

**Iowa Solid Waste
Environmental Management System
Annual Report**

Note: Please complete this report in Word or PDF document format. It must contain all the information requested below in the order requested; numeric attachments first, then alphabetic. Attachments should be labeled as requested.

The EMS Annual Report covers the state Fiscal Year July 1 through June 30, and is due September 1. If you have questions, contact Leslie Goldsmith, 515-725-8319, leslie.goldsmith@dnr.iowa.gov.

Annual Report for the Fiscal Year ending in June (insert year): 2016

Planning Area or Landfill Service Area Information:

Name of Planning Area or Permitted Facility Service Area: South Central Iowa Solid Waste Agency

Mailing Address: 1736 Highway T17

Physical Address: 1736 Highway T17

City: Tracy State: Iowa Zip: 50256

Name of person filling out report: Jennifer Frampton

Phone: 641-828-8545 Email Address: jframpton@sciswa.org

Items 1 through 7 are frequently changing and should be submitted or reported annually.

**** Check the box if it is attached**

1. Executive Summary (Attachment 1)

Provide an overview of the environmental improvements and benefits achieved during the past year as related to the system's Objectives and Targets. This information would be similar to what is presented for management review. 567-111.6(1) It is highly recommended to refer to the Executive Summary Guidance document found here:

<http://www.iowadnr.gov/InsideDNR/RegulatoryLand/SolidWaste/ComprehensivePlanning/SolidWasteEMS/EMSParticipants.aspx>

2. Environmental Aspects and Impacts (Attachment 2)

Attach the list of identified **Significant Environmental Aspects and Impacts** stemming from activities, services and facilities in the past year. 561-111.6(3)

3. Legal and Other Requirements (Attachment 3)

Provide a **brief summary** of the organization's compliance performance for the previous year. List any recurring or significant violations related to the identified legal requirements. Describe progress made in resolving violations. 567-111.6(4) (If there is nothing to report, no attachment is required.)

There are no recurring or significant violations to report

4.-6. Six Plan Components (Attachments 4-6) Submit information addressing the EMS Elements for each of the six plan components:

- Yard Waste Management
- Greenhouse Gas Reduction
- Household Hazardous Waste Collection
- Recycling Services
- Water Quality Improvement
- Environmental Education

Provide a document or series of documents (#4-6) detailing information below. 567-111.6(5) If one document contains all the required information, attachments 5 and 6 are not necessary.

- 4. Provide a report or list of **Objectives, with Targets** established for achieving the Objectives.
- 5. Provide an **Action Plan** – A listing of the plan that describes the actions necessary to achieve the Objectives and Targets.
- 6. The Action Plan should include the identification of the **individuals and organizations responsible** for carrying out the specific tasks, timelines for completion of each step in the plan and a schedule for periodically reviewing and updating, as conditions dictate, the objectives and targets.

7. **Re-evaluation and modification (Attachment 7)**

For each (of the 6) plan components, the report shall identify root causes of those outcomes and develop revised goals and activities appropriate to each. The organization should review EMS Targets and Objectives and the 10 EMS Elements. Submit documentation or a summary stating how **Re-evaluation and Modification** is carried out in the organization. 567-111.6(5)

Examples:

- Meeting minutes explaining how Objectives/Targets and procedures have been updated.
- A calendar showing when review takes place, with a summary of how, when the review actually took place.
- A summary document containing information such as: Was it one meeting, or did the review take place over time? Was it accomplished by the Core Team or were Board members involved? What were the results?

Do not submit a procedure here.

Items A through E may not change frequently. If the most current version of a document is already on file at DNR (see DocDNA to check most current documents on file) there is no need to re-submit it. For more information refer to:

<http://www.iowadnr.gov/InsideDNR/RegulatoryLand/SolidWaste/ComprehensivePlanning/SolidWasteEMS/EMSParticipants.aspx>

A. **Environmental Policy Statement (EPS) (Attachment A)**

Include a copy of the planning or service area's **Environmental Policy Statement** and the date it was last reviewed and, if appropriate, revised. 567-111.6(2)

The most current version of the EPS has been submitted:

Date the EPS was adopted or signed: 8/2/12

Date the EPS was last reviewed: 4/13/16

B. **Environmental Aspects and Impacts (Attachments B and C)**

a. Provide a copy of the process/procedure describing the methodology for scoring or weighting Environmental Aspects & Impacts (**Environmental Aspects, Impacts and Significance Criteria**). 567-111.6(3) (Attachment B)

The most current Environmental Aspects, Impacts and Significance Criteria procedure/process has been submitted:

Date the Aspects/Impacts procedure/process was adopted or signed: 3/9/13

Date the Aspects/Impacts procedure/process was last reviewed: 5/18/16

b. Are there large facility, service or programmatic changes pending (opening a compost site or landfill closure for example) that are likely to change the identified impacts in the coming year, beyond the usual annual fluctuations? 567-111.6(3)

Yes. If yes, give a brief summary. (Attachment C)

No

C. Legal and Other Requirements (Attachments D and E)

a. Provide the organization's list of **Legal Requirements** for the planning or service area's operations and facilities included in their EMS fenceline, including but not limited to, relevant environmental laws, regulations and permits, and worker health and safety regulations. 567-111.6(4) (Attachment D)

The most current list of Legal Requirements has been submitted:

Date the Legal list was adopted or signed: 12/18/12

Date the Legal list was last reviewed: 4/13/16

b. Attach the organization's most current procedure or process for tracking changes in legal/regulatory requirements. 567-111.6(4) (Attachment E)

The most current Legal procedure/process has been submitted:

Date the Legal procedure/process was adopted or signed: 3/11/13

Date the Legal procedure/process was last reviewed: 5/18/16

D. Communication/Training/Awareness (Attachments F and G)

a. Include a copy of the organization's most current procedure or process for **EMS Communications**, both External and Internal. 567-111.6(5)c(1) (Attachment F)

The most current Communication procedure/process has been submitted:

