



Compliance Calendar

The following compliance calendar was created to assist the Compliance Partners and Cognizant Policy Officers in carrying out their duties as related to the compliance obligations of the University. The calendars include the laws, operating policies, rules, and regulations for a specific compliance area and aid in tracking the myriad reporting requirements and due dates. Compliance Partners shall assist the Cognizant Policy Officers in training the MSU community which may include informal staff meetings and monitoring through regular walk-around or continuous observation while managing a designated compliance area.

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Insurance	At time of incident	Vice President Administration & Finance	AVP Facilities Services	Required/Recommended Types, Scope & Coverage Limits; Incident Reporting; Required & Best Practices for Covered Compliance Areas; Indemnity; Insurance Certificate Tracking	SORM Guidelines: State Office of Risk Management: Workers comp reports within a day of the incident, as well as other claim related reports.
Environmental Health & Occupational Safety	March 1; March 10	Vice President Administration & Finance	AVP Facilities Services	Vehicle, Fire, Building and Facilities Safety/Codes; OSHA / Workplace Safety; Workers' Compensation; Chemicals; Waste Management; HazMat; Lab Safety; DHS & EPA Regulations; Indoor Air Quality; Safety Trainings; Emergency Plans; Insurance	TCEQ: Superfund Amendments and Reauthorization Act (SARA); Tier II report generated by consultant, HRP Associates. TCEQ: Report of Surface Water Used for the Year Ending 20XX. MSU is permitted to use water out of Sikes Lake for irrigation, but we have never actually used any. We must report our use via form WRPERM_4283_CO_20170301 to TCEQ every year, even if it is zero gallons.

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Tax	March 31, June 31, Sept. 31, Dec 31	Vice President Administration & Finance	Controller	State Taxes	International Fuel Tax Agreement quarterly (one month after the end of the quarter).
Campus Safety/ Emergency Management	Oct. 31	VP Student Affairs	Chief of Police, AVP Facilities Services,	Emergency Planning.	TCEQ: Yearly update to the Emergency Action Plan for the Sikes Lake dam.
Facilities Services	June 30; Oct. 15 Nov. 1 Dec. 15	Vice President Administration & Finance	AVP Facilities Services	Expenditures Inventory Reports Property Inventory Tracking Reports	THECB Rule §17.101 requires submission of Capital Expenditure Plan (MP1) as required by the Texas Education Code §61.0582. THECB: Campus Condition Report of deferred maintenance expenditures. THECB: Room inventory and building inventory, CBM011 and CBM014 reports. THECB: Capital Project Status and Tracking Report.
Fiscal Management	August 31 Oct. 31 Oct. 31	VP Administration & Finance	Controller	Allowable Expenses Property Inventory Energy Reports Accounts Payable	Texas Fleet System: Reporting of daily fuel, maintenance, and vehicle ending mileage (sent every month, but not due until the end of the year). SECO: Energy Star Report of energy usage. LBB per Executive Order 49: Energy master plan update.