



## ENV MISSION STATEMENT

*"To protect public health and the environment by efficient and effective management of the wastewater and solid waste systems within the City and County of Honolulu."*

ENV is serious about its responsibility to lay the best plans for the future, while working within the fiscal constraints of the present and to educate the public on measures that help protect public health and the environment.

*The City & County of Honolulu's Department of Environmental Services employs more than 1,100 men and women in job-related fields covering environmental quality, treatment & disposal, collection system maintenance, refuse and administration.*

## Director's Message

**H**au'oli Makahiki Hou! I hope you all greeted the New Year with renewed vigor. This is the Year of the Ox in the Chinese zodiac. The Ox symbolizes prosperity through fortitude and hard work.

We at the Department of Environmental Services appreciate your dedication and professionalism the past 12 months, and we will continue our sustained efforts in Environmental Quality, Treatment and Disposal, Collection System Maintenance and Refuse divisions in 2009.

The agenda for this year looks promising as we expand two more phases of our island-wide curbside recycling program; Earth Month (April) and Make-A-Difference (October) festivities; Discover Recycling Fair (September); the expansion of Waimanalo Gulch Sanitary Landfill; sewer work; and the upgrading of some of our treatment plants.

Briefly recapping 2008, there were numerous milestones in ENV. Three of our wastewater treatment plants garnered national attention for their compliance with NPDES permits; we purchased H-POWER through a lease agreement; we initiated the expansion of H-POWER with a third boiler; our curbside recycling program implemented the first of four phases in the East Honolulu, North Shore and Kailua communities; and we reach thousands in our Adopt-A-Block/Adopt-A-Stream programs.

As we move forward this year, ENV will continue to preserve the health and welfare of every resident in Honolulu.

On behalf of the ENV administration, we would like to wish you and your ohana a very safe and happy 2009!

Sincerely,

Director Eric S. Takamura, Ph.D., P.E.

## Labor Corner: *Vacation Leave*

We all need to take a break from our jobs whether it's a few hours, a day, a week or a month.

Whether it's to support a team in a sporting event in or out of state, to visit/entertain relatives, explore new or favorite places or just work on the "digs," we have this benefit.

Vacation leave benefits are administered on a yearly basis and recorded at the end of each calendar year.

Many operations may require employees to submit their vacation preference at the beginning of the year.

This requirement is to facilitate the scheduling of annual vacations and insure operations are not compromised.

Employees shall submit an application well in advance of the requested vacation to enable the employer to make necessary adjustments with the daily operations.

Advance notice may be waived for emergencies. Furthermore, employees who exhausted their sick leave may elect to use accumulated vacation leave instead of authorized leave without pay for sick leave.

Whenever conflicts arise between two or more employees requesting vacation during the same period, the employee with the highest seniority at the base yard, work place or office shall be given preference.

Vacation leave granted shall be on the dates and times approved by the employer as long as the dates and times are as close to the requested dates as the conditions/operations permit and will not cause forfeiture of any vacation leave.

In the event that a vacation leave request is denied, the employee may request the reason(s) for the denial in writing. Vacation leaves granted may include, when requested by the employee, any vacation leave earned up to the end of the employee's last full month of work prior to the beginning of the vacation leave.

Employees maybe recalled from approved vacation leave before it ends. Any employee recalled from their scheduled vacation leave shall be paid the overtime rate of one and one-half (1.5) times the basic rate of pay for the hours or days of vacation leave the employee surrendered.

If you become ill while on vacation for one or more consecutive days and submit a physician's certificate or other satisfactory proof of the illness, the illness could be charged to sick leave instead of vacation leave.

In the event the employee is detained out of state or on another island past the requested vacation leave, the employer may grant advanced vacation leave provided the cause is justifiable by the employer.

So, use your vacation leave to relax, explore, travel support, entertain or even to "work" on a personal project!

