
ELEMENT 6 Public Participation in Planning

Procedures

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1. Review and revise the public participation program based on:
 - a) Continual improvements to biosolids program
 - b) Changes implemented by management
 - c) Feedback received from the public and approved by management
 - d) New beneficial use options and/or changes to existing programs
 2. Update the EMS web page with:
 - a) Significant changes to EMS
 - b) Changes to Biosolids Policy
 - c) New Goals and Objectives
 - d) Annual performance report
 - e) Third-party verification audit results
 - f) Approved feedback received from interested parties
 3. Update the BETS intranet web pages as needed.
 4. Provide feedback to inquiries received from the public before or within four business days (see [Element 9](#))
 5. Maintain public input tracking log.
 6. Update interested parties list.
 7. Verify that facility tours and the public outreach materials include information about the EMS.
 8. Maintain and update the inquiry system (as part of BETS).
 9. Review and revise the feedback systems on the EMS web page to ensure accessibility for the public.
 10. Update associated Internet web pages as needed.
 11. Update associated BETS intranet web pages as needed.
 12. Address public input at EMS Committee meetings.
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13. Provide summary of public comments for annual management review of biosolids EMS.