



**THE CORPORATION OF THE TOWN OF LASALLE
WATER AND WASTEWATER COMMITTEE MEETING
AGENDA**

Tuesday, January 28, 2020, 4:00 PM
Council Chambers, LaSalle Civic Centre, 5950 Malden Road

	Pages
A. CALL TO ORDER	
B. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF	
C. ADOPTION OF MINUTES	2
RECOMMENDATION That the minutes of the meeting of the Water and Wastewater Committee dated November 26, 2019 BE ADOPTED as presented.	
D. REPORTS/ CORRESPONDENCE FOR COMMITTEE ACTION	
1. Meter Report for 6585 Disputed Rd.	5
RECOMMENDATION That the report of the Manager of Water and Wastewater dated January 16, 2020 (PW-WWC-01-20) regarding Water Meter Testing Report for 6585 Disputed Rd. BE RECEIVED; and that a credit of \$1,102.94 to the October 2019 water bill as recommended BE APPROVED.	
2. DWQMS External Audit Report for 2019	19
RECOMMENDATION That the report of the Manager of Water and Wastewater dated January 16, 2020 (PW-WWC-02-20) regarding DWQMS External Audit Report 2019 BE RECEIVED.	
E. NEXT MEETING	
The next meeting will take place on March 24, 2020	
F. ADJOURNMENT	



The Corporation of the Town of LaSalle
Minutes of a meeting of the Water and Wastewater Committee Meeting

November 26, 2019, 4:00 p.m.
Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Present: Councillor Jeff Renaud
Deputy Mayor Crystal Meloche
Councillor Mark Carrick
Councillor Sue Desjarlais
Councillor Anita Riccio-Spagnuolo

Regrets: Mayor Marc Bondy
Councillor Mike Akpata

Also Present: J. Milicia, Chief Administrative Officer
D. Langlois, Director of Finance/Treasurer
P. Marra, Director of Public Works
L. Jean, Deputy Clerk
L. Petros, Manager of Water & Waste Water
M. Abbruzzese, Supervisor of Revenue
T.Coke, Council Coordinator

1. Call to Order

Councillor Renaud calls the meeting to order at 4:00 p.m.

2. Disclosures of Pecuniary Interest and the General Nature Thereof

None

3. Adoption of Minutes from Previous Meeting

Moved By: Councillor Desjarlais

Seconded By: Councillor Riccio-Spagnuolo

That the minutes of the meeting of the Water & Wastewater Committee dated September 24, 2019 BE ADOPTED as presented.

Carried.

4. Business Arising from the Minutes

None

5. New Business

5.1 6585 Disputed Rd. Water Consumption

Mary-Lou Herdman, resident, appears before the Committee to speak on Water Consumption at 6585 Disputed Road during summer months.

Moved By: Councillor Carrick

That the report of the Manager of Water and Wastewater dated November 13, 2019 (PW-WWC-08-19) regarding 6585 Disputed Rd. Water Consumption BE RECEIVED; and that a credit of \$1,102.94 to the October 2019 water bill BE APPROVED.

Motion is Put and is Lost

Moved By: Councillor Carrick

Seconded By: Deputy Mayor Meloche

That the report of the Manager of Water and Wastewater dated November 13, 2019 (PW-WWC-08-19) regarding 6585 Disputed Road Water Consumption BE RECEIVED; and that the Water Meter attached to this residence be sent out for testing at the expense of the Town of LaSalle; and that the results of said testing be brought back to the Water and Wastewater Committee; and that if the meter is deemed defective, amounts owed will revert back to previous years bill rates; and that if the meter is deemed effective, the water bill will lower from Block 2 and 3 charges down to the bulk rate.

Carried.

5.2 Management Review Meeting Minutes September 2019

Moved By: Councillor Desjarlais

Seconded By: Deputy Mayor Meloche

That the report of the Manager of Water and Wastewater dated November 15, 2019 (PW-WWC-10-19) regarding Management Review Meeting Minutes September 2019 BE RECEIVED.

Carried.

5.3 DWQMS Internal Audit Report 2019

Moved By: Deputy Mayor Meloche

Seconded By: Councillor Desjarlais

That the report of the Manager of Water and Wastewater dated November 15, 2019 (PW-WWC-09-19) regarding DWQMS Internal Audit Report 2019 BE RECEIVED.

Carried.

5.4 Water Financial Plan

Moved By: Councillor Desjarlais

Seconded By: Councillor Riccio-Spagnuolo

That the report of the Director of Finance / Treasurer, dated November 14, 2019 (FIN-35-2019) regarding the Town of LaSalle Water Financial Plan BE RECEIVED ; and that the Water System Financial Plan as prepared in accordance with the Safe Drinking Water Act BE APPROVED; and that a notice of availability of the Water System Financial Plan BE ADVERTISED; and that the Water System Financial Plan, the Council resolution approving the Water System Financial Plan, and the Water rate study underpinning the Water System Financial Plan, BE SUBMITTED to the Ministry of the Environment, satisfying the requirements under the Safe Drinking Water Act.

