

MEMORANDUM

To: Myron Erickson, P.E., Clean Water Plant Superintendent
William Dooley, P.E., Director of Public Works

From: Dave Oostindie, Environmental Services Supervisor

Date: December 30, 2013

Re: Annual Biosolids Program Performance Report

Element 10 of the biosolids EMS requires an annual Performance Report. This memo serves as that report, and follows the format prescribed by Element 11 in our program. This report will be discussed at our next EMS team meeting planned for the first quarter of 2014, which fulfills the requirements of Element 11, Management Review.

A complete set of reportable data and additional data is included with the Biosolids Annual Report submitted to the MDEQ in October 2013. The subjects of our Performance Report and annual Management Review are:

1. Performance against Policy
2013 was another great year for our plant's performance against the stated biosolids policy. Our NBP certification level changed in July to the Gold level. The Gold level certification allows us the required third party audit every five years, cutting the costs associated with the program. An interim audit took place in December 2013 with a follow-up to prepare this information set for the first quarter of 2014. The program has continued to meet our monitoring criteria. Our integrated contingency plan and emergency response plans are ready for action if needed. The sustainability and environmental acceptability policy goals were both met in 2013 and are proving to be a success with our on-going financial analysis and monitoring of national and international water environment professions.
2. Performance against Goals and Objectives
Our performance meeting our goals and objectives is on target for yearend 2013. Our goals and objectives were re-written as a result of the last audit to be SMART (Specific, Measurable, Achievable, Relevant, and Time-bounded) and updated on a regular basis.

Goal #1 is to reduce the environmental impact of the biosolids program. The three objectives continue to be ongoing parts of the program. Storage tank mixing schemes have seen reductions on energy use while maintaining a well mixed

product for application. Our Wymed program is still in the process of transferring to Kent County due to the Federal legislation not being completed as of this audit.

We continue to characterize the levels of PPCP's in our biosolids annually and also signed on for a regional partnership with the Great Lakes Alliance Group for additional studies in the near future.

Goal # 2 is to provide a consistent, value-added product. The two objectives for this goal are ongoing and being achieved to this point. Increased monitoring of the commercial users of the sanitary sewer system and Treatment Plant efficiencies continue to be closely regulated.

Goal # 3 is to maintain 100% compliance with 503(b) Land Application Regulations. This goal has a five year target and is ongoing.

Goal # 4 is to have a publically accepted biosolids program. There are two objectives for this goal and both are being met successfully by participating in State level committees and continuing our pre-emptive assessment plan for field selection and approvals.

Goal # 5 is to encourage the culture of valuing employee participation. The two objectives for this goal are being met in providing professional development opportunities for the employees and creating a participative environment that the employees have input into problem solving and decision making activities with-in the program.

3. Performance against Desired Results
We are confident in our desired results of running a cost effective program while maintaining and enhancing public acceptance. The benefits realized with the use of the product are well known with our users and promoted around the region continuously. Our current contract with our residuals hauler has continued to keep our program costs historically low.
4. Need for Change in our system
There are some minor changes that need to be addressed at the first meeting of 2014. The first change being that the day to day oversight of the EMS program will transfer to the Biosolids Coordinator here at the Plant. Secondly, the Goals and Objectives of the system should be reviewed and adjusted for the future.
5. Recommendations for improvement
The EMS team will re-organize the oversight duties to the Biosolids Coordinator and consult with the NBP on securing a date for the next 3rd party audit.
6. Follow-up to recommendations for improvement (See items 4 and 5 above)