

BIOSOLIDS EMS MANUAL

PLANNING SCHEDULE

(BY CALENDAR YEAR)



| 1 st Quarter | |
|------------------------------|---|
| <i>February</i> | <i>City begins budget preparation for upcoming Fiscal Year</i> <ul style="list-style-type: none"> • <i>Water Department Business Plan</i> • <i>Funding for Goals and Objectives</i> |
| March 31st | Quarterly update to Goals and Objectives |
| | Quarterly review of open CANs and MPL List |

| 2 nd Quarter | |
|-----------------------------|---|
| June 30th | Quarterly update to Goals and Objectives |
| | Quarterly review of open CANs and MPL List |
| <i>July</i> | <i>Begin review/update of Regulations Applicable to the VCWRF Biosolids Value Chain table (Element 4.0)</i> |

| 3 rd Quarter | |
|----------------------------------|--|
| August 1st | Annual review/update of Regulations Applicable to the VCWRF Biosolids Value Chain table (Element 4.0) |
| August 31st | Pre-Interim Audit of EMS (if required, ahead of Third Party audit- Element 16.0) |
| <i>September</i> | <i>Prepare Annual Sludge Report for TPDES Permit</i> |
| September 25th | Quarterly update to Goals and Objectives |
| | Quarterly review of open CANs and MPL List |
| September 30th | EMS Performance Report Published (Element 15.0) |
| | Annual Sludge Report to TCEQ |

| 4 th Quarter | |
|---------------------------------|---|
| <i>October 1st</i> | <i>New City Fiscal Year begins</i> |
| October 12th | Management Review of EMS (Element 17.0) |
| <i>October 15th</i> | <i>Biosolids (NBP) Anniversary Date</i> |
| October 20th | Interim Audit of EMS (Third Party or Internal- Element 16.0) |
| December 31st | Quarterly update to Goals and Objectives |
| | Quarterly review of open CANs and MPL List |

- Deadlines listed in **bold**
- Reminders listed in *italics*