

**Biosolids Action Team (BAT)**  
Management Review Meeting  
Meeting Summary  
August 26, 2010

**Attendees:**

Diane Gilbert, RAD	David Taylor, HRDD	Joe Pascu, HRDD
Jordan Siplon, HTP	Robert Urrea, HTP	Constantin Pano, SRPCD
Tim Dafeta, IWMD	Michael Ruiz, HTP	Nader Tashakor, HTP
Seung Oh, TIWRP	Mas Dojiri, EMD	Susan Chang, EMD
Ernesto Libunao, HTP	Omar Moghaddam, RAD	Ben Attai, RAD
Roshanak Aflaki, TIWRP	Steve Fan, HTP	

**1. Minutes of last meeting was reviewed and approved.**

**2. EMS Items**

- **2010 Audit Results –Outcomes-** The results from the third party interim audit were provided in a handout (Attachment A). Several strengths were identified and program outcomes were reviewed. Discussion concerning audit process was held. Overall, the audit went well and each division was prepared. The auditor was impressed with operations staff and felt that the City's communications program was effective. He also indicated that Griffith Park Composting Facility operations had improved. The audit found that the City has an effective and well managed pretreatment program that is addressing issues of public concern such as emerging pollutants. Also, IWMD's corrective action process to address notice of violations was an effective closed loop system. The Management Review Team requested for re-fresher trainings to be provided, as done in the past, to those divisions that are being audited. Trainings could focus on changes to program and specific items that have been identified as findings in past audits.

The draft interim audit report was forwarded to the management review team for review and comment. IWMD and EMD provided comments in the meeting to the EMS Coordinator. Other comments will be submitted via e-mail.

The EMS outcomes from the internal audit were provided (Attachment A).

*Action Item: Each division manager was asked to review the list and select two outcomes from each outcome area that they thought has had the greatest impact on the biosolids program and forward to EMS Coordinator before next BAT meeting.*

- **Nonconformances & Continual Improvements-** The results from the third party interim audit were provided in a handout (Attachment A). Five minor nonconformances and 12 opportunities were identified during the audit. Nonconformance corrective action plan and corrective action forms must be submitted to the auditor within 30 days. Corrective action forms were initiated and forwarded to the responsible party. The nonconformance corrective action plan table was reviewed and discussed (Attachment A). The action plan table was approved with minor changes to dates for completion for nonconformance 10-05E, which will be addressed in this meeting. Nonconformance 04-10E corrective action forms, which referred to findings from 2010 internal audit are due to EMS Coordinator by 8-31-2010. Griffith Park nonconformance 10-03E was discussed in detail and BAT agreed that clarification should be made to testing frequency in SOP and information provided to operations staff at the facility. Also consider change the frequency of testing or the sampling time. SRCPD divisions will look at the procedures and determine the best course of action. Updates on the nonconformances will be provided in BAT meetings.

The opportunities for improvements identified from the 2010 third party audit were discussed (Attachment A). EMS Coordinator will determine which ones to address regarding the overall program and Biosolids EMS and provide an update at next meeting.

*Action Items –*

- *Griffith Park will address item #4 from the continual improvement list.*
  - *HTP-Operations will address item #7 from the continual improvement list.*
  - *IWMD will address item #6 from the continual improvement list. IWMD agreed to include the dental office program as an operational control. Emerging pollutions will not be included at this time.*
  - *The completion dates as noted in the table are acceptable. Updates will be provided in the BAT meetings.*
- **Program Performance/Significant Changes –** No significant changes have been made to the program this year or since the last management review meeting in May 2010. The overall biosolids management program is meeting the policy and goals. The EMS is continuing to help the City maintain a program that is meeting regulatory compliance, cost-effective, and socially accepted. The City has maintained a verified and nationally certified EMS program since 2003, which has helped us maintain our 100 % beneficial reuse program. EMS program performance measures checklist was discussed and based on the findings, the City continues to meet its policy, goals, and maintain a healthy environmental management system. (EMS Program Performance Checklist attached)
  - **Review of Policy & Goals-**The policy was reviewed and no changes were recommended. The City is consistently meeting the policy and using it to guide

the existing biosolids program

The goals were reviewed and discussed and no changes were recommended. One opportunity identified during the audit was to update the goals to make the Code of Good Practice more visible. Discussion was held and this will be considered when changes to the policy are being made in the future. One way to address this is to list all the NBP program requirements instead of making a reference to them in goal #5.