Date the Communication procedure/process was adopted or signed: 3/11/13

Date the Communication procedure/process was last reviewed: 5/18/16

b. Attach the organization's most current procedure or process for **Training & Awareness**. 567-111.6(5)c(2) (Attachment G)

The most current Training & Awareness procedure/process has been submitted:

Date the Training/Awareness procedure/process was adopted or signed: 3/9/13

Date the Training/Awareness procedure/process was last reviewed: 6/3/16

E. Monitoring and Measurement (Attachment H)

Attach the organization's procedure or description of the process of how the organization monitors key activities (environmental performance). 567-111.6(5)d

It is attached

The most current Monitoring Measurement procedure/process has been submitted:

Date the Monitoring/Measurement procedure/process was adopted or signed: 3/11/13

Date the Monitoring/Measurement procedure/process was last reviewed: 6/3/16

F. Assessment/Audit (Attachment I-K)

a. Attach the organization's procedure or process for **Assessment/Audit**. 567-111.6(5)e (Attachment I)

The most current Assessment/Audit procedure/process has been submitted:

Date the Assessment/Audit procedure/process was adopted or signed: 3/11/13

Date the Assessment/Audit procedure/process was last reviewed: 5/11/16

b. An **Internal Audit** shall be conducted each state fiscal year. 567-111.6(6)

Did the organization perform an Internal Assessment/Audit since the last Annual Report was submitted? 567-111.6(5e)

Yes (if yes, submit the report and any outcomes such as corrective actions) (Attachment J)

Date of Internal Audit: 4/25/16

Kris McDonald (Hall Engineering), Mitzi Brunsvold

Name of Assessor(s): (Landfill of North Iowa)

No (exact dates are not necessary, month/proposed month is sufficient)

Date Audit Scheduled: _____

c. An **External Audit** shall occur each state fiscal year. 567-111.6(7)

Date of last External Audit: 6/13/16

External Audit performed by DNR. (no attachment necessary)

A copy of the Non-DNR External Audit is attached (Attachment K)

Name and qualifications of Auditor(s) if not DNR: _____



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Office & Landfill: 1736 Highway T17 • Tracy, Iowa 50256 • Tel: 641-828-8545 • Fax: 641-842-3722
Poweshiek Transfer Station: 1163 Highway 6 • Malcom, Iowa 50157 • Tel: 641-528-2801
www.sciswa.org

Executive Summary

The South Central Iowa Solid Waste Agency is located in Tracy, Iowa and supports approximately 70,000 people in the counties of Lucas, Marion, Monroe and Poweshiek. The Agency operates a landfill in Tracy and provides education services as well as yard waste, recycling and household hazardous waste disposal at the site. The Agency also operates a transfer station located in Poweshiek County (Malcom) that accepts solid waste, recycling, household hazardous waste and shingles for recycling. Recent developments at the agency that have significantly impacted the EMS program include the acquisition of Rick Hurt as Director in October 2013 and Jennifer Frampton as Program Coordinator/EMR in May 2015.

The first objective and target addressing yard waste resulted in a 10% increase of yard waste accepted at the landfill site. In December 2014, the agency began accepting grass and leaves at no charge and baseline participation numbers were established over the reporting period. The rate change was posted on the SCISWA website in June 2015 and rates updated in the brochure. Radio ads, press releases, and additional advertising at HHM collection events were used to increase awareness. 177 tons of yard waste were collected in the 2015-16 fiscal year from 682 participants.

Increasing the amount of yard waste received at city managed sites in the planning area has been an objective of SCISWA since 2015. In order to meet the target of a 5% increase by 2018, SCISWA has completed community surveys to establish baseline participation levels when available. Upon completion of the surveys, it was determined that cities struggle to provide the service due to lack of equipment and funding. SCISWA received a \$50,000 EMS grant to purchase a Vermeer 1800XL wood chipper available for use to any municipality within the planning area (Figure 1). Program guidelines were established and cities were notified of the program this summer, training sessions for use of the equipment have been scheduled for late summer and fall. The woodchipper is expected to be available for use on August 1, 2016.

The current objective “to reduce the amount of household hazardous materials entering the SCISWA landfill” was assigned a target “by increasing the amount of HHM collected by the SCISWA HHM program by 5% in 2016 over 2015 calendar year.” HHM collection events have been held in 4 communities in 2016, resulting in a 55% increase in participation over the baseline year’s collection event results and 63% increase in pounds collected. Events were heavily publicized using articles in local newspapers, traditional news ads, flyers, signs, and inserts in water bills.

The objective addressing water quality improvement aims to improve surface and groundwater quality at the SCISWA landfill by decreasing the amount of total suspended solids (TSS) at the property outlet of Willow Creek. Phase 2 of the project has been completed and established revegetation plan for old borrow area, extended access roads, relocation of the daily cover borrow area, regrading and seeding of 12 acres of the eastern side of the old borrow area to reduce erosion, re-contouring of soil, and construction of sedimentation pond north of Willow Creek. Baseline TSS and heavy metals levels of the inlet and outlet of Willow Creek were also established. Phase 3 is currently underway and resulted in the following activities during the reporting period: established testing/monitoring programs for all

stormwater structures, updates to structures as needed (Figure 2), construction of sedimentation basin on south side of Willow Creek below clay mining area, and seeding of re-contoured soil (14 acres). TSS levels of Willow Creek inlet decreased by 85% over the last year and decreased by 82% at the outlet. The overall reduction of TSS in Willow Creek as it moves through SCISWA property measured 46% in 2016, vs 53% in 2015.

Since 2013, SCISWA has been working on an objective to reduce greenhouse gas emissions by reducing electrical consumption by 10% by June 30, 2016 over the baseline year of 2013. EMS grant funds were used in 2014 to replace shop doors in the transfer station building, replace lighting at the landfill and transfer station with LED and T-8 models (Figure 2) and install a new heating system in the landfill shop. Additional measures such as replacing the pop machine, upgrading fixtures from T-8s to LEDs, and disconnecting baseboard heaters were completed in the reporting period. Electric consumption at the landfill has decreased by 25% and at the transfer station by 54%. This translates to a total reduction of 31 metric tons of greenhouse gas equivalent annually.

