

Biosolids Action Team (BAT)
Management Review Meeting Summary
June 25, 2009

Attendees:

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|------------------------|--------------------------|--------------------------|
| Derrick Lee, HTD | Mas Dojiri, EMD | Cornelius Reffegée, HRDD |
| David Taylor, HRDD | Joe Pascu, HRDD | Chuck Turhollow, HRDD |
| Constantin Pano, SRPCD | Jordan Siplon, HTP | Steven Fan, HTP |
| Michael Simpson, IWMD | Mark Starr, HTP | Mihran Sarkisian, HTP |
| Ernesto Libunao, HTP | Doug Bohlmann, TIWRP | Susan Chang, EMD |
| Traci Minamide, EXEC | Diane Gilbert Jones, RAD | Javier Polanco, SRPCD |

1. Minutes of last meeting was reviewed and approved.

2. EMS Items

▪ **2009 Internal Audit Results**

- The results of the audit were presented to the Management Review Team. The audit team found thirteen strengths in the areas of policy and goals, truck loading SOPs, management review, objectives, communication & public participation. In summary, the strengths of the audit confirm that the City's biosolids EMS program is a mature and healthy system that continues to improve and surpass the expectations of the NBP. The City will maintain its platinum status as an environmental leader in biosolids management.
- The audit team also found four areas of weaknesses including:
 - Navigation through BEDRTS is not user-friendly
 - Document hyperlinks during the time of the audit were not working.
 - HTP and TIWRP truck loading SOPs were not available on the Intranet.
 - Biosolids EMS goals and objectives progress reporting format is not uniform.
- There are five opportunities for improvement including:
 - Provide system to ensure that SOPs are available online via the Intranet.
 - Use a uniform biosolids EMS goals and objectives progress reporting format such as the BOS Balanced Scoreboard.
 - Review of meeting minutes indicates that some managers were not present during regular bi-monthly BAT meetings. Recommend more frequent attendance of managers in regular bi-monthly BAT meetings.
 - Improve the Navigation system for BEDRTS.
 - Develop a process to ensure that links associated with documents and records located in BEDRTS, such as SOPs are functioning and working properly.

- KEMA read the audit report and the auditor's opinion was that this report was well done. The audit meets the intentions and requirements for substituting internal audits as interim audits. Based on that report, KEMA's verification of the City of Los Angeles Biosolids EMS continues.
- **Review of Policy and Goals**
 - A checklist was completed by all divisions to meet EMS Program Requirements. The checklist determined if the policy and goals were effectively met. The checklist also determined if the system was efficient, adequate, suitable, and effective. Through this checklist, the City received confirmation that the Policy & Goals were met and the system performance allows for continual improvements.
- **Review of Critical Control Points and Operational Control**
 - A checklist was provided to the management review team to determine whether the documentation of the current critical control points is reflective of the City's current biosolids program. The critical control points chart was reviewed by the Management Review Team and a few minor grammatical errors were submitted for correction.
- **Program Performance and Significant changes**
 - Discussions were held between City staff and KEMA regarding the findings of the EMS 2008 third party audit. KEMA's believes that the City's EMS manual is too lengthy and the manual could be shortened. The auditor also believes that structuring the manual to follow the EMS 17 Elements is unnecessary and combining similar elements into a series of inter-connected processes can be useful for our program. The City will review the current EMS manual and update the manual during the next few months.
- **Nonconformances and continual improvements**
 - There were two new nonconformances found in the internal audit.
 - Nonconformance 01-09I – Element 3: City's EMS procedures states that MRT will periodically review and update critical control points but no evidence was found in the management review summary that discussion was held or review done concerning the identification of critical control points.
 - Nonconformance 02-09I - Element 16: The EMS Manual Document Control Page had minor discrepancies such as missing dates, names in the date column, and preparation and approval dates were interchanged.
 - The action plans for completion of the nonconformances were presented to the BAT. The schedule of completion for nonconformance 01-09I and 02-09I is due by the end of September.
- **Objectives**
 - There has been positive effort to integrate the EMS goals and objectives with the Bureau's strategic plan.
 - IWMD completed and inspected their objective for the dental offices.
 - EMD is 65% complete with the review and development of the enteric virus method, train on, and writing SOPs. The SOPs are almost complete. The cell culture method is being developed first and training will start for

- HRDD completed the objective to include routine site visits to both the Griffith Park Composting Facility and the Green Acres Farm.
- RAD completed and tracked all the issues related to the passage of Measure E and responded accordingly to ensure regulatory compliance and maintain the City's biosolids management option. This is an on-going objective.
- RAD investigated and reviewed the sustainable technologies/options for biosolids management and updated the strategic plan quarterly with alternatives that are being considered by the City to ensure that regulatory compliance requirements are achievable.
- The Biosolids Management Group has completed the training with HRDD to train the internal auditors. Classroom training was provided and 3 newly trained auditors participated in the 2009 audit.
- **Public Outreach and Communication Program**
 - The final copy of the Biosolids performance report was completed by the printshop. The copies were distributed to the Hyperion tour guide, Green Acres Farm Manager, and other interested parties including SCAP, El Segundo Citizen Forum, and Tri-Tac. The report has been updated and placed on the EMS website for the general public.
 - Updates, Meetings, E-mail communication – There have been no public inquiries that require the direction of the Management Review Team.
- **Review of Internal Audit Process and Management Review Process**
 - The management review team reviewed the internal audit process and decided to submit more auditors for training. One of the objectives this fiscal year is to train a total of 20 auditors. The Audit team members will be presented certificates for their participation in the interim audit. The Management Review team believes that the management review process is working well and that no change is required at this time.

3. Regulatory

- **Kern County Litigation** - Measure E lawsuit appeal process continues and the City awaits a decision.

4. Contract Development

- **Custom Farming Amendment** - The revised RFP and Board report were completed and sent to HTP contract group for final review on Wednesday, May 13, 2009. Notice of Intent Contract (for Amendment) and 1022 determination form were sent to HTP contract group on June 23, 2009.
- **RBM Amendment** - A proposal for a third amendment of the RBM contract was received by Bureau of Sanitation Management. Notice of Intent Contract (for Amendment) and 1022 determination form were sent to HTP contract group on June 23, 2009.

- **Enertech-** Due to economic conditions, the City decided not to pursue the Enertech contract at this time.
- **TIRE Amendment #2** - Terralog and City are finalizing Amendment No. 2 language. Intellectual Property and Perpetual License to the TIRE technology became major negotiation issues. The Personnel Department Contract Review Report was received. It was recommended to send letters to Departments to check if the stated classifications are available. The letter was sent on June 11, 2009.

5. Reuse Options

- **TIRE** - The project is continuing to move forward. There have been mechanical problems with the pumps and Terralog is going to exchange the current electrical pumps to diesel pumps. EPA and RAD staff met to discuss permit modification requests.

6. Farm nutrient Study

- Biosolids application is moving along smoothly. Fields with consistent low result in nitrogen will be applied at the calculated rate while those with high nitrogen levels will be applied at reduced rates or rested. The City is currently applying on field 18-4 at a rate of 60 tons/acre. The next field available for biosolids application is 18-3 (147 acres). The application rate for field 18-3 is 45 tons/acre.

7. **Pathogen Equivalency-** The draft of EPA report was sent to HTP management for review on June 24, 2009.

8. **Next Meeting:** September 24, 2009, 1:00 pm – 2:30 pm