

Metro Wastewater Reclamation District
Environmental Management System for Biosolids

Element 5: Goals and Objectives – Background

Revision: 08	Revision Date: 04/02/10	Approved By:
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BACKGROUND

This element ensures the Metro District has established, and will review, goals and objectives that will drive continual improvement of its biosolids management activities.

The District has established long-term goals and short-term objectives for its biosolids management activities. These goals and objectives reflect identified priorities, both regulatory driven and voluntary in nature, for improving the environmental performance based on:

- EMS Critical Control Points
- Operational Controls
- Actual/Potential environmental impacts
- Legal and regulatory requirements
- Best management practices as defined in the National Biosolids Partnership's *National Manual of Good Practice*
- Public acceptance of biosolids management activities

The District's goals and objectives are specific and measurable, and the Action Items necessary to accomplish them have specified timeframes for completion.

The process for establishing and updating the EMS goals and objectives is located in Element #5 Goals and Objectives Procedures.

In the District's budget process, the necessary human, technical and financial resources (as outlined in the Annual Budget, *Strategic Plan*, *Ten-Year Plan for Service*, and the *Ten-Year Capital Expenditure Schedule*) will be allocated to implement and maintain the biosolids goals, objectives, and action items.

Action items are tracked using a variety of tools. They include, but are not limited, to Project Action Request (PAR) Summary Report for major construction projects, *Ten-Year Plan for Service*, and an annual report summarizing the status of accomplishing departmental goals and objectives for the previous year.

Progress of EMS goals and objectives are tracked on a monthly basis by the EMS Coordinator as well as reviewed annually by Department Heads, the District Manager, and the Board as required in Element 15 and 17 of this EMS Manual.

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PURPOSE

To describe the process used by the Metro District to establish long-term biosolids program goals and objectives for improving its biosolids management program and activities, consistent with the District’s Biosolids Reuse Policy.

SCOPE

The procedure covers all biosolids management activities, from planning to final disposition. It defines specific activities being pursued by the District to achieve a sustainable, cost-effective, beneficial use program that meets regulatory requirements to protect the public health and environment as well as being sensitive and responsive to public concerns.

REFERENCES

- NBP National Manual of Good Practice
- Element #2: Biosolids Management Policy
- Element #6: Public Participation in Planning
- Element #13: Monitoring and Measurement
- Element #15 and #17: EMS Program Performance and Management Review Report
- Goals and Objectives Project Tracking List – Current year
- Metro Wastewater Reclamation District Annual Budget
- Metro Wastewater Reclamation District *Ten-Year Plan for Service*
- Metro Wastewater Reclamation District *Strategic Plan*
- Project Action Request (PAR) Summary Report – Active
- Project Action Request (PAR) Summary Report – Master

DEFINITIONS

Biosolids Program Goals – environmental performance improvement goals that are consistent with an organization’s biosolids management policy to assure biosolids activities comply with applicable laws and regulations, meet quality and public acceptance requirements, and prevent other unregulated adverse environmental and public health impacts by effectively managing all critical control points. Biosolids program goals may include, but are not limited to, compliance with specific regulatory requirements, expanding beneficial use, improving biosolids quality, improving public acceptance, and reducing or eliminating direct/indirect negative environmental impacts.

Biosolids Program Objectives – a detailed environmental performance improvement requirement, quantified wherever possible, based on a biosolids program goal. One or more objectives must usually be met in order for the underlying goal to be achieved.

Biosolids Public Acceptance Requirements – biosolids physical, chemical, biological and aesthetic characteristics and management methods that must be met consistently and reliably in

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order to achieve public acceptance of the organization's selected biosolids management method(s).

Continual Improvement – EMS process for systematically improving the overall management of biosolids to achieve the organization's biosolids program goals and objectives set forth in the District's biosolids management policy and the National Biosolids Partnership Code of Good Practice.

RESPONSIBLE PERSONS

- EMS Coordinator
- EMS Workgroup
- District Manager
- District Board of Directors
- Budget/Finance Committee
- Consulting Engineer
- Department Heads

RELATED TRAINING

For related training, please see Element #8 of this manual.

PROCEDURAL STEPS

Establishing Goals and Objectives

- October – the first draft of departmental goals are reviewed at the monthly meeting of the Comprehensive Planning Steering Committee or during a weekly Department Head meeting
 - November – Second draft of Departmental goals reviewed at the monthly meeting of the Comprehensive Planning Steering Committee or during a weekly Department Head meeting
 - December – Departmental goals are finalized at the monthly meeting of the Comprehensive Planning Steering Committee or during a weekly Department Head meeting then submitted to the District Manager by December 31st
 - January – Departmental goals are finalized (formatting, etc. for consistency) by OOM staff
1. Each year, when the departmental goals are finalized by the OOM staff, the EMS Coordinator will obtain a copy to review for potential environmental impacts and consistency with overall environmental policy and incorporation into EMS goals and objectives. The EMS Coordinator will draft new EMS goals and objectives based on the department goals and present them to the EMS Workgroup for review and comment. The EMS Workgroup will review the current and the new EMS goals and objectives, and the department goals and identify EMS goals based on:

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- EMS Critical Control Points
 - Operational Controls
 - Actual/Potential environmental impacts
 - Legal and regulatory requirements
 - Management Review
 - Best management practices as defined in the National Biosolids Partnership's *National Manual of Good Practice*
 - Findings from inspections or audits by Regulatory Agencies
 - Consider input/comments from interested parties and regulators
2. The EMS Coordinator will forward the draft EMS goals and objectives, based on EMS Workgroup and other District employee comments and feedback, to the District Manager and Department Heads for approval. *Note: A draft will also be discussed at the first quarter Citizen Participation Group meeting.*
 3. The EMS Coordinator will file the approved EMS goals and objectives in the Element 5 hard copy file folder.
 4. The EMS Coordinator will be responsible for updates to the Intranet and Internet web pages.
 5. EMS goals and objectives will be evaluated and documented annually in the EMS Program Performance & Management Review report.

Periodic Monitoring of EMS Goals and Objectives

1. The EMS Coordinator will review the EMS Goals and Objectives each month, make comments, do follow-up accordingly.

End of Year Status of Departmental Goals

- December/January – Internal Auditor contacts each Department Head and compiles information related to the previous years Departmental goals
 - February – Internal Auditor submits departmental goals status report to the District Manager for review
 - March – Report is reviewed at the monthly meeting of the Comprehensive Planning Steering Committee, finalized, and submitted to the District Manager by March 31st
 - Once the final report has been reviewed and approved, the Internal Auditor will forward a copy to the EMS Coordinator
1. The EMS Coordinator will review a report provided by the Internal Auditor and determine if the outcome of their goals will impact the goals and objectives of the EMS for Biosolids.

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Note: Any major changes to EMS goals and objectives made any time during the year will be evaluated and reviewed by the EMS Coordinator and EMS Workgroup and revisions made to the EMS for Biosolids Manual and all related documents within 30 days of the proposed change.