Another objective that addresses recycling focuses on forming partnerships with at least three external parties by the calendar year 2016. SCISWA personnel have been working to identify schools and private industries interested in establishing sustainable recycling programs and offering assistance as needed. Central College has increased the number of students and staff touring the facility by 15%. One Marion County industry provided tours to the Iowa Recycling Association, while a Monroe County industry used SCISWA services to determine options for OCC recycling. SCISWA assisted the Lucas County recycling program by completing a SWAP grant application for an additional recycling trailer. Once funds were received, additional education services were provided to the county through development and distribution of flyers and visits to all Pre-K through 3rd grade classrooms. SCISWA also plans to begin partnering with Midwest Sanitation (local trash hauler and recycling processor) to develop marketing and outreach tools.

Finally, objectives that address environmental education included targets to host fieldtrips with at least three school districts in 2016 and to design a communications plan to be implemented in FYE 2017. Chariton, Knoxville, and Montezuma school districts participated in SCISWA field trips, resulting in educational activities and tours reaching over 400 students and 50 staff. The SCISWA Calendar Poster Contest garnered participation from all 12 of the school districts in the planning area with over 300 entries received and 3,000 copies distributed (Figure 3). The 2016-17 SCISWA Communications Plan has been completed and will be implemented next year. In preparation the SCISWA website has been redesigned along with promotional literature and the SCISWA Environmental Policy/Mission Statement (Figure 4).

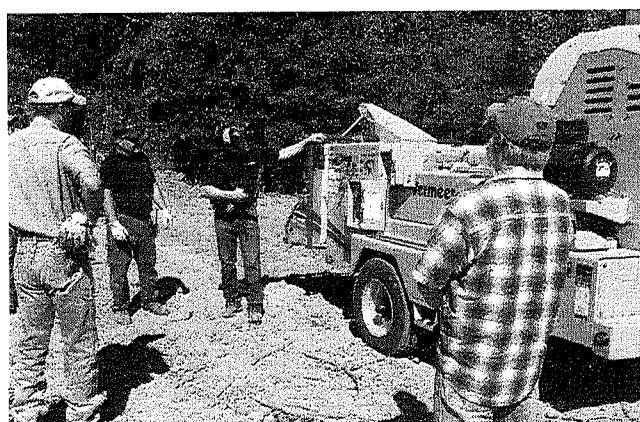


Figure 1: SCISWA employees reviewing the Vermeer woodchipper that will be available to planning area communities for on-site management of yard waste.



Figure 2: Installation of culvert on sedimentation pond North of Willow Creek.

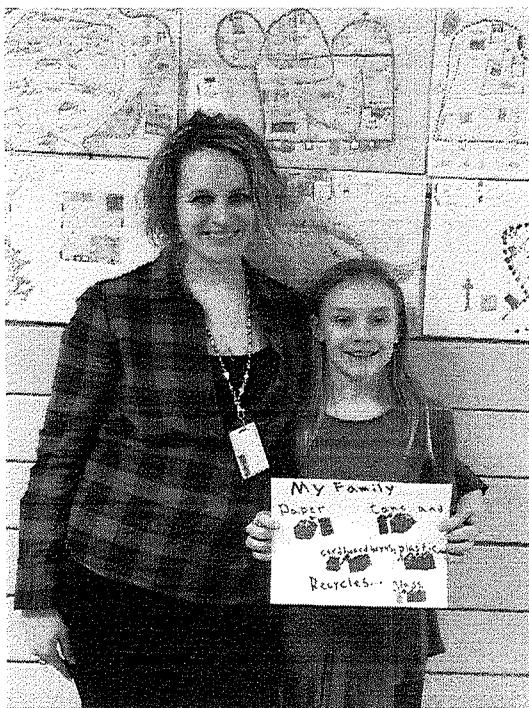


Figure 3: A winner of the 2016 SCISWA Calendar Poster Contest.

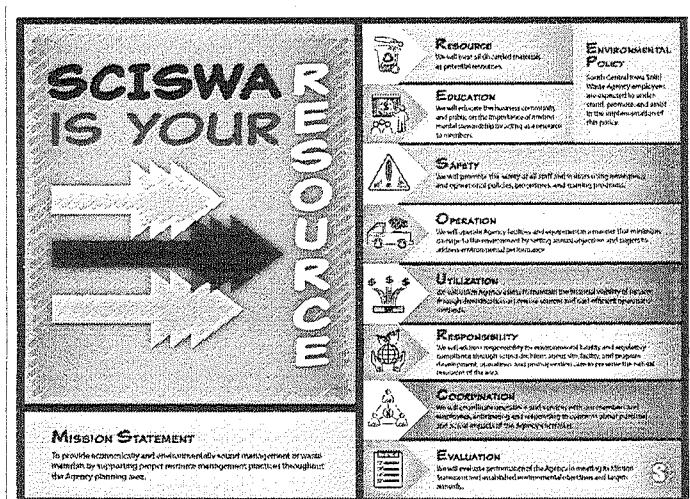


Figure 4: Revised SCISWA Environmental Policy/Mission Statement infographic.

