

 <p style="text-align: center;"><b>City of Grand Rapids</b> <b>Environmental Services Department</b> <b>Policies and Procedures</b></p>	
<b>Title:</b> Element 7 – Roles and Responsibilities	<b>Created by:</b> Dave Harris <b>Approved by:</b> William R. Kaiser
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## General

Defining individual roles and responsibilities is fundamental to the long term viability of the City's Biosolids Management Program (BMP). Each employee needs to know how their work impacts biosolids quality throughout the biosolids value chain and what they are responsible for as well as the responsibilities of others<sup>A</sup>. Furthermore, employees need adequate authority along with sufficient technical resources so that they are able to successfully carry out their responsibilities.

## Procedures

- 1) Roles and responsibilities are assigned to workgroups whose activities may impact biosolids quality<sup>B</sup>.
- 2) Descriptions of the general duties of the internal BMP team and their assigned workgroup:
  - a) *Environmental Assessment Supervisor (EAS)* - This staff member is responsible for all activities related to wastewater treatment plant environmental assessment, laboratory, internal audit and industrial pretreatment.
  - b) *Wastewater Plant Superintendent (WPS)* - This staff member is responsible for all activities related to the wastewater treatment plant operation and maintenance including lift stations, preliminary, primary, secondary, disinfection, internal audit and biosolids.
  - c) *Stormwater/Wastewater Maintenance Supervisor (SWMS)* - This individual is responsible for all activities related to the stormwater and wastewater collection system maintenance, internal audit and electrical and instrumentation maintenance.
  - d) *Contractors* - The City utilizes contractors to provide biosolids transport of dewatered biosolids to the compost facility and the landfill(s). The contractors are responsible for following policies and procedures they develop, which are necessary to ensure that operations are conducted in a safe and environmentally sound manner. The contractors are involved in the BMP and develop internal procedures utilized by their employees to support and supplement the department's BMP. The contractors share this information with the City and the City shares its information with the contractor.

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- e) *BMP coordinator* - This individual has overall responsibility regarding implementation of BMP, audits, compliance, and coordination with the ESD Manager.
- f) *Biosolids Program Manager* - This individual has the following responsibilities:
  - i) Oversees day to day Biosolids related activities.
  - ii) Coordinates and plans activities with the biosolids contractors.
  - iii) Manages the service agreement (term contract) with the biosolids contractors.
  - iv) Regularly meets with and periodically reviews contractor(s) operation to maintain conformance with the City’s BMP.
  - v) Prepares annual reports required by the Michigan Department of Environmental Quality (MDEQ).
  - vi) Oversees biosolids contractor nonconformance incidents and works with biosolids contractor to resolve.
- 3) The organizational chart for the Environmental Services Department is maintained in SharePoint and the current version can be found in MyGRCity>Enterprise Services>Service Areas>Environmental Services>Shared Library or <http://mygrcity.us/departments/enterpriseservices/serviceareas/ESD/SharedLibrary/Forms/AllItems.aspx>. The chart shows the reporting structure in place at the Grand Rapids facility.
- 4) Element 3 “Critical Control Points” Table 3.1 identifies critical control points and operational controls. Table 7.1 and 7.2 identify the responsible party for each critical control point.
- 5) The internal BMP team is responsible for annually reviewing these assignments during the last quarter of the calendar year and updating appropriate sections of the BMP as necessary.
- 6) The BMP coordinator has overall responsibility to ensure that the BMP implementation schedules<sup>C</sup> are carried out and maintained (reference Figure 7.2 Schedule of Annual Biosolids Activities).
- 7) Committees will normally have an assigned chair that will be responsible for general oversight of the committee activities and will be responsible for tracking and reporting as defined for the committee.
- 8) The internal BMP team ensures the BMP is incorporated into the daily activities and facility operations as they relate to the biosolids value chain. They help the BMP coordinator plan and execute BMP implementation, participate in internal audits, provide recommendations for improvement, oversee that roles and responsibilities assigned to their workgroup are carried out, manage assigned goals and objectives, and identify and help resolve possible nonconformance issues.

