

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE ADMINISTRATOR OF THE DEPARTMENT OF PUBLIC WORKS TO ENTER INTO AN AGREEMENT WITH DEKRA CERTIFICATION, INC., AN APPROVED THIRD-PARTY VERIFICATION AUDITOR BY THE NATIONAL BIOSOLIDS PARTNERSHIP, FOR THE PERFORMANCE OF YEAR FIVE (5) RE-VERIFICATION AUDIT OF THE CHATTANOOGA BIOSOLIDS MANAGEMENT PROGRAM, FOR AN AMOUNT NOT TO EXCEED ELEVEN THOUSAND TWO HUNDRED DOLLARS (\$11,200.00).

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, it is hereby authorizing the Administrator of the Department of Public Works to enter into an agreement with DEKRA Certification, Inc., an approved third-party verification auditor by the National Biosolids Partnership, for the performance of year five (5) re-verification audit of the Chattanooga Biosolids Management Program, for an amount not to exceed \$11,200.00.

ADOPTED: _____, 2013.

/mms

City of Chattanooga



Resolution Request Form

(This form is only required for resolutions requiring expenditure of City funds)

Date Prepared: 11/08/13

Preparer: Alice L. Cannella, Director

Department: Waste Resources Division

Brief Description of Purpose for Resolution:

Resolution Number (if approved by Council):

A resolution authorizing the Administrator of the Department of Public Works to execute an agreement with DEKRA Certification Inc., an approved third-party verification auditor by the National Biosolids Partnership, for the performance of Year 5 re-verification audit of the Chattanooga Biosolids Management program in an amount not to exceed \$11,200.

Name of Vendor/Contractor/Grant, etc.	<u>DEKRA</u>	New Contract/Project? (Yes or No)	<u>Yes</u>
Total project cost \$	<u>11,200.00</u>	Funds Budgeted? (YES or NO)	<u>Yes</u>
Total City of Chattanooga Portion \$	<u>11,200.00</u>	Provide Fund	<u>6010</u>
City Amount Funded \$	<u>11,200.00</u>	Provide Cost Center	<u>K30110</u>
New City Funding Required \$	_____	Proposed Funding Source if not budgeted	_____
City's Match Percentage %	_____	Grant Period (if applicable)	_____

List all other funding sources and amount for each contributor.

<u>Amount(s)</u>	<u>Grantor(s)</u>
_____	_____
\$ _____	_____
\$ _____	_____

Agency Grant Number

CFDA Number if known

ISS OPERATIONS BUDGET

Approved by:

DESIGNATED OFFICIAL/ADMINISTRATOR

Reviewed by: FINANCE OFFICE

Please submit completed form to @budget, accounting, City Attorney, City Finance Officer and Deputy Administrator Finance

City of Chattanooga Biosolids 5-Year Re-Verification Audit

Background

- In April 2007, City Council declared support for the Chattanooga Biosolids Recycling Program and pledged commitment to managing biosolids in accordance with the National Biosolids Partnership (NBP). (Resolution 25096).
- In 2009, Chattanooga became the first agency in Tennessee and 23rd agency in the nation to receive certification from the National Biosolids Partnership, after a third party audit of the program was completed. Subsequent audits approximately every other year have maintained that certification.

5- Year Re-Verification Audit

- To maintain the City's certification, a 5-year re-verification audit is required by the NBP. This audit must be conducted by an NBP approved audit company. DEKRA Certification Inc. is one of two (2) NBP approved audit companies and has been performing all previous audits of Chattanooga's biosolids management system and is thoroughly familiar with the progress of the system.
- Certification ensures that Chattanooga is managing biosolids in an environmentally sound, sustainable, socially acceptable, cost effective, and safe manner in accordance with the principles of the NBP.
- Certification is recognized by the Tennessee Department of Environment and Conservation (TDEC) in state biosolids regulations as a path to self-approval of biosolids land application sites, rather than the need for waiting for TDEC approval of each site.

RESOLUTION NUMBER: _____

RESOLUTION AUTHORIZING THE ADMINISTRATOR OF THE DEPARTMENT OF PUBLIC WORKS TO EXECUTE AN AGREEMENT WITH DEKRA CERTIFICATION INC. IN AN AMOUNT NOT TO EXCEED THIRTEEN THOUSAND TWO HUNDRED DOLLARS (\$13,200).

