National Biosolids Partnership
Audit Report

Greater Moncton Sewerage Commission
Riverview, NB Canada

Biosolids EMS Verification Audit

Audit Dates: March 15 to 18, 2010, April 19, 2010

Audit Conducted By:
KEMA-Registered Quality, Inc. (Chalfont, PA)
Auditors: Mr. Jon Shaver, Biosolids EMS Lead Auditor

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Report Date: May 3, 2010
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1. EXECUTIVE SUMMARY

KEMA-Registered Quality Inc. (KEMA) conducted an independent Verification Audit of the management system being used by the Greater Moncton Sewerage Commission (GMSC) in managing its biosolids program. The audit was performed March 15 to 18, 2010 (3½ days) at the request of the National Biosolids Partnership (NBP) as part of the GMSC's participation in the NBP EMS Program. A 1 day follow-up audit was requested by GMSC and occurred April 19, 2010.

The purposes of this Verification Audit were to:

- Verify that the management system being used by GMSC in managing its biosolids activities meets the expectations and requirements of the National Biosolids Partnership's EMS Program, particularly the 17 EMS Elements (audit criteria).
- Confirm that the GMSC biosolids management program is functioning effectively and as intended, with practices and procedures being performed as documented.
- Examine outcomes that GMSC is achieving through the use of a systematic approach to managing their biosolids program.

The scope of this audit included the full GMSC biosolids program, as defined in their Biosolids Environmental Management System (EMS) Manual, and covered all activities within GMSC's biosolids value chain.

During the audit KEMA reviewed processes and activities used by GMSC in managing its biosolids program and assessed the conformance of these processes with expectations and requirements of the National Biosolids Partnership EMS Elements. 4 major nonconformances and 3 minor nonconformances identified during the onsite audit were corrected following the audit and effective correction of those nonconformances was verified on April 19, 2010. 2 minor nonconformances with requirements of the NBP EMS Elements identified during the audit remain open.

In addition, KEMA identified strengths in the GMSC biosolids EMS and examined outcomes being achieved by using a management system approach in the areas of regulatory compliance, environmental performance, relations with interested parties and biosolids quality practices. The identified strengths, outcomes and nonconformances are detailed in the body of this report.

Based on the results of these two audits, KEMA has verified that the GMSC biosolids environmental management system meets the expectations and requirements of the National Biosolids Partnership EMS Program and is performing effectively. Beneficial outcomes are being achieved in the areas of regulatory compliance, environmental performance, quality practices and relations with interested parties. We recommend that the Greater Moncton Sewerage Commission be certified within the NBP EMS Program.

2. AUDIT DETAILS

2A. Local Agency Details

Agency Name, Location: Greater Moncton Sewerage Commission, Riverview, NB Canada

Biosolids Production Location(s): Greater Moncton Wastewater Treatment Facility, Riverview NB

Number of Employees (approximate): 14

Volume of Wastewater Treated (approximate): = 77,000 cubic meters per day

Tons of Biosolids Produced (approximate): 10,000 metric tonnes / year (wet)

Biosolids Use / Disposition Sites Audited

Compost (GMSC composting facility in Moncton)

2B. Audit Team

KEMA-Registered Quality Inc. was assigned by the National Biosolids Partnership to perform this audit on their behalf. The audit was conducted and led by Mr. Jon Shaver. Mr. Shaver is qualified as a certified Biosolids EMS Lead Auditor and Biosolids Auditor by the National Biosolids Partnership. KEMA and the auditors used on this audit have an independent relationship with GMSC that meets criteria established by the National Biosolids Partnership for Third Party Audit Companies and Auditors.

2C. Audit Criteria

The criteria used in this audit were the expectations of the National Biosolids Partnership (NBP) EMS Program and requirements of the NBP EMS Elements.

