

Approved by: Operations Manager (MFWQTC)

Goal – Objectives – Action Plan	Indicator	Means of Verification	Person(s) Responsible	Target Date or Frequency	Progress
<b>1. Sustain Regulatory Compliance (Air Emissions)</b>					
<b>1.1 Digester Gas - Ensure control over our digester gas</b>					
Provide condensate removal system(s) that will increase functionality and protect the digester gas lines to flare and the drying systems.	Project bid and construction complete.	New condensate traps in service.	Don Szymansky	November 2009	Project is underway. Contractor is currently awaiting parts, 7/21/09.
Maximize digester gas storage.	Verify setpoints for PRVs	Pi Charts	Robert Bates, Joe Falleri, Jim Emily	On hold	PRVs are back. Will test by MF staff then need to have certified by outside. <b>Joe Falleri is waiting on the foam to subside on the digesters before testing, 6-30-09</b> It was determined this would be best to coordinate with digester cleaning this fall.
<b>1.2 Dust Control - Ensure proper control of atmospheric dust</b>					
Address potential safety/liability concerns through use of dust monitors to protect workers	Dust Monitor log	Check the log sheet	Robert and Nannette	Weekly	David Blair (from dust monitor company) to prepare SOP and conduct training. <b>Training sheet has been provided. Recommend to make this an operator PM, 6-30-09. David Roth to train. 7/21/09</b>
<b>2. Predict Problems that may affect the Marketable Quality (&gt; EQ STDS) of Louisville Green</b>					
<b>2.1 Upfront Testing – SRT, Raw Sewage, DRG, and Random Trucks</b>					
<b>Regular Testing of the SRT, Raw Sewage, and DRG force main is now in place and being monitored by Robin Burch. This is to help us predict any changes in biosolids quality before it is processed through the plant and becomes Louisville Green. If a drastic change is encountered, we have the ability to centrifuge primary raw sludge and send it to landfill without contaminating our digesters. Random Truck sampling is now being done on a case by case basis</b>	Upfront Testing Spreadsheet	Upfront Testing Spreadsheet	Robin Burch, Robert Bates, Joe Falleri	On-Going	Robin Burch is tracking the data via spreadsheet. The data is periodically reviewed at Core Team Meetings.  It is to be debated as to whether or not a schedule is needed for random sampling.
<b>3. Reduce Cost of Producing Louisville Green</b>					
<b>3.1 Dewatering Management System – Investigate New System</b>					
Determine if it uses polymer more efficiently and if it makes a more consistent cake	Pilot Testing arranged and executed	Review Technical Report	Robert Bates	On-going	Working on a side-by-side comparison (February - ~May). Testing is complete. Report is due. Robert's Recommendation was to continue with Phase 2 testing, 6-30-09. Robert also recommended to Alex to proceed to phase 2. 7/21/09.
<b>3.2 Reduce Solid to Landfill and Waste Management Dependency to &lt; 8%</b>					
1. Implement Wet Cake Hopper into SOP for Dewatering. 2. Sales Agent's Special Lugger for Vactored Product. 3. Sludge/Grit Contract is to be awarded.	Goals and Objectives	Goals and Objectives	Joe Falleri	August 2009	1. Wet Cake Hopper is In-service. 2. Vactored product is being put in the special lugger and distributed to farms by our sales agent. In June no material was sent to landfill. 3. <b>Sludge/Grit contract is being presented to the board, 7-13-09. Contract to be awarded and effective 8/1/09</b>