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## **References**

Appendix A Glossary

Appendix B Tables, Figures, Forms

Appendix C CCP Postings

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<sup>A</sup> Reference Table 7.2 “Employee Roles and Responsibilities grouped by Biosolids Value Chain Component”

<sup>B</sup> Reference Table 7.1 “Roles and Responsibilities – Internal BMP Team”

<sup>C</sup> Reference Figure 7.2 “Schedule of Annual Biosolids Activities”

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Table 7.1 Roles and Responsibilities – Internal BMP Team

<b>ROLES AND RESPONSIBILITIES – INTERNAL BMP TEAM</b>		
Biosolids Value Chain	Responsible Party <sup>D</sup> (L=Lead)	Critical Control Point
<b><i>Wastewater Collection and Pretreatment</i></b>		
	EAS	Significant Industrial Users
	EAS	Commercial User Discharges
	EAS	Discharge Authorization Permits
	EAS	Pollutant Minimization
<b><i>Wastewater Treatment and Solids Generation</i></b>		
	WPS	Solids Screening & Grit Collection
	WPS	Scum
	WPS	Primary Treatment
	WPS	Raw Sludge Storage
	WPS	Secondary Treatment
	WPS	Septage (Portable Toilet) Receiving
<b><i>Solids Stabilization, Conditioning, and Handling</i></b>		
	WPS	Centrifuge dewatering
	WPS	Centrifuge thickening (Waste Activated Sludge)
	WPS	Odor control
<b><i>Solids Storage and Transportation</i></b>		
	WPS/Contractor	Truck loading
	WPS/Contractor	Truck cover
	WPS/Contractor	Truck transport to composting facility or landfill(s)
	WPS/Contractor	Truck washing procedure
<b><i>Biosolids End Use or Disposal</i></b>		
	WPS	Landfill(s)
	WPS	Composting Facility

<sup>D</sup> Reference Table 7.3 “Internal BMP Team Name and Contact Information”

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Table 7.2 Employee Roles and Responsibilities grouped by Biosolids Value Chain Component

<b>EMPLOYEE ROLES AND RESPONSIBILITIES</b>			
Biosolids Value Chain	Activity	Internal BMP Team Assignment	Classification(s) Responsible
<b><i>Wastewater Collection and Pretreatment</i></b>			
	Sewer Cleaning	SWMS	Collection System Asset Technician
	IPP SIU sampling	EAS	Water Pollution Control Inspector
	Issuance of permits	EAS	Water Pollution Control Officer
	IPP annual inspections	EAS	Water Pollution Control Officer
	Non-domestic user survey	EAS	Water Pollution Control Officer
	Pollutant minimization program	EAS	Water Pollution Control Officer
	Lift station wet well cleaning	WPS	Plant Assistant, Collection System Asset Technician
	Lift station maintenance	WPS	Utility Maintenance Mechanic
	Lift station instrumentation	WPS	Instrument Technicians
	Bar screen maintenance	WPS	Utility Maintenance Mechanic
	Influent sample collection	WPS	Wastewater Plant Operator
	Odor control system maintenance	WPS	Utility Maintenance Mechanic
	Odor control system operation	WPS	Wastewater Plant Operator
	IPP sample collection	EAS	Water Pollution Control Inspector
	Influent sampler maintenance	WPS	Utility Maintenance Mechanic
	IPP sample analysis	EAS	Laboratory Technician, Chemist
	Influent sample analysis	EAS	Laboratory Technician, Chemist
	Grit equipment maintenance	WPS	Utility Maintenance Mechanic
	Grit pass maintenance	WPS	Utility Maintenance Mechanic
	Bar screen operation	WPS	Wastewater Plant Operator
	Grit pass operation	WPS	Wastewater Plant Operator
	IPP enforcement	EAS	Water Pollution Control Officer
	Process data records/review	WPS	Wastewater Operations & Maintenance Supervisor
	Maintenance data records/review	WPS	Utility Maintenance Supervisor
	Grit sample collection	WPS	Wastewater Plant Operator
	Grit sample analysis	EAS	Laboratory Technician, Chemist
	Instrumentation records/review	WPS	WW Tech Control Supervisor
	Scum collection operation	WPS	Wastewater Plant Operator
	Scum collection maintenance	WPS	Utility Maintenance Mechanic
	Instrumentation calibration	WPS	Instrument Technicians

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## EMPLOYEE ROLES AND RESPONSIBILITIES