2D. Audit Scope and Methodology

The scope of this audit included all parts of the GMSC biosolids value chain, which includes pretreatment, wastewater treatment and solids processing, biosolids storage and transportation and composting operations, with special attention to practices and management activities that directly support biosolids-related operations, processes and activities.

The audit included the following topics, consistent with NBP requirements and the Scope of Work agreed by NBP and KEMA dated January 29, 2010.

1. Review of documentation describing the biosolids management system and its use.
2. Examination of outcomes being achieved in the areas of regulatory compliance, interested party relations, environmental performance and quality practices.
3. Process Audits (covering requirements of applicable EMS Elements and review of process effectiveness):
   - Biosolids Processing
   - Biosolids Storage & Transportation (+ related contractor control)
   - Biosolids Use – Composting

- Critical Control Points & Operational Controls
- Communication
- Competence, Awareness & Training
- Compliance (with legal & other requirements)
- Corrective and Preventive Action
- Document Control & Recordkeeping
- Emergency Preparedness & Response
- EMS Planning (incl Public Participation)
- Goals & Objectives (for improvement)
- Identification of
- Internal Audits
- Laboratory
- Maintenance
- Management Involvement (incl Biosolids Policy, Roles & Responsibilities, Mgmt Review)
- Pretreatment & Collection
- Wastewater Treatment & Solids Generation

The audit was conducted by qualified auditors following guidelines stated in the NBP Auditor Guidance (August 2007) and KEMA's Biosolids EMS Audit Planning Guide. It was conducted as a systems audit and is not a verification of compliance with any legal requirements applicable to biosolids practices performed by the agency or its contractors. Using sampling techniques, auditors observed practices in place, interviewed key persons and reviewed pertinent documents and records to assess the systematic performance of the process being audited and the consistency of biosolids management practices with written procedures. Interested parties were interviewed and transaction tests were performed to confirm management system effectiveness.

2E. Reference Materials

The following documents were used as references during this audit:

GMSC Biosolids EMS Manual (current version)
National Biosolids Partnership "EMS for Biosolids" standard (May 2002)
National Biosolids Partnership Biosolids EMS Third Party Auditor Guidance (August 2007)
National Biosolids Partnership Code of Good Practice
National Biosolids Partnership Manual of Good Practice

2F. Definitions of Audit Findings & Required Corrective Action

Major Nonconformance – a serious omission from requirements and/or other departure that represents, or could cause, a systemic failure. Major nonconformances must be corrected within 90 days for verification to proceed.

Minor Nonconformance – an isolated departure from requirements that does not represent a systemic failure. Minor nonconformances require timely and effective correction and verification by a Third Party Auditor.

Opportunity (for improvement) – possible improvement in the EMS based on auditor observations. There is no obligation for action in response to these observations.

3. SUMMARY OF AUDIT RESULTS

3A. Strengths Observed

During this audit KEMA noted the following strengths in the GMSC biosolids management system.

- Several effective methods are used for external communication about the GMCS biosolids program, such as public meetings and Municipal Council meetings with the City of Moncton, City of Dieppe and the Town of Riverview.
- Product quality is considered a top priority for driving the biosolids program.
- All interested parties interviewed were pleased with GMSC communications and the quality of compost product.
- Excellent housekeeping throughout the wastewater treatment facility

3B. Outcomes

The GMSC biosolids program is improving through the use of their biosolids management system. The following improvement outcomes within the past two years were confirmed.

Regulatory Compliance

GMSC is the first non-Quebec agency in Canada to achieve BNQ certification for their compost products. In addition to customer acceptance for the product, this has led to regulator confidence and increased the value of the product.

Environmental Performance

Addition of a heat recovery system (glycol heat transfer) has lowered energy use and reduced costs by $5K/month.

Quality Practices

Improvements in centrifuge solids discharge equipment, particularly hardened surface on head, have significantly reduced maintenance downtime. Savings estimated at $50K/year.