Carried.

6. Next Meeting

The next scheduled meeting will be held on January 28, 2020.

7. Adjournment

The meeting is adjourned at the call of the Chair at 5:10 p.m.

Chair: Councillor Jeff Renaud

Deputy Clerk: Linda Jean



The Corporation of the Town of LaSalle

To: Members of the Water & Wastewater Committee
Prepared by: Lena Petros, Manager of Water and Wastewater
Department: Public Works
Date of Report: January 16, 2020
Report Number: PW-WWC-01-20
Subject: Meter Report for 6585 Disputed Rd.

Recommendation

That the report of the Manager of Water and Wastewater dated January 16, 2020 (PW-WWC-01-20) regarding Water Meter Testing Report for 6585 Disputed Rd. BE RECEIVED; and that a credit of \$1,102.94 to the October 2019 water bill as recommended BE APPROVED.

Report

During November 26, 2019 Water and Wastewater Committee meeting, a motion was moved by committee members to send the water meter at 6585 Disputed Rd. for third party accuracy testing. The third party test results are enclosed and the meter was reading accurately.

Given the test results for the existing meter, is showing it was reading accurately. It is advised that the original report PW-WWC-08-19 recommendation of reduction of block 2 and 3 rates to bulk rate with credit amount of \$1,102.94 be granted.

Consultations

Administration sent a copy of the Meter testing report to the homeowner with detailed explanation of the content

Financial Implications

Approximately \$200.00 cost for meter testing and shipping.

Prepared By:

A handwritten signature in black ink, appearing to read 'Lena Petros', with a stylized, cursive script.

Manager, Water and Wastewater

Lena Petros, C.E.T.

Link to Strategic Priorities

	Expanding and diversifying our assessment base
	Effectively communicating the activities and interests of the Town
	Managing our human and financial resources in a responsible manner
	Promoting and marketing LaSalle
	Promote a healthy and environmentally conscious community

Communications

	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

Notifications

Name	Address	Email

Report Approval Details

Document Title:	PW-WWC-01-20 Meter report for 6585 Disputed Rd.docx
Attachments:	- 6585 disputed meter testing report (003).pdf - PW-WWC-08-19 - 6585 Disputed Rd. Water Consumption.docx
Final Approval Date:	Jan 19, 2020

This report and all of its attachments were approved and signed as outlined below:



Director, Public Works

Peter Marra



Chief Administrative Officer

Joe Milicia

Coulter Services
180 Whiting St Ingersoll, Ontario N5C 3B5
Phone # 647-746-0044

Customer:	Town of LaSalle	Service Date:	December 18 2019
Address:	6585 Disputed Road	Manufacture:	Sensus
	Town of LaSalle	Size/Type:	5/8" SRII
Occupant:		Registration:	M3
Contact Name:	Rob Mackie	Remote type:	
Telephone #:	5199694143	Serial No:	75309020
Meter Location:	In Shop	I.D. No:	71913569

Meter Running on Arrival	Y	N	Chamber	Y	N
Meter Sealed on Arrival	Y	N	Two Man Job	Y	N
Bypass Sealed on Arrival	Y	N	Bypass	Y	N
If No, was it open	Y	N	Test Port	Y	N
Meter Running on Departure	Y	N	Strainer	Y	N
Meter&Valves Sealed on Departure	Y	N	Broken Valves Tagged	Y	N

	As Found	After Service
HF Out	2510.9767	2511.50265
HF In		
LF Out		
LF In		

Pretest Results						Post Calibration Results					
LPM	Quantity Del.	High	Med	Low	%	LPM	Quantity Del.	High	Med	Low	%
56.78	391.5	391.7			100.05	56.781	0	0			#DIV/0!
7.571	38.5	38.5			100.00	7.5708	0.0	0.0			#DIV/0!
0.95	39.5	38.0			96.20	0.9464	0.0	0.0			#DIV/0!
Meter Runs at Minimum Flow						Meter Runs at Minimum Flow					

Notes/Comments:

Accuracy Requirements: High Flow 98.5-101.5%, Medium Flow 98.5-101.5%, Low Flow 95-101.5%

Meter Passed

Travel To	Time In	Time Out	Travel Back	Total hours	Crew
N/A	N/A	N/A	N/A		Taylor H

Job Complete ~~Y~~ N

Signature: Taylor H



The Corporation of the Town of LaSalle

To: Members of the Water & Wastewater Committee

Prepared by: Lena Petros, Manager of Water and Wastewater

Department: Public Works

Date of Report: November 13, 2019

Report Number: PW-WWC-08-19

Subject: PW-WWC-08-19 - 6585 Disputed Rd. Water Consumption.docx

Recommendation

That the report of the Manager of Water and Wastewater dated November 13, 2019 (PW-WWC-08-19) regarding PW-WWC-08-19 - 6585 Disputed Rd. Water Consumption.docx BE RECEIVED; and that a credit of \$1,102.94 to the October 2019 water bill BE APPROVED.