*Submitted by John Murakami, ENV Human Resource Specialist*

## DHR: *Training & Development*

Merry belated Christmas and a Happy New Year, ENV employees! The end of 2008 was marked by a flurry of mandatory training requirements added to our normal workload and assignments. I'd like to thank everyone for their patience and support in attending these DHR and ENV policies classes. For those responsible for ensuring employees are registered or are the actual registrars (DTCs), thank you very much too for all you do toward the success of our department.

It's the beginning of another hopeful new year, nearly time for spring-cleaning and a good time to introduce the City's latest training catalog. Many of you already are familiar with the City intranet training site, so for those new to the system or not yet comfortable, I'll include how to find the online version of the catalog and where to find the most updated class listing. We'll review what you'll find in the new the catalog and our ENV registration procedures for employees with computer access and those without computer access. At the end is a list of ENV training coordinators (DTCs) responsible for providing training class registration assistance.

### January-June 2009 DHR Training and Development Catalog

Twice a year, the City Department of Human Resources (DHR) Personnel Development and Training Branch plans, prints and distributes a new training catalog. Departments receive the first one in mid-December for the training period January-June, and the second one in mid-June for July-December. By now, your respective work section or area should have received at least one hard copy of this year's magenta-colored cover publication.

### Find the DHR Catalog online

If you wish to view the online catalog, go to the City intranet website located at <http://cityfyi.hnl/> under the tab at the top entitled "Training." When the drop down menu appears, click on the fifth item, "Training & Development Catalog." A PDF pops up to scroll through the pages by using either the scroll button on your mouse or left-click and hold down and move the right-hand page scroll bar up and down.

### Find DHR Classes posted online

To find a list of classes online, click on <http://dhrtraining/> and look under the left-hand column and first tab "Course Information" and "Class Schedule", and then click on "Alphabetical." Here you'll find the

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## ENV News

*ENV News is making a return engagement after a couple of years hiatus. The quarterly publication is designed to provide highlights to the ENV workforce of notable accomplishments, labor relations issues and features.*

*The publication is in its developmental stages and will expand in time. If you have story or feature ideas, please e-mail them to [mowens@honolulu.gov](mailto:mowens@honolulu.gov).*

*The next issue of ENV News will be April 2009.*

## Feature: *John Wilson*

December brings to a close the end of the year associated with holiday shopping, family gatherings and times to be thankful. In addition, many City employees choose this month to retire. Such is the case with ENV Computer Services Representative John Wilson.

For the past 16 years, Wilson has worn many hats in ENV ranging from hardware-software techie, programmer and mid-wife for new computer systems.

It is somewhat ironic how Wilson began with ENV.

In the 1992 General Election, he voted against Charter Amendment No. 6, which asked for the separation of wastewater from the public works department. The voters passed the amendment and on Jan. 4, 1993, Wilson took a job to be the CSR for ENV.

“This has been the best job, taking into consideration all factors,” Wilson said. “The nature of the work and people give it a family-like atmosphere.”

Before coming aboard at ENV, he worked in the private sector for many years as a computer analyst but actually got his computer training in the Navy.

The former Vietnam veteran developed his skills as a Weapons Control System Analyst aboard the USS Long Beach, which patrolled the Gulf of Tonkin just 30 miles from Hanoi. He finished his tour in the ranks as a Chief Petty Officer.

The Southern California native grew up in Hollywood and did not stray far from the bright lights.

Outside the computer world, the 65-year-old Wilson, who has lived in Hawaii since 1973, is active in community



*John Wilson trading in his computer for a shot at Broadway. Well, maybe Lanikai Theatre.*

theatre. Currently, he is the president of the Lanikai Mortgage Players, which performs two traditional melodramas annually. For the past 32 years, he has performed numerous times on stage and emceed many performances.

Wilson and his wife, Adele, have two children – Amy and Jesse. This past August the couple celebrated their 20th wedding anniversary.

