

# SWWTD ENVIRONMENTAL MANAGEMENT SYSTEM



<b>Name: Operational Control Procedure</b> <b><u>EMS 2002 – 20.10</u></b>	Corresponding Requirements: ISO Standard: 4.4.6 EMS Manual: 4.4.6 Revision #: 1
Prepared By: Cynthia I. Walters, Utility Systems Technician	Revision Date: 06/17/2002
Approved By: John E. Rhom, Plant Operations Superintendent	Effective Date: 06/17/2002
Signature:	PAGE 1 OF 2

## 1.0 Purpose

This procedure is used to ensure monitoring and operating procedures are properly identified, issued and controlled, and to ensure that all relevant documents necessary for the proper operation of the process are present.

## 2.0 Scope

This procedure applies to all staff members who issue and control monitoring and operating procedures at the Utilities where EMS requirements are in place.

## 3.0 Responsibility & Authority

- 3.1 The management representative is responsible for the approval, revision, and issuance of monitoring and operating procedures and ensuring staff members have the necessary training to perform the job.

## 4.0 Procedure

### 4.1 Issue and Control of Monitoring and Operating Procedures

- 4.1.1 Based upon the significant environmental aspects and prior to placing a new or modified monitoring or control equipment in service, the department supervisor(s) will direct the drafting of Standard Operating Procedure for that operation.

NOTE: Monitoring and operating procedures should include the following information where relevant:

- Monitoring and Operating Procedure Title and Identification Number
- Process or equipment name
- Operating criteria
- Startup instructions
- Shut down instructions
- Emergency operation (loss of power, SCADA, etc)
- Inspection and test instructions
- Corrective action instructions
- Revision date and approval
- Housekeeping
- Location of manufacturer's reference material

**\*\*THIS IS AN UNCONTROLLED COPY OF A CONTROLLED DOCUMENT\*\***

# SWWTD ENVIRONMENTAL MANAGEMENT SYSTEM

<b>Name: Operational Control Procedure</b> <b><u>EMS 2002- 20.10</u></b>	Revision #: 0
	Revision Date:
	Effective Date: 4/18/02
	PAC E 2 OF 2

- 4.1.2 The draft monitoring and operating procedures are submitted to the appropriate supervisor(s) to review for operability, completeness, consistency and clarity.
- 4.1.3 The supervisor(s) note any changes or concerns and forwards back to the individual or team that prepared the draft.
- 4.1.4 The staff member that prepared the draft makes the necessary corrections.
- 4.1.5 The Management Representative reviews and approves the new or revised monitoring and operating Procedure.
- 4.1.6 The management representative issues the monitoring and operating procedure to the EMS Coordinator.
- 4.1.7 The supervisor(s) ensures the operators have the necessary training, including the environmental impacts or potential consequences in deviating from the specified work procedures.
- 4.1.8 The department supervisor(s) ensures that the documents are available and controlled at all appropriate locations, the most current versions are available for use, and obsolete versions are prevented from further use.
- 4.1.9 Obsolete documents to be retained for legal and or knowledge preservation are removed and stamped "obsolete".

## **4.2 Related Documents and Data**

- 4.2.1 Training Records
- 4.2.2 Records of Change to related documented procedures
- 4.2.3 Document Control Procedure

**\*\*THIS IS AN UNCONTROLLED COPY OF A CONTROLLED DOCUMENT\*\***