Report

The homeowner of 6585 Disputed Road contacted Public Works on October 9, 2019 regarding their October water bill. The Public Works Clerk spoke with the resident regarding the bill and printed the reports below showing the consumption for the billing period.

The Clerk explained to the resident that the water passed through the meter but seems to be back to regular consumption now. An appointment was set for Thursday, October 10, 2019 for the Public Works department to check for leaks on the private water system and verify meter number accuracy. Detection of a leak would be hard to determine since consumption had gone back to normal as shown on the October graph below. Also, meter numbers were verified to be accurate.

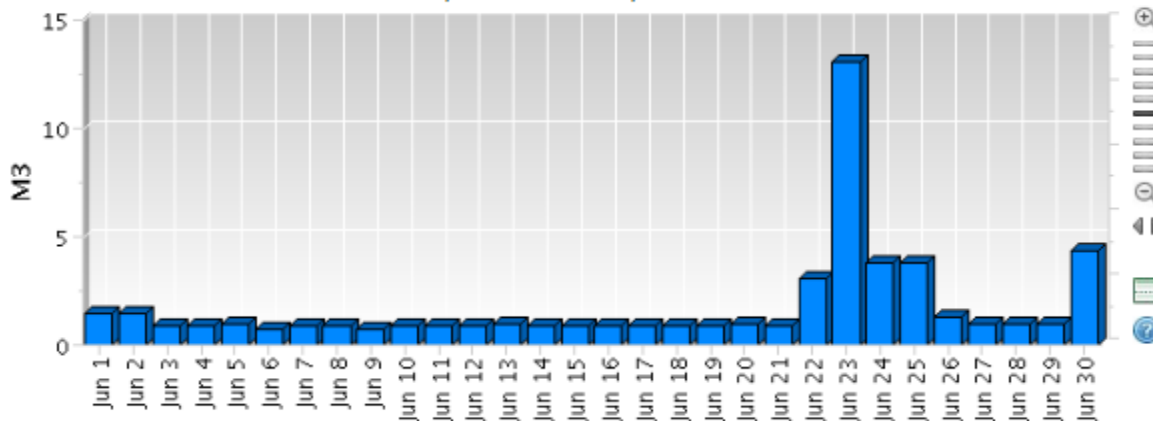
In addition, the homeowner requested sending the current meter out for testing by an independent party. Public Works staff explained the Town's Water and Wastewater Billing and Collection policy (F-GEN-006) should the meter be found to register accurately or in favor of the account holder, the account holder will be responsible for the expense of removing and testing the meter. If the meter is found to register in favor of the Town or if the meter is deemed to be a faulty meter, steps will immediately be undertaken to rectify the problem, and a new bill will be issued based on the average of

the previous four billing periods for the service address. As a result, the homeowner declined this service and meter was not sent out for accuracy test.

Therefore, it is recommended that the Committee concur with the information enclosed regarding the water consumption and a reduction of block 1 and 2 rates to bulk rate as per policy number F-GEN-006 with a credit of \$1,102.94 be granted.