Interested Party Relations

The use of biosolids / compost at a nearby military base (1200 sq km) has become a flagship example of the effectiveness of GMCS product and service and improved diversification of beneficial product use. It has also improved public acceptance, and resolved a serious soil erosion problem at the base.

3C. Audit Findings – Nonconformances

The following nonconformances were found with respect to expectations of the National Biosolids Partnership EMS Program and requirements of the EMS Elements.

Minor Nonconformance JS/10-04/ 9 NBP EMS Element 9 requires a procedure to be established for receiving and responding to public inquiries. The “Odour Complaint” dated 5/14/09 records the incoming inquiry, but does not record any response.

Minor Nonconformance JS 10-06/12 NBP EMS Element 12 requires GMCS to establish and maintain document control procedures. Two different versions of the Emergency Preparedness and Response Plan were in place in the dewatering area, "draft" operating procedures were in use in the composting plant and material safety data sheet for Dowtherm was not available in the composting area. In each case a significant document was not effectively controlled.

3D. Audit Findings Closed

During the onsite audit, KEMA identified the following nonconformance with respect to requirements of the NBP EMS Elements. In response GMSC took corrective actions as noted to close those nonconformances.

Major Nonconformance JS/10-01/ 1 NBP EMS Element 1 requires an EMS Manual (or equivalent set) that describes policies, programs, plans, procedures, management practices in the EMS. The GMCS "Biosolids EMS Manual" is inconsistent with NBP requirements in the following areas:

- There is no procedure in Element 4 for identifying and tracking "other" requirements.
- Element 6 does not describe how public input is used in planning or in developing goals and objectives.
- There is no reference to how operational controls are used to achieve and maintain compliance with legal and other requirements.

Corrective Action – GMSC determined that the cause of this nonconformance was incomplete documentation. In response they updated their EMS Manual to more accurately and descriptively document procedures in Elements 4, 6 and 10. This nonconformance is now closed.

Minor Nonconformance JS 10-02/3 GMSC's definition of "control points" and "operational controls" states that they address legal, quality and public acceptance requirements, however their identification of control points and operational controls does not clearly reference legal, quality or public acceptance requirements.

Corrective Action – GMSC determined that the cause of this nonconformance was misunderstanding. In response they further internally discussed and planned their critical control points and modified Table #3 (critical control points and operational controls) to reflect significant legal, quality and public acceptance impacts as well as environmental impacts. This nonconformance is now closed.

Major Nonconformance JS/10-03/ 5 NBP EMS Element 5 requires biosolids objectives to be specific and measurable. Biosolids objectives noted in the EMS Manual are not consistent with those being used by the Director of Operations and most of the objectives are not measurable (e.g. "improve emergency preparedness plans", improve website).

Corrective Action – GMSC determined that the cause of this nonconformance was insufficient planning. In response, they reviewed and updated their goals and objectives for biosolids and determined that the new goals / objectives were indeed sufficiently measurable This nonconformance is now closed.

Minor Nonconformance JS 10-05/11 NBP EMS Element 11 requires that emergency response equipment be readily available. SCBA gear for use in an emergency was observed to be 2 months past the required annual inspection date, meaning this equipment is not available.

Corrective Action – GMSC determined that the cause of this nonconformance was supplier error. In response, they corrected the inspection tags on all emergency equipment and added responsibility for the Plant Engineer to confirm supplier inspections. This nonconformance is now closed.

Minor Nonconformance JS 10-07/14 NBP EMS Element 14 requires GMCS to develop and implement a procedure to identify the cause and take action to correct nonconformances. There was no cause identified when determining action in response to some findings from the internal audit in February 2010.

Corrective Action – GMSC determined that the cause of this nonconformance was lack of understanding. In response, they revised their management system procedures in Element 14 and updated their Corrective and Preventive Action Worksheet. This nonconformance is now closed.

Major Nonconformance JS 10-08/16 NBP EMS Element 16 requires that internal audits be used to determine whether the biosolids management policy is being effectively met. The only internal EMS audit conducted by GMSC to date (February 2010) did not specifically address effectiveness in meeting policy commitments.

