

<b>BMP Element 12 — Documentation, Document Control, and Record Keeping</b>				
<b>City of Richmond Public Utilities– Wastewater Treatment</b>				
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 element is to establish and maintain BMP documents and records pertaining to biosolids management activities and to keep up-to-date procedures.

### **Scope**

This procedure covers the BMP Manual and relevant documents and records pertaining to Richmond’s Biosolids program.

### **Responsibility**

The Biosolids Supervisor is responsible for ensuring documents conform to the adopted document control standards as set forth in the BMP Manual and this element. The BMP Team, Utility Plant Superintendents I & II and Utility Plant Operators support this activity. The hauling/land application is responsible for documentation and recordkeeping procedures related to its biosolids activities.

### **Procedure**

1. Unless otherwise noted, all BMP documents will be kept in Biosolids Supervisor’s office or on the City’s server.
2. BMP documents include the BMP Manual and the Standard Operating Procedures (SOPs) and other documents referenced herein. These documents are reference documents for daily operations and will be reviewed and updated annually, or as procedures change.
  - A. BMP manual has the following information at the top of the first page:
    - Title,
    - Revision date and title,

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 1 of 2**

*Previous versions or printed copies may be obsolete. Verify current revisions using the “P drive.  
P:\BMP - Biosolids\17 Elements\Element 12 - Documentation, Document Control and Recordkeeping\Element 12 - Documentation, Document Control and Record Keeping Procedure.doc*

- Date of last review and title,
  - Approval date and title.
- B. The SOPs and the Corrective Action Reports (CAR) include in the header the following information:
- Title,
  - The originator name and date,
  - Prepared by name and date,
  - Name and date of review and approval.
- C. All BMP documents will be labeled with the correct revision number. The header of these documents may contain other information such as appropriate reference material, equipment needed, or scope at the discretion of the workgroup supervisor.
- D. Within the BMP Manual, all tables, charts, graphs, and appendices share the revision number and date of their respective element, unless otherwise indicated.
- E. Each work group supervisor is responsible for revision of work group SOPs, approval of revised SOPs, and development of new SOPs. Revision of BMP manual procedures is performed by the BMP Team. Once the revisions are accepted by the BMP Team, the Biosolids Supervisor signs each element to indicate his approval.
3. Biosolids records include daily logs, worksheets, forms, and associated reports. These documents are maintained in the office of the Utility Plant Superintendent I.
  4. Retention period for all documents, at a minimum of 5 years, same as required in the [VPDES permit](#) for the biosolids records (part 1 page 14, attached).
  5. The Biosolids Supervisor is responsible for coordinating reviews and updates to the BMP Manual. The 17 elements in this document will be reviewed and updated as necessary. Certain elements are reviewed and updated more frequently per their specific procedure.
  6. The hauling/land application contractor maintains documents and records pertaining to its role in the Biosolids Management Program. This includes SOPs and land application records. The contractor establishes relevant documentation, document control, and record procedures. Retention periods for all documents will, at a minimum, conform to applicable state document retention guidelines under Virginia DEQ.
  7. All changes in the biosolids manual and elements should be documented in [Document Control Log](#).