BE IT RESOLVED THAT THE ADMINISTRATOR OF THE DEPARTMENT OF PUBLIC WORKS is authorized to execute an agreement with DEKRA Certification Inc., an approved third-party verification auditor by the National Biosolids Partnership, for the performance of Year 5 re-verification audit of the Chattanooga Biosolids Management Program in an amount not to exceed \$13,200.

ADOPTED:

Scope of Work Proposal – Biosolids Management Program Audit

City of Chattanooga Moccasin Bend Wastewater Treatment Plant, Chattanooga TN

City of Chattanooga Moccasin Bend Wastewater Treatment Plant (Chattanooga) has requested DEKRA Certification Inc. (DEKRA) to submit a proposal for conducting an independent Third Party Audit of their Biosolids Management Program (BMP). This audit will be a Reverification Audit within the National Biosolids Partnership (NBP) Biosolids Management Program. The following proposes a Scope of Work for this audit.

Agency Details

The audit will be performed for City of Chattanooga Moccasin Bend Wastewater Treatment Plant in Chattanooga Tennessee, including one wastewater treatment plant. This plant, located at 455 Moccasin Bend Road, Chattanooga TN, treats approximately 140M gallons per day of wastewater and produces approximately 93K wet tons per year of Class B biosolids. Chattanooga disposes biosolids through agriculture land application. Contractors are used to handle biosolids at the treatment plant and to transport and apply the biosolids.

Audit Purpose & Scope

Purposes

The audit will be a Reverification Audit of the Chattanooga Biosolids Management Program, as required for participation and certification within the NBP Biosolids Management Program. It will be conducted to:

1. Verify that the Chattanooga Biosolids Management Program conforms with requirements of the NBP BMP Elements and Chattanooga's BMP (audit criteria).
2. Assess the effectiveness of Chattanooga's Biosolids Program in meeting NBP expectations.

Based on results of this audit, DEKRA will issue a supportable Verification Conclusion regarding Chattanooga's Biosolids Management Program and recommend (or not recommend) certification within the NBP Biosolids Management Program.

Scope

The audit will cover Chattanooga's full biosolids value chain, including wastewater pretreatment and collection, wastewater treatment and solids generation, solids stabilization, conditioning and handling, biosolids storage and transportation and biosolids disposition. It will include a review of Chattanooga's BMP Documentation (BMP Manual, or equivalent), audits of processes that Chattanooga uses in managing its biosolids program, review of at least one location for each biosolids use option, review of contractor control (representative) and an assessment of outcomes that Chattanooga is achieving through the use of their BMP.

Audit Plan and Methodology

The audit will be conducted in two stages. Stage 1 will be conducted offsite to review Chattanooga's BMP documentation (BMP Manual, or equivalent) and internal audit and

Scope of Work Proposal – Biosolids Management Program Audit

City of Chattanooga Moccasin Bend Wastewater Treatment Plant, Chattanooga TN

management review records for conformance with NBP requirements and to determine readiness for Stage 2. Stage 2 will be conducted onsite (at Chattanooga) and will cover Chattanooga's full biosolids value chain.

Phase 1 – Chattanooga will provide DEKRA's Lead Auditor with a current version of their Biosolids Management Program Manual and related documents, including a copy of the most recent internal audit and most recent management review. DEKRA will review that documentation for conformance with requirements.

Phase 2 – DEKRA will assess the following processes within Chattanooga's Biosolids Program:

Management System Processes

- Biosolids Goals & Objectives
- Competency, Training & Awareness (including internal communication)
- Compliance (with legal & other requirements)
- Corrective and Preventive Action
- Document Control & Recordkeeping
- Emergency Preparedness
- External Communication (including public participation)
- Identification and Use of Critical Control Points & Operational Controls
- Internal Audits
- Management involvement (including policy, BMP planning, management review)

Biosolids Preparation, Handling & Use

- Biosolids Storage & Transportation + related contractor control
- Biosolids Use – Agriculture (at one land application site) + related contractor control
- Maintenance
- Pretreatment & Collection
- Solids Stabilization, Conditioning & Handling
- Wastewater Treatment & Solids Collection

Phase 2 will also include:

- Examination of Outcomes
- Interested party interviews
- Review of open nonconformances from previous Third Party Audits

A process auditing methodology will be used and include interviews with key personnel, observation of practices in place and review of pertinent documents and records associated with each process. Auditors will use standard sampling techniques. The complete audit will cover all requirements of the NBP BMP Elements.

