



City of Grand Rapids  
Environmental Services Department  
Policies and Procedures

<b>Title:</b> Element 6 – Public Participation in Planning	<b>Created by:</b> Dave Harris <b>Approved by:</b> William R. Kaiser
<b>Policy Number:</b> 1103-6 Version: 10.0	<b>Effective:</b> 3/26/2018

### General

Developing public trust in the City's Biosolids management processes is a critical part of the overall program. The City will accomplish this through a proactive public participation process which is consistent with the degree of current public interest, history of public involvement, methods of Biosolids management, and related local circumstances. Proceeding in this manner enables the City to better understand the needs, concerns, and perspectives of the public before problems arise which may negatively impact program operation and long term viability. The cornerstone of a successful Biosolids program is our commitment to the 10 principles contained in the code of good practice<sup>A</sup>.

### Procedures

- 1) The City will use a variety of mechanisms to receive and distribute information to/from interested parties which include:
  - a) *Annual Report* – The Michigan Department of Environmental Quality (MDEQ) as identified in our National Pollutant Discharge Elimination System (NPDES) permit requires an annual Biosolids report.
  - b) *Commission Meetings* – All related projects and contracts are open to public comment at City commission meetings.
  - c) *Grand Valley Regional Biosolids Authority (GVRBA)* – The public is invited to attend monthly authority meetings.
  - d) *Website* – The City will maintain information related to the Biosolids management program and processes on the City's internet website. A comment/suggestion feedback form is available for the public to provide feedback and suggestions. The form also contains a checkbox for a respondent to receive future information regarding the City's Biosolids Management Plan (BMP).
  - e) *Sharepoint* – The City will maintain detailed information related to the BMP on the ESD Sharepoint site.
  - f) *Email* – The City will use email to provide information to interested parties and receive feedback.
  - g) *Newsletters or informational mailings* – The City may develop informational newsletters which would be distributed to plant personnel and interested

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parties. The newsletters would provide timely information on biosolids related activities and offer opportunities for public participation.

- h) *Meetings* – The City will actively seek input from interested parties as part of the initial Biosolids BMP system development and subsequently in its ongoing BMP continuous improvement efforts. This will be documented in writing using the “Public participation in planning worksheet” form found in Table 6.3.
- i) *Plant tours* – The City offers plant tours which can be customized to meet the needs of the group. Approximately 2,800 students tour the facility annually from local middle and high Schools as well as several universities in the area. Other tour groups are accommodated based on their needs and the level of details they are interested in. As part of each tour, we ask for feedback as a mechanism to help us continually improve how tours are conducted and the methods utilized to deliver information to attendees.

## 2) Independent third party audit plan

- a) During the third quarter of the external audit calendar year, the BMP Coordinator will contact the NBP and schedule an audit for the fourth quarter of the calendar year.
- b) Concurrent with step 2.a above, the BMP Coordinator will notify interested parties that an audit is being scheduled.
- c) Concurrent with step 2.a above, the BMP Coordinator will post information regarding the upcoming audit on the City’s web site.
- d) Once an audit schedule has been finalized the BMP Coordinator will notify those interested parties who expressed interest in attendance of the following:
  - i) Audit date.
  - ii) Location of audit.
  - iii) Update the City’s web site with final date and location of audit.
  - iv) Audit observation options which include:
    - (1) Attendance during all or part of the audit.
    - (2) Conference call for portions of the audit.

3) Annually during the last quarter of the calendar year the Internal BMP team identifies new goals for the upcoming calendar year. This process is detailed in Element 5 procedures and Forms 5.1, 5.2 and SMART criteria form 5.3. A critical part of this process is actively seeking input from interested parties in determining which goals are perceived by them as having the greatest value. This input is considered when final goals are established for the upcoming year.

4) The City is committed to proactive public participation and will actively seek input from the public both during the initial program development and henceforth. The City will strive to provide timely responses to input received from

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- 5) Table 6.2 “Interested Parties Contact Information” will be reviewed for accuracy annually during the first quarter of the calendar year<sup>D</sup>.

## **References**

Appendix A Glossary

Appendix B Tables, Figures, Forms

Appendix C CCP Postings

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<sup>A</sup> Reference Element 2 Biosolids Management Policy

<sup>B</sup> Reference Element 5 Goals and Objectives – Table 5.1 “Goals and Objectives”

<sup>C</sup> Reference Element 12 BMP Documentation and Document Control – Table 12.2 “Biosolids BMP Related Documentation and Retention”

<sup>D</sup> Reference Element 7 Roles and Responsibilities – Figure 7.2 “Schedule of Annual Biosolids Activities”

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Table 6.2 Interested Parties Contact Information