“This has been a very rewarding experience in ENV in more ways than one,” Wilson said. “I’m going to miss it.”

### WELCOME...

*The Department of Environmental Services welcomes its newest employees coming aboard since September 2008.*

#### OAS

Gregg Onuma, GIS Analyst II ..... Kapolei Hale

#### WT&D

Jolly Duyan, AWWTPO ..... Kailua

Gary Hazen, Computer Programmer II ..... Sand Island

Guy Mitchell, WWHTD ..... Leeward Region

James Sinatra, AWWTPO ..... Kailua

#### CSM

Anton Pisbe, WW Collection System Helper ..... Halawa

#### Refuse

Jane Yoshida, Sr. Clerk Typist ..... Kapolei Hale

### RETIREMENT...

*The Department of Environmental Services would like to extend a warm Mahalo to all of the employees who are leaving ENV or retiring at the end of 2008 that served the City and ENV with professionalism.*

#### Administration

Ken Shimizu, ENV Deputy Director ..... Kapolei Hale

John Wilson, Computer Specialist ..... Kapolei Hale

#### OAS

Theodore Hirano, WW Service Investigator ..... FMB

#### Refuse

William Villareal, Refuse Crew Leader ..... Honolulu Yard

Robert Teixeira, Refuse Supervisor ..... Honolulu Yard

#### WT&D

Allen Hayashi, WWTPO IV ..... Sand Island

Thomas Watai, Lead Electronics Tech ..... Sand Island

#### EQ

Beatrice Mikami, Sanitary Chemist II ..... Sand Island

## Spotlight: Lourdes Vazquez

In Building 9 on the Diamond Head side of Sand Island Wastewater Treatment Plant (WWTP), one can find chemists busily culturing water fleas and tilapia or spawning Hawaiian sea urchins. These organisms are used to monitor the quality of effluents discharged into our waters, a principal function of the Water Quality Laboratory.

Chemical and physical analyses of effluents do not provide sufficient data for the protection of aquatic life. For this reason, the U.S. Environmental Protection Agency (EPA) added another monitoring tool that measures the aggregate effect of complex effluents on a specific organism's ability to survive, grow or reproduce.

The task of Whole Effluent Toxicity (WET) testing is assigned to the Biology Unit of the Laboratory. The unit is headed by Lourdes Vazquez, who has been working for the department since 1990. She oversees the proper culturing of water fleas, *Ceriodaphnia dubia* and Sunfish, *Tilapia mossambica* and ensures that monthly WET tests with these organisms are done in accordance with EPA protocols.

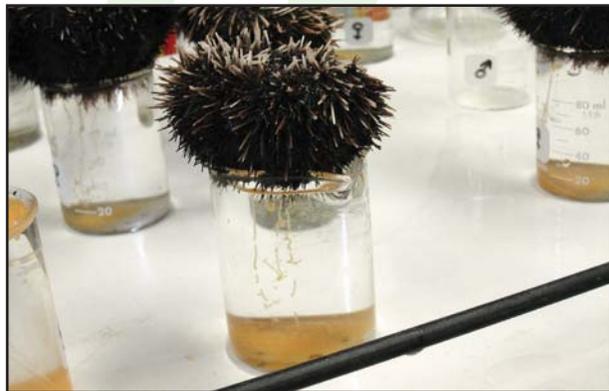
The laboratory monitors the quality of discharges from the WWTPs in Kailua, Waianae, Honouliuli and Sand Island by determining the survival and reproduction of water fleas exposed to serial dilutions of effluents. Compliance of Wahiawa WWTP is monitored by measuring the survival of tilapia fry, which is less than a month old, after a four-day exposure to 100 percent Wahiawa effluent.

In 1996, Lourdes transferred from the Toxics group to head the Biology Unit. At that time, NPDES permits of Kailua, Sand Island, Waianae and Honouliuli included a new WET test using gametes from Hawaiian sea urchins.

