



City of Grand Rapids
Environmental Services Department
Policies and Procedures

Title: Element 13 – Monitoring and Measurement	Created by: Dave Harris Approved by: William R. Kaiser
Policy Number: 1103-13 Version: 7.0	Effective: 10/26/2017

General

The ability to determine progress towards achieving goals and objectives, biosolids program performance at critical control points (CCP), compliance with legal and other requirements, and environmental impacts are determined through monitoring and measurement activities. This process allows us to objectively determine if, and how much, progress is being made or identify problems which need to be corrected. This will also provide feedback which drives the continuous improvement process and allows us to improve our various Biosolids related activities.

Procedures

- 1) Procedures for tracking progress on goals and objectives
 - a) Responsible supervisor or contractor^A will develop an action plan^B for each objective they are assigned. The action plan must meet the following minimum criteria;
 - i) Schedule (timeline)
 - ii) Milestones
 - iii) Resources required
 - iv) Human resources required and their responsibilities^C
 - b) During each quarter of the calendar year, the responsible supervisor, or their delegate will tabulate monitoring and measurement data to monitor progress on assigned objectives.
 - c) A progress report^D will be submitted to the BMP coordinator within 30 days following the end of the calendar quarter. This will consist of Table 13.1 "Action Plan – Quarterly Progress Report", Figure 5.1 "Action Plan Status Worksheet" and any other relevant information.
 - i) The report will cover activities from the previous quarter.
 - ii) The report must include planned activities for the following quarter and identify any changes in the action plan resultant from PDCA (plan-do-check-act) or other techniques used to assess and improve performance.
 - d) The BMP coordinator will review the progress reports with the applicable supervisor. If deficiencies are found or progress is falling significantly behind schedule the supervisor must document what actions are taken to correct deficiencies.

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- e) Completed reports will be retained in the BMP file^E.
- 2) Procedures for monitoring and measurement related to legal and other requirements.
 - a) As detailed in Element 4, Internal BMP team members on an annual basis will review legal and other requirements assigned to them and submit a completed “Annual Legal and Other Requirements Document Review” form to the BMP Coordinator in accordance with the “Schedule of Annual Biosolids Activities^F.”
 - 3) Procedures for monitoring and measurement related to critical control points.
 - a) As detailed in Element 3, Internal BMP team members on an annual basis will review monitoring and measurement data identified in Table 3.1 assigned to them and submit a completed “CCP Periodic Review” form to the BMP Coordinator in accordance with the “Schedule of Annual Biosolids Activities^F.”
 - 4) All information collected is maintained as noted in Table 12.2 “Biosolids BMP Related Documentation and Retention” requirements.

References

Appendix A Glossary

Appendix B Tables, Figures, Forms

Appendix C CCP Postings

^A Reference Element 7 Roles and Responsibilities – Table 7.1 “Roles and Responsibilities – Internal BMP Team” and Table 7.3 “Internal BMP Team Name and Contact Information”

^B Reference Table 13.2 “Action Plan”

^C Reference Element 7 Roles and Responsibilities – Table 7.2 “Employee Roles and Responsibilities grouped by Biosolids Value Chain Component”

^D Reference Table 13.1 “Action Plan - Quarterly Progress Report”, Element 5 Goals and Objectives – Figure 5.1 “Action Plan Status Worksheet”

^E Reference Element 12 BMP Documentation and Document Control – Table 12.2 “Biosolids BMP Related Documentation and Retention”

^F Reference Element 4 Legal and Other Requirements – Figure 4.1 “Quarterly Legal and Other Requirements Document Review”

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Table 13.1 Action Plan - Quarterly Progress Report (update quarterly and submit to BMP coordinator)

ACTION PLAN - QUARTERLY PROGRESS REPORT	
Goal:	Responsibility:
Objective:	Quarter: (Jan-Mar) (Apr-Jun) (Jul-Sep) (Oct-Dec) (Circle appropriate quarter)
Monitoring and measurement data summary:	
Review legal requirements (Legal requirements applicable to each CCP are noted in table 3.1) and note any changes/updates below:	
Changes in action plan:	
Next quarter planned activities:	
Other observations and comments:	

Note: Use in conjunction with “Action Plan Status Worksheet” located in Element 5 Figure 5.1

Submitted (MM/DD/YYYY) _____ By (Print) _____ (Signature) _____

Reviewed (MM/DD/YYYY) _____ By (Print) _____ (Signature) _____
(BMP coordinator)

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Table 13.2 Action Plan (Use for planning activities for goals and objectives and critical control points)

ACTION PLAN	
Goal/objective or CCP:	
Responsibility:	
Schedule:	
Milestones:	
Resources:	
Responsibilities:	

Submitted (MM/DD/YYYY) _____ By (Print) _____ (Signature) _____

Reviewed (MM/DD/YYYY) _____ By (Print) _____ (Signature) _____
(BMP coordinator)