

**LETTER OF UNDERSTANDING  
BETWEEN**

**City of Lawrence, Kansas and the National  
Biosolids Partnership for Establishing an  
Environmental Management System  
Covering Wastewater Solids and Biosolids  
Management**



# National Biosolids Partnership

Promoting sustainable beneficial biosolids use management practices

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July 11, 2000

Mr. Mike Wildgen  
City Manager

City of Lawrence, Department of Utilities/Wastewater Division  
P.O. Box 708  
Lawrence, KS 66044

Dear Mr Wildgen:

This Letter of Understanding is between the City of Lawrence, Kansas (The City) and the National Biosolids Partnership (NBP) located in Alexandria, Virginia.

The City and the NBP agree to work together on a Demonstration Project to test the Environmental Management System (EMS) blueprint and biosolids management that is being prepared by the NBP. The Demonstration Program, which includes approximately twenty-five Charter Demonstration Projects, will take place from March 2000 to December 2001. The City is recognized as one of the Charter EMS Demonstration Projects.

### *Objectives of the Demonstration Program:*

The objectives of the Demonstration Program are:

- 1) To assist organizations to establish EMS's based on the "blueprint" developed by the NBP
- 2) To evaluate the components of the blueprint; and
- 3) To gather information about EMS implementation by the Charter Demonstration Organizations that will allow the NBP to expand the EMS program to full-scale implementation in 2001.

### **Definition**

**Wastewater Solids and Biosolids Management:** This includes wastewater pretreatment, treatment, and beneficial/disposal of biosolids

*EMS Blueprint:* The blueprint has four components:

- 1.) The Code of Good Practice;
- 2.) The National Manual of Good Practices;
- 3.) The Common Procedures for the establishment of an EMS; and
- 4.) The Third-Party Verification Program

### **Commitment of the National Biosolids Partnership**

- The NBP will assist the City in establishing an EMS
- The NBP will provide ongoing assistance to the City in preparing and implementing an EMS for the organization's wastewater solids and biosolids program. Up to \$5,000 in consultant assistance will be made available during the Demonstration Project, which may be used like a line of credit. The City may use this line of credit for activities related to developing its EMS. For example, the City could use its line of credit to develop an action plan for developing an EMS based on the results of the Gap Analysis funded separately by the NBP, either through on-site consultant assistance or telephone consultation. In all cases, the activities should be directly related to developing an EMS that is consistent with the NBP's blueprint.
- The NBP will take appropriate steps to recognize the City's efforts to develop an EMS at national biosolids conferences or through other suitable venues or means.
- The NBP will provide a certificate to the City documenting its "Charter" membership in the NBP Code of Good Practice Club.
- Travel money to attend three EMS workshops will be available on the basis of need
- The NBP will publish a report on the experiences of the organizations that participate in the Charter Demonstration Program. The report, which will be completed in late 2001, will also contain recommendations for ways to strengthen the NBP's EMS Program based on these experiences.

**Commitment From the City of Lawrence**

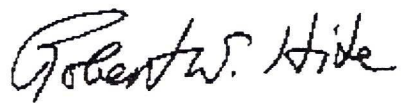
- The City commits to implementing the National Biosolids Partnership's "Code of Good Practice" (Attached)
- Following the results and recommendations of the Gap Analysis, the City will implement an EMS that is consistent with the NBP's EMS blueprint and will establish this EMS by October 2001.
- The City will participate in three two-day training and information exchange workshops with the other Charter Demonstration Organizations. The workshops are tentatively scheduled for September 2000, February 2001, and July 2001
- The City will develop an "Action Plan" to fill the gaps identified in their Gap Analysis by the first workshop in September.
- The City will share its EMS experiences with other organizations and share related information at local, regional, or national conferences and meetings.



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- The City will provide feedback to the NBP on the EMS blueprint and document costs and other relevant information through short quarterly progress reports and a final report.

**National Biosolids Partnership**



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Mr. Robert Hite Chair  
National Biosolids Partnership  
601 Wythe Street  
Alexandria, VA 22314



Mr. Mike Wildgen  
City Manager  
Lawrence, KS

7/17/00

## Attachment

### *The 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 EMS commit to "do the right thing." Code subscribers and EMS participants pledge to uphold the following principles of conduct:

**Compliance:** To commit to compliance with all applicable federal, state, and local requirements regarding operations and reclaimed water 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.

**Environmental Management System:** To develop an environmental management system for biosolids that includes a method of independent third-party verification to ensure effective ongoing biosolids operations

**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 plan 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 an environmental management system.

**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 element of each environmental management system, including information relative to system performance.

## **Background**

### **The National Biosolids Partnership's Environmental Management Initiative**

The NBP will assist local municipalities in implementing their EMS programs by developing the following components or "tools" of the EMS blueprint for each facility to use when implementing an EMS:

- A Code of Good Practice that defines broad goals to guide biosolids management programs. The Code has been approved by the NBP.
- A National Manual of Good Practices, scheduled for availability in mid 2000, describing the full range of management practices including pretreatment, treatment, and beneficial use or disposal practices. Each facility selects practices appropriate to its situation. The Sear-Brown Group, Rochester, New York, is the consultant preparing the National Manual of Good Practices.
- A series of uniform steps or "Common Procedures," with accompanying guidance, for designing and implement an EMS. These steps and guidance, scheduled for completion in mid 2000, will be used as the basis for verifying the system's effectiveness by qualified independent third parties. Hagler Bailly Inc, Arlington, Virginia, is the consultant preparing the Common Procedures and Guidance Document
- An ongoing program of independent third-party verification and citizen input to ensure that the EMS is effectively implemented. All possible alternative approaches to the third- party verification program will be analyzed with a recommended approach scheduled for late 2000. Ross & Associates, Seattle Washington, is the consultant designing the third-party verification system.