<b>INTERESTED PARTIES CONTACT INFORMATION</b>					
Agency	Address	Contact	Telephone	Fax	Email
Autumn Hills Landfill	700 56 <sup>th</sup> Ave. Zeeland, Mi. 49464	Fred Sawyers	(616) 688-5777	(800) 796-9696	<a href="mailto:fsawyers@wm.com">fsawyers@wm.com</a>
Central Sanitary Landfill	21545 Cannonsville Rd. Pierson, MI 49339	Roger Rockburn	(616) 636-4096		<a href="mailto:rockburn@republicservices.com">rockburn@republicservices.com</a>
Ottawa County Farms Landfill	15550 68 <sup>th</sup> Avenue Coopersville, MI 49404	Robb Carr	(616) 837-8195		<a href="mailto:rcarr@republicservices.com">rcarr@republicservices.com</a>
Kent County Health Department	700 Fuller Avenue NE Grand Rapids, MI 49503	Adam London	(616) 550-8523	(616) 632-7083	<a href="mailto:adam.london@kentcountymi.gov">adam.london@kentcountymi.gov</a>
Grand Rapids Press (M-Live)	169 Monroe NW (#100) Grand Rapids, MI 49503	Tanda Gmiter	(616) 914-7432		<a href="mailto:grnews@mlive.com">grnews@mlive.com</a>
GVMC (Grand Valley Metro Council)	678 Front Ave NW Suite 200 Grand Rapids, MI 49504	Wendy Ogilvie	(616) 776-7605		<a href="mailto:wendy.ogilvie@gvmc.org">wendy.ogilvie@gvmc.org</a> <a href="http://www.gvmc.org">www.gvmc.org</a>
City of Grand Rapids	Risk Management 300 Monroe NW Grand Rapids, MI 49503	Joe Gillespie	(616) 456-3430		<a href="mailto:jgillespie@grcity.us">jgillespie@grcity.us</a>
MWEA Biosolids Committee Chair	905 Gulley Rd. Howell, MI 48843	Scott Kafka	(517) 545-2500		<a href="mailto:scottk@hamlettenvironmental.com">scottk@hamlettenvironmental.com</a>
Utilities Advisory Board	City of Grand Rapids 300 Monroe Ave NW Grand Rapids, MI 49503	Eric Delong Pamela Ritsema	(616) 456-3318 (616) 456-3079		<a href="mailto:edelong@grcity.us">edelong@grcity.us</a> <a href="mailto:talmonte@grcity.us">talmonte@grcity.us</a>
EPA, Region 5	77 W Jackson Blvd Chicago, IL 60604.3590	Pat Kuefler	(312) 353-6268		<a href="mailto:Kuefler.patrick@epa.gov">Kuefler.patrick@epa.gov</a>
WMEAC	1007 Lake Drive SE Grand Rapids, MI 49506	Bill Wood John Helmrich	(616) 451-3051 Ext 22 & Ext 25		<a href="mailto:bwood@wmeac.org">bwood@wmeac.org</a> <a href="mailto:jhelmrich@wmeac.org">jhelmrich@wmeac.org</a>

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### INTERESTED PARTIES CONTACT INFORMATION

Agency	Address	Contact	Telephone	Fax	Email
MDEQ, Biosolids Program	Water Bureau State Office Building 350 Ottawa NW Grand Rapids, MI 49503	Cindy Sneller	(616) 401-2471		<a href="mailto:csneller@michigan.gov">csneller@michigan.gov</a>
South Kent Landfill	1500 Scribner NW Grand Rapids, MI 49504	Dan Rose Darwin Baas	(616) 877-4092		<a href="mailto:dan.rose@kentcountymi.gov">dan.rose@kentcountymi.gov</a> <a href="mailto:Darwin.baas@kentcountymi.gov">Darwin.baas@kentcountymi.gov</a>
City of Wyoming CWP	3059 Chicago Dr. SW Grandville, MI. 49418	Jon Burke	(616) 813-4618		<a href="mailto:burkej@wyomingmi.gov">burkej@wyomingmi.gov</a>
Cordes Inc.	10100 Sedroc Industrial Dr. Byron Center, Mi. 49315	Charles Cordes	(616) 877-9935		<a href="mailto:charlie@cordestrucking.com">charlie@cordestrucking.com</a>
NSF-International Strategic Registrations		William Hancuff – Lead Auditor	(703) 585-4799		<a href="mailto:whancuff@aol.com">whancuff@aol.com</a>
National Biosolids Partnership	77 W. Jackson Blvd. Chicago, IL 60604-3590	John Colletti (Region 5) NBP Contact	(312) 886-6106	(312) 886-7804	<a href="mailto:Colletti.john@epa.gov">Colletti.john@epa.gov</a>
Spurt Industries	5204 Adams St Zeeland, MI 49464	Tom Turner	(616) 886-0810		<a href="mailto:tom@spurtindustries.com">tom@spurtindustries.com</a>
Sr. Program Manager Water Science & Engineering Ctr. Water Environment Federation and BMP Contact (Staff Liaison)	601 Wythe Street Alexandria, VA 22314-1994	Lisa McFadden	703-684-2400 ext 7060	703-684-2492 Fax	<a href="mailto:lmcfadden@wef.org">lmcfadden@wef.org</a>
WEF Liaison North East Biosolids & Residuals Association (NEBRA) And BMP Contact	P.O. Box 422 Tamworth, NH 03886-0422	Ned Beecher	603-323-7654 Tel	703-684-2492 Fax	<a href="mailto:ned.beecher@nebiosolids.org">ned.beecher@nebiosolids.org</a>

Table 6.3 Public participation in planning worksheet

<p style="text-align: center;"><b>PUBLIC PARTICIPATION IN PLANNING WORKSHEET</b></p>	<p>Meeting date: _____ Moderator _____ Attendees:</p>
<p>What is a Biosolids BMP? City's commitment to NBP "Code of Good Practice" Why is the City doing this? How can interested parties help us? How can the City help interested parties?</p>	<p>Discuss goals and objectives, monitoring and measurement and seek input from interested parties on possible new goals and objectives</p>
<p>Seek input on;</p> <ol style="list-style-type: none"> <li>1) environmental impacts</li> <li>2) program performance</li> <li>3) areas for improvement</li> <li>4) interest in attending third party audits</li> <li>5) social impacts</li> <li>6) economic impacts</li> </ol>	<p>Email addresses of attendees interested in receiving future communications regarding the City's Biosolids BMP including the annual report which includes a summary of the annual management review of performance</p> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Closing comments:</p>	