- **Objectives** - 4 of the 6 objectives from fiscal year 2009-2010 were completed. Two (2) remain and will be carried over into fiscal year 2010/2011.
  - Develop and validate methods for enteric virus and helminth ova monitoring of Hyperion Treatment Plant biosolids by June 30, 2010. This objective was updated to remove enteric virus which was completed on time and completion date changed to June 30, 2011.
  - During the lawsuit track the issues related to passage of Measure E and respond accordingly to ensure regulatory compliance and maintain the City's biosolids management option at Green Acres.

The team feels that the process to set and address the goals and objectives is good and that we are doing a good job tracking and meeting the objectives. Quarterly updates will continue.

- **Proposed 2010/2011 Objectives-** Proposed objectives for 2010/2011 were reviewed and discussed. During the discussion nonconformance 10-02E was addressed which stated that proposed objectives for this fiscal year were not measurable. The BAT discussed each objective and determined if they meet the SMART criteria. Changes were made to Measure E lawsuit objective and HTP objective regarding contracts and biosolids strategic plan. Once changes are incorporated the final draft objectives will be forwarded to COO for approval. The balanced scoreboard was reviewed and corrections were made to due dates for EMD objective.
  - *Action Item - The balanced scoreboard will be updated with final objectives after approval by COO. Updates will be provided at the BAT meeting.*
- **Review of Critical Control Points (CCPs)** - The chart was reviewed and no changes were recommended. An opportunity was identified during the audit that

related to CCPs.

*Action Item - The EMS Coordinator will review and determine if the opportunity will be addressed.*

- **Public Outreach and Communication Program-** The audit identified the City's communication program as strength of the program. The audit report stated that the program is effective and has resulted in positive feedback and recognition. Three interested parties participated in the interim audit and were interviewed by the auditor. Each stated that they thought the City's communication program was effective and provided them with meaningful opportunity to provide input into the program. One interested party from the IRP stakeholders observed each day of the audit (4 days) and was very engaging and provided useful information that can be used to help the City continually improve its biosolids management program. The website has been updated three times this year and will be updated with audit results and findings once final report is received. The Biosolids EMS website remains the main outreach media for the biosolids management program. Graphs showing number of inquires and outreach event were provided showing the City's activities since the program started in 2003 (Attachment A). The outreach events have remained constantly averaging about 20 per year and inquiries average about 24 per year. Tours and presentations are still being provided of TIRE. No public inquires have been received since the May meeting that required management action. The current communication and public outreach program is effective in providing information to the public and no changes were recommended.
  
- **Review of Internal Audit Process and Management Review Process-**The existing process is effective and allows management to be informed and provide feedback concerning the program. The current meeting schedule, semi-annually for management review is fine. BAT meetings can continue to be held bi-monthly or more often as needed. Updates via electronic communication works well and allows management to stay informed about biosolids issues. The internal audit process will be updated to reflect change in checklist questions as discussed in last meeting. No changes are recommended to the internal audit or management review process.

### **3. Regulatory Update:**

**Measure E Lawsuit** – The U.S. Supreme court denied the City's petition of Certiorari on June 1, 2010. The issue has been referred back to Federal Judge Feess. Judge Feess has issued a schedule to consider the matter regarding his decision on the State causes of action. A trial date has been set for November 15, 2010.

**Biosolids Management Program CEQA addendum** – The City has retained a consultant to address the public comments received on the Biosolids Management Program CEQA addendum. The comments are due mid-September from the consultant and the matter will be considered by the Board of Public Works in early October.