6585 DISPUTED RD (71913569 - 19000001500)

Jun 1, 2019 - Jun 30, 2019



All Intervals
52.7 M3

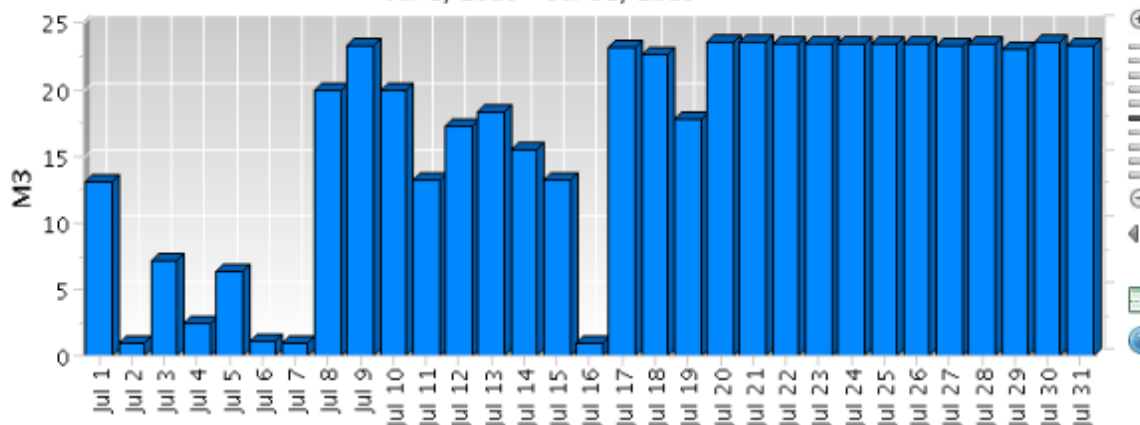
Total
52.7 M3

KavaChart images from VE.com

Note: Weather Data not available

6585 DISPUTED RD (71913569 - 19000001500)

Jul 1, 2019 - Jul 31, 2019



All Intervals
518.9 M3

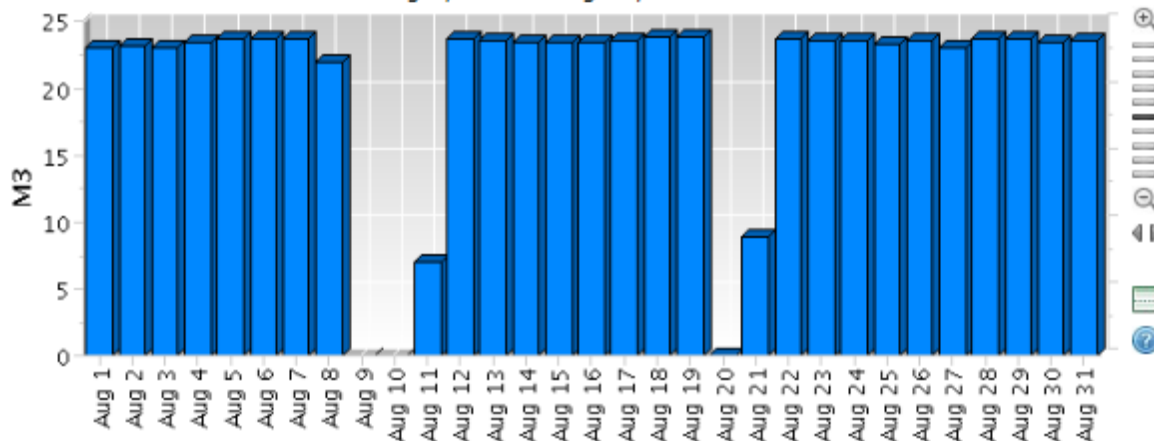
Total
518.9 M3

KavaChart images from VE.com

Note: Weather Data not available

6585 DISPUTED RD (71913569 - 19000001500)

Aug 1, 2019 - Aug 31, 2019



All Intervals
626.2 M3

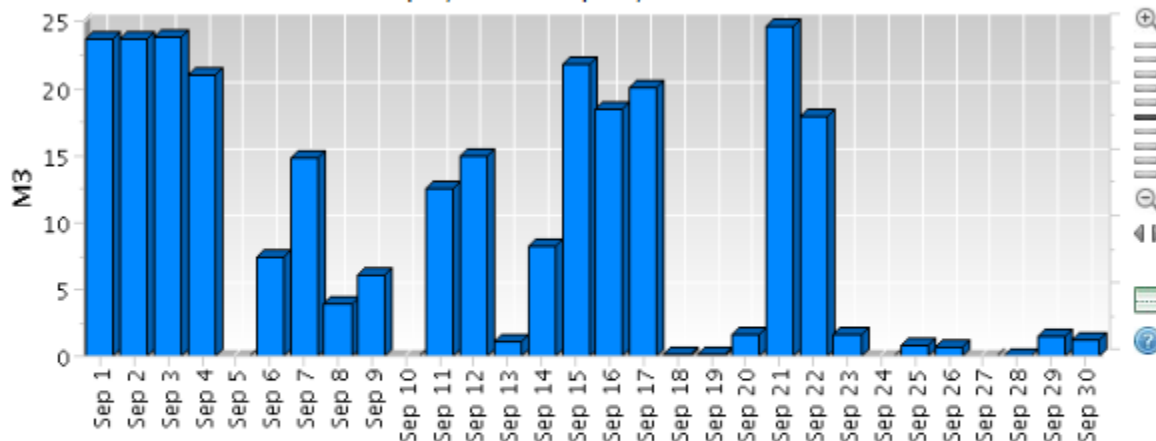
Total
626.2 M3

KavaChart Images from VE.com

Note: Weather Data not available

6585 DISPUTED RD (71913569 - 19000001500)

Sep 1, 2019 - Sep 30, 2019