Environmental Activities and Impacts List

		Document Number: 006-15EMS-006		Approved By: Core Team	
		Original Issue Date: 1/21/18/12		Reviewed By: J. Frampton, EMR	
		Last Review Date: 3/9/16			
Facility/Program/Location:		Relevant Activity/Product/Service		GutCheck Ranking 2015	GutCheck Ranking 2016
Core Team Actual Scoring		(Organization Specific and Planning Area Specific)		Comments	Comments
Environmental Area of Focus		Control	Financial Impact	Magnitude (1 - No/Low; 3 - Med.; 5 - High)	Total
Household Hazardous Waste Collection		Acceptance and management of HHM received from planning area	5	5	15.0
Water Quality Improvement		Management of leachate at SCISWA facilities	5	5	15.0
Environmental Education		Employee education on environmental improvement opportunities within the landfill and transfer station	5	3	13.0
Environmental Education		Environmental improvement education for residents within the planning area performed by SCISWA	5	5	13.0
Recycling Services		Tire recycling	5	3	13.0
Recycling Services		Appliance and battery recycling	5	3	13.0
Water Quality Improvement		Propane tank recycling	5	3	13.0
Water Quality Improvement		Management of surface and storm water at SCISWA facilities	5	5	13.0
Water Quality Improvement		Management of ground water at SCISWA facilities	5	5	13.0
Greenhouse Gas Reduction		Remediation of leachate at SCISWA facilities	5	5	13.0
Household Hazardous Waste Collection		Equipment operation at SCISWA facilities	3	3	11.0
Household Hazardous Waste Collection		Management of Agency generated HHM at landfill	5	3	11.0
Recycling Services		Management of Agency generated HHM at transfer station	5	3	11.0
Recycling Services		Residential recycling at SCISWA facility	5	1	5
Recycling Services		Metal scrap recycling	5	3	11.0
Water Quality Improvement		E-waste recycling	1	5	11.0
Yard Waste Management		Acceptance and beneficial use of grass and leaves	5	3	11.0
Yard Waste Management		Acceptance and beneficial use of brush	5	3	11.0
Environmental Education		Environmental improvement education for residents within the planning area performed by public agencies	1	5	9.0
Environmental Education		Environmental improvement education for residents within the planning area performed by private industry	1	5	9.0
Greenhouse Gas Reduction		Vehicle operations of Agency	3	1	5
Recycling Services		Rubber/dirt recycling	5	3	9.0
Water Quality Improvement		Shingle Recycling at PTS	5	1	3
Yard Waste Management		Management of ground water in planning area	1	3	9.0
Yard Waste Management		Residential yard waste generation	3	3	9.0
		Yard waste management by contractors	3	3	9.0



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PAST Revision Dates: 4/18/13, 5/4/13, 8/14/14, 5/20/15, 8/26/15

Approved By: Rick Head, Director

Last Revision Date: 1/28/16

PAST Revision Dates: 4/18/13, 5/4/13, 8/14/14, 5/20/15, 8/26/15

Environmental Activities and Impacts List

Facility/Program/Location: Core Team Actual Scoring	SCISWA Landfill/Pow. Transfer Station	Relevant Activity/Product/Service (Organization Specific and Planning Area Specific)	Control (1 - No/Low; 3 - Med; 5 - High)	Financial Impact (1 - Low; 3 - Med; 5 - High)	Magnitude (1 - No/Low; 3 - Med; 5 - High)	Total	Comments	Gutcheck	Ranking 2015	GutCheck Ranking 2016	O&T (Y/N)	Associated Objective and Target
Greenhouse Gas Reduction	Energy consumption at SCISWA facilities		3	1	3	7.0	Includes lighting and electrical devices, lp consumption	1	1.2	Y	009-15EMS-04GHG	
Recycling Services	Agency generated recycling		5	1	1	7.0						
Recycling Services	Residential recycling generation		1	3	3	7.0						
Recycling Services	Private industry recycling generation		1	3	3	7.0						
Recycling Services	Municipal (city/county) recycling generation		1	3	3	7.0						
Recycling Services	Contractor recycling generation		1	3	3	7.0						
Recycling Services	Management of recycling by contractors		1	3	3	7.0						
Water Quality Improvement	Remediation of surface and storm water at SCISWA facilities		3	1	3	7.0	acid mine drainage	009-15EMS-03H2O				
Water Quality Improvement	Remediation of ground water at SCISWA facilities		3	1	1	7.0						
Yard Waste Management	Private industry yard waste generation		1	3	3	7.0						
Yard Waste Management	Municipal (city/county) yard waste generation		1	3	3	7.0						
Recycling Services	Residential recycling in community performed by SCISWA		2	1	3	6.0						
Greenhouse Gas Reduction	Storage of solid waste at SCISWA facilities		1	1	3	5.0	Methane generated by solid waste disposal	2				
Greenhouse Gas Reduction	Vehicle operation of planning area		1	1	3	5.0	Methane generated by solid waste disposal					
Greenhouse Gas Reduction	Energy consumption in planning area		1	1	3	5.0	Includes lighting and electrical devices, lp consumption					
Greenhouse Gas Reduction	Equipment operation in planning area		1	1	3	5.0	Includes the operation of mobile and stationary equipment. Also includes vehicle idling					
Water Quality Improvement	Management of surface and storm water in planning area		1	3	1	5.0						
Water Quality Improvement	Remediation of surface and storm water in planning area		1	3	1	5.0						
Recycling Services	Shingle recycling landfill		1	1	1	3.0	as potential activity	009-15EMS-05RCY				



