

## Third Party Verification Application Form

Once a biosolids organization has implemented a Biosolids Management Program (BMP) – and it has had at least three months of experience operating under the BMP – the organization can apply to have its BMP verified by a third party auditor for conformance with the NBP BMP 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 the required attachments listed below.

Application Checklist:

Application Form:	
<input type="checkbox"/>	Contact information
<input type="checkbox"/>	Operations and Biosolids Program Description
Attachments:	
<input type="checkbox"/>	BMP Manual
<input type="checkbox"/>	Internal Audit Report
<input type="checkbox"/>	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 submit by selecting the “submit” button provided at the end of this form, or forward this application along with the required attachments via e-mail to Lisa McFadden at [lmcfadden@wef.org](mailto:lmcfadden@wef.org), or via mail to:

Lisa McFadden  
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Water Environment Federation  
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(703) 684-2400 ext. 7060 (p)  
(703) 684-2492 (f)

## Contact Information:

Organization Name:	
Organization Address:	
Organization Phone:	
Organization Fax:	
Organization website:	
Utility Manager's Name:	
Utility Manager Title:	
Utility Manager Department/Division:	
Utility Manager Address:	
Utility Manager Phone:	
Utility Manager Email:	
Lead BMP Contact's Name:	
Lead BMP Contact Title:	
Lead BMP Contact Department/Division:	
Lead BMP Contact Address:	
Lead BMP Contact Telephone:	
Lead BMP Contact Fax:	
Lead BMP Contact Email:	
Application Submitted By:	
Submitter Name:	
Submission Date:	
Submitter Signature:	

If submitting electronically, please check the e-signature box to confirm authorized submission. By selecting the "E-Signature" checkbox the submitter agrees and confirms that they are an authorized signatory on behalf of the organization or entity provided in the "Contact Information" section of this application.

## 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. BMP Manual:

Please attach the organization's BMP manual and any supporting documents not included in the BMP 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 BMP Elements 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 BMP 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 BMP audit report:

Please include a copy of the organization's most recent internal BMP 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.