



## Biosolids Environmental Management System Roles and Responsibilities

|                       |            |               |                                |                               |
|-----------------------|------------|---------------|--------------------------------|-------------------------------|
| Enter Document Number | <b>QRG</b> | <b>Issued</b> | <b>Effective:</b><br>9/18/2015 | <b>Reviewed:</b><br>11/5/2019 |
|-----------------------|------------|---------------|--------------------------------|-------------------------------|

### 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 and 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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| Management Program Element      | Responsible Person   | Responsibility/Duties   |
|---------------------------------|--|---|
|                                 | 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.  |
|                                 | Plant Engineer   | Provide quality control to existing and new plant processes that can impact the Biosolids Value Chain.  |
| 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 impact 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.   |



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|                                     | Plant Operations Staff   | Provide input for goals and objectives, and assist in completing them.  |
|                                     | 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 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.   |



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|                            | Biosolids Contractor   | Understand and perform biosolids roles and responsibilities as they relate to job duties.  |
|                            | 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 maintains 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.   |



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| 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.  |
| 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.  |



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|                                | 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. |
|                                | 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.   |



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| 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. Able to verify and close CAPSAs. |
|   | 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 Performance Report | BEMS Management Review Team  | Review and provide input into the 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.  |



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|                            | BEMS Coordinator   | Initiate the internal audit process by communicating to the selected auditors.<br>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.  |
|                            | 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  |
|---------------|---|--|
| 1/2014        | R Henderson   | Changed BMP back to BEMS since it was decided to keep the original program name                          |
| 9/9/2015      | L Glover, K Lane, A Phillips, W Honea, Biosolids Team | Changed to new WID template and updated responsibilities.  |
| 11/19/2015    | A Phillips  | Added Operator Qualifications Coordinator and clarified Asset Management role.                           |
| 9/13/2016     | H Claytor   | Added Pretreatment Coordinator role and responsibility.  |
| 9/12/2017     | H Claytor, D Dodson                                   | Reviewed and Approved by Synagro and KUB.  |
| 10/15/2018    | H Claytor   | Expanded scope of Biosolids coordinator under element 14 to include capability to verify and close CAPAs |
| 11/05/2019    | H Claytor   | Added the role and responsibility of a plant engineer  |