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<b>4. Develop and Implement Standard Operating Procedures in all Dry-Side Critical Control Areas</b>					
<b>4.1 Revise and Redistribute the Truck Loading and Weighing SOP</b>  Every other Wednesday, David Roth and David Coe will be distributing approved SOP's at the 6:30AM and 2:30PM shift briefings. Operators and other employees missed at these times will be delivered the SOP's individually.	SOP and Training Records	SOP and Training Records	David Coe, David Roth, Joe Falleri, Robin Burch, Robert Bates	June 1, 2009	SOP's were distributed on May 13, 2009. Follow up discussions will be held as needed every other Wednesday at the 6:30AM and 2:30PM shift briefings.
<b>4.2 Revise and Redistribute the Dryers SOP</b>  Every other Wednesday, David Roth and David Coe will be distributing approved SOP's at the 6:30AM and 2:30PM shift briefings. Operators and other employees missed at these times will be delivered the SOP's individually.	SOP and Training Records	SOP and Training Records	David Coe, David Roth, Joe Falleri, Robin Burch, Robert Bates	June 1, 2009	SOP's were distributed on May 27, 2009. Follow up discussions will be held as needed every other Wednesday at the 6:30AM and 2:30PM shift briefings.
<b>4.3 Revise and Redistribute the Capture Test SOP</b>  Every other Wednesday, David Roth and David Coe will be distributing approved SOP's at the 6:30AM and 2:30PM shift briefings. Operators and other employees missed at these times will be delivered the SOP's individually.	SOP and Training Records	SOP and Training Records	David Coe, David Roth, Joe Falleri, Robin Burch, Robert Bates	June 1, 2009	SOP's were distributed on May 27, 2009. Follow up discussions will be held as needed every other Wednesday at the 6:30AM and 2:30PM shift briefings.
<b>4.4 Develop and Implement Dewatering SOP</b>  Joe Falleri will be leading the development of the Dewatering SOP. After approval it will be distributed.	SOP and Training Records	SOP and Training Records	David Coe, David Roth, Joe Falleri, Robin Burch, Robert Bates	November 1, 2009	SOP is being developed.
<b>4.5 Develop and Implement Digestion SOP</b>  Joe Falleri will be leading the development of the Digestion SOP. After approval it will be distributed.	SOP and Training Records	SOP and Training Records	David Coe, David Roth, Joe Falleri, Robin Burch, Robert Bates	September 1, 2009	SOP is being developed. Currently being worked on. 7/21/09
<b>4.6 Develop and Implement Waste Activated Sludge (WAS) SOP</b>  This SOP is on hold until Dewatering SOP and Digestion SOP have been developed, approved, and distributed.	SOP and Training Records	SOP and Training Records	David Coe, David Roth, Joe Falleri, Robin Burch, Robert Bates	Aug 1, 2009	SOP is being developed. Currently being worked on. 7/21/09

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<b>5. Better Organize and Increase Effectiveness of Log Book and Shift Report Archiving, Training Materials, and Critical Area Guidelines</b>					
<b>5.1 Clean out Library to better serve record keeping purposes</b>					
Library is to be cleaned out with all pertinent kept and organized	Meeting Notes	Meeting Notes	David Coe	October 1, 2009	Rich Galardi, Robert Bates, and David Coe are to meet to get started on this activity.
<b>5.2 Develop better process for Log Book labeling and archiving</b>					
Process Supervisors are to be engaged in a better process for Log Book labeling and archiving	Meeting Notes	Meeting Notes	David Coe	October 15, 2009	After the Library is cleaned and more space afforded, the process supervisors will be notified of the new practices and will be asked to aid in the labeling and archiving of log books and shift reports.
<b>5.3 Develop training class for more effective Log Book use and archiving</b>					
Class is to be given to operators and process supervisors for more effective Log Book use and archiving practice	Training Records	Training Records	David Roth	November 1, 2009	David Roth will be asked to manage this activity and to solicit input from Rich Galardi, Robert Bates, and other core team members.
<b>5.4 Critical Area Guidelines are to be converted to controlled documents, and associated training materials are to be better organized and accessible.</b>					
Critical Area Guidelines are to be updated and become controlled documents similarly to standard operating procedures. Associated training materials are to be better organized and more accessible.	Meeting Notes	Meeting Notes	Joe Falleri, David Roth, David Coe, Robert Bates, Rich Galardi	November 1, 2009	The 4 responsible persons are to meet to started on this activity.
<b>6. Improve the Effectiveness of the Preventative Maintenance Program</b>					
<b>6.1 Evaluate type of Maintenance work being done by Hour. Currently the #'s of Work Orders are being tracked. This is to be done by hours as a future project.</b>					
Track Hours of Corrective Work Orders VS. Hours of Preventive Work Order's	Goals and Objectives	Planner's Spreadsheets	Rob R. & Mike G.	January 2010	This is a new undertaking and is being investigated by Rob Roy
<b>6.2 Evaluate use of SAP</b>					
Rob R. & Mike G. to attend SAP training to learn more.	Training Attendance	Feedback from Planners	Rob R. & Mike G.	January 2010	<b>Mike had basic training but additional training needed. Rob and Mike to submit request.</b>