Document Number: 009-15EMS-010

Serving Lucas, Marion, Monroe and Poweshiek Counties Original Issue Date: 6/2/15

1736 Highway 117 Tracy, Iowa 50256 Tel: 641-842-3722 Last Review Date: 6/9/16

Poweshiek Transfer Station: 1163 Highway 6 Malcom, Iowa 50157 Tel: 641-828-2801

PAST Review Dates: 6/15, 10/15

Last Revision Date: 8/9/16

PAST Revision Dates: see status notes, 3/16, 6/2/16

Approved By: Core Team
Reviewed By: J. Frampton, EMR

Approved By: Core Team

Facility: Landfill						
Aspect: Acceptance and beneficial use of grass, leaves and brush						
Objective:	Target:	Metric	YW	H2O Qual	GHG	Recy
To reduce the amount of yard waste entering SCISWA landfill	by increasing the tons of separated yard waste beneficially used at the landfill site in FY 2016 by 10%	tons of separated brush and grass/leaves received at landfill	X			X
COMPLETED:						
Action Plan	Deadline	Responsibility	Key Resources	Status		
1 Collect data and set baseline year of 2014-15 FY.	6/30/2015	JF/scale attendants		6/15; ongoing; have been tracking grass and leaves separately since December 2014. 7/15: Baseline set; 162.02 tons collected in FY 2015 and 620 participants. Goal will be 178.22 tons and 682 participants		
2 Encourage yard waste disposal at SCISWA through radio, print and web advertising	6/30/2016	JF/program coordinator	\$ for marketing	6/15: collect number of past ads- radio, print, ; and web? 7/15: none in past year. Issued general radio ad for play in July/Aug/Sept/Oct 2016 that calls out yard waste. 8/15: Began collecting yard waste info from cities, very limited numbers available. Not worth tracking at most sites. 3/16: Issued press release announcing free disposal of grass and leaves to all area newspapers and included yard waste disposal information on HHM event advertising		
3 Post acceptance of grass and leaves at no charge on SCISWA website	6/30/2015	JF/program coordinator		6/15; Jen do this ASAP-it should be front and center for the season. 7/15; Done		

Action Plan	Deadline	Responsibility	Key Resources	Status
4 Record data.	ongoing	CK/scale attendants		4/16: on pace for 150 tons, 692 participants, expecting increase in tonnage due to season 6/16: on pace for 175 tons, 756 participants

Objective:	Target	Metric	YW	H2O Qual	GHG	Recy	HHW	Edu	Other
	009-15EMS-010-02YW								
To reduce the amount of yard waste entering SCISWA landfill	by increasing the tons of separated yard waste received at city managed sites in planning area in FY 2018 by 5%	tons or yards of separated brush and grass/leaves received at sites	X					X	
	Deadline	Responsibility	Key Resources	Status					
1 Contact first round of cities to discuss yard waste management methods among other things: Grinnell, Knoxville, Pella, Albia, Chariton, Pleasantville and Montezuma	9/1/2015	JF/RH	city personnel, city questionnaire	6/15: develop questionnaire for use at meet and greets and schedule meetings 7/15: Community survey completed, making appointments with city managers 8/15: six of seven surveys complete, meeting with Montezuma in September 9/15: All surveys received 1/16: expanding survey and collecting information from all cities in planning are with website update.					
2 Gather data and set baseline of type/volume of yard waste collected by each site	6/30/2016	JF/program coordinator	city personnel, data collection form if applicable	6/15-is this a feasible timeline? Do we need one more year to set baseline? Depends on current recordkeeping at cities, if record keeping is sufficient set baseline year of FY 2015 and revise target date appropriately 8/15: Grinnell, Pella, and Pleasantville do have participation data. Others do not and will not be tracking. Will set baseline once all participation data is received.					

Action Plan	Deadline	Responsibility	Key Resources	Status
3 Encourage use of yard waste sites or redirect waste to SCISWA landfill with a yard waste awareness campaign to include print, radio, web advertising, and presentations to clubs/organizations in the planning area	6/30/2017	JF/program coordinator	SCISWA communications plan	8/15; this has been communicated to city managers during completion of Community Surveys and through dissemination of updated SCISWA brochures to City Halls and County Courthouses. 210 brochures distributed to date. Will hit again upon completion of website pages for each community.
				9/15; yard waste ad on radio September-October 4/16; issued press release regarding grass and leaves 5/16; will also use roll out of chipper program to encourage use of sites
4 Secure EMS grant funds to provide chipper to SCISWA member communities at no charge for chipping of yard waste material.	12/1/2015	Core Team	partnerships with member communities	1/16: Done
5 Purchase chipper upon availability of grant funds.		RH	grant funds	4/16: equipment ordered march 14, expect 6-8 weeks for delivery 6/16; chipper received
6 Issue press release about program, post on SCISWA website	Spring-2016 July-2016-October 2016	JF		3/16: Initial article about project in Knoxville Journal Express 3/25/16. See EMS Grant 2015/16 Chipper binder. 6/16: press release delayed until soft opening of program in August 8/1/16; Press Release went out.
7 Determine program requirements and guidelines	6/4/2016 8/1/2016	JF/RH/Core team		2/16: Equipment Rental Agreement adopted 6/16; pushed back for 8/1/16 program start date Working on walk-around inspection for communities and maintenance inspection forms for SCISWA personnel 8/16: Completed
8 Develop web page with scheduling calendar and on-line request form for program	June-2016 August 2016	JF	the Write Place	4/16: in process 6/16: still working with web designer on calendar

Action Plan	Deadline	Responsibility	Key Resources	Status
9 Organize and host training program for SCISWA, City, and County personnel.	Spring-2016-June-July 2016 October 2016	JF	Vermeer or manufacturer of chipper purchased, city/county personnel	6/16: planning for 2 dates in August/September; letters to cities in progress. 8/16: training set for July 28 and September 28. July: 18 participants, 4 entities
10 Contact area landscapers and tree trimmers to communicate intent and requirements of program (and increase awareness of disposal options for organic material at landfill)	6/4/2016 August 2016	JF, RH		5/16: in process
11 Make chipper available to member communities. Provide scheduling request online and follow up paperwork to include at least: name and contact info of person running machine, number of hours used, problems encountered, approximate cubic yards of material processed.	Spring-2016-8/1/2016	JF		4/16: in process 6/16: Roll out of program delayed due to later delivery of equipment 8/16: Completed. Program rolled out 8/1/16. City of Grinnell first user, clean up of storm debris.
12 Administer and maintain program. Record data	ongoing	CK/scale attendants		
Revisions:	Date	Notes		
	15-Jun	revised from 009-15EMS-005 Yard Waste objective on books in May 2015: refined targets, added metrics, dropped target to compost material.		
	Sep-15	revised action plan to include EMS grant proposal (Steps 4-8)		
	Apr-16	Revised action plan dates during EMS Core Team meeting, added items 7,8,10		



