

ELEMENT 10
Operational Control of Critical
Control Points

Documentation &
Responsibility

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Pretreatment

Documentation	Responsibility	Extension
Policies and Procedures	Director of Environmental Compliance	
Guidelines for Industrial Discharges	Director of Environmental Compliance	

Sludge Digestion, Sludge Dewatering, Truck Loading Facility

Documentation	Responsibility	Extension
Standard Operating Procedures	Operations Superintendent	3120
Dewatering – Shift Instructions	Operations Superintendent	3120
Digesters – Shift Instructions	Operations Superintendent	3120
Dewatering – Process Strategy	Operations Superintendent	3120
Sampling Procedures	Operations Superintendent	3120
Operator Truck Loading Procedures	Operations Superintendent	3120
Odor Control Complaint Procedures	Operations Superintendent	3120

Tailgate and Safety Meetings

Documentation	Responsibility	Extension
Attendance Records	Safety and Training Coordinator	3400

Hauling/Transportation

Documentation	Responsibility	Extension
Request for Proposals	Operations Superintendent	3120
Contract Documents	Operations Superintendent	3120
Beneficial Use Contracts	Operations Superintendent	3120

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Land Application

Documentation	Responsibility	Extension
Contract Requirements	Operations Superintendent	3120
Management Requirements	Operations Superintendent	3120