

BMP Element 6 — Public Participation in Planning City of Richmond Public Utilities – Wastewater Treatment				
Date of Last Review 11/10/16	Revision 14	Revised By Biosolids Team	Revision Date 10/28/15	Supersedes all previous versions
		Approved By Biosolids Supervisor	Approval Date 10/28/15	

Purpose

The purpose of this procedure is to establish public involvement in the planning process, including input regarding biosolids program performance improvements and third-party verification process. This procedure includes activities designed to enhance the public image of the City’s biosolids treatment and application programs.

Scope

The City has a well-managed biosolids program that has been in operation for many years. During this time, there have been few, if any, concerns about the City’s biosolids program expressed by the public.

Public confidence continues to remain good and public interest in participating in the City’s planning process is relatively low. The City’s proactive approach to providing the public with meaningful opportunities to provide input in the planning processes is consistent with legal requirements, the degree of current public interest, historical levels of public involvement and related local circumstances.

Staff

The Biosolids Supervisor and Utility Plant Superintendents I & II, have primary responsibility for this element. The Public Information Manager is responsible for all public information. The hauling/land application contractor is responsible for obtaining public input on its activities.

Procedure

1. Interested parties are identified by meeting one of the following criteria:
 - A. Owners of land permitted for biosolids application;
 - B. Owners and/or residents of property adjacent to land approved for biosolids application;
 - C. Representatives of local, state, and federal agencies including the Virginia Department of Environmental Quality, Virginia Department of Conservation and Natural Resources, Virginia Department of Health, and others;
 - D. Community groups including the Chesapeake Bay Foundation and Virginia Tech Extension educators; and
 - E. Any other individual or organization that shows an interest in the City's biosolids program by contacting staff, attending a public meeting, or requesting information.
2. Interested parties will be removed from the list at their own request verbally or in writing.
3. The list of interested parties is maintained on the City's server. The Biosolids Supervisor is responsible for updating and maintaining this list.
4. The City seeks public participation from interested parties through formal and informal methods. This includes, but is not limited to, invitation for comments on the City of Richmond's website, activities conducted by the Virginia Biosolids Council, and activities conducted by the hauling/land application contractor, including application permit hearings and participation in state and local events. Biosolids information is available on the City's website.
5. The City documents public input in an electronic communications log maintained on the City's website and on the City local server (G:drive) by the Public Information Manager.
6. Response to public input varies with the nature of the comment. City staff acknowledges receipt of the input within two business days, and works to produce a full response within one week. General questions or concerns may be addressed by any BMP Team member in coordination with the Public Information Manager. More technical questions are dealt with by the Biosolids Supervisor in coordination with the Public Information Manager. The hauling/land application contractor is responsible for responding to input it receives.

Print date:
4/17/2017

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7. All public input is discussed at BMP Team meetings and any necessary action items are assigned. Input is noted with respect to its potential impact on biosolids goals, procedures, or the BMP manual. A summary of significant interested-party input is included with the annual biosolids report.
8. The City receives public input through its biosolids hauling/land application contractor via phone calls, e-mail, or monthly reports depending on the nature and urgency of the comment, complaint, or input. The hauling/land application contractor solicits public input through its communication strategy and membership with the Virginia Biosolids Council (VBC).