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<th>Month</th>
<th>Agenda Packages mailed</th>
<th>Board Meetings</th>
<th>End of Fiscal Year</th>
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<th>HHW Event</th>
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**Weekly**

- Flare readings- Wednesdays
- Semi-Monthly
  - pH readings on the leachate- 1st & 15th
  - Leachate flowmeter check- pH reading
- Monthly
  - Flare Maintenance-15th
  - DMR to PEPPERS FERRY &PC
- Gas monitoring NRSWMA- 15th
- NRSWMA written inspection- 15th
- Gas monitoring Ingles Mt.- 20th
- Ingles Mt. written inspection- 20th
- Fire extinguisher inspections- 25th
- Change HVAC filters-30th
- Quarterly
  - Change water filters
  - Storm Water Samples
  - Flare Calibration
- Semi-Annual
  - Title V-3/1 & 9/1 Expire 12/23
  - Groundwater Sampling 5/29 & 11/17
  - Leachate Sampling NRSWA 6/15-12/15
- Tri-Annual
  - Clean Wet Well ps1 july/nov/march
  - Clean Septic/Oil/Water Separator at Shops
- Annual
  - Financial Assurance 1/1
  - Underdrain Report 1/31
  - Annual Comp. Insp/West Fork 3/1
  - GHG Report 3/31
  - SWIA Report 3/31
  - VEEP Report 4/1
  - Emmissions Statement 4/15
  - Recycling Report 4/30
  - Ingles Leachate Sampling 6/15
  - First Aid, CPR, Hearing tests- October