



## **National Biosolids Partnership Third Party Verification Application Form March 2008**

Once a biosolids organization has implemented an EMS – and it has had at least three months of experience operating under the EMS – the organization can apply to have its EMS verified by a third party auditor for conformance with the NBP EMS Program Requirements. The third party audit would take place approximately 3 months after the application is received. To do so, please complete this application and provide required attachments listed below.

### **Application Checklist:**

Application Form:

- Contact information
- Operations and Biosolids Program Description

Attachments:

- EMS Manual
- Internal Audit Report
- Documentation of notification of interested parties about the intent to receive an audit and a discussion with interested parties about approaches to observe the audit

Please send this application via e-mail to Peter Machno- [PeterM7@prodigy.net](mailto:PeterM7@prodigy.net)  
If you have any question or need any more information, please contact Pete Machno, NBP Field Coordinator, 1-800-613-4502

**Contact Information:**

**Organization Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

**Utility Manager:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Department/Division: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

**Lead EMS Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Department/Division: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

**Application Submitted By:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Description of Organization's Operations and Biosolids Program:**

**Please provide below or attach a description of the wastewater facility operations associated with biosolids production. This should include the number of treatment plants, gallons per day treated, number of land application sites, distance to land applications sites, who operates the land application sites, how many employees and an organizational chart. There should be enough information to develop a cost estimate. The audit company estimate includes estimated time to travel to land applications sites/off site facilities.**

**Please provide below or attach a description of the organization's intended use or disposal of biosolids material and the desired biosolids characteristics and quality.**

**Please provide below or attach a characterization of biosolids management operations where contractors are utilized. Please show the roles and responsibilities of the agency and the contractors.**

## **Attachments:**

### **1. EMS Manual:**

Please attach the organization's EMS manual and any supporting documents not included in the EMS manual. The documentation should be comprehensive enough to demonstrate that the organization has established policies, programs, procedures, and/or systems to address all 17 NBP EMS Element and their associated requirements. The manual or supporting documentation should contain the organization's Biosolids Management Policy that includes a commitment to following the principles of conduct set forth in the *Code of Good Practice*. The manual should allow the auditor to gain a thorough understanding of the facilities and operations prior to the on-site audit. Supporting documents for the EMS manual could include the following:

- Emergency Response Plan;
- General description of the organization- including facility layout, number of employees;
- List or description of actual operational controls;
- Relevant standard operating procedures;
- Relevant operating records;
- Documentation of critical control points; and
- Other cross-referenced procedures.

### **2. Most recent internal EMS audit report:**

Please include a copy of the organization's most recent internal EMS audit report.

### **3. Notification to interested parties on the initiation of the third party audit:**

Please include a copy of the notification to interested parties that the agency about the "intent to receive" an audit and have a discussion with interested parties about approaches for observing the audit.

Also, please include information on the method of asking for input and the information and suggestions that were received from the interested parties. Please explain how the agency responded to the suggestions.