

# BIOSOLIDS EMS MANUAL PLANNING SCHEDULE (BY CALENDAR YEAR)



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

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

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

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

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