Biosolids Value Chain	Activity	Internal BMP Team Assignment	Classification(s) Responsible
	Electrical service maintenance	SWMS	Plant Electrician
<b><i>Wastewater Treatment and Solids Generation</i></b>			
	Sludge pump maintenance	WPS	Utility Maintenance Mechanic
	Sludge sample collection	WPS	Wastewater Plant Operator
	Primary clarifier maintenance	WPS	Utility Maintenance Mechanic
	Primary clarifier operation	WPS	Wastewater Plant Operator
	Process data records/review	WPS	Wastewater Operations & Maintenance Supervisor
	Maintenance data records/review	WPS	Utility Maintenance Supervisor
	Instrumentation calibration	WPS	Instrument Technician
	Instrumentation records/review	WPS	WW Tech Control Supervisor
	Sludge sampler maintenance	WPS	Utility Maintenance Mechanic, Instrument Technician
	Primary sample collection	WPS	Wastewater Plant Operator
	Primary sample analysis	EAS	Laboratory Technician, Chemist
	Primary sampler maintenance	WPS	Utility Maintenance Mechanic
	Ferrous feed for Phosphorus control	WPS	Wastewater Plant Operator
	Ferrous feed pump maintenance	WPS	Utility Maintenance Mechanic
	Ferrous feed records/review	WPS	Wastewater Operations & Maintenance Supervisor
	Ferrous feed instrumentation	WPS	Instrument Technician
	Sludge pumping	WPS	Wastewater Plant Operator
	Primary clarifier cleaning	WPS	Utility Crew Leader, Plant Assistant
	Activated sludge process control	WPS	Wastewater Operations & Maintenance Supervisor
	Activated sludge sample collection	WPS	Wastewater Plant Operator
	Activated sludge sample analysis	EAS	Laboratory Technician, Chemist
	RAS pumping	WPS	Wastewater Plant Operator
	RAS pump maintenance	WPS	Utility Maintenance Mechanic
	RAS sampling	WPS	Wastewater Plant Operator
	RAS sample analysis	EAS	Laboratory Technician, Chemist
	WAS pumping	WPS	Wastewater Plant Operator
	WAS pump maintenance	WPS	Utility Maintenance Mechanic
	WAS sampling	WPS	Wastewater Plant Operator
	WAS centrifuge operation	WPS	Wastewater Plant Operator
	WAS centrifuge maintenance	WPS	Utility Maintenance Mechanic

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## EMPLOYEE ROLES AND RESPONSIBILITIES

Biosolids Value Chain	Activity	Internal BMP Team Assignment	Classification(s) Responsible
	WAS sample analysis	WPS	Laboratory Technician, Chemist
	Septage (Portable Toilet) Receiving	WPS	Wastewater Plant Operator
	Septage (Portable Toilet) Analysis	EAS	Laboratory Technician, Chemist
	Septage (Portable Toilet) Authorization	EAS	Water Pollution Control Officer
<b><i>Solids Stabilization, Conditioning, and Handling</i></b>			
	Centrifuge operation	WPS	Wastewater Plant Operator
	Centrifuge maintenance	WPS	Utility Maintenance Mechanic
	Load out facility operation	WPS	Wastewater Plant Operator
	Load out facility maintenance	WPS	Utility Maintenance Mechanic
	Polymer feed operation	WPS	Wastewater Plant Operator
	Polymer feed maintenance	WPS	Utility Maintenance Mechanic
	Dewatering records/review	WPS	Wastewater Operations & Maintenance Supervisor
	Centrate pump operation	WPS	Wastewater Plant Operator
	Centrate pump maintenance	WPS	Utility Maintenance Mechanic
	Odor control system operation	WPS	Wastewater Plant Operator
	Cake sample analysis	EAS	Laboratory Technician, Chemist
	Feed sludge, centrate sample collection	WPS	Wastewater Plant Operator
	Feed sludge, centrate sample analysis	EAS	Laboratory Technician, Chemist
	Odor control system maintenance	WPS	Utility Maintenance Mechanic
	Operating reports submittal	WPS	WPS
	Facility/grounds housekeeping	WPS	Plant Assistant I/II
<b><i>Solids Storage and Transportation</i></b>			
	Truck loading	WPS/Contractor	Wastewater Plant Operator/Contractor
	Truck cleaning	WPS/Contractor	Wastewater Plant Operator/Contractor
	Truck transport to landfill	WPS/Contractor	Wastewater Plant Operator/Contractor
	Truck maintenance	WPS/Contractor	Wastewater Plant Operator/Contractor
<b><i>Biosolids End Use or Disposal</i></b>			
	Truck unloading	WPS/Contractor	Wastewater Plant Operator/Contractor
	Residuals handling at landfill & composting facility. Monitoring/oversight.	WPS/Contractor	WPS

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Table 7.3 Internal BMP Team Name and Contact Information

