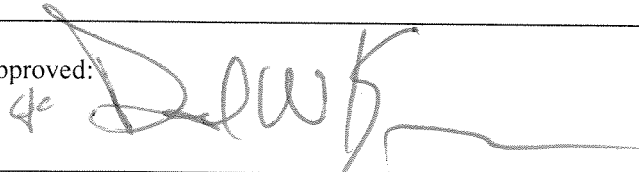



Department of Public Works and Engineering

Subject: Wastewater System Biosolids Management	Departmental Policy No. 8-2	
	Effective: Upon Approval	
<p>1.0 PURPOSE</p> <p>To establish guiding principles for biosolids management and operations for the City of Houston Department of Public Works and Engineering wastewater system.</p> <p>2.0 POLICY BASIS</p> <p>City of Houston's July 5, 2011 signed Letter of Understanding with the National Biosolids Partnership.</p> <p>3.0 SCOPE</p> <p>This policy applies to all PWE employees, full time contract employees, and certain contractors (identified in contract documents). This policy replaces and supersedes all previous policies, procedures, or directives on this subject.</p> <p>4.0 POLICY</p> <p>4.1 The City of Houston Department of Public Works and Engineering will pursue beneficial biosolids reuse options for its wastewater system that protect human health and environmental quality, are cost effective, and provide flexibility with respect to end use.</p> <p>4.2 The Department of Public Works and Engineering will implement Departmental Policy 8-2 by:</p> <ul style="list-style-type: none">• Following the Code of Good Practice for biosolids developed by the National Biosolids Partnership (NBP), Attachment 1.• Periodically evaluating beneficial reuse options that provide potential for improved efficiencies or better meet the needs of the community.• Providing adequate training opportunities to personnel associated with the Biosolids Management Program.		
Approved: 	Date Approved: 3/29/12	Page 1 of 3

5.0 DEFINITIONS

- 5.1 **Beneficial Biosolids Reuse Options** include, but are not limited to the land application of biosolids for use as a fertilizer and soil amendment or the use of biosolids as a fuel source.
- 5.2 **Biosolids** are the nutrient and energy rich organic materials resulting from the treatment of domestic sewage at a wastewater treatment facility.
- 5.3 **Biosolids Management Program (BMP)** is a comprehensive program for the City of Houston wastewater system covering all aspects of biosolids management activities throughout the biosolids value chain, including management processes for all critical control points designed to advance environmental performance; meet quality and public acceptance requirements; meet legal, contract, budget, and other requirements; and execute action plans to achieve biosolids program goals and objectives. The BMP meets the requirements of the BMP Elements established by the National Biosolids Partnership for developing a biosolids management policy and for developing, implementing, reviewing, and continually improving effective biosolids programs, procedures, and practices.
- 5.4 **Biosolids Management Program Coordinator** is appointed in writing by SAD, WWO, and is the Department of Public Works and Engineering Wastewater Operations Branch employee with overall responsibility and authority to organize and lead the group of employees and contractors who will develop and play a key role in implementing the Biosolids Management Program.
- 5.5 **Biosolids Management Program Manual** is a detailed manual of commitments and useful step-by-step guidance on how to implement the Biosolids Management program Elements.
- 5.6 **Code of Good Practice** is a set of goals and commitments established by the National Biosolids Partnership; a copy of this code is provided as an attachment to this Departmental Policy 8-2.
- 5.7 **National Biosolids Partnership** is a not-for-profit alliance of the National Association of Clean Water Agencies (NACWA), the US Environmental Protection Agency (EPA), and the Water Environment Federation (WEF).

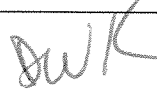
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6.0 PROCEDURE

- 6.1 The Senior Assistant Director (SAD) of the Department of Public Works and Engineering Wastewater Operations Branch (WWO) or their designee is responsible for ensuring that PWE Policy 8-2 is implemented and communicated to all WWO employees, chemical/polymer supply contractors, transportation and land applications or landfill contractors, land application site owners/operators, landfill site owners/operators, utility customers, and other interested parties.
- 6.2 Methods used to accomplish procedures outlined in 6.1 include, but are not limited to the following:
 - 6.2.1 as directed by the WWO SAD, meet with all identified biosolids management interested parties to discuss how the policy affects current and future activities; and
 - 6.2.2 revise biosolids service and supply contracts, upon agreement with the contractor or at the next renewal cycle, to reflect the provisions of the Departmental Policy 8-2.
- 6.3 If revisions to Departmental Policy 8-2 are needed due to changing conditions (e.g. changing code, circumstances, technology, and/or best management practices), Departmental procedures regarding policy revisions will be followed.
- 6.4 Approved policy revisions will be communicated by the WWO SAD or their designee in accordance with Departmental procedures.
- 6.5 The Biosolids Management Program Coordinator will also place the revised policy in the Biosolids Management Program Manual.
- 6.6 SAD, WWO and or BMP Coordinator will coordinate with other departmental elements as needed for their awareness of and support to the BMP.

7.0 COMPLIANCE

Compliance with this policy is mandatory. Any employee who violates or fails to comply with or enforce, as appropriate, this policy will be subject to disciplinary action up to and including indefinite suspension.

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Biosolids Management Program Code of Good Practice

Code of Good Practice

The Code of Good Practice (the Code) is a broad framework of goals and commitments to guide the production, management, transportation, storage, and use or disposal of biosolids. Those who embrace the Code and participate in the National Biosolids Partnership (NBP) commit to “do the right thing.” Specifically, code subscribers and NBP participants pledge to uphold the following principles of conduct:

Compliance: To commit to compliance with all applicable federal, state, and local requirements regarding production at the wastewater treatment facility, and management, transportation, storage, and use or disposal of biosolids away from the facility.

Product: To provide biosolids that meet the applicable standards for their intended use or disposal.

NBP Biosolids Management Program: To develop a Biosolids Management Program that includes a method of independent third-party verification to ensure effective ongoing biosolids management.

Quality Monitoring: To enhance the monitoring of biosolids production and management practices.

Quality Practices: To require good housekeeping practices for biosolids production, processing, transport, and storage, and during final biosolids use or disposal operations.

Contingency and Emergency Response Plans: To develop response plans for unanticipated events such as inclement weather, spills, and equipment malfunctions.

Sustainable Management Practices and Operations: To enhance the environment by committing to sustainable, environmentally acceptable biosolids management practices and operations through a Biosolids Management Program.

Preventive Maintenance: To prepare and implement a plan for preventive maintenance for equipment used to manage biosolids and wastewater solids.

Continual Improvement: To seek continual improvement in all aspects of biosolids management.

Communications: To provide methods of effective communication with gatekeepers, stakeholders, and interested citizens regarding the key elements of each Biosolids Management Program, including information relative to program performance.