

**MARKETING COMPOSTED MANURE TO PUBLIC ENTITIES
DAIRY MANURE COMPOST UTILIZATION PROJECT
SCHEDULE OF DELIVERABLES, MONITORING SCHEDULE AND STATUS/ACTIVITY REPORT SPREADSHEET**

OBJECTIVE 1: Administration				
Task	Deliverable	Due Dates	Status	Comments
1.1 Admin	1. Proposed and signed subcontracts for marketing tasks	12/15/02	Complete	Final contract signed with Ron Alexander Associates in 2 nd quarter FY 2003
	2. Quarterly Progress Reports (QPR)	9/15/02 12/15/02 3/15/03 6/15/03 8/21/03 12/15/03 3/15/04 6/15/04 8/15/04 12/15/04 3/15/05 6/15/05 9/15/05 12/15/05 3/15/06	Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	Received, date not logged Received 1/6/03 Received 4/10/03; met 8/26/03, extensive consultation; received revised materials 9/5/03; approved 4/5/04 Received, date not logged Received w/ supplement 7/22/04 Received w/ supplement 7/22/04 Received 4/10/03, supplemented 7/22/04 Received 7/22/04 Received 10/12/04 Received, date not logged Received 3/24/05 revised version 3/28 Received 7/06/05 Received 11/4/05 Received 3/01/06 Received 3/01/06
	3. Reimbursement Forms	4QFY02 12/30/02 3/30/03 6/30/03 8/30/03 12/30/03 3/30/04 6/30/04 8/30/04 12/30/04 3/30/05 6/30/05 9/30/05 12/30/05 3/30/06	Approved Approved Approved Approved Approved Approved Approved Approved Approved Approved Approved Approved Submitted Submitted Submitted	Received 10/23/02; rejected 11/19/02; revision received 12/3/02; approved 3/19/03 Received 4/24/03; approved 12/4/03 pd 12/17/03 Received 7/14/03; rejected 7/22/03; approved 4/5/04 Received ; approved 4/5/04 (after fiscal monitoring) Received ; approved 4/5/04 (after fiscal monitoring) Received revised fax 7/23/04; approved 7/27/04 Same as above Same as above Received Received Received, approved 7/24/06 Received, approved 7/24/06 Received, approved 7/24/06 Received

OBJECTIVE 2: TECHNICAL ASSISTANCE AND OUTREACH

Task	Deliverable	Due Dates	Status	Comments
2.1 Survey	Compost use and marketing survey 1. Draft survey and assessment design 2. Final survey and assessment design 3. Draft of survey results 4. Final survey and assessment results	7/30/02 9/15/02 4/15/03 4/30/03	Complete Complete Complete Complete	Survey reviewed by TCEQ and revisions made by AgEco TCEQ comments provided on 9/26/02; Revision submitted on 10/11/02 Survey report submitted 4/10/03. Accepted provisionally with comments on 4/21/03 Final revised document received 5/14/03, approved 5/22/03
2.2 Research & Demo Design Plan (RDDP)	Research/Demonstration Design Plan (RDDP) 5. RDDP Planning meeting 6. Draft RDDP (with associated Quality Assurance Project Plan[QAPP] on field trials) for review 7. Final RDDP/QAPP submitted to TCEQ with approval of QAPP expected by 6/1/03 8. Draft QAPP - compost quality assessment 9. Final QAPP - compost quality assessment 10. Revisions to QAPP/RDDP in QPRs	10/15/02 11/30/02 3/30/03 5/15/03 6/15/03 8/14/04	Complete Complete Complete Complete Complete Complete	Convened 11/22/02; Field studies delayed pending RDDP/QAPP approval. First draft 11/26, RDDP revision 12/9/02, QAPP pre-comment revision 1-27-03; meeting 1-31-03; new draft submitted 4-1-03; comments returned 4-30-03 Final draft QAPP submitted 5-8-03. After extended comments & responses, revised version submitted 8/11/03; approved by TCEQ 8/19/03; executed by EPA 9/16/03. Reminder issued 3/17/04; inquiry 5/20/04; request memo 7/23/04; 1/11/05 QA nonconformance memo; 1/18/05 nonconformance meeting w/TCE See item #10. Per contract amendment, due date changed for this item to 8/31/05. 1/11/05 – Nonconformance issued re: failure to develop compost test QAPP and annual update of QAPP; QAPP was due 8/14/04; signed update w compost test component submitted 8/08/05; executed by EPA 8/23/05
2.2 CEMP	Compost Education & Marketing Plan (CEMP) 11. CEMP planning meeting 12. CEMP draft plan 13. CEMP final plan 14. Revisions to CEMP in QPRs	1/15/03 4/15/03 5/15/03 QPR as available	Complete Complete Complete Complete	Accomplished through conference call 2/10/03 Draft received 2/6/03; Revised draft 4/22/03; Comments sent 6/17/03 Revision received early 7/03; no objections so Final CEMP on 6/17/03 Developed rebate promotion flier, notified & maintained communication with compost producers about rebate program on regular basis, released news releases in local newspapers and in local NRCS county newsletters.
2.3 CEMP Implement.	15. Draft presentations and information education material 16. CEMP implementation reports in QPRs 17. Results of implemented RDDP in QPRs 18. Revise presentations and information education material as per research findings	6/30/03 QPR as available QPR as available 4/30/06	Complete Complete Complete Complete	First drafts TCE fact sheets 9/15/03 to 9/22/03; compiled comments returned 12/5/03; further edits, final versions approved 3/3/04. Also compiled previous studies and posted to Web site County demonstration; Compost Use Assessment Tool; Attended numerous trade shows and compost use demonstrations; Analyzed compost sales data received from TCEQ and included information in QPRs; Provided news releases on the use of compost to local newspapers; SWCD rebate program: final version received/approved 5/18/04; And SWCD rebate documents: diagram, policy, form, memo, brochure. Compiled research reports and posted to Web site. Additional presentations and posters have been presented during the project duration and are also included on Project Web site. Specialists revised fact sheets to reflect data gathered thru project. Final revised fact sheets posted to Project Web site and submitted with final report. In addition,
2.4 Website	19. Compost Marketing Website 20. Preliminary website design 21. Website installation and operation 22. Include website updates or revisions as needed	9/15/02 12/31/02 as developed	Complete Complete Complete	Approval 11/21/02. http://compost.tamu.edu/ After access problems, TCEQ reviewed and approved 3-26-03 with requests which have been accommodated Project Web site revised to reflect a completed project.

