

Biosolids Action Team (BAT)
Management Review Meeting Summary
May 28, 2008

Attendees:

Derrick Lee, HTD	Ron Mayuyu, IWMD	Tim Dafeta, IWMD
Dave Gumaer, TI	Alan Tran, HTD	Constantin Pano, SRPCD
Jordan Siplon, HTD	Paul Blount, HTD	Chuck Turhollow, HRDD
Joe Pascu, HRDD	Dave Taylor, HRDD	Mark Starr, HTP
Susan Chang, EMD	Diane Gilbert, RAD	Mas Dojiri, EMD
Traci Minamide, EXEC	Mihran Sarkisian, HTP	

1. Minutes of last meeting was reviewed and approved.

2. EMS Items

▪ **2008 Internal Audit**

- Findings and recommendations – All checklists for every division and the contractors were received. Management reviewed the results and several improvements were listed on the checklist. Most of the comments were related to public outreach and communication program. Management stated that they would review the results once the meeting summary was drafted and provide comments during the approval process for the summary.

▪ **Nonconformances**

The following nonconformances were discussed during the Management review meeting:

- Minor nonconformance/Corrective Action 07-03I states, "Review of Response Plans for HTP and TIWRP are incomplete. Appendix A – Emergency Supplies were not updated." HTP requested to keep inventory of their emergency response equipment through EMPAC instead of Appendix A. HRDD staff updated the Response Plans and sent the document to the plant managers for approval.
- Minor Nonconformance/Corrective Action 07-05 states, "07-05I - On October 2, 2007, biosolids testing results showed that TIWRP failed to meet Class A biosolids according to Kern County's Class A Ordinance." Corrective action taken and plant management was notified of test results. Arrangements were made to resample, retest and stop trucking biosolids to the Green Acres Farm. The biosolids were trucked to an alternate beneficial use site. Discussion was held concerning this nonconformance and the corrective action that was implemented. It was stressed that the City met Class A biosolids requirements per the federal and state requirements. However, the City did not meet the Kern County Class A

ordinance requirements for fecal Coliform and Salmonella; therefore, a corrective action was issued to find out the cause of the high sample level reported for Fecal Coliform. Re-sampling, retesting, and directing the material to an alternate re-use site completed the corrective action procedures instituted. It was explained that a nonconformance is not only used to correct an action but also to prevent an action from occurring. In this case, this action resulted in a preventative measure and not a corrective measure. The City maintained Class A production at TIWRP but the material was managed at another site.

- Tailgate BIO-014 was distributed to train employees on the new nonconformance procedures. A list of names was provided during the BAT management review meeting to determine compliancy. All divisions are required to be in compliance before the third party audit is conducted.
- **Update on 2007-2008 Objectives:** An update was provided on each objective. Each division is on schedule with meeting their objective.
- **Review of Policy and Goals** – Management reviewed the biosolids policy and goals. The program critical control points were reviewed and discussed. At this time it was determined that no changes needed to be made. Once TIRE is operational, BAT will evaluate the program and determine how to incorporate the new option into the system.
- **Outcomes:** A draft list was distributed and the EMS outcomes were discussed. Several ideas discussed include adding Solid Waste Integrated Resource Program as an outcome for Relations with Interested Parties and adding the California & Arizona ELAP re-certification of laboratory as an outcome for Environmental Performance. A new list of EMS outcomes will be developed based on accomplished goals and objectives achieved from fiscal year 07-08. Program continual improvements were discussed. Each division provided some continual improvements they have seen since the City implemented the EMS. The improvements will be outlined in the internal audit summary. Also the program effectiveness was focused on the internal audit. The findings were discussed and will be included in the internal audit summary.
- **Management Review Structure and Process** – There was a minor change to the management review structure. The Assistant Director's title was changed to Chief Operating Officer. The EMS documents shall be changed to reflect this title change.
- **Third Party Audit**
 - The audit is currently scheduled from August 12 to August 15 and a scope was presented. The audit is a re-verification audit and all divisions that support biosolids operations shall be audited.
 - Training for the audit will be conducted through a series of tailgates. The tailgates consist of an EMS Internet review, EMS Frequently Asked Questions, Critical control point, operational control, legal requirements, biosolids EMS awareness tailgate, and management review tailgate. Classroom training shall be provided for the Management Review Team.

- **Public Outreach and Communication Program**

- 2007 Annual Performance Report – The 2007 Biosolids EMS Performance Report was sent out to interested parties and posted on the Biosolids EMS website. This report provides information on the City's Biosolids EMS such as regulatory compliance, environmental improvements, and our public participation and communication efforts.
- EMS website - The City reconstructed its biosolids EMS website. It has a new look that is more attractive, better organized, and user-friendly. The City has updated the website with new photos, new information, and a survey.
- Several program updates were provided through e-mail communications and meetings. Interested parties, IRP stakeholders, and El Segundo Citizens forum received the program updates. An invitation to participate in the third party audit and the objectives setting process were offered to the public.

3. Regulatory:

- **Measure E Lawsuit** – The court date to consider the attorney fees was moved to May 19, 2008. Kern County submitted their opening appellate brief on March 17, 2008. The legal team is working on a response to appellate brief.

4. RFPs and Contracts:

- **RBM** – RBM and the Bureau of Sanitation Management met on April 17, 2008 regarding RBM's requested price increase. RBM's price increase was not granted at this time.

5. Reuse Options

- **TIRE** – The 480 V. power supply is complete and passed inspection. The construction of the biosolids sump pit is complete and the control room trailer has been placed on site. The site has been graded and paved. Additional instrumentation is scheduled for delivery. These instrumentations will be installed in the monitoring well. Well samples were delivered to UCLA for microbiology study. Applied for WERF's Paul Busch \$100,000 award. The anticipated start date for TIRE is in July 2008.
- **Carollo Thermal Drying Technical Memorandum** – Based on review of the invoice ending March 31st, there was approximately \$21,194.85 remaining in the contract ceiling. The contract expires in June 2008.

6. Pathogen Equivalency – City staff scheduled a meeting with UCR and HML on May 15, 2008 and performed digested sludge temperature testing on May 6, 2008.

7. Farm Nutrient Study – The City attorney reviewed the 2007 report and comments

were forwarded to CH2M Hill. The final draft report is expected sometime in the middle of June.

- 8. Next meeting** – July 31, 2008: 1:00-2:30 Room 305
(Last Thursday of every other month)