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<b>7. Improve the Effectiveness of the Pretreatment Program</b>					
<b>7.1 Maintain or improve current pretreatment compliance levels.</b>					
	Comparison of LIMS data (from MSD and SMR data on permitted users) to limited parameters (in permits).	Notices of Violation, Consent Orders, Administrative fines, Percent SNC (calculated biannually); Annual SNC Publication List, Annual Pretreatment Program Report	Lisa A. Gaus	Ongoing; Reported at least annually.	For each SIU permitted by MSD (contained in SIU Compliance Files) track: Numerical violations, NOV's issued, whether the SIU returned to compliance upon resampling, or if not, did the violations meet SNC criteria and if so, were they placed on a Consent Order. These items are reported annually per 40 CFR 403 in the Annual Pretreatment Report to the KYDOW and EPA Region 4.
<b>7.2 Limit Significant Noncompliance (SNC) level to 8% or less.</b>					
	Comparison of LIMS data (from MSD and SMR data on permitted users) to limited parameters (in permits).  Calculated biannually using Industrial Pretreatment Program.	Notices of Violation, Consent Orders, Administrative fines, Percent SNC (calculated biannually); Annual SNC Publication List, Annual Pretreatment Program Report	Lisa A. Gaus	Ongoing; Calculated biannually; once for period Jan 1 – June 30 and for period July 1 – Dec 31.  Reported at least annually.	SNC is calculated twice per year; once in July for the period January 1 to June 30 and a second time in January for the period July 1 – December 31.  The timing of the SNC calculation depends on whether all pertinent data has been submitted and/or analyzed and/or entered into LIMS.  SIUs are published annually in late February or early March in the year following the year they were in SNC.
<b>7.3 Complete implementation of enhanced FOG Program</b>					
<p><b>7.3a. Complete training for Certified Hauler/Plumber Program and begin tracking amount of FOG removed from MSD collection system</b></p> <p><b>7.3b. Continue IWD Plumbing Plan Review Approval and Inspection Program</b></p>	<p>5.3a. Gallons of FOG removed from MSD collection system.</p> <p>5.3b. Number of plans reviewed, approved and inspected.</p>	<p>5.3a. Tracking Spreadsheet</p> <p>5.3b. Hansen Reports</p>	Lisa A. Gaus	<p>5.3a. December 31, 2009 for full implementation and begin tracking. After that – ongoing; reported at least annually.</p> <p>5.3b. Ongoing; reported at least annually.</p>	<p>5.3a. First hauler training held March 19, 2009.</p> <p>Second training held May 18 &amp; 19, 2009.</p> <p>Grease waste haulers began submitted documentation of annual certifications on grease control equipment in July 2009.</p> <p>Third training scheduled for September 29 &amp; 30, 2009.</p> <p>MSD is drafting performance measures for the FOG Program and expects to have them finalized by December 2009. MSD will begin tracking Performance Measures once they are finalized and approved by Project WIN management personnel.</p>

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<b>8. Continued Public Outreach and Communication</b>					
<b>8.1 Louisville Green Webpage</b>					
<p>The Louisville Green Webpage is used as a means of public outreach. The webpage must be maintained to contain the most up-to-date information.</p>	<p>www.louisvillegreen.com</p>	<p>Goals and Objectives</p>	<p>Robin Burch</p>	<p>Updated as needed</p>	<p>Need to make brochure more accessible. A link to the brochure has been added to each page of the website.</p> <p>Agricultural webpage needs to be updated. Awaiting input from Clarke.</p> <p>The webpage has been updated with the list of where bags are sold. Sharon provided this list.</p>
<b>8.2 Bagging of Louisville Green</b>					
<p>Selling Louisville Green at local hardware stores is important in keeping the community included in our marketing.</p>	<p>Sales agent/Executive Director</p>	<p>Goals and Objectives</p>	<p>Sharon Worley</p>	<p>Monthly or as needed</p>	<p>Greenleaf to had new bag design ready first of June. Bags have 5 week lead time. 7/21/09 Currently, awaiting availability of bags for printing.</p> <p>Ken Carpenter to provide a list of updated stores. Sharon has this list.</p> <p>Waiting to hear back from John Braun about trademark info.</p> <p>Need to check how many bags are available to go to CMF for employee give away. None at this time.</p>
<b>8.2 Monitor the Public Participation List</b>					
<p>Robert Bates takes a lead role in Public Participation for Louisville Green.</p> <p>Our sales agent for Louisville Green also plays a key role in the marketing of Louisville Green.</p>	<p>Public Participation List</p>	<p>Public Participation List</p>	<p>Robert Bates, Clarke Fenimore</p>	<p>Monthly or as needed</p>	<p>The public participation list is monitored and updated regularly to track our public outreach and other public participation.</p>