The laboratory has been conducting sea urchin bioassay according to EPA protocols specified in the NPDES permits since 1991. However, the tests were often unsuccessful.

Lourdes spearheaded investigations to refine the protocols doing repeated trials to improve the results. After a year, the biology group presented its Refinements on the Sea Urchin Bioassay protocol at the 1997 Hawaii Water Environment Association Conference. EPA recognized these improvements and biology was asked to conduct training for laboratories in Hawaii that conduct the test. In addition, Lourdes published a paper in the *Environmental Toxicology and Chemistry* in 2003 on the improvements made on the sea urchin bioassay.

Lourdes believes that the sea urchin sperm fertilization test method is based on sound science and may well be used as an indicator of a potential environmental impact of waste discharge. However, results from this test, as well as from other WET methods, should not be considered as flawless evidence for pass/fail compliance decisions. Test conditions do not reflect those of the real world. Toxicants, which are detected in the laboratory, could well be degraded at the outfall producing no real danger to aquatic life.



*The Hawaiian sea urchin, or Hawae, going through extensive testing at ENV's Water Quality Laboratory at Sand Island WWTP.*



*Lourdes Vazquez refined EPA protocols with her extensive research of sea urchins in the ENV Water Quality Laboratory.*

So, where does Lourdes get all this love for research? She was among the first graduates of the Science High School in the Philippines where she learned the process of scientific thinking.

She earned a master's degree in chemistry and honed her research skills in the Research and Development group of San Miguel Breweries. Nevertheless, her experimentations do not end in the lab. She brings her research skills to her own kitchen where she improves on recipes, studies ingredients that lead to a better flavor or texture and modifies cooking or baking techniques until her taste buds say okay.

That is why Food Network's Alton Brown is one of her favorites.

## City Purchases H-POWER

The City and County of Honolulu purchased energy-from-waste facility, H-POWER, for \$43.8 million from Bank of America and Ford Motor Credit Company on Oct. 30, 2008.

The majority of the purchase price, approximately \$25+ million, is to pay off the remaining balance due on the lease agreement with the rest, about \$18+ million, going to the actual purchase of the facility.

Connecticut Bank and Trust Company, National Association (the "Owner Trustee") and Ford Motor Credit Company (the "Owner Participant") purchased the facility from the City for \$80 million in 1990. Bank of America later bought out Connecticut Bank and Trust and assumed the role of the owner trustee. The sale document granted the City a lease buy-back option to purchase H-POWER 20 years from the date of commercial operation of the facility.

H-POWER is insured for more than \$300 million. The terms of the lease buy-back agreement included a formula to determine a lease buy-back price at the end of the 20-year term. That formula was not dependent upon the current appraised value or on any improvements made after 1990.

H-POWER, Honolulu Program Of Waste Energy Recovery, started operations at its Campbell Industrial Park location in May 1990. Covanta has operated the facility since its inception. The facility disposes of approximately 600,000 tons of waste per year, reducing the volume of the garbage it burns by 90 percent and creating five percent of Oahu's electricity in the process.



H-POWER has disposed of more than 11 million tons of waste the past 18 years, offset 480 million gallons of fuel oil that would have been burned to generate electricity, and helped prevent 11 million tons of greenhouse gases from being emitted into the atmosphere.

## City Rolls Out Curbside Recycling

The City's Department of Environmental Service implemented the first of four phases of its island-wide rollout of the curbside recycling program on Monday, Nov. 3.

Approximately 39,000 homes on the North Shore (Mokuleia to Sunset), East Honolulu (Kuliouou to Manoa, Kapahulu) and Kailua (including Lanikai) joined the pilot communities of Mililani and Hawaii Kai in the automated pickup of refuse, recyclables and green waste.

For most households, current collection days remained the same – Monday/Thursday, Tuesday/Friday or Wednesday/Saturday. A few neighborhoods changed collection days.

