

ELEMENT 7 Roles & Responsibilities

Summary

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Development and implementation of an EMS for biosolids includes documenting established roles and responsibilities. To fulfill this requirement it is necessary to appoint responsible staff members, define their roles and responsibilities, provide the resources required to effectively execute those responsibilities, and determine the roles and responsibilities of contractors.

EWA Position (Org Chart)	Role	Responsibility
EWA General Manager	EMS review	Conducts periodic EMS Management review
Assistant General Manager	EMS review (alternate)	Conducts periodic EMS Management review
Director of Environmental Compliance (DEC)	EMS Coordinator (EC)	Manages EWA's biosolids EMS and pretreatment critical control point
Operations Superintendent	EMS team member	Manages key critical control points within the treatment plant
Maintenance Superintendent	EMS team member	Manages biosolids related assets
Assistant Superintendent Encina Facility	EMS team member	Manages biosolids contractor operations
Designated Shift Supervisor	EMS team member (alternate)	Supports biosolids EMS program
System Supervisor	EMS team member	Supports biosolids EMS website
Safety and Training Coordinator	EMS team member	Manages biosolids related training and safety
Laboratory Supervisor	EMS team member	Supports documentation and documentation controls
Maintenance Coordinator	EMS team member (alternate)	Manages biosolids related asset preventive maintenance
EWA Staff	Support biosolids EMS	Understands the biosolids EMS program
EWA Contractor	EMS contractor	Handles biosolids transportation and reuse. Detailed descriptions of duties may be found in the individual contracts.

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