#### **4. Contract Development Update:**

- **Custom Farming Amendment** – Amendment No. 2 was executed on July 26, 2010.
- **RBM Amendment** – Amendment No. 3 was signed by RBM and Assistant City Attorney. The Board report and Amendment No. 3 were submitted to Public Works office on August 10, 2010 for further review (BOS Executive, ConAd, FMD, etc.) Motion, requested to extend the current contract month to month (6 months in total), was prepared and submitted to Public Works on August 31, 2010.
- **TerraRenewal Amendment** – Amendment No. 1 was signed by Terra Renewal and the Assistant City Attorney. Motion, requested to extend the current contract month to month (6 months in total), was prepared and submitted to Public Works on August 12, 2010. Amendment No. 1 and Board report were submitted to Public Works on August 26, 2010 for further review and processing.

#### **5. Reuse Options Update:**

- **TIRE** – The injection operations continue and the well is responding and accepting the material. Wet cake loads from HTP were delivered Monday thru Friday with daily wet cake totals ranging from 100 to 150 wet tons per day. GeoEnvironment increased the wet cake loads to 6 per day using TerraRenewal to truck the loads with the first load arriving at 1:30am.
- **Green Acres Farm** – No update.
- **Griffith Park Composting Facility** – No update.
- **TerraRenewal** – No update.

#### **6. Pathogen Equivalency** – No update.

#### **7. Next meeting** –October 28, 2010: 1:00 PM– 2:30 PM

#### **Attachment A (List of handouts for meeting)**

Attachment A

Management Review Meeting  
August 25, 2010  
Handouts

- [Meeting Agenda](#) (Review/Comment)
- [May 2010 MRT Meeting Summary](#) (Review/Discussion/Approval)
- [2010 Audit results](#) (Review/Discussion)
- [2010 EMS Outcomes](#) (Review/Discussion/Approval)
- [2010 Nonconformances/Corrective Action Plan](#) (Review/Discussion/Approval)
- [2010 Internal Audit Findings](#) (Review/Discussion/Approval)
- [Continual Improvements](#) (Review/Discussion/Approval)
- [EMS Program Performance Measures](#) (Review/Discussion/Approval)
- [Policy](#) (Review/Discussion)
- [Program Goals](#) (Review/Discussion)
- [Critical Control Points](#) (Review/Discussion)
- [Proposed 2011/2011 Objectives](#) (Review/Discussion/Approval)
- [Public Inquiries/Outreach Events](#) (Review/Discussion)

**Legend**

Review/Discussion--- does not require action but could

Review/Comment—requires action/changes

Review/Discussion/Approval --- requires action/changes /approval

### Action Item Table

<b>Responsible Party(s)</b>	<b>Action Item</b>	<b>Status</b>	<b>Verification of Completion</b>
<b>Division Managers</b>	<i>Section 2: Outcomes- Each division manager was asked to review the list and select two outcomes from each outcome area that they thought has had the greatest impact on the biosolids program and forward to EMS Coordinator before next BAT meeting.</i>		
<b>SRPCD</b>	<i>Section 2: Nonconformances - Griffith Park will address item #4 from the continual improvement list.</i>		
<b>HTP - Operations</b>	<i>Section 2: Nonconformances - HTP-Operations will address item #7 from the continual improvement list.</i>		
<b>IWMD</b>	<i>Section 2: Nonconformances - IWMD will address item #6 from the continual improvement list. IWMD agreed to include the dental office program as an operational control. Emerging pollutions will not be included at this time.</i>		
<b>EMS Coordinator</b>	<i>Section 2: Objectives - The balanced scoreboard will be updated with final objectives after approval by COO. Updates will be provided at the BAT meeting.</i>	Complete	Complete
<b>EMS Coordinator</b>	<i>Section 2: Critical Control Points - The EMS Coordinator will review and determine if the opportunity related to CCPs will be addressed.</i>		