SCISWA EMS Objectives, Targets and Action Plans

Document Number: 009-15EMS-010

Serving Lucas, Marion, Monroe and Poweshiek Counties

1735 Highway 117 Tracy, Iowa 50256 Tel 641-842-2722 Fax 641-842-2722 Last Review Date: 6/9/16

Poweshiek Transfer Station, 1163 Highway 6 Malcom, Iowa 50157 Tel 641-528-2801 PAST Review Dates: 3/9/2016

Last Revision Date: 8/9/16

PAST Revision Dates: 3/9/16, 4/19/16, 6/2/16

Original Issue Date: 3/9/2016
Reviewed By: J. Frampton, EMR

Last Review Date: 6/9/16
Approved By: Core Team

Facility: Landfill and Transfer Station						
Aspect: Acceptance and management of HHM received from the planning area						
Objective:	Target	Metric	YW	H2O Qual	GHG	Recy
	009-15EMS-010-03HHW	by increasing the amount of HHM collected by the SCISWA HHM program by 5% in 2016 over 2015 (calendar year)	pounds of HHM collected from SCISWA planning area at SCISWA Landfill and Poweshiek Transfer Station			X X
Action Plan	Deadline	Responsibility	Key Resources	Status		
1 Collect program data and determine baseline year of 2015	6/1/2016	Metro/EMR	Metro program numbers from Metro	3/16: completed. Baseline year data for 2015-12,863lbs and 360 participants. Goal for 2015: 13,506 lbs and 378 participants.		
2 Hold 6 mobile HHM collection events per year	12/31/2016	JF/RH	Metro mobile collection trailer, personnel	4/16: consulted Metro about declining numbers, looking for trends among other satellite facilities		
				3/16: Contacted the cities of Victor and Albia to determine interest in hosting event. Plan to run Knoxville, Grinnell, Chariton and Pella for sure. 4/16: No response from Victor or Albia 8/16: Held 4 events. New contact in Albia, may consider next year. Also, speak with city of Montezuma for 2017.		

3 Advertise mobile events in partnership with cities to increase attendance	12/31/2015	JF-program coordinator	<p>3/16: Working on new hhm brochure for distribution. New infographic will be used on website also. Pella event advertised on City website and in e-newsletter. Working to promote Chariton and Knoxville events with inserts in water bills. Possible-Recycling-Open-House-in-Chariton-on-the-same-day-use-this-to-promote-hhm-collection.also 6/16: HHM brochure completed. Lucas Co open house on hold at this time. Submitted additional press release to local newspapers about reasons for proper disposal of hhm and visited Chariton schools to distribute flyers.</p> <p>Included inserts in Knoxville water bills, advertised event on Pella website. Placed banner in prominent locations in all communities. Chariton saw 46% increase in participation and 44% increase in pounds collected over 2015. Pella: 68% increase in part. and 113% increase in lbs collected.</p>				
Revisions:	Date	Notes					
	16-Mar	established objective					
	16-May	consider O/T for next year to include latex paint and convenience center as part of master plan					
Facility: Landfill and Transfer Station							
Aspect: Acceptance and management of HHM received from the planning area							
Objective:	Target	Metric	YW	H2O Qual	GHG	Recy	HHW
	009-15EMS-008-02HHW						
Reduce the amount of household hazardous materials entering the SCISWA Landfill							
		pounds of HHM collected from SCISWA planning area at SCISWA Landfill and Poweshiek Transfer Station				X	X

	RESULT: 12,863 lbs collected and 360 participants in 2015	COMPLETION NOTES: Objective was not met, need to refocus education efforts and find new ways to advertise HHM events for 2016. Consider Facebook, note that landfill facility collections were up while transfer station and hhm event collections were down.
Action Plan	Deadline	Responsibility
1 Collect program data and determine baseline year of 2014	6/1/2015	Metro/EMR program numbers from Metro
2 Hold 6 mobile HHM collection events per year	12/31/2015	RH Metro mobile collection trailer, personnel
3 Increase awareness of proper HHM disposal methods by using print, radio and web advertising to encourage collection at permanent drop off locations and mobile events	12/31/2015	JF-program coordinator program coordinator, \$ for advertising; currently from Education budget

Action Plan	Deadline	Responsibility	Key Resources	Status
4 Consider operation of Swap Shop for latex paint and other usable materials to drive proper disposal	12/31/2015	JF/RH	RCC grant available to add Swap Shop?	7/15; spoke with Kathleen, consider RCC improvement grant to place shed? What about heat? Discussed charging for latex paint as an option to manage waste stream and off-set the cost. Talk with Metro about cost to send latex with Kyle. 12/15: plan to include SWAP shop in proposed convenience center at landfill scale location.
Revisions:	Date	Notes		
	15-Jun	revised from 009-15EMS-005 HHW objective on books in May 2015; refined targets, added metrics, dropped speaking to schools about HHM-not most effective target audience		



SCISWA EMS Objectives, Targets and Action Plans

Document Number: 009-15EMS-010

Serving Lucas, Marion, Monroe and Poweshiek Counties
1736 Highway 117 Tracy, Iowa 50256 Tel: 641-828-8545 Fax: 641-842-3722
Powered Transfer Station 1163 Highway 6 Malcom, Iowa 50157 Tel: 641-528-2801

Original Issue Date: 6/2/15
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Last Revision Date: 8/9/16
PAST Revision Dates: 8/10/15, 6/2/16

Approved By: Core Team
Reviewed By: J. Frampton, EMR

Approved By: Core Team

Facility: Landfill						
Aspect: Management of surface and stormwater at SCISWA facilities						
Objective:	Target	Metric	YW	H2O Qual	GHG	Recy
To improve surface and groundwater quality at the SCISWA landfill	009-15EMS-010-03H2O by decreasing Total Suspended Solids at property outlet of Willow Creek to 30 mg/l by June 30, 2017	TSS levels	X			
Action Plan	Deadline	Responsibility	Key Resources	Status	Background Phase 1: EMS Grant 13-G550-08EMS-Purpose of the project was to address existing erosion and water quality issues associated with the channel.	
	Jun-14	SB, CK, RH, Staff	EMS Grant Funds	8/15: Completed. Resulted in reconstruction of stormwater drainage channel from old borrow area including 7 leetdown structures and new sediment pond, 5 acres of seeding, and establishing the Stormwater Quality Assessment program (in addition to annual sampling) and Visual Inspection form to be performed quarterly. Baseline testing was completed in June 2013 and will continue until Phase 3 is complete. See Phase 3-2 for testing requirements and results. Total project cost: \$64,041		