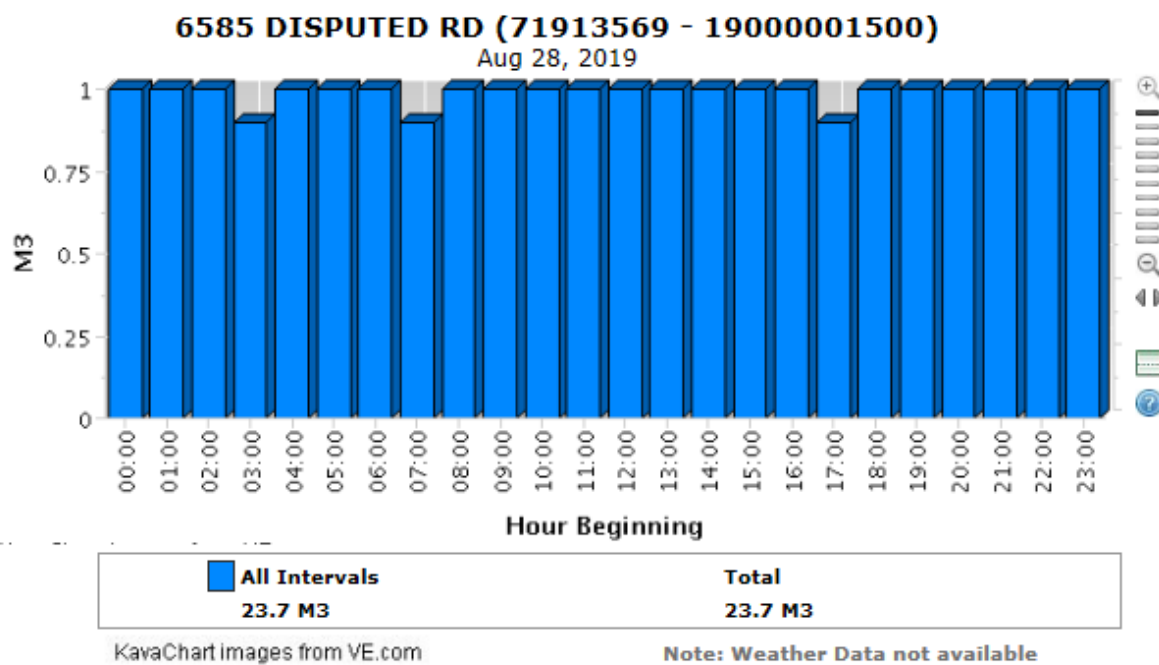
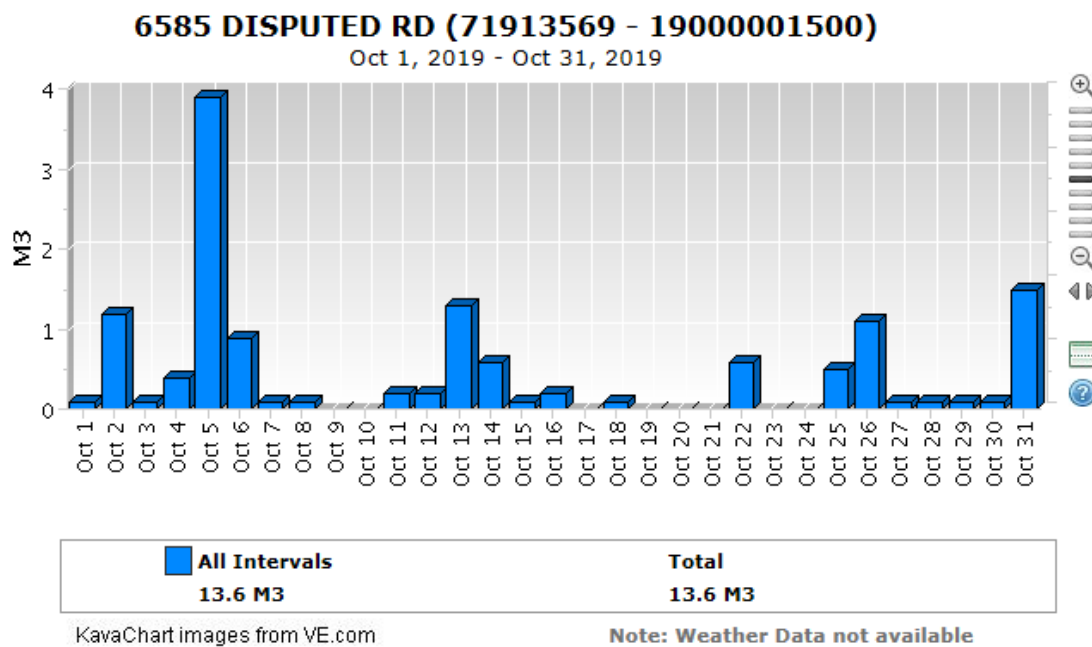


All Intervals
272.6 M3

Total
272.6 M3

KavaChart Images from VE.com

Note: Weather Data not available



TOWN OF LASALLE
5950 MALDEN ROAD
LASALLE ON N9H 1S4

Phone: (519) 969-7770

Fax: (519) 969-4029

WATER & WASTEWATER BILL



Account #: [REDACTED]
 Service Address: 6585 DISPUTED RD

Billing Date: 03-Oct-2019 Bill From: 01-Jul-2019
 Batch #: 2019100302 Bill To: 30-Sep-2019

Due Date : 25-Oct-2019

6483 MATCHETTE RD
LASALLE ON N9J 2J8

Make Cheque Payable to
 TOWN OF LASALLE
 Enter Amount Enclosed

Account Balance \$ 1,903.99

Amount Due \$ 1,903.99

Please detach and return top portion with payment. Retain bottom portion for your records.

