Summary of Annual EMS Tasks, Biosolids EMS Annual Report, 3 rd Party Verification Audit, Interested Parties Tasks, Biosolids Contracts.
2	10/8/09	Updated the following Elements on this document to reflect the current procedures: 7, 8, 10, 13 – 15, 17. Updated Summary of Annual EMS Tasks, Biosolids EMS Annual Report, Third Party Verification Audit, Interested Parties Tasks, Biosolids Contracts. Updated Personnel Titles.
3	6/7/11	Changed Title of Report throughout Doc. Edited Summary of Annual EMS Task Frequency. Removed task of publishing EMS update in Newsletter.
4	10/13/11	Edited Footer with Official Document Location