

Element 13 – Monitoring and Measurement

Version Number: 7

Version Date: August 22, 2016

Purpose

The District has established monitoring and measurement procedures and practices to ensure compliance with applicable requirements, measure performance at CCPs, and track progress toward achieving biosolids program goals and objectives.

The following describes the District's procedures for identifying the monitoring and measuring for biosolids management activities identified on the CCP Tables.

Responsible Parties

EMS Coordinator

Division Heads

Director of Monitoring & Research

Field EMS Representatives

Resident Engineers of the Biosolids Contracts

Webmaster

Procedure

1. On an annual basis in January, as part of the Internal Audit, the EMS Coordinator will send a memo directing the Division Heads and Director of Monitoring & Research to coordinate the review of the Monitoring/Measuring/Record Keeping section of the CCP tables by their respective Field EMS Representatives. The Field EMS Representatives will simultaneously review and revise the associated Standard Operating Procedures; Operational Controls; CCPs; and Environmental Impacts as required, as a result of the revised Monitoring/ Measuring/Record Keeping. Proposed changes to the Monitoring/Measuring/Record Keeping section will be forwarded to the EMS Coordinator by the Division Heads and Director of Monitoring & Research.
2. The Division Heads and Director of Monitoring & Research will initiate the review & revision process without written direction any time operational changes warrant a revision to their respective Monitoring/Measuring/Record Keeping sections.
3. The EMS Coordinator will review and approve the proposed changes, update the CCP Tables, and forward the revised CCP Tables to the Webmaster for uploading to the District's webpage. The EMS Coordinator will notify Field EMS Representatives, Division Heads and Director of Monitoring & Research via email to update respective manuals from the MWRD Web Page.
 - a. For minor changes during the year the EMS Coordinator will inform EMS Field Representatives via email. The EMS Coordinator will direct the EMS Field Representatives to print out and insert the updated version of the CCP Table for their respective plant.
4. Monitoring and measuring activities and submittals for legal requirements are detailed in Element 04 – Legal and Other Requirements.

5. Monitoring and measuring activities associated with tracking the progress toward achieving program goals and objectives are detailed in Element 05 – Goals and Objectives.
6. Monitoring and measurement 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.
7. A summary of changes to Monitoring/Measuring/Record Keeping in the District's Biosolids Program will be published in the *EMS Performance Report* described in Element 15.

References

Biosolids Contracts
 Documents 03.1-03.7 – District WRP CCP Tables
 Element 04 – Legal and Other Requirements
 Element 05 – Goals and Objectives
 Element 15 – Biosolids Program and EMS Performance Report
 NPDES Permits for District WRPs
 List of Biosolids Contracts (on file with the EMS Coordinator)
 State of Illinois Operating Permits for Biosolids Activities

Revision History

| Version Number | Version Date | Description of Revision |
|----------------|--------------|---|
| 0 | 7/28/05 | Original issue. |
| 1 | 9/19/05 | Added procedure for monitoring and measuring requirements for contractors. Added procedure to cross-reference monitoring and measurement associated with tracking goals and objectives Added procedure to cross-reference monitoring and measurement associated with legal requirements |
| 2 | 3/19/07 | Deleted reference to <i>Annual Biosolids Task Force Memo</i> ; Added requirement for annual memo every January. |
| 3 | 5/9/2008 | Revised Procedure 6 to remove EMS Coordinator review of biosolids contracts. The EMS Coordinator is now the Biosolids Manager and all contracts are reviewed by this position. |
| 4 | 4/22/09 | Updated Position Titles for Division Heads |
| 5 | 10/17/11 | Edited Footer with Official Document Location |
| 6 | 3/16/15 | Revised Procedure Step 7 and References to read Biosolids Program and EMS Performance Report. |
| 7 | 8/22/16 | Edited Procedure, Step 1. Added Internal Audit Edited Step 3. Added Webmaster and 3a. Added Webmaster to Responsible Parties |