Corrective Action – GMSC determined that the cause of this nonconformance was lack of understanding. In response, they revised their internal audit procedures to note the need to assess performance against policy requirements and developed an assessment tool that includes performance criteria against policy commitments. This nonconformance is now closed.

Major Nonconformance JS 10-09/17 NBP EMS Element 17 requires the organization's management to review the biosolids EMS and its performance relative to policy commitments, goals, objectives and established performance measures. No management review has occurred to date assessing performance relative to policy commitments or goals and objectives and limited assessment of performance measures has occurred. Furthermore, there is no record of management reviews that address the topics specified in the GMCS EMS Manual, Element 17.

Corrective Action – GMSC determined that the cause of this nonconformance was incomplete management review. In response, they developed a modified management review record that addresses several performance topics, including policy commitments, and recorded thjat review. This nonconformance is now closed.

3E. Audit Findings – Opportunities for Improvement

The following opportunities for improvement in the GMSC biosolids program were noted during the audit.

- Measures of performance could be developed to address how well commitments in the biosolids policy are incorporated into the biosolids program.
- The biosolids policy was communicated internally through a training program, however there is no written description of that training.
- The GMCS website could provide a link for interested parties to provide comments and input regarding perspectives on the GMCS biosolids program.
- Landfill is considered to be an option for biosolids disposition if composting is not used, however that option is not included in critical control points and operational controls.
- A formal method (procedure?) could be established for communication between GMCS and municipalities about significant industrial users.
- Operating procedures could include a reference to potential environmental, health and safety impacts, quality requirements, legal and other requirements and public acceptance requirements, as applicable.
- The "Odour Complaint" form could be used to record other types of complaints and all areas of that form could be filled in to provide more information.
- Persons who may be required to wear respirators could be required to have periodic medical checks (pulmonary) and fit tests to minimize hazards in wearing the respirators.
- The inhibited ethylene glycol (Dowtherm) used as a heat transfer fluid in the composting plant could be tested every 2 years to ensure pH buffering and inhibitors are adequate.
- Reports of internal audits could begin with an Executive Summary that provides a high level summary of the purpose, scope and results of the audit.
- The Corrective and Preventive Action process within the EMS could be used to address incidents, complaints and near-misses in addition to noncompliances and nonconformances and the process could be adapted to BNQ nonconformances.
- Solids processing could be made a separate biosolids value chain category instead of merging with wastewater treatment.
- Assessments of performance against policy commitments could be recorded with a direct relationship between the commitment and the result.

3F. Verification Conclusion

Based on results of this audit, KEMA is able to issue the following Verification Statement concerning the GMSC's biosolids program:

"The Greater Moncton Sewerage Commission has been independently verified by KEMA-Registered Quality Inc. as having an effective biosolids environmental management system that supports continual improvement in environmental performance, meeting regulatory compliance obligations, utilizing good management practices and creating meaningful opportunities for public participation and is in conformance with requirements of the National Biosolids Partnership Biosolids EMS Program."

3G. Appeals

The NBP provides an appeals process for biosolids organizations and interested parties that disagree with the findings of a third party EMS audit. The verification appeals process involves an Appeals Board; representing a balance of biosolids management interested parties, including an environmental advocacy group, and wastewater industry professionals. An appeal must be submitted within 30 days of the official verification decision or interim audit decision by the Audit Company. Anyone who may need help in understanding the appeals process should contact the National Biosolids Partnership staff, Mr. Eugene DeMichele at 703-684-2438, or by e-mail: edemichele@wef.org.

An appeal process is available to persons concerned about the methods and/or scope of this audit. Further information about this appeal process can be obtained directly from KEMA (contact Pierre Salle, pierre.salle@kema.com or Jon Shaver jon.shaver@kema.com) or from NBP (contact Eugene DeMichele, edemichele@wef.org).