<b>INTERNAL BMP TEAM</b>			
Title	Employee	Telephone	Email
WOMS	Dave Harris	(616) 456-3639	<a href="mailto:dharris@grcity.us">dharris@grcity.us</a>
SWMS	Carrie Rivette	(616) 456-3057	<a href="mailto:crivette@grcity.us">crivette@grcity.us</a>
EAS	Nicole Pasch	(616) 456-3680	<a href="mailto:npasch@grcity.us">npasch@grcity.us</a>
ESD Assistant Manager	Chuck Schroeder	(616) 456-3690	<a href="mailto:cschroeder@grcity.us">cschroeder@grcity.us</a>
BMP Coordinator / WW Superintendent	William Kaiser	(616) 456-3214	<a href="mailto:wkaiser@grcity.us">wkaiser@grcity.us</a>
ESD Manager <sup>E</sup>	Mike Lunn	(616) 456-3914	<a href="mailto:mlunn@grcity.us">mlunn@grcity.us</a>

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<sup>E</sup> Participation limited to Periodic Management Review of Performance



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Figure 7.2 Schedule of Annual Biosolids Activities

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SCHEDULE OF ANNUAL BIOSOLIDS ACTIVITIES	01	02	03	04	05	06	07	08	09	10	11	12
	(Q1) Jan-Mar			(Q2) Apr-Jun			(Q3) Jul-Sep			(Q4) Oct-Dec		
<b>Responsibility: EAS</b>												
<b>Legal and Other Requirements Document Review</b> reference Figure 4.1 and review assigned regulations and guidance and submit form							1					
<b>CCP Periodic Review</b> – Reference Element 3 Figure 3.1 – complete review, sign, date, and submit form to BMP Coordinator							1					
Submit <b>progress report</b> covering prior quarter’s activities. Reference element 13, submit table 13.1 and figure 5.1	1			1			1			1		
Submit Table 13.2 Action Plan(s) and Figure 5.1 Action Plan Status Worksheet for all <b>assigned goals</b>				2								
<b>Annually review operational controls</b> – review operational controls for each critical control point and submit form 10.1 to BMP coordinator										2	2	2
Conduct annual <b>internal audit</b> covering prior years activities and implement corrective action if needed	2	2	2									
<b>Responsibility: WPS</b>												
<b>Legal and Other Requirements Document Review</b> reference Figure 4.1 and review assigned regulations and guidance and submit form							1					
<b>Compliance inspection of contractor(s) activities</b> – in accordance with Element 10 procedures. Submit Form 10.2 for each contractor	1			1			1			1		
<b>CCP Periodic Review</b> – Reference Element 3 Figure 3.1 – complete review, sign, date, and submit form to BMP Coordinator							1					
Submit <b>progress report</b> covering prior quarter’s activities. Reference element 13, submit table 13.1 and figure 5.1	1			1			1			1		
Submit Table 13.2 Action Plan(s) and Figure 5.1 Action Plan Status Worksheet for all <b>assigned goals</b>				2								
<b>Annually review operational controls</b> – review operational controls for each critical control point and submit form 10.1 to BMP coordinator										2	2	2
Conduct annual <b>internal audit</b> covering prior years activities and implement corrective action if needed	2	2	2									
<b>Responsibility: SWMS</b>												
Submit <b>progress report</b> covering prior quarter’s activities. Reference element 13, submit table 13.1 and figure 5.1	1			1			1			1		
Submit Table 13.2 Action Plan(s) and Figure 5.1 Action Plan Status Worksheet for all <b>assigned goals</b>				2								

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Conduct annual <b>internal audit</b> covering prior years activities and implement corrective action if needed	2	2	2										
<b>Responsibility: BMP Coordinator/WPS</b>													
<b>Annual review of goals and objectives</b> – use Form 5.1 to identify and screen new goals, use form 5.2 to obtain input from interested parties												2	
Conduct annual <b>internal audit</b> covering prior years activities and implement corrective action if needed		2											
Schedule periodic management review of performance <b>meeting with department director</b> to review prior year's activities		2											
<b>Complete periodic Biosolids program performance report</b> , notify interested parties, employees, contractor(s) and post on Internet		2											
<b>Review progress reports</b> - submitted by responsible parties, sign, date, and file in BMP file.	2			2			2				2		
<b>Schedule and perform employee annual refresher training</b> , see element 8, share key outcomes and seek input from employees on ways to improve.					2								
BMP coordinator <b>schedules interim audit with audit agency</b> , in years required. Notify interested parties of upcoming audit.							2						
<b>Conduct interim audit</b> , in years required. Coordinate with audit agency												2	
<b>1</b>	Complete task during specified month covering activities since the last review period (e.g., April report covers the previous calendar quarter)												
<b>2</b>	Activity takes place during the specified time period												