

<b>BMP Element 7 — Roles and Responsibilities City of Richmond Public Utilities – Wastewater Treatment</b>				
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		Approved By Biosolids Supervisor	Approval Date 11/10/16	

**Purpose**

The purpose of this element is to define the organizational roles and responsibilities for biosolids management activities throughout the biosolids value chain.

Roles and Responsibilities accomplish three main functions:

1. Biosolids value chain and BMP employees know their roles.
2. The roles of key biosolids value chain and BMP personnel are identified.
3. Responsibilities are assigned to biosolids value chain personnel with the authority and resources to carry out the assigned duties.

**Scope**

This element assigns roles and responsibilities to all biosolids management operational controls, pertaining to elements, goals and objectives.

**Responsible Staff**

The Biosolids Supervisor, BMP Team, and Deputy Director II are responsible for reviewing assigned roles and responsibilities. The Biosolids Supervisor, Utility Plant Superintendents I & II, and the Environmental Compliance Officer assign roles and responsibilities throughout the biosolids value chain. The Public Information Manager has responsibility for roles and responsibilities related to his/her department. Contractors are responsible for assigning roles and responsibilities to their staffs and subcontractors, consistent with their services agreement.

**Procedure**

1. Each Element in the BMP Manual lists responsible staff for that element. Table 7.1 summarizes the Roles and Responsibilities for each BMP Element.

<b>Table 7.1 –BMP Responsibilities</b>		
<b>Element</b>	<b>Element Description</b>	<b>Key Roles &amp; Responsibilities</b>
1	Documentation of Biosolids Management Program (BMP)	BMP Supervisor, BMP Team, Utilities Deputy Director II, WWTP Superintendents I & II, Utility, Project Management Analyst, Plant Supervisors, Laboratory Manager, and interested parties.
2	Biosolids Management Policy	Biosolids Supervisor, BMP Team, Deputy Director II, Utility Plant Superintendents I & II, Environmental Compliance Officer
3	Critical Control Points	Biosolids Supervisor, BMP Team, Utility Plant Superintendents I & II, Deputy Director II, Utility Plant Operators, Chief operator, Laboratory Manager , Environmental Compliance Officer.
4	Legal and Other Requirements	Biosolids Supervisor, Utility Plant Superintendents I & II , Deputy Director II, , Public Relations Manager, Environmental Compliance Officer, Laboratory Manager, Hauling/land application contractor.
5	Goals and Objectives for Continual Improvement	BMP Team, Deputy Director II, Utility Plant Superintendents I & II, Biosolids Supervisor, Hauling/land application contractor
6	Public Participation in Planning	BMP Team ,Biosolids Supervisor, Utility Plant Superintendents I & II, Public Relations Manager, Hauling/land application contractor
7	Roles and Responsibilities	Biosolids Supervisor, BMP Team, Deputy Director II, Utility Plant Superintendents I &II, Public Relations Manager, Hauling/land application contractor
8	Training	Biosolids Supervisor, Utility Plant Superintendents I & II, Project Management Analyst, Occupational Safety and Heath Specialist, Hauling/land application contractor
9	Communication	Deputy Director II, Biosolids Supervisor, Utility Plant Superintendents I & II, Public Information Manager, Department of Information and Technology Manager, Environmental Compliance Officer, Hauling/land application contractor

10	Operational Control of Critical Control Points	Biosolids Supervisor, Utility Plant Superintendents I & II, Deputy Director II, Environmental Compliance Officer, Hauling/land application contractor.
11	Emergency Preparedness and Response	Occupational Safety and Health Specialist, Utility Plant Superintendent II, Biosolids Supervisor, BMP Team,
12	Documentation, Document Control and Record Keeping	Biosolids Supervisor, Utility Plant Superintendents I & II, Chief Operator, Utility Plant Operators, Hauling/land application contractor.
13	Monitoring and Measurement	Utility Plant Superintendents I & II, Biosolids Supervisor, Laboratory Manager, Chief Operator, Utility Plant Operators, Hauling/land application contractor
14	Nonconformance: Preventive and Corrective Action	Biosolids Supervisor, Officer, Utility Plant Superintendents I & II, Utility Plant Operators
15	Performance Report	Biosolids Supervisor, BMP Team, Utility Plant Superintendents I & II, Deputy Director I & II.
16	Internal BMP Audit	Biosolids Supervisor, Internal auditor team, Utility Plant Superintendents I & II
17	Periodic Management Review of Performance	Biosolids Supervisor, BMP Team, Deputy Director II, Utility Plant Superintendents I & II