Action Plan	Deadline	Responsibility	Key Resources	Status
Background Phase 2: Soil Borrow Area Revegetation Plan submitted July 2014. Purpose of the project was to reduce sulfate and metals concentration and to improve pH in ground/surface waters at facility. Soil borrow areas were to be stabilized, vegetation established, and best management practices instituted.	Mar-15	RH, Staff	Staff hours, suitable weather conditions	8/15: In progress. SCISWA operators extended access roads, relocated the soil borrow location to a site conducive to future expansions allowing for seeding of old borrow area, and regrading old borrow area in preparation for seeding. 12 acres of the eastern side of the old borrow area were seeded in April 2015. Vegetation is well established. Repeated significant rain events had delayed additional seeding while the landfill unexpectedly accepted 60,000 cy of soil removed from Lake Red Rock dam for the construction of a hydroelectric plant. The soil/silt mixture was placed south of the clay borrow area to re-contour surface water drainage away from MW 380. Seeding of the remaining borrow area will now be addressed in Phase 3 of the action plan. Total project cost: \$18,141.34
		Target	Metric	
Phase 3 Additional Activities, Maintenance of Stormwater Management Structures, and Continued Monitoring	by decreasing Total Suspended Solids at property outlet of Willow Creek to 30 mg/L by June 30, 2017	TSS levels, # of acres re-vegetated, # of erosion control measures implemented		7/15: Completed. Samples collected 6/15. Results received 7/15. Baseline of TSS inlet: 89 mg/L outlet: 41 mg/L Goal: 30 mg/L. See Keystone Work Order 1F51075 for all results, also tested BOD, nitrogen/ammonia, pH, TSD, and iron. Results are to be cataloged in EMS Stormwater Quality Assessment Log by 12/15.
Phase 3:1 Establish baseline of total suspended solids levels at Willow Creek inlet and outlet of SCISWA property.	7/1/2015	RH, JF, Staff	testing performed by Keystone Labs	

Action Plan	Deadline	Responsibility	Key Resources	Status
Phase 3:2 Continued monitoring/testing of activities from Phase 1 and Phase 2 of action plan.	ongoing- December 2019	RH, JF, Staff		8/15: Establish all testing/monitoring activities in the EMS Stormwater Quality Assessment Log by 12/15. Include the following: annual stormwater testing results, Phase 1 Stormwater Reporting form and Assessment Program results, Willow Creek inlet and outlet sampling results, MW380 sampling results, and all baseline determinations associated with the project.
Phase 3:3 Build sediment pond to slow stormwater drainage from northern slope of SCISWA property into Willow Creek.	8/1/2015	Staff	Staff hours, suitable weather conditions	8/15: Completed in July 2015. 6/16: Culvert installed to maintain structure.
Phase 3:4 Install silt fence on southern slope between clay borrow area and Willow Creek.	12/1/2015	Staff	Staff hours, suitable weather conditions	8/15: Material is on-hand, work will be completed as time allows. 2/16: Put on hold/staff change. Ground is still not properly prepared, should consider installing sediment basin instead? 8/16: sedimentation basin completed in July
Phase 3:5 Stockpile clay from clay borrow area in west side of old borrow area in preparation for future capital improvements.	12/31/2016	Staff	Staff hours, suitable weather conditions	8/15: can begin immediately, perform work as time allows 3/16: ongoing
Phase 3:6 Complete contouring of silt/soil from Lake Red Rock dam (60,000 cy accepted in Spring/Summer 2015)	5/1/2016	Staff	Staff hours, suitable weather conditions	8/15: material is extremely wet and must dry before contouring can be completed. Material is to be shaped to divert run off from MW 380 in accordance with Phase 2 of project.
Phase 3:7 Collect grab samples at inlet and outlet of Willow Creek for analysis of total suspended solids.	7/1/2016	Staff		8/16: Completed. TSS levels reported at 13 mg/l at inlet, 7mg/l at outlet. See EMS Stormwater Quality Assessment Log for full results.
Phase 3:8 Establish vegetation over silt/soil from Lake Red Rock dam.	9/1/2016	Staff, RH		3/16: material is shapes, being prepared for seeding. 6/16: seeding complete, getting total acreage. 8/16: 14 acres seeded.
Phase 3:9 Collect grab samples at inlet and outlet of Willow Creek for analysis of total suspended solids.	7/1/2017	Staff		

Action Plan	Deadline	Responsibility	Key Resources	Status
Phase 3:10 Strip upper portion of eastern section of old borrow area to fill clay borrow area after removal of material.	12/31/2017	Staff	Staff hours, suitable weather conditions	3/16: In process.
Phase 3:11 Collect grab samples at inlet and outlet of Willow Creek for analysis of total suspended solids.	7/1/2018	Staff		
Phase 3:12 Strip intermediate cover over cells to prepare for cell overlay construction. Move topsoil to cover mine spoils on upper portion of eastern section of old borrow area and over clay borrow area in preparation for seeding.	12/31/2018	Staff	Development/need of next landfill cell, Staff hours, suitable weather conditions	
Phase 3:13 Collect grab samples at inlet and outlet of Willow Creek for analysis of total suspended solids.	7/1/2019	Staff		
Phase 3:14 Establish vegetation over upper portion of eastern section of old borrow area and over clay borrow area.	9/1/2019	RH, Staff	Staff hours, suitable weather conditions	
Phase 3:15 Maintenance of surface/stormwater management structures.	ongoing	RH, Staff		<p><u>Monitoring of vegetation:</u> 8/15; all areas seeded to date have adequate coverage, routine inspections by staff.</p> <p><u>Monitoring/maintenance/repair of letdown structures and drainage channels:</u> 8/15: Phase 1 drainage channel has been maintained on regular basis. Significant rain events in Spring/Summer 2015 have caused some movement of erosion stone. Structures will be repaired in Fall 2015.</p> <p><u>Monitoring/maintenance/repair of sediment ponds:</u> 8/15: All active sediment ponds have been cleaned out and returned to designed capacity within the last three years. Pond above Phase 1 drainage channel is close to capacity. 5/16: Quarterly Stormwater Reporting completed for first quarter. Resulted in installation of culvert on FP-SW-4, and restoration work on NE-SW-3 letdown. N-SW-1 still needs stand pipe fixed.</p>

