

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: June 6, 2012

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 August 16, 2012, 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 2011. The subjects of our Performance Report and annual Management Review are:

1. Performance against Policy
2011 was another great year for our plant's performance against the stated biosolids policy. Our NBP certification continues after our internal audit by our audit team. The audit took place in January 2012 with a follow-up to prepare this information. The program has continued to meet our monitoring criteria. Our integrated contingency plan and emergency response plans have been completed and are ready for action if needed. The sustainability and environmental acceptability policy goals were both met in 2011 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 2012. 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. Two of the three objectives have been met with the third being planned for the fall in which we will attempt to characterize the levels of pharmaceutical products 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 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 implementing a pre-emptive assessment plan for field selection.

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
The team is 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 contractors have continued ongoing investment and improvement that keeps our program cost effective.
4. Need for Change in our system
There are no outstanding issues from the audit that need addressing at this time. The team has also come to the conclusion, after some discussion the team feels that it is in the organizations best interest to move to the new Tier 3: Gold-Level Recognition offered by the NBP in the future. Next year's review and program performance report will include this recommendation moving forward.
5. Recommendations for improvement
The EMS team will confer with our Utility Management about considering the moving in the direction of the Gold-Level recognition at the fall EMS team meeting, which will be before our next audit.
6. Follow-up to recommendations for improvement
See items 4 and 5 above.