The new communities have almost completed a two-month transition period allowing residents to adjust to the new system. Twice-weekly refuse collection continued along with the added recycling pickup. This gave residents time to get used to sorting recyclable material into the blue and green carts and to determine if additional carts were needed.

Beginning the week of Jan. 12, 2009, the second refuse pickup will be eliminated. Refuse will be collected once per week and recycling will be collected once per week, alternating weekly between mixed recyclables (blue cart) and green waste (green cart).



An instructional brochure was attached to the inside of blue carts for homes in East Honolulu, and inside green carts for Kailua and the North Shore communities.

In May 2009, curbside recycling will be expanded in the communities of Waipio Gentry to Halawa, Wahiawa, Whitmore, Waipio Estates, Laulani Valley, Kaneohe and Waimanalo.

The third phase is scheduled to begin November 2009 in the areas of Foster Village to Makiki and Kahuku to Kahaluu.

The final phase will begin May 2010 from Makakilo to Waikele, Waipahu, Ewa Beach to West Loch, and Honokai Hale to Makua.

most up-to-date listing of available classes; information about class dates, start times and locations; and the number of available seats. While you'll find start times listed, end times are not. To find class end times, at the left-hand column under where you first clicked on "Alphabetical," now click on "Chronological." You may also find (start and) end times in the catalogs.

### Difference between Catalogs vs. Classes posted online

Please note, the online (PDF) and hard copy catalogs remain exactly as originally printed regardless of any email announcements you may receive about class schedule updates, changes or additional classes. Instead, notate directly on the hard copy catalog or print and keep the email announcements you're interested in or that are mandatory in your hard copy catalog. Use either catalog as a guide for general training registration policies, logistical information about classes, registrar contact information and class site locations. It gives you descriptions and additional details about class content. Other than the emailed announcements, for up-to-date logistical information such as dates, times, locations, and number of seats available, or new classes available, go to the list of classes posted online.

### What's in the DHR catalog?

Please look over the offerings in our January-June 2009 catalog. In this catalog after the Mayor's message, you'll find the names and pictures of the DHR training personnel (p3); Table of Contents (p4&5); What's New in the Catalog and the wellness class Back by Popular Demand (p6); and Curriculum Descriptions (p7). After page eight, Enrollment Procedures, you'll find an inserted copy of our ENV registration procedures. Next, find the Training Schedule in alphabetical order (p9-11); Class Descriptions in alphabetical order (p12-30); Training Schedule in chronological order (p31-33); various Training Site Locations that DHR uses for its classes (p34) and a list of all City Department Training Coordinators (p35).

Most of the curriculum is similar to last period. It includes curriculum for employees, supervisors, managers and administrative officers. This year, Mayor Mufi Hannemann directed DHR to focus on employee wellness. You'll find a wellness development section with topics such as Back to Basics; Bone Masster—Awareness, Prevention, & Management of Osteoporosis; Healthy Eating—"Island Style!"; Successful Aging Begins with You; Think Fit; and Understanding Diabetes: Detection & Treatment.

### Hurry, hurry! Get them before classes fill up!

Most professional development and wellness classes are limited to 20 -30 seats and are offered City-wide to all employees. As in the past, employees must submit a request to their supervisor(s) and receive prior approval from their supervisor(s) before their respective Division Training Coordinator (DTC)

can register them to a class. If you're interested in attending a class, submit requests to your immediate supervisor via the DHR Training & Tracking System at <http://dhrtraining/> to increase likelihood of getting into your choice of classes.

To ensure a smooth registration process for employees and their supervisor(s) and to reduce copying class information errors (class title, date, time, and location) so the employee(s) is/are registered to the requested or desired class, please follow these submittal instructions:

### ENV Registration Instructions

Registration instructions for employees with City intranet access, employees without City computer access, changes and cancellations, and those unable to attend once registered:

#### • Employees with computer access

Employees submit requests via the DHR Training & Tracking System online at <http://dhrtraining/>:

1. Go to the DHR website at <http://dhrtraining/>.
2. Click on "Alphabetical" under "Class Schedule".
3. Scroll down and select the desired class using "Click Here" button.
4. Click on "Select Supervisor Name," add your supervisor's name.
5. Click on "Yes" and you're done.
6. Wait to receive confirmation of registration.