3H. Agreements

GMSC has developed written plans for correcting all nonconformances found during this audit. KEMA's Lead Auditor has reviewed those corrective action plans and determined that effective implementation of the planned action will correct the respective nonconformances. GMSC will implement the approved plans in a timely manner and review the corrections internally within 6 months. The effectiveness of actions taken to correct nonconformances will be verified during the next assigned third party audit.

An Audit Program will be developed with agreement by GMSC and KEMA to cover the 4 interim years between verification and re-verification.

4. AUDIT OBSERVATIONS + RESULTS

The following describes results of KEMA's audit of each management system process used by GMSC in managing biosolids activities and the level of conformance of the process with applicable requirements of the EMS Elements. The National Biosolids Partnership Biosolids EMS Auditor Guidance (October 2007) and the KEMA Audit Planning Guide for Biosolids EMS Audits were used as guides in performing each audit. Nonconformances remaining open are noted. GMSC has prepared Corrective Action Plans for those nonconformances and KEMA's Lead Auditor has approved those plans.

4A. EMS Documentation Review

GMSC's Biosolids Environmental Management System (EMS) Manual and supporting documents describe the management system being used in managing their biosolids activities. The manual is organized to correspond to the NBP EMS Elements. Detailed results of KEMA's initial documentation review were sent to GMSC in advance of the onsite audit and several corrections were made prior to the onsite audit and/or prior to the follow-up audit.

Audit Results

Review of the BMS Manual and other documentation found that documentation meets NBP expectations and conform to applicable requirements of the EMS Elements.

4B. Biosolids Production Operations

General

Sewage from the municipalities of Dieppe, Moncton and Riverview is collected and sent to the plant via interceptor lines (collectors) plus septage is accepted from the general area. After screening and grit removal the sludge is clarified and then dewatered using centrifuge equipment. Operational controls (per identification in Table 3 of EMS Manual) include standard procedures, operator skills, equipment information and automated controls and all were observed to be in place.

Pretreatment & Collection

Incoming wastewater is tested by the onsite laboratory and results forwarded to Operations. Some lines are separate sanitary sewers & storm sewers, while others are combined. Industrial sites need to obtain approval from the local municipality, which includes communication with GMSC. In addition, septage is added from approved septage haulers.

Wastewater Treatment & Solids Processing

Wastewater is treated in clarifiers (settling tanks). Sludge from these tanks is dewatered via centrifuge and lime stabilized. The intent is to meet Class B quality, however that is not a requirement.

Biosolids Storage & Transportation

Biosolids from the wastewater treatment plant are transported using GMSC vehicles to the nearby composting site. Vehicles were observed to be in good condition, with emergency plans and equipment on board.

Maintenance

Collection systems are maintained via contractor following a 7 year PM schedule. Equipment in plants is maintained on a work order / as needed basis. O&M Manuals and maintenance procedures are available.

Audit Results

The processes described above were found to be performing effectively, meet NBP expectations and conform to applicable requirements of the EMS Elements.

4C. Biosolids Use & Disposition – Composting Operations

Biosolids from the wastewater treatment plant are transported to a nearby composting facility owned and operated by GMSC. A thermophilic process is used to prepare the compost, which is then cured on a storage pad for 6 months or more. Finished product is picked up at the plant by customers (approx 20%) or shipped directly to users (80%) such as local parks and a military base. GMSC control the transportation of their product and monitor its use to ensure legal and other requirements, including public acceptance, are met. Operating procedures are in place and understood by operators.

Audit Results

The process described above was found to be performing effectively, meet NBP expectations and conform to applicable requirements of the EMS Elements.

4D. Communication Program

External communication occurs through plant tours, presentations at various public meetings and written articles in public journals. A website offers information and an opportunity for feedback. Internal communication about the biosolids program occurs in regular meetings and bulletin board postings.