If major nonconformances are found during this audit, Chattanooga must implement effective corrective action and a Follow-up Audit will be scheduled to occur within 90 days to verify the

Scope of Work Proposal – Biosolids Management Program Audit

City of Chattanooga Moccasin Bend Wastewater Treatment Plant, Chattanooga TN

effectiveness of action taken and “close” the nonconformances. Review of corrective action taken in response to minor nonconformances will be conducted during the next DEKRA audit.

Timing

DEKRA suggests the following timing for each of the audit phases. DEKRA and Chattanooga will agree on actual timing and schedules in advance.

Phase 1 (offsite) - This phase can occur at any time following approval of this proposal. We will contact the agency to make arrangements. Suggested completion date – January 31, 2013.

Phase 2 (onsite) - Based on current knowledge and presuming no serious major nonconformances in the Documentation Review, the onsite part of this audit can be completed by 1 auditor in 4 days. We suggest this occur in February, 2013 at a time agreeable to Chattanooga and DEKRA. A detailed schedule will be arranged following approval of this Scope of Work.

DEKRA Audit Team

DEKRA’s Lead Auditor for this audit will be Mr. Jon Shaver. Mr. Shaver is qualified for this audit through certification by the National Biosolids Partnership. We assert that DEKRA and all auditors we use on this audit meet NBP qualifications and requirements for impartiality and objectivity.

Reporting

A draft report of the results of the BMP Documentation Review will be issued to Chattanooga immediately following completion of Phase 1. This report will summarize any findings from that review and describe them as “observations”. If not corrected, observations may become nonconformances at later stages of the audit.

An unofficial report of the results of the complete audit will be issued to Chattanooga for their technical review and comment within 30 days of completing Phase 2 (or within 30 days of the follow-up audit, if applicable). A final report will be issued to Chattanooga and NBP within 30 days of receiving the agency’s comments. That report will describe all audit activities and results, including any nonconformances identified, and make a supportable verification conclusion and certification recommendation.

Fees

DEKRA’s fee structure for performing this audit as described herein is summarized below.

Activity	Days	Portion of Total Fee	Comment
Phase 1 - Documentation Review (+ reporting)	-	\$1,500	Lead Auditor

**Scope of Work Proposal – Biosolids Management Program Audit
City of Chattanooga Moccasin Bend Wastewater Treatment Plant, Chattanooga TN**

Activity	Days	Portion of Total Fee	Comment
Phase 2 - Onsite audit	4	\$6,000	1 Auditor
Preparation, reporting & other	-	\$1,500	-
Sub-Total		\$9,000	-
Travel expenses (estimated)	-	\$2,200	-
Total Budget		\$11,200	

The fee structure shown above includes all DEKRA activities for this audit. Travel expenses are estimated and will be charged at cost. Any NBP fees are not included.

The cost of any Follow-up Audit that may be required to verify effective correction of major nonconformances is extra. Fees for such an audit, if required, will be \$1,500 per day, plus any travel expenses (1 Auditor).

Authorization to Proceed

Chattanooga can authorize DEKRA to proceed with this audit as described herein by signing and returning a copy of this proposal, by issuing a Purchase Order to DEKRA that includes or references this proposal, or alternate method acceptable to both parties.

Once Chattanooga approves this Scope of Work it becomes a firm contract and cancellation will result in 100% of the audit fee, plus any irreversible expenses incurred by DEKRA to be due. Rescheduling is possible without penalty by agreement.

DEKRA Contact

Contact Information for DEKRA's Lead Auditor is shown below

Jon Shaver
DEKRA Certification, Inc.
Address: 608 Coventry Lane, Glen Mills PA 19342
Office phone: (610) 358-9940, Cell phone: (610) 742-0379
E-mail: jon.shaver@dekra.com

Please contact Mr. Shaver on any matters related to this Scope of Work.

Yours very truly,

Jon Shaver
DEKRA Certification, Inc.