Account #: [REDACTED]
 Service Address: 6585 DISPUTED RD

Billing Date: 03-Oct-2019 Bill From: 01-Jul-2019
 Batch #: 2019100302 Bill To: 30-Sep-2019

Account Details From: 03-Oct-2019

PIN# [REDACTED]

Code	Description	From	To	Units	Amount
Last Payment Made on: 22-Jul-2019					-169.65
W RFED	WATER FEEDER CHARGE	01/07/19	30/09/19	1.00	33.00
W R709A	5/8"- 3/4" WATER METER SIZE CHARGE	01/07/19	30/09/19	1.00	15.00
W RMW	WATER CONSUMPTION	01/07/19	30/09/19	1.00	1,855.99
71913569	01/08/19 Current Reading: 1592.00	01/07/19	Prev. Reading: 1073.00	Consumption:	519.00 M3
	01/09/19 Current Reading: 2218.00	01/08/19	Prev. Reading: 1592.00	Consumption:	626.00 M3
	01/10/19 Current Reading: 2490.00	01/09/19	Prev. Reading: 2218.00	Consumption:	272.00 M3
				Total Consumption:	1417.00 M3
	Consumption 81.00 @ 1.05000000				85.05
	54.00 @ 1.22000000				65.88
	1282.00 @ 1.33000000				1705.06
					1855.99

Current Levy 1,903.99

Account Balance \$ 1,903.99

Due Date : 25-Oct-2019

Amount Due \$ 1,903.99

TOWN OF LASALLE
5950 MALDEN ROAD
LASALLE ON N9H 1S4
 Phone: (519) 969-7770
 Fax: (519) 969-4029

6483 MATCHETTE RD
LASALLE ON N9J 2J8

Page : 1

Consultations

Type consultations here

Financial Implications

Type financial implications here

Prepared By:

A handwritten signature in black ink, appearing to read 'Lena Petros', with a stylized, cursive script.

Manager, Water and Wastewater

Lena Petros, C.E.T.

Link to Strategic Priorities

	Expanding and diversifying our assessment base
	Effectively communicating the activities and interests of the Town
	Managing our human and financial resources in a responsible manner
	Promoting and marketing LaSalle
	Promote a healthy and environmentally conscious community

Communications

	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

Notifications

Name	Address	Email

Report Approval Details

Document Title:	PW-WWC-08-19 - 6585 Disputed Rd. Water Consumption.docx
Attachments:	
Final Approval Date:	Nov 18, 2019

This report and all of its attachments were approved and signed as outlined below:



Director, Public Works

Peter Marra



Chief Administrative Officer

Joe Milicia



The Corporation of the Town of LaSalle

To: Members of the Water & Wastewater Committee
Prepared by: Lena Petros, Manager, Water and Wastewater
Department: Public Works
Date of Report: January 16, 2020
Report Number: PW-WWC-02-20
Subject: DWQMS External Audit Report for 2019

Recommendation

That the report of the Manager of Water and Wastewater dated January 16, 2020 (PW-WWC-02-20) regarding DWQMS External Audit Report 2019 BE RECEIVED.

Report

As required by the Safe Water Drinking Act, the Town of LaSalle hires NSF International to conduct an external audit of our Drinking Water Quality Management System (DWQMS). Enclosed is the DWQMS External Audit Report dated December 6, 2019.

Consultations

Type consultations here

Financial Implications

Type financial implications here

Prepared By:

Manager, Water and Wastewater

Lena Petros, C.E.T.

Link to Strategic Priorities

	Expanding and diversifying our assessment base
	Effectively communicating the activities and interests of the Town
	Managing our human and financial resources in a responsible manner
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Communications

yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

Notifications

Name	Address	Email

Report Approval Details

Document Title:	PW-WWC-02-20 DWQMS External Audit Report 2019.docx
Attachments:	- AuditReport.pdf
Final Approval Date:	Jan 20, 2020

This report and all of its attachments were approved and signed as outlined below:



Director, Public Works

Peter Marra



Chief Administrative Officer

Joe Milicia



NSF International Strategic Registrations Audit Report

The Corporation Of The Town Of LaSalle

Public Works Department 2170 Judy Recker Cres.
LaSalle, Ontario N9J 0C3 CAN

C0122075

Audit Type

DWQMS Verification Audit

Auditor

Rose Johnson

Standard

Ontario's Drinking Water Quality Management Standard Version 2
(Exp Date: 22-FEB-2020)

Audit Date(s):

11/07/2019 - 11/08/2019

Recommendation

Ontario's Drinking Water Quality Management Standard Version 2 : Cont. Cert. Pending offsite
Verification of minors



Executive Summary

Ontario's Drinking Water Quality Management Standard Version 2

This was an onsite verification audit of the Town of LaSalle's Drinking Water Quality Management System (DWQMS).

