

BBSO Report Responsibility by Department

Department Leaders are responsible for completing a BBSO report for their assigned zone for **each operational shift** on the assigned weeks.

BBSO reports are found in English and Spanish at:

<https://www.functionehs.com/more-forms>

Completed forms must be returned to EHS by the end of business Wednesday each week.

| Week | Date Due | Production | Batching | Quality & Labs | IT & Java | Warehouse & IC | Maintenance | Leadership | Administrative | EHS & T&D |
|---------|------------|------------|----------|----------------|-----------|----------------|-------------|------------|----------------|-----------|
| Week 1 | 1/4/2023 | Zone A | Zone B | Zone C | | | | | | |
| Week 2 | 1/11/2023 | | | | Zone A | Zone B | Zone C | | | |
| Week 3 | 1/18/2023 | | | | | | | Zone A | Zone B | Zone C |
| Week 4 | 1/25/2023 | Zone B | Zone C | Zone A | | | | | | |
| Week 5 | 2/1/2023 | | | | Zone B | Zone C | Zone A | | | |
| Week 6 | 2/8/2023 | | | | | | | Zone B | Zone C | Zone A |
| Week 7 | 2/15/2023 | Zone C | Zone A | Zone B | | | | | | |
| Week 8 | 2/22/2023 | | | | Zone C | Zone A | Zone B | | | |
| Week 9 | 3/1/2023 | | | | | | | Zone C | Zone A | Zone B |
| Week 10 | 3/8/2023 | Zone A | Zone B | Zone C | | | | | | |
| Week 11 | 3/15/2023 | | | | Zone A | Zone B | Zone C | | | |
| Week 12 | 3/22/2023 | | | | | | | Zone A | Zone B | Zone C |
| Week 13 | 3/29/2023 | Zone B | Zone C | Zone A | | | | | | |
| Week 14 | 4/5/2023 | | | | Zone B | Zone C | Zone A | | | |
| Week 15 | 4/12/2023 | | | | | | | Zone B | Zone C | Zone A |
| Week 16 | 4/19/2023 | Zone C | Zone A | Zone B | | | | | | |
| Week 17 | 4/26/2023 | | | | Zone C | Zone A | Zone B | | | |
| Week 18 | 5/3/2023 | | | | | | | Zone C | Zone A | Zone B |
| Week 19 | 5/10/2023 | Zone A | Zone B | Zone C | | | | | | |
| Week 20 | 5/17/2023 | | | | Zone A | Zone B | Zone C | | | |
| Week 21 | 5/24/2023 | | | | | | | Zone A | Zone B | Zone C |
| Week 22 | 5/31/2023 | Zone B | Zone C | Zone A | | | | | | |
| Week 23 | 6/7/2023 | | | | Zone B | Zone C | Zone A | | | |
| Week 24 | 6/14/2023 | | | | | | | Zone B | Zone C | Zone A |
| Week 25 | 6/21/2023 | Zone C | Zone A | Zone B | | | | | | |
| Week 26 | 6/28/2023 | | | | Zone C | Zone A | Zone B | | | |
| Week 27 | 7/5/2023 | | | | | | | Zone C | Zone A | Zone B |
| Week 28 | 7/12/2023 | Zone A | Zone B | Zone C | | | | | | |
| Week 29 | 7/19/2023 | | | | Zone A | Zone B | Zone C | | | |
| Week 30 | 7/26/2023 | | | | | | | Zone A | Zone B | Zone C |
| Week 31 | 8/2/2023 | Zone B | Zone C | Zone A | | | | | | |
| Week 32 | 8/9/2023 | | | | Zone B | Zone C | Zone A | | | |
| Week 33 | 8/16/2023 | | | | | | | Zone B | Zone C | Zone A |
| Week 34 | 8/23/2023 | Zone C | Zone A | Zone B | | | | | | |
| Week 35 | 8/30/2023 | | | | Zone C | Zone A | Zone B | | | |
| Week 36 | 9/6/2023 | | | | | | | Zone C | Zone A | Zone B |
| Week 37 | 9/13/2023 | Zone A | Zone B | Zone C | | | | | | |
| Week 38 | 9/20/2023 | | | | Zone A | Zone B | Zone C | | | |
| Week 39 | 9/27/2023 | | | | | | | Zone A | Zone B | Zone C |
| Week 40 | 10/4/2023 | Zone B | Zone C | Zone A | | | | | | |
| Week 41 | 10/11/2023 | | | | Zone B | Zone C | Zone A | | | |
| Week 42 | 10/18/2023 | | | | | | | Zone B | Zone C | Zone A |
| Week 43 | 10/25/2023 | Zone C | Zone A | Zone B | | | | | | |
| Week 44 | 11/1/2023 | | | | Zone C | Zone A | Zone B | | | |
| Week 45 | 11/8/2023 | | | | | | | Zone C | Zone A | Zone B |
| Week 46 | 11/15/2023 | Zone A | Zone B | Zone C | | | | | | |
| Week 47 | 11/22/2023 | | | | Zone A | Zone B | Zone C | | | |
| Week 48 | 11/29/2023 | | | | | | | Zone A | Zone B | Zone C |
| Week 49 | 12/6/2023 | Zone B | Zone C | Zone A | | | | | | |
| Week 50 | 12/13/2023 | | | | Zone B | Zone C | Zone A | | | |
| Week 51 | 12/20/2023 | | | | | | | Zone B | Zone C | Zone A |
| Week 52 | 12/27/2023 | Zone C | Zone A | Zone B | | | | | | |