

 CITY OF GRAND RAPIDS		City of Grand Rapids Environmental Services Department Policies and Procedures	
Title: Element 12 – BMP Documentation and Document Control		Created by: Dave Harris Approved by: William R. Kaiser	
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General

Establish a system for capturing and tracking information related to the BMP^A. The City recognizes the importance that information be organized, clear, relevant and factual as well as easily accessible for future reference.

Procedures

- 1) Existing tracking systems already in place and functional will be retained and blended into the City's BMP^B. The City utilizes several systems for capturing information which include the City ESD "Sharepoint" site, CMMS systems, LIM systems, and local database applications.
- 2) Document development protocols have been established for department BMP Elements, SOPs, equipment maintenance, and laboratory testing procedures which are based on standards and shall meet the following minimum requirements:
 - a) Readily available to employees
 - b) Follow SOP 1110 requirements
- 3) Contractors will develop their own SOP format protocols meeting the minimum requirements identified in SOP 1110 procedures section 1.
- 4) Contractors who choose to adopt the City's document control procedures identified in SOP 1110 shall do so by signing the contract or by signing a "Memorandum of Understanding" which clearly commits them to complying with the requirements contained herein.
- 5) Document management system:
 - a) General
 - i) Controlled copies of BMP documents are maintained on the City ESD Sharepoint Site.
 - ii) Shall be compliant with department SOP 1110 "Document Management System"
 - iii) Controlled copies of SOP's are maintained on the City ESD Sharepoint Site.
 - iv) Maintenance procedures are maintained within the City's CMMS Maximo system with SOPs being on the City ESD Sharepoint site.

Electronic copies on the “Sharepoint” are considered controlled. All other copies are to be considered uncontrolled

- v) Laboratory Testing Procedures, (LTPs), are maintained by the Environmental Assessment Supervisor (EAS).
 - vi) All other copies are to be considered uncontrolled and out of date.
 - vii) Employees are instructed to use only the controlled copies and immediately discard all other copies.
- b) BMP documents (Elements 1-17 and appendices) are controlled as follows:
- i) The BMP Coordinator has overall responsibility for creation and revision.
 - ii) No other employees are authorized to edit or revise these documents. Requests for revision shall be made to the BMP Coordinator who will revise the documents as needed.
 - iii) Only the BMP Coordinator is authorized to post updated revised controlled copies as noted above^c.
- c) Standard Operating Procedures (SOPs), Maintenance procedures and Laboratory testing methods shall be in accordance with requirements identified in SOP 1110.

Table 12.1 Record Documentation Systems

RECORD DOCUMENTATION SYSTEMS	
System	Description
<i>ESD Sharepoint Site</i>	
	Controlled wastewater plant & collection system policies/procedures
	Controlled BMP documents
	Controlled City commission policies/procedures
	Controlled City administrative policies/procedures
<i>Files</i>	
	Discharge monitoring reports
	Biosolids annual report
	Section/division specific policies/procedures
<i>CMMS - Maximo</i>	
	Facility equipment preventive maintenance records
	Job plan details associated with work orders
	Equipment assembly structure/hierarchy and asset management
	Materials inventory – repair components and various supplies
	Equipment specifications broken down by machine or component
	Equipment/facility maintenance repair history
	Equipment trending and statistical analysis
<i>CMMS - Cityworks</i>	
	Collection system asset management and infrastructure inventory
	Materials inventory – repair components and various supplies
	Infrastructure maintenance and repair records
	Asset specifications, location, size, condition, type
<i>Employee training files</i>	

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RECORD DOCUMENTATION SYSTEMS	
	Employee training records
<i>Safety equipment inspections files and BMP Coordinator Files</i>	
	Equipment inspection records

References

Appendix A Glossary
Appendix B Tables, Figures, Forms
Appendix C CCP Postings

^A Reference Table 12.2 “Biosolids Related Documentation and Retention”

^B Reference Table 12.1 “Record Documentation Systems”

^C Only authorized users, with correct user name and password, have access to post/update documents

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Table 12.2 BMP Related Documentation and Retention

BMP RELATED DOCUMENTATION AND RETENTION			
Responsible Party	Document Description	Location	Retention Period
WPS			
	Pretreatment inspections	IPP office	5 years
	IPP SIU permits	IPP office	5 years
	IPP enforcement activities	IPP office	5 years
	Discharge authorization permits	IPP office	5 years
	Complaint investigations	City Works/IPP Office	5 years
	Laboratory QA/QC	Laboratory	5 years
	Controlled Laboratory LTPs	Sharepoint	Indefinitely
	Laboratory bench sheets	Laboratory	5 years
	Controlled Operations SOPs	Sharepoint	Until rescinded
	Plant Operator log books	Electronic Logbook	5 years
	Odor complaints/response	City Works/IPP Office	5 years
	Biosolids Annual Report	WPS office	5 years
	Safety equipment inspections	WOMS Office & CMMS (Maximo)	5 years
	Controlled Maintenance, Administrative & Sewer Maintenance SOPs	Sharepoint	Until rescinded
	Maintenance corrective/preventive work orders	Maximo CMMS	5 years
	Spill Response/Reports	WPS office	5 years
	Landfill Tipping Reports	Admin. Control Room (current year) WPS Office (prior year) Archive Center (>2 years)	Permanent
	Plant Operations Log Sheets	WOMS Office (current year) WPS (prior year) Archive center (>2 yrs)	5 years
SWMS			
	Employee training records	SWMS office	While in department
	Collection system work orders	Sewer Maintenance, City Works	5 years
	Process instrumentation calibration/maintenance	Instrument Technicians, Maximo	5 years
	Maintenance corrective/preventive work orders	Maximo CMMS	5 years
Manager			
	Discharge monitoring reports	Sharepoint	5 years
	Monthly operating reports	Sharepoint	5 years

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BMP RELATED DOCUMENTATION AND RETENTION

Responsible Party	Document Description	Location	Retention Period
	Regulatory violation letter/response correspondence	ESD Manager's office	5 years
	NPDES permit	ESD Manager's Office/Sharepoint	5 years
	Personnel records/files	Administration office	5 years
<i>Executive Office</i>			
	Controlled City Policy/Procedures	City Sharepoint Site	Until rescinded
<i>Contractor</i>			
	Contractor maintenance records	Contractors site	Lesser of 5 years or life of contract
	Contractor's emergency management plan	Contractors site	Until rescinded
	Contractor's controlled SOPs	Contractors site	Until rescinded
	Contractor operating records	Contractors site	Lesser of 5 years or life of contract
<i>BMP Coordinator</i>			
	BMP Coordinator & Biosolids Program Manager Appointments	BMP file	Life of BMP program
	BMP internal audit documents	BMP file	5 years
	Nonconformance investigation reports	BMP file	5 years
	Action plans, annual review	BMP file	5 years
	Public request for information forms	BMP file	5 years
	Public participation in planning worksheet	BMP file	5 years
	Quarterly action plan progress reports	BMP file	5 years
	Third party audit report	BMP file, Internet	5 years
	CCP Periodic Review (Figure 3.1)	BMP file	5 years
	Annual Operational Controls Review (Form 10.1)	BMP file	5 years
	Landfill periodic inspection reports	BMP file	5 years
	Compost Facility periodic inspection reports	BMP file	5 years
	Contractor Compliance Inspections (Form 10.2)	BMP file	5 years
	Goals & Objectives Annual Review (Form 5.1)	BMP file	5 years
	BMP periodic biosolids program performance report	BMP file, Internet	5 years
	BMP periodic management review of performance reports	BMP file	5 years