

MEMORANDUM

To: Myron Erickson, P.E Deputy Director of Public Works
William Dooley, P.E. Director of Public Works

From: Kim Hackbardt, Biosolids Coordinator

Date: December 30, 2014

Re: Annual Biosolids Program Performance Report

Element 11 (management review) of the Biosolids Management Report 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 2015, which fulfills the requirements of Element 11. A complete set of data is included in our Biosolids Annual Report submitted to the MDEQ in October 2014. The subjects of our Performance Report and annual Management Review are;

Performance against Policy

2014 was my first year as EMS Coordinator which resulted in a lot of learning, changes for the team, and reestablishing some of the current policy. After the EMS team reviewed the Emergency Response Plans we updated it accordingly. After a few changes the sustainability and environmental acceptability policy goals were both met in 2014 and are proving to be a success with our on-going national and international water environment professions.

Performance against Goals and Objective

Our performance meeting our goals and objectives is on target for year ending 2014. Our goals and objectives were written to be SMART (Specific, Measurable, Achievable, Relevant, and Time-bounded) and updated on a regular basis. The following is a summary:

Goal #1 is to reduce the environmental impact of the biosolids program.

These three objectives continue to be ongoing parts of the program: PM vs. AM tank mixing schemes has seen reductions on energy use while maintaining a well mixed product for application. Our West MI Takeback Med 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 annually characterize the levels of PPCP's in our biosolids.

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 grease trap monitoring of the commercial users of the sanitary sewer system and Treatment Plant efficiencies: optimize lime usage, and pipe modification for GVRBA.

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 within the program.

Performance against Desired Results

We are confident that our desired results of running a cost effective program while maintaining and enhancing public acceptance are being achieved. The benefits realized with the use of the product are well known with our agriculture users and promoted around the region continuously. Our current contract with our residuals hauler has continued to keep our program costs low.

Need for Change in our system

There are some minor changes that were addressed at the first meeting of 2014. The first change was working with the land application contractor and updating emergency protocol, replacing SOP signage, and revising load sheets, which had excellent results. We also as a group updated goals, revised critical control points as well as performed a management review with the CWP Superintendent. We also added a Preventive Maintenance review to each meeting given by the shop foreman.

Recommendations for improvement

The EMS team will have the Biosolids Coordinator consult with the NBP on securing a date for the next 3rd party audit. He will also continue the quarterly meetings and continually seek to improve performance.