2. The Biosolids Supervisor shall review annually with the Utility Plant Superintendents I & II the individuals assigned to roles relevant to the BMP and will update Table 7.1.
3. Specific Roles and Responsibilities are also listed in the following tables:
  - A. Table 3.1 – Critical Control Points (CCPs)
  - B. Table 5.1 –BMP Goals and Objectives
4. Organizational charts for the Water and Wastewater and biosolids value chain are available on P-drive and in the Administration Office at the wastewater treatment plant (WWTP).

## **Key BMP Roles and Responsibilities**

### **Deputy Director II**

The Deputy Director II allocates staff time and monetary resources within the Operations Division. She sets the policy, participates in the BMP Management Review, and is encouraged to provide input to the goals and objectives.

### **Utility Plant Superintendents I & II**

The Richmond Wastewater Treatment Plant has Utility Plant Superintendents I & II, together they are responsible for the management of the Wastewater Treatment Plant, and virtually all personnel who work in the biosolids value chain. The Utility Plant Superintendents report to the Deputy Director II. They also have the authority to allocate staff time and monetary resources within the Operations Division. They are specifically responsible for selecting the BMP Team. The Utility Plant Superintendents have roles related to BMP elements and participate in the BMP Management Review as described in Element 17.

### **Biosolids Supervisor**

This individual is assigned by the Utility Plant Superintendent II. The Biosolids Supervisor has general responsibility to ensure the policies and procedures related to the BMP are implemented. The specific tasks assigned to the Biosolids Supervisor include:

- Facilitating the BMP Team meetings;
- Providing BMP training or assign training responsibilities to qualified staff;
- Maintaining control of all BMP-related documents;
- Ensuring internal and third-party audits are conducted as required by the NBP;
- Reviewing all nonconformance and corrective action forms to ensure the appropriate work group takes action and documents corrective actions;
- Compiling information for the annual biosolids performance report and the annual management review;
- Assisting with the development of the Biosolids Public Participation and Outreach Plan;
- Maintaining the list of interested parties;

- Responding to general questions and comments about the biosolids program in coordination with the Public Information Manager; and
- Assisting in developing outreach materials such as pamphlets.

While the Biosolids Supervisor may delegate any of these tasks to other staff, this person is responsible for ensuring the tasks are completed in accordance with the BMP Manual and any other policies or procedures.

### **BMP Team**

The BMP Team is appointed by the Utility Plant Superintendent I & II. Team members are selected from various work groups associated with the biosolids value chain. The BMP Team works under the direction of the Biosolids Supervisor. The Biosolids Supervisor may assign certain tasks to team members. As a group, the BMP Team reviews and evaluates progress toward goals and objectives. The BMP Team also reviews interested party input relative to the BMP, roles and responsibilities, emergency preparedness, and the management review.

### **BMP Internal Audit Team**

The Internal Audit Team is appointed by the Utility Plant Superintendent I & II. The Audit Team is responsible for ensuring the BMP Manual, for the day-to-day operation of the WWTP facility, and land application practices associated with the biosolids program agree with the requirements of the NBP BMP. The Audit Team provides a summary of findings and conclusions to the BMP Team.

### **Environmental Compliance Officer**

The Environmental Compliance Officer is responsible for the Industrial Pretreatment Program. Specific responsibilities of the Environmental Compliance Officer include, but are not limited to:

- Preparing the Annual Pretreatment Report for the Department of Environmental Quality (DEQ);
- Permitting, sampling, and inspection of Categorical Industrial Users and Significant Industrial Users, and monitoring and inspection of Non-discharging Categorical Industrial Users;
- Describing Biosolids CCPs and OCs associated with the pretreatment program;
- Tracking and reporting on changes to regulatory and other legal requirements that may affect the BMP;

- Ensuring adequate monitoring and measurement practices are in place to evaluate performance of the pretreatment program relevant to the biosolids;
- Contributing to the Biosolids Management Program Performance Report; and
- Communicating with the Biosolids Supervisor and the WWTP staff any changes that may affect the treatment system and/or the biosolids system.

