

BMP Element 17 — Periodic Management Review of Performance City of Richmond Public Utilities – Wastewater Treatment				
Date of Last Review 09/30/11	Revision 9	Revised By Biosolids Team	Revision Date 09/26/11	Supersedes all previous versions
		Approved By Biosolids Supervisor	Approval Date 09/30/11	

Purpose

The purpose of this element is to describe how the City conducts periodic management reviews of the suitability, adequacy, effectiveness and performance of the biosolids management program in order to drive continual improvement.

Scope

The Management Review will discuss the possible need to change policy, goals and objectives, biosolids management program, and other BMP elements based on internal BMP audit results, external verification of BMP audits by third parties, changing circumstances, and the commitment to continual improvement.

Responsible Staff

The Biosolids Supervisor and BMP Team will be responsible for compiling information for the periodic review of the biosolids management program. The Deputy Director II and Utility Plant Superintendents I & II will conduct the review.

Procedure

1. The Biosolids Supervisor and the BMP Team compiles information from the following sources, among others:
 - A. Annual Biosolids Report to DEQ
 - B. Biosolids Management Program Report
 - C. Audit Summaries (internal and/or third party)
 - D. Quarterly Summary Reports (internal and/or NBP)
 - E. Corrective Action Work Orders

F. Regulatory Updates

G. Input from Interested Parties

2. This information is summarized in memorandum form and includes recommended improvements to the Biosolids Management Program.
3. The Biosolids Supervisor schedules and conducts a Management Review meeting on a yearly basis. The Superintendent I & II and Biosolids Supervisor are responsible for review of the information as well as any changes in the BMP.
4. The Biosolids Supervisor prepares a written summary of the management review meeting. Any actions or recommendations from the management review meeting are documented. The written summary is then provided to the BMP Team.
5. The management review may generate corrective and preventive actions related to specific activities or to biosolids management program elements. These are addressed in accordance with Element 14.