

Element 15 – Biosolids Program Report

Version Number: 8
Version Date: April 17, 2017

Purpose

The following describes the District's procedures for preparing an annual performance report to review and summarize the District's biosolids management program.

Responsible Parties

EMS Coordinator
Director of M&O
Director of Monitoring & Research
Division Heads
Public and Intergovernmental Affairs Officer
District Webmaster

Procedures

1. The EMS Coordinator will prepare the *Biosolids Program and EMS Performance Report* by June of each year detailing the program performance of the previous calendar year as described in Document 15.1. During the first quarter of each year, the EMS Coordinator will send an email to the EMS Field Representatives responsible for tracking activities performed by the farmland application contractors.
2. The EMS Coordinator will submit a draft of the report to the Director of M&O, the Director of Monitoring & Research and the Division Heads for review and final approval.
3. After final approval, the EMS Coordinator will forward the *Biosolids Program and EMS Performance Report* to the Webmaster for posting on the District's website. The EMS Coordinator will work with the Public and Intergovernmental Affairs Officer to include a link to the report, on the website, in the District's Employee Newsletter.

References

Elements 01-14, 16, 17, and supporting Documents
Document 15.1 - Biosolids EMS Annual Report Guidance

District *Employee Newsletter*
District website

Revision History

Version Number	Version Date	Description of Revision
0	7/28/05	Original issue.
1	7/24/06	Added procedure to send a memo to the Division Heads requesting a report on activities performed by the District's farmland application contractor.
2	3/19/07	Changed report posting date on the District's webpage and in the employee newsletter from June 30 to when report is complete.
3	4/22/09	Updated Position Titles for Division Heads
4	10/8/09	Updated date of EMS Annual Report to June
5	7/8/11	Changed Title of Report throughout Procedure 3. Changed "summary of report" to link to the report, on the website,"
6	10/17/11	Edited Footer with Official Document Location
7	3/16/15	Updated position title to read Public and Intergovernmental Affairs Officer.
8	4/17/2017	Updated Step 1 and 3 to reflect current practices. Removed procedure to contact Division Heads in February to contacting EMS Field Reps during the first quarter.