

**BMP Element 11 — Emergency Preparedness and Response  
City of Richmond Public Utilities – Wastewater Treatment**

Date of Last Review 11/11/16	Revision 14	Revised By Biosolids Team	Revision Date 10/28/15	Supersedes all previous versions
		Approved By Biosolids Supervisor	Approval Date 10/28/15	

***Purpose***

The purpose of this procedure is to develop a plan to prepare for and respond effectively to accidents, spills, weather-related emergency situations, abnormal conditions, and other contingencies for biosolids management activities.

***Scope***

This procedure is critical to all real and perceived risk emergency situations concerning the biosolids management process.

***Responsible Staff***

The Biosolids Supervisor and BMP Team are responsible for implementing this emergency response procedure and for ensuring the regular updating of this element. The Utility Plant Superintendent II supports this activity. The Occupational Safety and Health Specialist is responsible for emergency plans related to the WWTP. The biosolids supervisor is responsible for biosolids spill plan. Hauling/land application contractors are responsible for emergency preparedness and response related to their relevant biosolids activities.

***Procedure***

1. A copy of the Wastewater Treatment Plant emergency action Plan is available on P:\BMP - Biosolids\17 Elements\Element 11 and in the Utility Plant Superintendent’s II office. This plan covers a variety of emergency situations including natural disasters, bomb threats, chemical emergencies and other crises.
2. The BMP Team has developed a plan for spills in the biosolids value chain. The plan is formally reviewed and updated as needed. The Biosolids Supervisor is responsible for coordinating the formal review and update of the plan. The plan

Print date:  
4/17/2017

**WARNING!** This document should be checked against the electronic version to make sure it is the newest version when printed.

establishes clear protocols for how a variety of spills should be handled. Copy of the plan is located on P:\BMP - Biosolids\17 Elements\Element 11.

3. Testing and training on safety and emergency response procedures related to biosolids are conducted on a periodic basis as determined by the BMP team and work group supervisors, in accordance with Element 8.
4. The hauling/land application contractor maintains an Emergency Response Plan to ensure effective responses to accidents, spills, and emergency situations relevant to its management activities in the biosolids value chain.

---

Print date:  
4/17/2017

**WARNING!** This document should be checked against the electronic version to make sure it is the newest version when printed.

**Page 2 of 2**

*Previous versions or printed copies may be obsolete. Verify current revisions using the "P drive.  
P:\BMP - Biosolids\17 Elements\Element 11 - Emergency Preparedness and Response\Element 11 - Emergency Preparedness and Response Procedure.doc*

---