System strengths observed during the audit include:

- Overall commitment to the DWQMS
- Water and Wastewater committee
- expanded use of technology, i.e. CityWide Works & issuance of tablets for operators
- new program for uni-directional flushing / valve exercising
- Coordinated emergency exercise

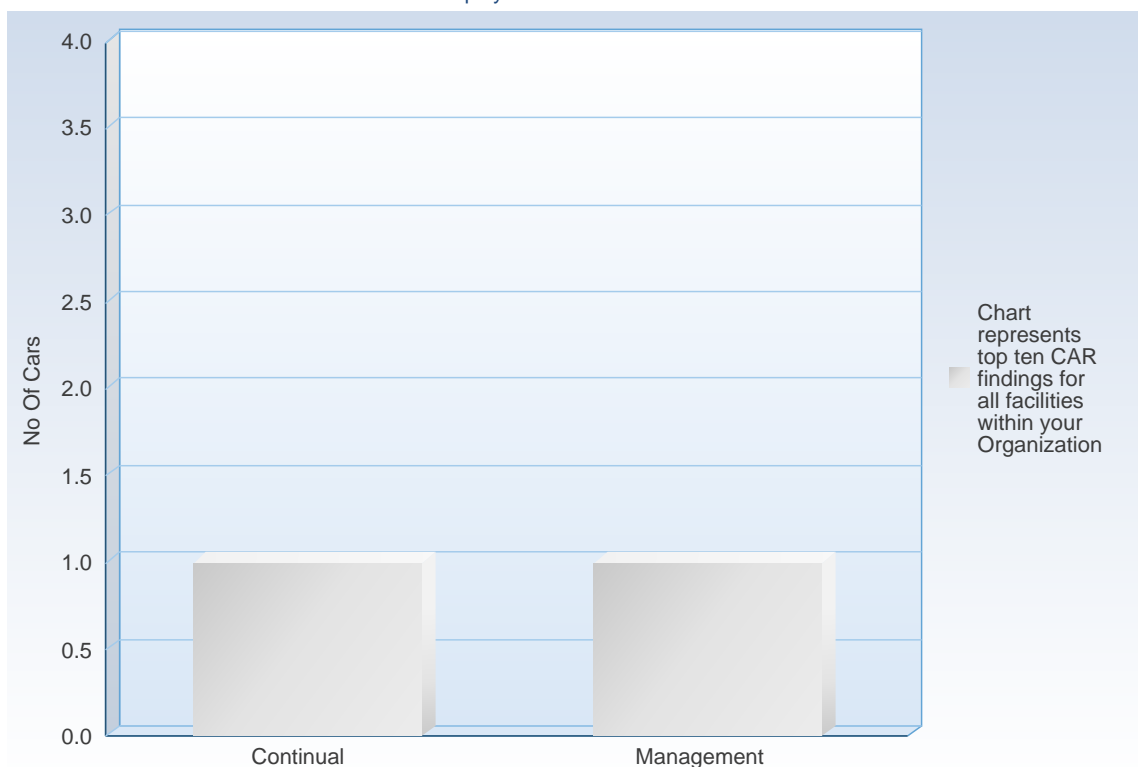
The audit results are summarized as follows:

- zero major nonconformities
- two minor nonconformities
- three opportunities for improvement (OFIs)

Please respond to the minor nonconformities using NSF-Connect within 30 days of the closing meeting date. (Note: OFIs do not require a formal response, but are included in this report for consideration by the leadership team.)

The support and cooperation of all involved in the audit is acknowledged and appreciated. Thank you for selecting NSF-ISR for your DWQMS accreditation.

Top 10 Non Compliant Standard Clauses
CAR Chart Displays Current and Previous Years Data



The Corporation Of The Town Of Lasalle

Standard Clause Description

Continual Improvement
Management Review

Opportunities

Ontario's Drinking Water Quality Management Standard Version 2

See below



Corrective Action Request Summary By Type

Car Type	Car Count
MINOR	2

Corrective Action Request Summary By Standard Clause

Standard Clause	Car Count
Continual Improvement	1
Management Review	1

Corrective Action Requests

CAR No	J3806553-1	Type	MINOR
Standard & Clause	DWQMSV2, Management Review	Discussed with	Lena Petros
Auditor Name	Rose Johnson		
Statement of Requirement	<p>20. Management Review</p> <p>PLAN – The Operational Plan shall document a procedure for management review that evaluates the continuing suitability, adequacy and effectiveness of the Quality Management System and that includes consideration of:</p> <ul style="list-style-type: none"> a) incidents of regulatory non-compliance, b) incidents of adverse drinking water tests, c) deviations from Critical Control Point limits and response actions, d) the effectiveness of the risk assessment process, e) internal and third-party Audit results, f) results of emergency response testing, g) operational performance, h) raw water supply and drinking water quality trends, i) follow-up on action items from previous management reviews, j) the status of management action items identified between reviews, k) changes that could affect the Quality Management System, l) Consumer feedback, m) the resources needed to maintain the Quality Management System, n) the results of the infrastructure review, o) Operational Plan currency, content and updates, and p) staff suggestions. <p>DO – Top Management shall implement and conform to the procedure and shall:</p> <ul style="list-style-type: none"> a) ensure that a management review is conducted at least once every Calendar Year, b) consider the results of the management review and identify deficiencies and action items to address the deficiencies, c) provide a record of any decisions and action items related to the management review including the personnel responsible for delivering the action items and the proposed timelines for their implementation, and d) report the results of the management review, the identified deficiencies, decisions and action items to the Owner. 		
Statement of Nonconformity	The management review process does not fully address DWQMS requirements		
Objective Evidence	There is no evidence available to demonstrate that the September 13, 2019 management review included follow-up on action items from previous management reviews (item 'i') - meeting minutes indicate 'N/A'; however there were multiple action items recorded at the previous management review (September 17, 2018) for which there is no record of follow-up		
Location of Finding	Management review records		

