

**BMP Element 10 — Operational Control of Critical Control Points
City of Richmond Public Utilities – Wastewater Treatment**

Date of Last Review 11/11/16	Revision 15	Revised By Biosolids Team	Revision Date 11/11/16	Supersedes all previous versions
		Approved By Biosolids Supervisor	Approval Date 11/11/16	

Purpose

The purpose of this procedure is to ensure that the city systematically establishes, implements, and maintains the necessary operational control procedures, work instructions, and other management controls.

Scope

This procedure applies to all biosolids management activities at Critical Control Points (CCP) throughout the biosolids value chain and all activities that impact the biosolids.

Responsible Staff

The Biosolids Supervisor, with support from the Utility Plant Superintendents I & II, is responsible for providing the necessary training, guidance, and assistance in identifying, developing, documenting, and implementing needed operational control procedures. The Project Management Analyst and Deputy Director II support these activities. Contractors are responsible for operational control of their related biosolids CCP.

Procedure

1. Based on the identified list of CCP, the BMP Team, biosolids supervisor and appropriate supervisors shall determine those activities, products, and services for which operational control procedures, work instructions, and other management control methods are needed.
2. In collaboration with biosolids value chain staff, the Utility Plant Superintendents I & II shall provide the necessary training and guidance to support the development, implementation, and maintenance of the needed operational control procedures. The operational control procedures shall contain operating criteria (e.g., process specifications and parameters, product characteristics, and SOPs).

3. The Utility Plant Supervisors shall develop, document, and implement the operational control procedures and communicate them to their staff. BMP training shall be provided as outlined in Element 8.
4. The environmental compliance officer, biosolids supervisor and Utility Plant Supervisors shall oversee the implementation of operational control procedures in their respective activity areas. This includes ensuring employees in each activity area receive the necessary resources, training, and support services to properly implement the operational controls.
5. The hauling/land application contractor shall implement operational controls procedures consistent with its roles and responsibilities in biosolids management activities. This includes ensuring employees receive the necessary resources, training, and support services to properly implement the operational controls.
6. Operational controls provide methods and procedures to ensure uniform and efficient management at each CCP. To show the relationship between operational controls and CCP and to streamline documentation of information, Element 10 information is integrated with CCP in Element 3, [Table 3.1](#).
7. The Preventive Maintenance (PM) routine is a combination of information from the Manufacturer's Operation & Maintenance Manual and comments and suggestions from the appropriate Trade Supervisor (Mechanical, Electrical & Instrumentation). PM Work Orders are generated, performed and time is recorded. Work Orders are then closed in the Computer Maintenance Management System (Mainsaver) which documents the process and provides a permanent record of the maintenance activities.
8. The BMP Team shall periodically review the operational control procedures, which are listed in Element 3, [Table 3.1](#). The team works with the plant superintendent I and the Plant Utility Supervisors to revise them according to any changes in the facility's CCP.