Audit Results

The process described above was found to be performing effectively, meet NBP expectations and conform to applicable requirements of the EMS Elements, except as noted below.

> Minor Nonconformance JS/10-04/ 9 NBP EMS Element 9 requires a procedure to be established for receiving and responding to public inquiries. The “Odour Complaint” dated 5/14/09 records the incoming inquiry, but does not record any response.

4E. Competency, Awareness & Training

The Operations Director determines qualifications needed to perform tasks at the wastewater treatment plant and compost facility and approves new hires. Personal development plans are

determined during performance reviews. EMS Awareness discussions occur during EMS Team meetings and during staff meetings that involve all personnel.

Audit Results

The process described above was found to be performing effectively, meet NBP expectations and conform to applicable requirements of the EMS Elements.

4F. Compliance (with legal & other requirements)

Applicable legal and other requirements are identified in a table within the EMS Manual. This table notes that BNQ Standards are a voluntary other requirement, applicable to the composting operation. Compliance with these requirements is monitored by operators and checked by the Chief Operator and Plant Engineer. Operating reports are submitted to Provincial authorities and interviews with those authorities demonstrated no problems. An inspection by Provincial Occupational Health and Safety authorities occurs annually to verify compliance with those legal requirements.

Audit Results

The process described above was found to be performing effectively, meet NBP expectations and conform to applicable requirements of the EMS Elements.

4G. Corrective and Preventive Action

The CAPA process is currently used to address nonconformances identified during internal and third party audits. The process includes identification of the problem, cause of nonconformance, implementation of corrective action and verification of effectiveness of the action. Records are kept and discussed at management reviews.

Audit Results

The process described above was found to be performing effectively, meet NBP expectations and conform to applicable requirements of the EMS Elements.

4H. Critical Control Points & Operational Controls (Identification)

Critical control points and operational controls are identified in a table in Element 3 of the EMS Manual. That table also addresses legal and other requirements, public acceptance, quality and environmental impacts. The information in that table was prepared by the EMS Team based on actual practices and requirements.

Audit Results

The process described above was found to be performing effectively, meet NBP expectations and conform to applicable requirements of the EMS Elements.

4I. Document Control & Recordkeeping

Documents and records requiring control are maintained on an internal server and the Chief Operator is responsible for controlling them. Review requirements for controlled documents are determined by the EMS Team, particularly when significant changes occur.

Audit Results

The process described above was found to be performing effectively, meet NBP expectations and conform to applicable requirements of the EMS Elements, except as noted below.

> Minor Nonconformance JS 10-06/12 NBP EMS Element 12 requires GMCS to establish and maintain document control procedures. Two different versions of the Emergency Preparedness and Response Plan were in place in the dewatering area, "draft" operating procedures were in use in the composting plant and material safety data sheet for Dowtherm was not available in the composting area. In each case a significant document was not effectively controlled.

4J. Emergency Preparedness

An emergency response plan, including action to take in the event of a biosolids spill, is maintained at various locations throughout the wastewater treatment plant and the compost facility. Emergency alarms are tested periodically and equipment is inspected to ensure it is available and in good condition.

Audit Results

The process described above was found to be performing effectively, meet NBP expectations and conform to applicable requirements of the EMS Elements.

4K. EMS Planning (incl Public Participation)

GMSC wants to develop an effective management system to drive continual improvement in their wastewater treatment operations, composting operations and to help in succession planning. Under the direction of the Manager of Special Projects the EMS Team was organized to develop and maintain the system, with the Technical Assistant acting as EMS Coordinator. The Director of Operations is responsible for the biosolids program, reporting to the GMSC Board of Directors. Public input is encouraged through the Board as public representatives and through relevant inputs directed to the Director of Operations.

Audit Results

The process described above was found to be performing effectively, meet NBP expectations and conform to applicable requirements of the EMS Elements.