OBJECTIVE 3: EVALUATION AND REPORTING

Task	Deliverable	Due Dates	Status	Comments
3.1 Quality Assurance activities	Quality Assurance (QA) of compost sites 1. Document technical assistance to facilities and to compost users 2. Report on results of special study on organic compost amendments and recommendations 3. Documentation of Fort Hood re-vegetation activities	QPR as available not specified not specified	Complete Complete Complete	Compost Sampling Guide: http://compost.tamu.edu/publications/compost_sample_guideline.pdf Manure Composting Workshop held for compost producers: 5/20/03 Compost sales/marketing training held for compost producers: 11/8/03 Organics training held for county extension agents: 9/23/03 thru 9/24/03 Conducted site visits to compost facilities and provided each facility with a detailed report outlining improvements needed: various dates throughout project Assisted composters in joining and participating in the STA program: various dates throughout project Provided information at multiple use demonstrations sponsored by TCE, TIBH, City of Waco, TxDOT, TNLA, TASLA, various school districts and counties. Compost samples were collected from facilities in 8/05 and 9/05. STA results were shared with composters on individual basis and as a full report with identities unmarked. Contract amendment added this deliverable 7/15/04 Submitted the organic matter survey and preliminary report with the Quarterly Progress Report dated 8-15-04. The organic matter mixing study was implemented on 4-7-05. All data collection has been completed, statistical analysis has been completed on the data and a draft report will be submitted by 11-30-05. Contract amendment added this deliverable 7/15/04 Submitted a summary of Fort Hood results on 7/7/05 (Revegetation of drastically disturbed roadsides on Fort Hood)
3.2 Case Studies; New literature	4. Draft case studies, cost analysis and efficacy assessment reports 5. Final case studies in Final Project Report (FPR) 6. Draft of new guidance submitted for review before publication	7/31/05 11/30/05 QPR as available	Complete Complete Submitted	Case studies submitted include: Tarrant County, Erath County, McLennan County, Stephens County, Palo Pinto County Case studies submitted previously (with comments from TCEQ) included in Final Project Report. Per item 18 under task 2.3, the revised fact sheets were posted to the Web site and submitted with the final report.
3.3 Final Reports	Final Project Report (FPR) 7. Project Progress/status report 8. Draft FPR 9. Final FPR	 8/15/05 11/15/05 4/30/06	 Complete Complete Submitted	Update and status report submitted on 11-22-05 Submitted on 12/29/05. Draft report did not contain revised fact sheets or final report to the TTI study as both items were incomplete at time of submission. TTI study report was submitted to TCEQ on 4/21/06. Received TCEQ comments on draft final report on 4/19/06 and received TCEQ comments on draft TTI study report on 6/21/06. Addressed TCEQ comments and submitted final project report (containing revised fact sheets and revised TTI Study Report) on 8/21/06