

BIOSOLIDS EMS MANUAL

ELEMENT 15.0

BIOSOLIDS PROGRAM & EMS PERFORMANCE REPORT



REVISION	EFFECTIVE DATE	APPROVAL SIGNATURE
08	August 01, 2016	

PURPOSE

Element 15.0 establishes procedures to complete an annual written Biosolids Program & Environmental Management System (EMS) Performance Report summarizing the performance of the City of Fort Worth's biosolids management program and EMS to drive continued improvement.

SCOPE

This report shall contain appropriate summaries of monitoring, measurements and other results that demonstrate the performance of the biosolids program relative to its goals and objectives and legal requirements, including those management activities conducted by the City's Biosolids contractor.

KEY WORDS

- Biosolids Program Goal(s)
- Biosolids Program Objective(s)

RESPONSIBILITY

The Biosolids EMS Manager and EMS Coordinator are responsible for compiling the Biosolids Program and EMS Performance Report. The superintendents, managers and supervisors within the Water Reclamation and Reuse Division and the Contractor's managers will provide the necessary summary information to support the report.

PROCEDURE

On a regular basis (see EMS Planning Schedule) VCWRF Biosolids Management reviews, updates, revises, and summarizes the performance of the Biosolids Management Program and the EMS in an annual biosolids report. The Biosolids EMS Manager and EMS Coordinator drafts the Biosolids Program and EMS Performance Report to correspond with the annual TPDES Sludge report period and fiscal year data.

The EMS Performance report includes:

- Summaries of the biosolids program and EMS progress and goals for the year including privatized operations.
- Summaries of measurement and monitoring activities demonstrating compliance or noncompliance with both legal and self-imposed regulations and goals.
- Summaries of legal requirement changes.
- Summaries of public outreach programs.
- Results of yearly EMS audits.
- Summaries of spills and other emergency actions and responses.
- Summaries of advances in biosolids technology.
- Summaries of cost savings of producing quality biosolids (where possible- directly attributable to goals and objectives).
- Summary of dollars saved or generated by accomplishment of other goals and objectives if applicable.

The Biosolids EMS Manager reviews and approves the report.

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Publication of Results

The annual Biosolids Program and EMS Performance Report and/or summaries of the report will be published and displayed on the City's webpages (<http://fortworthtexas.gov/water/biosolids/program/>) and published for distribution at public forums, plant tours, etc.

REFERENCES

- EMS Framework Guidance Manual: <http://www.wef.org/Biosolids/>
- Code of Good Practice, (NBP): <http://www.wef.org/Biosolids/>
- Manual of Good Practice for Biosolids, (NBP): <http://www.wef.org/Biosolids/>
- Public Outreach Activities binder

EMS Cross References

- Element 4.0 Legal and Other Requirements
- Element 5.0 Biosolids Goals and Objectives
- Element 6.0 Public Participation in Planning
- Element 11.0 Emergency Preparedness and Response
- Element 13.0 Monitoring and Measurement
- Element 14.0 Nonconformance: Preventative and Corrective Action
- Element 16.0 EMS Internal Audit

REVISION HISTORY

Revision #	Date	Revision Description
08	08/01/2016	Merged element to new EMS format, updated links
07	08/05/2013	Updated references, updated procedures
06	08/11/2011	Update procedure and references
05	11/16/2010	Update references
04	05/15/2008	Audit (YR2) 2007
03	06/29/2007	Audit (YR1) 2006
02	11/29/2004	2004 Issue
01	10/01/2004	Approval Draft
SR	01/30/2004	Issued for Status Review