

Element 06 – Public Participation in Planning

Version Number: 7

Version Date: August 22, 2016

Purpose

The public participation program is consistent with the District's current degree of public interest and historical levels of public involvement and provides stakeholders with opportunities to express their views and perspectives relative to environmental impacts, program performance, potential areas of improvement, and program goals and objectives.

The following describes the District's procedures for documenting public input and incorporating it into the District's biosolids management program.

Responsible Parties

EMS Coordinator

Division Heads

Public and Intergovernmental Affairs Officer

Webmaster

Procedures

1. On an annual basis in January, as part of the Internal Audit, the EMS Coordinator will send a memo requesting that biosolids management personnel should forward all public input related to the District's biosolids management program to the EMS Coordinator as it arises.
2. The EMS Coordinator will review all of the biosolids contracts, when up for renewal, in order to maintain language that is consistent with the requirements set forth in the District's EMS Manual, including maintaining a District approved public relations program (PRP) for the farmland application contracts which apply biosolids to land not owned by the District. The specific requirements of the PRP and other requirements are described in Document 06.2.
3. Public input will be considered when setting annual goals and objectives. Goals and Objectives will be sent to the interested parties as detailed in Element 5. Input is solicited through the methods described in Document 6.1.
4. Document 06.1 describes public input opportunities utilized by the District, and will be maintained annually by Public Affairs and Monitoring and Measurement.
5. The EMS Coordinator will work with the District's Webmaster to maintain a Biosolids EMS page on the District's website.
6. Before an independent third party audit, a letter will be mailed to the interested parties notifying them of the intent to receive an independent third party audit. This letter will invite interested parties to observe the third party independent audit report. Enclosed in that letter will be the Biosolids Policy.

References

Biosolids Contracts

Document 06.1 - Public Input Opportunities

Document 06.2 – Public Relations Program for Farmland Application Contracts

Element 15 - Biosolids Management Program Performance Report

Interested Parties List (on file with the EMS Coordinator)

Revision History

Version Number	Version Date	Description of Revision
0	7/28/05	Original issue.
1	12/9/05	Added procedure to address the method for notifying interested parties about the intent to receive an independent third party audit.
2	3/6/07	Revised Procedures 1, 2 and 3. Added Document 06.2 which details the PRP for the farmland application program. Included procedure to invite interested parties to the third party audit.
3	3/19/07	Added requirement for an annual memo each January. Deleted reference to memo for Element 3 and deleted Element 3 in References
4	8/26/2009	Revised Procedure 7 and removed 8.
5	10/17/11	Edited Footer with Official Document Location
6	3/16/15	Removed Technical Projects Unit Head from Responsible Parties and updated position title of Public Information Coordinator to Public and Intergovernmental Affairs Officer. Revised Procedure Step 4 to add “and will be maintained annually by Public Affairs and Monitoring Measurement”. Deleted Procedure Step 5.
7	8/22/16	Edited Procedure, Step 1. Added Internal Audit Changed District Webmaster to Webmaster for Responsible Parties. Removed Public Input Log from References