



City of Grand Rapids  
Environmental Services Department  
Policies and Procedures

<b>Title:</b> Element 15 – Periodic Biosolids Program Performance Report	<b>Created by:</b> Dave Harris <b>Approved by:</b> William R. Kaiser
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### General

Providing periodic progress reports to management and other interested parties is critical to the long term success of our biosolids management program. This feedback is important in communicating both the benefits and how identified nonconformance incidents were resolved. This helps build support from management and increases public acceptance. The City will annually compile a written biosolids program performance report of its biosolids management program.

### Procedures

Annually<sup>A</sup>, in the first quarter of the calendar year, the BMP coordinator and the internal BMP team will evaluate prior calendar year activities related to the biosolids management system. The report will be reviewed with the ESD Manager as part of the periodic management review of performance<sup>B</sup>. The report will be made available to employees, contractors and other interested parties in accordance with procedures specified in Element 9 Communication and Public Outreach.

The report will include the following;

- Status on progress towards achieving goals and objectives<sup>C</sup>
- Summaries of monitoring and measurement data<sup>D</sup> collected as part of action plans
- Summary of contractor activities
- Information on any new goals and objectives<sup>E</sup>
- Summary of periodic management review of performance
- Summary of any nonconformance incidents and resolution<sup>F</sup>
- Summary of any interim audits conducted during the year
- Summary of compliance with federal, state, and local regulations including discharge monitoring reports and biosolids annual report

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

## References

Appendix A Glossary

Appendix B Tables, Figures, Forms

Appendix C CCP Postings

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<sup>A</sup> Reference Element 7 Roles and Responsibilities – Figure 7.2 “Schedule of Annual Biosolids Activities”

<sup>B</sup> Reference Element 17 Periodic Management Review of Performance

<sup>C</sup> Reference Element 5 Goals and Objectives – Table 5.1 “Goals and Objectives”

<sup>D</sup> Reference Element 13 Monitoring and Measurement, Element 5 Goals and Objectives

<sup>E</sup> Reference Element 5 Goals and Objectives, Element 7 Roles and Responsibilities – Figure 7.2 “Schedule of Annual Biosolids Activities”

<sup>F</sup> Reference Element 14 Nonconformance’s: Preventive and Corrective Action – Table 14.1 “Nonconformance Summary and Response Time”