



## Biosolids Environmental Management System Roles and Responsibilities

Enter Document Number

QRG

Issued

Effective:  
9/18/2015

Reviewed:  
9/13/2016

### Purpose and Scope

The purpose of this document is to provide a list of roles and responsibilities for each BEMS system element.

### Responsibility

Each program element has the person responsible their duties listed in the table below. The Plant Operations Manager is responsible for the overall Biosolids Environmental Management System (BEMS) at KUB.

### Instructions

Management Program Element	Responsible Person	Responsibility/Duties
1. Documentation of the Biosolids Environmental Management System (BEMS)	BEMS Management Review Team	Review and provide updates to BEMS-related documents based on change or stated review frequency.
	BEMS Coordinator	Review and provide updates to BEMS related documents based on change or stated review frequency.
	Plants Manager with the authority to commit people and resources to the BEMS	Review and approve revisions to all BEMS Elements.
2. Biosolids BEMS Policy	BEMS Management Review Team	Review and recommend policy changes.
	BEMS Coordinator	Update BEMS documents which relate to policy changes.
	Plant Operations Staff	Be familiar with biosolids policy that relates to job duties.
	Biosolids Contractor	Be familiar with biosolids policy that relates to job duties and participate in policy changes.
	Plants Manager with the authority to commit people and resources to the BEMS	Review and approve policy changes.
3. Control Points and Operational Controls Identified within the Biosolids Value Chain Categories	BEMS Management Review Team	Review and provide updates to the identified control points and operational controls based on change or stated review frequency.
	BEMS Coordinator	Initiate document review and update the control points and operational controls based on change or stated review frequency.
	Plant Operations Staff	Understand the control points and operational controls based on their relationship to job duties.



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	Biosolids Contractor	Assist in the review and provide updates to the control points and the operational controls. Understand the control points and operational controls and their relationship to job duties.
	Plants Manager with the authority to commit people and resources to the BEMS	Review and approve all changes to control points and operational controls.
4. Legal and Other Requirements	BEMS Management Review Team	Review and provide input based on regulatory change or other changes that would impact the document. Review based on stated frequency requirements.
	BEMS Coordinator	Update the document and other BEMS documents this may impact.
	Laboratory & Regulatory Compliance (LRC)	Review regulation changes and notify BEMS Coordinator; report and assess regulatory data. Provide an Annual Regulatory Update report to the BEMS Coordinator.
	Biosolids Contractor	Understand and comply with legal and other requirements. Report any changes to KUB that impacts the document and provide input into the Annual Regulatory Update document.
	Plants Manager with the authority to commit people and resources to the BEMS	Review and approve revisions to the document and provide necessary resources for BEMS activities.
5. Goals and Objectives	BEMS Management Review Team	Solicit input from staff and any interested parties, and develop SMART goals and objectives.
	BEMS Coordinator	Track progress, and update BEMS goals and objectives along with stakeholders.
	Plant Operations Staff	Provide input for goals and objectives and assist in completing them.



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	Biosolids Contractor	Provide input for goals and objectives and assist in completing them.
	Plants Manager with the authority to commit people and resources to the BEMS	Review and approve goals and objectives for the program.
6. Public Participation in Planning	BEMS Management Review Team	Review and provide input into planning based on change or input from the public or stakeholders.
	BEMS Coordinator	Implement the Communication Plan along with Communications Staff and update the plan based on change or the stated review frequency. Document feedback from the public.
	Communications Staff	Assist the BEMS Coordinator to provide outreach and communications to the public through brochures, outreach programs, reports and biosolids information to the public located on KUB's Website.
	Biosolids Contractor	Assist with the Communication Plan to provide information to the public. Report any public contacts or inquiries concerning the program.
	Plants Manager with the authority to commit people and resources to the BEMS	Review and approve the Communication Plan. Be aware of public feedback.
7. Roles and Responsibilities	BEMS Management Review Team	Identify and provide input to the BEMS roles and responsibilities based on change or review based on stated frequency.
	BEMS Coordinator	Maintain roles and responsibilities, and update BEMS documents.
	Plant Operations Staff	Understand and perform biosolids roles and responsibilities as they relate to job duties.
	Biosolids Contractor	Understand and perform biosolids roles and responsibilities as they relate to job duties.



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	Plants Manager with the authority to commit people and resources to the BEMS	Review and approve revisions and provide necessary resources for BEMS activities.
	Asset Management or Preventative Maintenance (System Operations-SMSP)	Management of equipment inspections, calibration and asset management records that would impact the Biosolids Value Chain.
8. Training	BEMS Management Review Team	Identify any training needs to the program.
	BEMS Coordinator	Ensure BEMS training is updated annually and completed.
	Operator Qualifications Program Coordinator	Track training progress for New Hires, develop new training, schedule evaluations, and coordinate any training needs or deficiencies relating to Operator Qualifications.
	Learning Center	Ensure BEMS training is documented.
	Biosolids Contractor	KUB provides Contractor biosolids training annually and ensures that it is completed and documented. The Contractor also maintain a training plan on an annual basis that is provided to KUB.
	Plants Manager with the authority to commit people and resources to the BEMS	Ensures that the necessary resources for BEMS activities are provided and training time is provided.
9. Communications Plan	BEMS Management Review Team	Review the plan and provide any input.
	BEMS Coordinator	Implement the Communication Plan, and update BEMS documents. Respond to inquiries.
	Communications Staff	Assist with BEMS Communication Plan and provide feedback.
	Biosolids Contractor	Assist with BEMS Communication Plan and implementation based on their biosolids activities and job duties.
	Plants Manager with the authority to commit people and resources to the BEMS	Review and approve the Communications Plan.



