



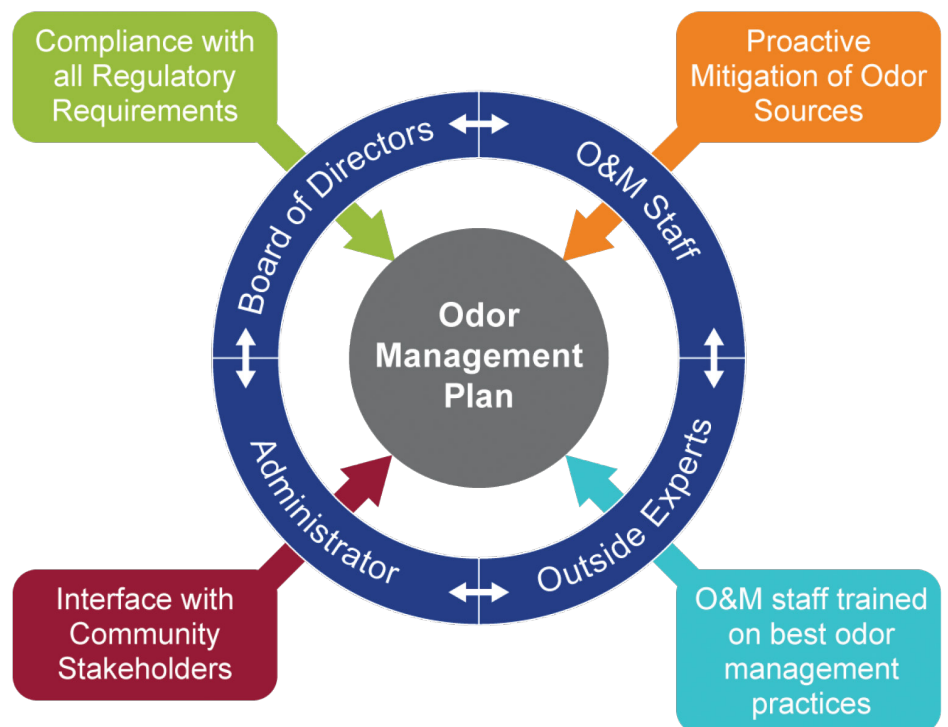
Odor Management Plan Policy

Western Riverside County Regional Wastewater Authority

December 2018

Odor Management Plan Policy Description

This Odor Management Plan (OMP) Policy is intended as a roadmap for minimizing potential fugitive odors at the Western Riverside County Regional Wastewater Authority (WRCRWA) Wastewater Treatment Plant. The OMP policy reflects the core values and philosophy of what WRCRWA strives to achieve in being a "good neighbor" to nearby community stakeholders. The OMP Policy provides a strategy and framework for ensuring consistent "good neighbor" status for the Facility by limiting offsite fugitive odors in a proactive and focused manner. The OMP Policy illustrated below shows how operations and maintenance (O&M) staff, the WRCRWA Administrator, Board of Directors, and Odor Control Outside Consultants (OCOCs) all work together and play a critical role in meeting the objectives of the OMP.



OMP Policy Strategic Goals

WRCRWA has identified five core strategic goals to support the mission statement defined herein as follows.

- Facility to be operated in compliance with permit requirements and South Coast Air Quality Management District (AQMD) regulatory requirements
- Facility to provide timely and effective responses to complainants when odor complaints are received considering normal business hour limitations and any complaint delays
- Facility to systematically and proactively identify potential odor sources at the site, determine control strategies (including evaluating new technologies) to reduce these odors, and describe a program for implementing these strategies.
- Facility O&M staff to be trained in methods, approaches, and Standard Operating Procedures (SOPs) necessary to complete the requirements set forth in the OMP and avoid offsite odor impacts.
- Facility to maintain positive relationships with adjacent community stakeholders through transparent communication, outreach and education

OMP Activities

Specific periodic activities are considered essential and must be completed for meeting the goals and objectives set forth in this OMP. These activities have been identified to match up with and support the strategic goals set forth herein and include:

- Daily Activities:
 - Complete community, boundary, and facility Odor Tour Inspections
 - Prepare operating checklists or log forms for odor control treatment systems for meeting all permit condition requirements including airflow monitoring and outlet odor monitoring
 - Address odor complaints when received and document actions and responses
- Monthly Activities:
 - Prepare Odor Control Practices Report
 - Update master Mitigation Matrix for all identified odor sources at the site
 - Airflow monitoring for confirming adequate odor containment
 - Chemical scrubber system check-up by third-party
- Quarterly Activities:
 - Prepare Quarterly Report and provide copy to Executive Committee and Board
 - Implement and update odor control operating procedures
- Annual Activities:
 - Prepare Annual Report and provide copy to Executive Committee and Board
 - Review OMP strategic goals and update as necessary to make current
- Semi-annual third-party validation of air balance (containment) and odor treatment system performance operations
- Compliance and Regulatory Reporting Activities
 - Daily and weekly monitoring and reporting in compliance with specific permit conditions
 - Timely response to any AQMD correspondence
- Training Activities:
 - Periodic training by OCOCs as necessary to ensure plant personnel are well-versed in monitoring, identification, and mitigation of odor sources
- Communication Activities:
 - Maintain web based odor complaint e-form system
 - Maintain after hours call-center hotline
 - Keep wrcrwa.org website up to date for ensuring clear and timely transparency
 - Conduct periodic neighborhood meetings as needed to keep residents informed, educated, and engaged in ongoing plant operations and any odor related impacts
- Ongoing Activities:
 - Proactively evaluate new odor mitigation technologies and practices to identify economic/technical feasibility for implementation at WRCRWA.
 - Research and propose capital improvement projects to WRCRWA Board to address odors that cannot be effectively addressed by operational or maintenance mitigation measures.

