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EMS Coordinator Procedures

1. Update BETS with new or revised documents, files, or record received from each department that supports biosolids activities.
2. Review and revise the EMS Element documents identified under [Element 1](#) when changes or additions are received from each department that supports biosolids activities.
3. Notify each department that supports biosolids activities of EMS changes.
4. Perform an annual internal audit on BETS. Complete BETS system log as necessary, include the date reviewed, changes made and who was notified of the change.
5. Update the BETS intranet web pages, the Internet web pages, and procedures and SOPs as necessary to maintain a functional EMS and biosolids program based on:
 - Internal EMS audit
 - Management review
 - Third-party verification audit results
 - Nonconformance reports
 - Changes received from each department that supports biosolids activities
6. Distribute internal EMS audit forms to each department that supports biosolids activities for completion.
7. Coordinate an internal EMS audit and prepare an internal audit summary. Distribute the summary to management for use in the management review meeting.
8. Perform public relations and communication duties for the biosolids program and EMS, which includes addressing inquiries received from the public.
9. Coordinate human, technical, and financial resources necessary to continue a successful EMS program.
10. Prepare an EMS nonconformance report (as required by [Element 14](#)) and submit to management for use at the management review meeting.

ELEMENT 7
Roles & Responsibilities**Procedures**

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11. Document management recommendations, changes, and actions from management review meetings and forward to appropriate department managers.
12. Request from each department manager an action plan to address, and/or implement recommendations, changes and actions from the management review meeting summary.
13. Coordinate and provide support as necessary to the internal EMS Auditor.
14. Coordinate and provide support as necessary to the third-party verification auditor.
15. Prepare an annual biosolids program performance report, obtain approval from management, and distribute to appropriate parties.

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Departmental Procedures

1. Each department creates, updates, and revises documents, files, and records per the document tracking system outlined in [Element 12 \(SOP 1, SOP 48\)](#).
2. Each department that supports biosolids activities reviews, revises, and communicates the department's roles and responsibilities in the management and implementation of the EMS.
3. Each department that supports biosolids activities identifies human, technical, and financial resources required to continue the successful implementation of the EMS. Forward the information to the EMS Coordinator.
4. EMS Coordinator analyzes the human, technical, and financial resources information received from each department manager and prepares a recommendation for management review.
5. EMS Coordinator submits recommendation to management for review and response.
6. EMS Coordinator communicates management decision on the recommendation to each department that supports biosolids activities. EMS Coordinator Incorporates the changes into the EMS.
7. Review and revise as necessary the roles and responsibilities of the biosolids contractors.
8. Department manager responsible for EMS reviews and revises the roles and responsibilities for the EMS coordinator.