

**ELEMENT 15  
Biosolids Program & EMS  
Performance Report**

**Checklist**

File Name:	Revision	Approved by:	Rev. Date	Page 1 of 1
EMS_15_Checklist.doc	01		12/13/02	

- Select a format for the report.
- Establish a process to gather information to prepare report.
- Identify any additional analysis or synthesis necessary to prepare summaries of other EMS Elements, including progress toward goals and objectives.
- Assign leads responsible for information collection, any additional analysis, and drafting.
- Establish a review team and review order, including various interim approvals and final approval.
- Lay out a schedule for preparing, reviewing, finalizing, and releasing the report – synchronize it with your internal audit cycle and your management review cycle.
- Make sure you set up feedback loops with other Elements in case you find something during report preparation that needs to be reinforced or changed.

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Reviewer's Signature

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Date