4L. Goals & Objectives (for improvement)

Goals are established considering the 4 outcome areas defined by NBP. Specific objectives are established for each goal and action plans, including responsibilities and timing, are developed for achieving each objective.

Audit Results

The process described above was found to be performing effectively, meet NBP expectations and conform to applicable requirements of the EMS Elements.

4M. Internal Audits

An internal audit was performed in February 2010 and results were reported to management. Findings from the audit were discussed at management reviews and corrective action was taken in response to findings considered to be nonconformances. Internal audits are planned to occur to evaluate the biosolids program as problems ard to assess new developments as they occur and periodically to assess performance in meeting objectives and policy commitments.

Audit Results

The process described above was found to be performing effectively, meet NBP expectations and conform to applicable requirements of the EMS Elements.

4N. Laboratory

The onsite laboratory is used primarily to sample and test incoming wastewater and the water outfall from the plant. Results are verified by an accredited external laboratory.

Audit Results

The process described above was found to be performing effectively, meet NBP expectations and conform to applicable requirements of the EMS Elements.

4O. Management Involvement (incl Policy, Roles & Responsibilities, Mgmt Review)

The GMSC Policy was approved 8/25/2009 and is posted openly throughout the plant and available on the website. Key performance indicators are used to monitor / track performance in meeting the commitments. A management review meeting was held in March 2010 and other performance reviews are held regularly.

Audit Results

The process described above was found to be performing effectively, meet NBP expectations and conform to applicable requirements of the EMS Elements.

APPENDICES

Appendix 1 List of Participants

The following persons participated in this audit. Other persons provided additional explanations, as necessary.

GMSC Personnel

Conrad Allain	Director of Operations
Cole Belliveau	Maintenance and Operations
Aline Bourque	Secretary/Receptionist
Peter Brown	Chief Operator
Patricia Casas	Intern
Val Cormier	Industrial Electrotechnician
Ralph Green	Dewatering Technician
Burtis Hayes	Industrial Millwright Mechanic
Marc Hebert	Technical Assistant-EMS Coordinator
Lawton Hicks	Compost Facility Operator
Candace Jonah	Laboratory Technician
Ron LeBlanc	Chairman, GMSC Board of Directors
Roland Richard	Manager of Special Projects
Stella Richard	Assistant Administrator/Finance
Jordan Welsh	Compost Facility Operator

Other

Nigel Bayliss	Price Landscaping
Tim Leblanc	New Brunswick Dept of Environment
Jacques LeBlanc	Director of Engineering and Public Works, City of Dieppe
Jeff Porter	New Brunswick Dept of Environment
Bob Clive	Parks & Recreation, Town of Riverview
Dan Hicks	Parks & Recreation, City of Moncton

Appendix 2 Documentation / Objective Evidence Reviewed

Approval to Operate certificate 11/1/08
Beyond the Carbon Era (article – APEGNB mtg)
Biosolids spill procedure
Biosolids EMS Manual
Biosolids EMS program status mtg agenda 3/5/10
Biosolids Management Policy 8/25/09
Biosolids Policy performance indicators (4/9/10)
Communications examples (various)
Corrective and Preventive Action Worksheets (various)
Corrective action plans for 3rd party audit findings (March 2010)
CWWA Bulletin March 2000
Emergency Plan 3/4/10
GMSC budget strategy 2009
GMSC management system improvements and objectives
Inspection report 2/26/07
Internal audit report 2/18/10
Internal corrective action worksheet 2/18/10
Lab instrument calibration records (various)
Lab results and log book (various)
List of relevant legal & other requirements
O&M Manuals (various)
Odor complaint report 5/14/09
Management review report 4/9/10
PM schedule 6/10
Preventive maintenance schedule April 2009
Procedures – Primary Coagulant Feed System
Register of nonconformances Sept 2009
Rounds checklist
SOPs (various)
Wastewater Treatment & Biosolids Mgmt in Greater Moncton (presentation)

END OF REPORT