

**METRO WASTEWATER RECLAMATION DISTRICT
BIOSOLIDS MANAGEMENT PROGRAM**

Element 5: Goals and Objectives – Procedure

Original Issue Date	Revision	Revision Date	Approved By
12/11/2002	11	10/29/2014	

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

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

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

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

Action items is tracked using a variety of tools, including, but not limited to, the Project Action Request (PAR) Summary Report for major construction projects and an annual report summarizing the status of accomplishing departmental goals and objectives for the previous year.

Progress of the BMP goals and objectives are tracked on a monthly basis by the BMP Facilitator and reviewed annually by Department Heads, the District Manager, and the Board of Directors per the requirements of Element 15 and 17 of this BMP 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 Metro 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: BMP Performance and Management Review Report
- Goals and Objectives Project Tracking List – Current year
- Metro Wastewater Reclamation District Annual Budget
- 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 ensure 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 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 order to achieve public acceptance of the organization’s selected biosolids management method(s).

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Continual Improvement – BMP process for systematically improving the overall management of biosolids to achieve the organization’s biosolids program goals and objectives set forth in the Metro District’s Biosolids Management Policy and the National Biosolids Partnership Code of Good Practice.

RESPONSIBLE PERSONS

- Originator – BMP Facilitator
- Initial Reviewer – RR&R Technical Services Officer
- Employee(s) Performing Task(s) –
 - See Goals and Objectives Chart for Responsible Person(s)
- Final Approval – Director of RR&R

RELATED TRAINING

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

GOALS AND OBJECTIVES TIMEFRAME

1. The Metro District’s annual performance period is October 1st through September 30th.
2. September – A first draft of departmental goals are reviewed during a weekly Department Head meeting.
3. October – A final draft of the individual departmental goals are reviewed during weekly Department Head meeting.
4. November – Office of the Manager staff finalizes departmental goals (proofreads and formats) the Departments’ final draft of the departmental goals for submission to the District Manager.
5. November – Final departmental goals are returned to Department Heads.
6. December/January – Internal Auditor contacts each Department Head and compiles information related to the previous year’s Departmental goals
7. February – Internal Auditor submits departmental goals status report to the District Manager for review
8. March – Report is reviewed at the monthly meeting of the Comprehensive Planning Steering Committee, finalized, and submitted to the District Manager by March 31st
9. Once the final report has been reviewed and approved, the Internal Auditor will forward a copy to the BMP Facilitator

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PROCEDURAL STEPS

1. The finalized departmental goals will be reviewed yearly for potential inclusion into the BMP goals and objectives. This inclusion will be based on the goals potential environmental impacts and consistency with overall environmental policy. The BMP Facilitator will draft new BMP goals and objectives based on the department goals and present them to the BMP Team for review and comment. The BMP Team will review the current and the new BMP goals and objectives, and the department goals and identify BMP goals based on:
 - a. Improving environmental performance
 - b. BMP Critical Control Points
 - c. Operational Controls
 - d. Actual/Potential environmental impacts
 - e. Legal and regulatory requirements
 - f. Management Review
 - g. Best management practices as defined in the National Biosolids Partnership's National Manual of Good Practice
 - h. Findings from inspections or audits by Regulatory Agencies
 - i. Consideration of input/comments from interested parties and regulators
 - j. The goals and objectives must be specific and measurable, and the action items necessary to accomplish them have specified timeframes for completion.
2. The BMP Facilitator will forward the draft BMP goals and objectives, based on BMP Team and other Metro District employee comments and feedback, to the RR&R Department Head for review and approval. The RR&R Department Head will forward to the District Manager and Department Heads for approval.
3. The BMP Facilitator will file the approved BMP goals and objectives in the Element 5 hard copy file folder.
4. The BMP Facilitator will be responsible for updates to the Intranet and Internet web pages.
5. The BMP goals and objectives will be evaluated and documented annually in the BMP Performance & Management Review report.

PERIODIC MONITORING OF EMS GOALS AND OBJECTIVES

1. The BMP Facilitator will review the BMP Goals and Objectives each month, make comments, and perform any follow-up action items. The BMP Facilitator will contact all BMP Team members who are listed as the responsible person(s) each month to follow-up on milestones and completion dates.
6. The BMP Facilitator will file documentation of the monthly update in the Element 5 hard copy file and electronic file folder.
2. The BMP Facilitator will review the internal auditors' report to determine if the auditors' findings will affect the BMP goals and objectives currently established.

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3. The BMP Facilitator and BMP Team will review changes to the BMP goals and objectives.
4. The BMP Facilitator will update the BMP Manual and all related documents within 30 days of the changes.