

BMP Element 15 — Performance Report City of Richmond Public Utilities – Wastewater Treatment				
Date of Last Review 11/12/16	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 BMP element is to describe the process of completing an annual written Biosolids Management Program Performance Report (BMPPR) that summarizes the performance of the Biosolids Management Program to drive continual improvement.

Scope

The BMPPR shall contain appropriate summaries of monitoring, measurements, and other results demonstrating the performance of the biosolids program relative to its goals, objectives, and legal requirements, including those management activities conducted by the Wastewater Treatment Plant.

Responsible Staff

The Biosolids Supervisor and BMP Team are responsible for preparing the BMPPR with input from the Utility Plant Superintendents I & II and Deputy Director. The Biosolids Supervisor will ensure information from the report is made available to interested parties.

Procedure

1. The performance of the Biosolids Management Program is published in an annual Biosolids Management Program Performance Report (BMPPR) made available to interested parties, the public, and the National Biosolids Partnership no later than April 1 unless an internal or independent third party audit is scheduled during or shortly thereafter. If an audit is scheduled during or shortly after April 1, the BMPPR will be made available as soon as possible to include the summary of the audit as required by section 3 of this element.
2. The report provides evidence of the commitment to adhere to the Code of Good Practice and the City’s biosolids policy. The report provides evidence the department is striving to

meet all BMP goals and objectives identified the previous year. The report also is used as a tool to foster and facilitate communication with the general public.

3. At a minimum, the BMPPR includes progress toward goals and objectives, legal and regulatory compliance, biosolids activities conducted by the hauling/land application contractor, and results of internal and/or third-party audits within the last 12 months. The report may include any or all, but not limited to, of the following:
 - A. Significant changes to the BMP;
 - B. Projection of changes or additions to goals and objectives;
 - C. Summary of abnormal or emergency incidents, as well as significant preventive and corrective actions taken.
4. The Biosolids Supervisor ensures information contained in the BMPPR is made available to interested parties. The report is posted on [the City's website](#).