CAR No	J3806553-2	Type	MINOR
Standard & Clause	DWQMSV2, Continual Improvement	Discussed with	Lena Petros
Auditor Name	Rose Johnson		



Statement of Requirement	<p>21. Continual Improvement</p> <p>PLAN – The Operating Authority shall develop a procedure for tracking and measuring continual improvement of its Quality Management System by:</p> <p>a) reviewing and considering applicable best management practices, including any published by the Ministry of the Environment and Climate Change and available on www.ontario.ca/drinkingwater, at least once every thirty-six months;</p> <p>b) documenting a process for identification and management of Quality Management System Corrective Actions that includes:</p> <p>i. investigating the cause(s) of an identified non-conformity,</p> <p>ii. documenting the action(s) that will be taken to correct the non-conformity and prevent the non-conformity from re-occurring, and</p> <p>iii. reviewing the action(s) taken to correct the non-conformity, verifying that they are implemented and are effective in correcting and preventing the re-occurrence of the non-conformity.</p> <p>Also Town of Lasalle Operational Plan, Rev. 16, October 28, 2019</p> <p>21.3 Procedure</p> <p>The Town of LaSalle Public Works strives to continually improve the effectiveness of its QMS for this drinking water system through the identification and implementation of corrective/preventive actions and, as appropriate, through review and consideration of applicable Best Management Practices (BMPs).</p> <p>Corrective Actions</p> <p>Non-conformances may be identified through an internal or external QMS audit(s) conducted for this drinking water system. They may also be identified as a result of other events such as:</p> <ul style="list-style-type: none"> - an incident/emergency; - community complaint; - other reviews; and - operational checks, inspections or audits. <p>The QMS Representative(s) investigates the need for a corrective action to eliminate the root cause so as to prevent the non-conformance from recurring. The investigation may also include input from the operators and other stakeholders and the consideration of BMPs as appropriate.</p> <p>The QMS Representative(s) determines the corrective action needed, assigns responsibility and a target date for resolution.</p> <p>The QMS Representative(s) ensures corrective actions are documented using Action Plan to track action items. The QMS Representative monitors the progress of corrective action(s) and provides status updates to Top Management...</p>
Statement of Nonconformity	The corrective action process is not fully effective
Objective Evidence	<p>1. There have been no corrective actions recorded in the Action Plan spreadsheet since 2016, however the MECP Inspection in August 2019 identified a nonconformity for which corrective action was required.</p> <p>2. The Action Plan spreadsheet does not require root cause to be identified / recorded, nor does it reference corrective action effectiveness.</p>
Location of Finding	Action Plan spreadsheet

Corrective Action Information and Instructions

See NSF-ISR Policies for Accredited Registration Services for corrective action information and instructions. (Available in the "Standards and Policies" section of [NSFOnline](https://www.nsf-isr.org/NSFOnline))

Also, submit all corrective actions through [NSFOnline](https://www.nsf-isr.org/NSFOnline). For instructions on how to use [NSFOnline](https://www.nsf-isr.org/NSFOnline), please click "Help" in the upper right-hand corner. If you require any assistance in accessing your [NSFOnline](https://www.nsf-isr.org/NSFOnline) account, please contact your Registration Specialist (Elizabeth Haney email: ehaney@nsf.org).

Site Information

The audit was based on a sampling of the company's management system.

Industry Codes

NACE:E 41



Scope of Registration

Ontario's Drinking Water Quality Management Standard Version 2 : Town Of Lasalle Distribution System, 032-OA1,
Entire Full Scope Accreditation



Opportunities for Improvements

Ontario's Drinking Water Quality Management Standard Version 2

Opportunity	Observations / Auditor Notes
Opportunities for Improvements (DWQMS)-01	<p>Location of OFI Operational Plan - Section 19 Internal QMS Audits;</p> <p>Discussed With Lena Petros;</p> <p>Description The internal audit process was found to be overall effectively implemented. Consideration could be given to linking the Corrective Action procedure to the Internal Audit procedure.;</p>
Opportunities for Improvements (DWQMS)-02	<p>Location of OFI Emergency Exercise records;</p> <p>Discussed With Lena Petros;</p> <p>Description Emergency testing processes were found to be overall effectively implemented. An opportunity exists to expand output from emergency exercises to record lessons learned / follow-up actions as applicable.;</p>
Opportunities for Improvements (DWQMS)-03	<p>Location of OFI Operational Plan, Rev. 16, October 28, 2019;</p> <p>Discussed With Lena Petros;</p> <p>Description Document and record control processes were found to be effectively implemented. Consideration could be given to: 1. periodically reviewing SOPs and updating as necessary; 2. including record retention period requirements in the Operational Plan or associated procedure(s).;</p>

Processes

Audit Summary Matrix