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10. Emergency Preparedness and Response	BEMS Management Review Team	Review and provide any input based on change or stated review frequency.
	BEMS Coordinator	Update response procedures for biosolids working with the contractor based on change or stated review frequency.
	Plant Operations Staff	Understand emergency preparedness and response procedures.
	Safety and Technical Services (TCH)	Provide corporate emergency preparedness and response planning.
	Biosolids Contractor	Understand emergency preparedness and response procedures. Review and update the Biosolids Spill Response Plan and communications documents along with KUB based on change or stated review frequency.
	Plants Manager with the authority to commit people and resources to the BEMS	Review and approve revisions, and provide necessary resources.
12. Document Control	BEMS Management Review Team	Establish and maintain document control and review, update, and revise BEMS-related documents as needed based on change or stated review frequency.
	BEMS Coordinator	Maintain document control. Documents to be stored in PLT Compass/ Biosolids Program.
	Biosolids Contractor	Establish and maintain document control and review, update, and revise BEMS-related documents as needed based on change or stated review frequency. Contractor WID's are reviewed and updated annually by both contractor and KUB. Biosolids Coordinator provides a printed copy to the contractor to ensure document control. The Contractor also has access to KUB's Compass, document storage.



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	Plants Manager with the authority to commit people and resources to the BEMS	Review and approve revisions and provide necessary resources for BEMS activities.
13. Monitoring and Measurement	BEMS Management Review Team	Review and provide input into related documents based on change or stated review frequency.
	BEMS Coordinator	Compile changes and update BEMS documents related to monitoring and measurement.
	Plant Operations Staff	Review and understand Work Instruction Documents (WIDs) as they relate to biosolids job duties.
	Biosolids Contractor	Review and understand WIDs as they relate to biosolids job duties.
	Plants Manager with the authority to commit people and resources to the BEMS	Review and approve revisions and provide necessary resources for activities.
	Pretreatment Coordinator	Reviews industrial sampling for effluent violations and issues permits as required by regulations to surveyed industries.
14. Nonconformance	BEMS Management Review Team	Review and provide updates to the nonconformance.
	BEMS Coordinator	Monitor and track major and minor non-conformances from audit findings and root cause analysis and work with stakeholders to document progress and correct any findings or nonconformance.
	Biosolids Contractor	Assist in corrective actions for non-conformances and work to correct any findings or nonconformance.
	Internal Auditor	Identify and report major and minor non-conformances to BEMS Coordinator. Approve closure of corrective action items based on internal audit findings.
	Plants Manager with the authority to commit people and resources to the BEMS	Review non-conformances and ensure that corrective actions are made for the nonconformance action items identified.
15. Biosolids Annual	BEMS Management Review Team	Review and provide input into the performance report.



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Performance Report	BEMS Coordinator	Gather information, draft and finalize the report along with Communications and other stakeholders by June of each year; distribute to interested parties via the Communications Plan.
	Biosolids Contractor	Review and provide data for the report based on contractor activities.
	Plants Manager with the authority to commit people and resources to the BEMS	Review and approve reports as part of the KUB documents approval process through Communications.
16. Internal BEMS Audit	BEMS Management Review Team	Assist in selecting the internal auditors based on recommendations from the BEMS Coordinator and Manager.
	BEMS Coordinator	Initiate the internal audit process by communicating to the selected auditors. Participate in audits and enter any corrective actions into the corrective action system (CAPA).
	Biosolids Contractor	Participate in audits and work in conjunction with BEMS Coordinator to implement corrective actions.
	Internal Auditor (TCH)	Conduct internal audits based on NBP Auditor Guidance and the KUB Internal Audit Schedule each year and prepare the final audit reports.
	Plants Manager with the authority to commit people and resources to the BEMS	Review final audit reports and provide resources to work on any findings, action items or nonconformance.
17. Management Review	BEMS Management Review Team	Assist in reviews of the program. Make recommendations of change and action items.
	BEMS Coordinator	Schedule and initiate reviews. Prepare and finalize review documentation.
	Biosolids Contractor	Participate in reviews.



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	Plants Manager with the authority to commit people and resources to the BEMS	Review and approve revisions and recommendations.





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### Document Information and Review History

<b>Owner</b>	083 - Plant Operations
<b>Utilities</b>	<input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Water <input checked="" type="checkbox"/> Wastewater <input type="checkbox"/> N/A
<b>Program Category</b>	Biosolids Beneficial Reuse Program (BIO)
<b>Preparer</b>	Harper, Jasmine
<b>Approved By</b>	Manager
<b>Review Cycle</b>	3 Year(s)

Revision Date	Reviewer	Modifications
September 13, 2016	H Claytor	Added Pretreatment Coordinator role and responsibility.
November 19, 2015	A Phillips	Added Operator Qualifications Coordinator and clarified Asset Management role.
September 9, 2015	L Glover, K Lane, A Phillips, W Honea, Biosolids Team	Changed to new WID template and updated responsibilities.
January 2014	R Henderson	Changed BMP back to BEMS since it was decided to keep the original program name
December 2013	R Henderson; A Phillips	Changed Residual to Biosolids for contractor; added TCH to internal auditor under #16; changed EMS/BEMS to BMP
December 2012	R Henderson	Adjusted Plant Manager's description per BEMS Coordinator's suggestion