#### • Employees without computer access

Supervisors submit email request lists to ENV DTC(s) and Julie Yamato.

• Once Registered, Employees unable to attend  
Supervisors provide reasons, via email, why employees will not be able to attend the scheduled sessions that employees are registered to attend.

#### • Changes and Cancellations

Supervisors submit email requests to ENV DTC(s) and Julie Yamato.

### Registrations for employees without computer access:

#### How to ensure changes & cancellations

DTCs are responsible to ensure employees receive proper supervisory approval before registering for a class. Employees without computer access rely on immediate supervisors to submit requests for them. While the DHR Training & Tracking System is a good tool in recording registrations, the system is not able to track registration approvals, cancellations, changes, when they were done or by whom. Also, it will not notify supervisors of employees registered, waitlisted or canceled.

Sending your email to the appropriate supervisor and/from DTC ensures your registration is done properly and can help avert any problems or issues that may arise should the system or a DTC inadvertently make changes (register or cancel an employee to a class). Issues are easier to resolve when DTCs have records readily available for verification. In addition, the time stamps on the email indicate which employee receives higher priority should there be issue between divisions or within a division. This information assists when DTCs are not available.

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## Who are ENV's DTCs?

If you or your supervisor cannot find a catalog, have questions or issues regarding training or the DHR training intranet web site, or need assistance with the registration process, please feel free to contact your respective DTC or Division Training Coordinator. Below table find our ENV DTC contact information:

### ENV DTCs

(by division)

CSM	Warren Banao wbanao@honolulu.gov 768-7241
EQ	Kelli Nakamoto / Julie Yamato knakamoto@honolulu.gov / jyamato@honolulu.gov 768-3281 / 768-3469
OAS	Julie Yamato jyamato@honolulu.gov 768-3469
REF	Ron Higa / Wynette Nagai rhiga@honolulu.gov / wnagai@honolulu.gov 768-3409 / 768-3413
WTD	Scott Schultz / Reid Miyashiro sschultz@honolulu.gov / rmiyashiro1@honolulu.gov 847-8328 / 847-8308

In the April ENV Newsletter, we'll highlight important classes all City employees should attend during their tenure with the City.



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1000 Uluohia Street, Suite 308  
Kapolei, HI 96707  
(808) 768-3300  
envhonolulu.org



*Vactor and cesspool trucks lined up at Blaisdell Park in Waimalu where ENV held a mock force main break in October.*

## Waimalu Force Main Break Drill

The Department of Environmental Services held its first-ever system-wide response drill, mocking a force main break. The event occurred in October 2008 with favorable reviews.

Crews from ENV's Treatment and Disposal and Collection System Maintenance divisions participated in the drill.

ENV received the call at 8:56 a.m., and arrived at the scene at 9:10 a.m. The spill was "ongoing" spewing out 200 gallons per minute.

Crews were able to contain the discharge at Blaisdell Park and kept it from reaching receiving waters.

The break was to a 30-inch force main at the Waimalu Pump Station near Blaisdell Park.

ENV dispatched vactor trucks and cesspool vehicles to the scene. The 44-year-old force main was made of reinforced concrete pipe.

The City asked residents and business in the Waimalu area Diamond Head of Kaahumanu Street to Kaimakani Street to reduce wastewater generation and conserve water consumption until further notice.

ENV's Environmental Quality Division posted signs in the park and alerted the state Department of Health.

Approximately 88,000 gallons would have escaped through the break, which was secured by 4 p.m.

ENV will be conducting future response drills to force mains, covering at least one per year.