#### **Utility Plant Supervisor and Staff**

The Utility Plant Supervisor called also Chief Operator is responsible for the day-to-day operation of the WWTP. The Utility Plant Supervisor evaluates WWTP staffing needs to ensure adequate staff is available to operate the facility, plans, directs, and monitors the long-range work plans and activities performed in the wastewater plant. Specific responsibilities include, but are not limited to:

- Ensuring compliance with state and federal permit requirements, rules, and regulations with respect to the WWTP;
- Managing Biosolids CCPs and OCs associated with the WWTP in absence of the Biosolids Supervisor;
- Ensuring adequate monitoring and measurement practices are in place to evaluate performance of the WWTP and Biosolids in absence of the Biosolids Supervisor; and
- Contributing to the Biosolids Management Program Performance Report.

#### **Plant Maintenance and Staff**

- The Plant Maintenance Program Manager is responsible for daily maintenance of the WWTP and associated facilities. Maintenance staff performs routine, preventive, and emergency maintenance on a variety of equipment in the biosolids value chain. The Plant Maintenance Program Manager's staff coordinates with the WWTP staff directly or via the Mainsaver™ system to identify equipment for repair to maintain peak operational control of the WWTP process.

#### **Water and Wastewater Quality Chief Chemist**

- The Water and Wastewater Quality Control Supervisor ensures that the laboratory procedures related to biosolids are being performed according to regulations and standards.

### **Laboratory Manager**

- The Chief Chemist ensures that all laboratory tests related to biosolids are being performed accurately and on time.

### **Project Management Analyst:**

The Project Management Analyst has the following responsibilities:

- Maintains and grows the Preventive Maintenance Program for Critical Equipment at the Wastewater Plant;
- Monitors all Asset and Part data that is entered into Mainsaver;
- Works with the Contract Management Firm to help ensure a timely delivery of Asset & Part information as well as timely delivery of the actual parts to the Warehouse;
- Assists all Mainsaver users with system use properly and helps to resolve any issues or questions in that concern; and
- Is a member of the Plant Wide BMP Core Team and assists the BMP Team Leader as needed.

### **Department of Information and Technology Manager**

The Information and Technology Manager manages the program and staff related to his department with regard to maintaining the City website and City local servers.

### **Public Information Manager**

- Oversees all aspects of media relations regarding various City departments.
- Manages assigned staff indirectly related to media relations, prepares and distributes information documents, develops and implements internal and external communications programs, coordinates publicity events

### **Occupational Safety and Health Specialist**

- Develops, implements, reviews, monitors and evaluates departmental safety regulations to ensure adherence to Occupational Safety and Health Administration's (OSHA) regulations;

- Performs audits and inspections of assigned work areas/zones and/or plant facilities to ensure OSHA compliance;
- Trains employees in assigned department on required safety and health regulations, policies and topics;
- Processes Workers Compensation claims; maintains OSHA required logs and records; processes automobile liability claims; maintains accident history; and
- Reviews Federal and State Registers for new or updated safety regulations; ensures assigned department complies with same.

**Contractors:**

**Hauling/Land Application Contractor**

The hauling/land application contractor is responsible for hauling the biosolids from the dewatering building underneath the conveyor belt to a concrete pad. The pad is in the south west corner of the plant property. The biosolids are temporarily stored on the concrete pad which complies with 12 VAC 5-585-500 state regulations. Biosolids are transported to off-site storage or land application. Biosolids that do not meet quality standards are taken to a landfill. The hauling/land application contractor responsibilities for management and beneficial use of anaerobically digested biosolids include but are not limited to loading, transporting, land application, testing, development of a biosolids management plan known as [O&M manual](#) , coordination with state federal and local agencies, monitoring, reporting, and participation in the city's BMP (See Biosolids Invitation For Bid [IFB](#) for more details (attached)). The hauling/land application contractor has a subcontractor that is responsible for loading and hauling biosolids to land application sites and is an integral part of the BMP value chain. Hauling/land application contractor is responsible for assigning roles and responsibilities to their staffs and subcontractors, consistent with their services agreement.

**Polymer contractor:**

The City of Richmond has a 5 years contract with the polymer company to provide liquid polymer as needed and when ordered. Polymer is used in dewatering centrifuges to aid producing dryer cake.