Action Plan	Deadline	Responsibility	Key Resources	Status
Revisions:	Date	Notes		
	15-Jun	revised from 009-15EMS-005 H2O objective on books in May 2015; refined targets, added metrics and setting baselines.		
Aug-15		Overhaul. Restructured action plan into phases of improvement efforts as recommended in 2015 External Audit and to incorporate changes to revised SCISWA development plan.		
Oct-16		DNR recommended breaking action plan activities into single objectives and targets.		
May-16		Entire objective is to be addressed during SCISWA master planning process as ground/stormwater assessment and remediation activities and soil management plan in fall 2016. Will restructure Objective at that time.		



SCISWA EMS Objectives, Targets and Action Plans

Document Number: 009-15EMS-010

Serving Lucas, Marion, Monroe and Poweshiek Counties

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PAST Revision Dates: 8/10/15, 3/15, 6/2/16

Approved By: Core Team
Reviewed By: J. Frampton, EMR

Approved By: Core Team

Facility: Landfill and Transfer Station						
Aspect: Energy consumption at SCISWA facilities						
Objective:	Target	Metric	YW	H2O Qual	GHG	Recy
To optimize operations at SCISWA to reduce greenhouse gas emissions	by reducing electrical consumption by 10% by December 31, 2015 June 30, 2016 over baseline year of FYE 2013	kwh used at landfill and transfer station	X			
Total reduction in annual electrical consumption of 35% (44,253 kWh) due to measures implemented over 3 year target period. Equivalent to savings of 31.1 metric tons of CO2 emissions. Landfill facility: 25% reduction. Transfer Station facility: 54% reduction.						
COMPLETED:						
Action Plan	Deadline	Responsibility	Key Resources	Status		
1 Collect data and establish baseline year of 2013?	7/1/2015	JF			6/15: in process, revising GHG spreadsheet to determine gaps in recordkeeping 8/15: JF finalized template, CK is populating. Waiting to set baseline year until this is complete, may need to revise target.	
2 Educate employees on energy conservation tactics: turn down thermostat, turn off unused lights, install energy efficient lighting	11/1/2015	CK			6/15: Completed? Is this documented? 8/15: Additional measures and documentation of training needed. Plan to piggy back on a monthly safety meeting this fall.	
3 Secure EMS grant funds to upgrade furnace and lighting, weatherstrip doors, and replace overhead doors at SCISWA facilities to conserve energy.	Dec-14	CK	grant funds		6/15: Secured funds in November, completed work February 2014-December 2014. Consider programmable thermostats to realize additional savings? 8/15: Electric consumption at landfill decreased by 11% (10,591 kwh) and at transfer station by 29% (9,313 kwh) from FYE 2014 to FYE 2015: a reduction of an estimated 20.1 metric tons of greenhouse gas equivalent.	

Action Plan	Deadline	Responsibility	Key Resources	Status
4 Record energy consumption at all SCISWA facilities.	ongoing	JF, staff		6/15; in process. Compiling data and revising spreadsheets to determine results of action plan. 8/15: JF finalized template, CK is populating.
5 Track all SCISWA activities resulting in greenhouse gas emissions using the Solid Waste GHG Model available to EMS participants.	Oct-15	JF	updated GHG Model (available in July?)	6/15; added to action plan. 7/15: 4 Core Team members attended EMS training in July, went over new spreadsheet.
6 Perform energy audit at landfill facility to identify additional energy saving measures.	Oct-15	RH	Mid-American	3/16; added to action plan. Audit performed in September 2015. 1/16: replace pop machine and disconnected base-board heat in basement. 4/16: still need to look at furnace and thermostat replacement, auto lights?
7 Upgrade landfill office lighting to LED bulbs	Dec-15	RH	rebate available	3/16; added to action plan 11/16; became aware of rebate opportunity expiring in December. 12/16: replaced 160 T-8 bulbs with LEDs. For complete list of fixture changes see EMS OTA workbook.
	Revisions:	Date	Notes	
		15-Jun	revised from 009-15EMS-005 GHG objective on books in May 2015; added targets, added metrics, included Solid Waste GHG model,	
	8/10/2015		Added deadline date to educate employees on conservation tactics	
	11/1/2015		Revised target date to align data with record keeping and current projects, established baseline year	
	3/16/2016		Added items 6 and 7 to action plan	
	Target	Metric		
	by reducing propane consumption by 10% by December 31, 2015 over baseline year	propane gallons used at landfill and transfer station		
			Results: Propane consumption at landfill decreased by 35% (532.6 gallons) and at transfer station by 18% (1530 gallons) from FYE 2014 to FYE 2015; a reduction of an estimated 10.9 metric tons of greenhouse gas equivalent.	
	COMPLETED			
Action Plan	Deadline	Responsibility	Key Resources	Status

Action Plan	Deadline	Responsibility	Key Resources	Status
1 Collect data and establish baseline year of 2013?	7/1/2015	JF		6/15: in process, revising GHG spreadsheet to determine gaps in recordkeeping. Waiting to set baseline year until this is complete, may need to revise target.
2 Educate employees on energy conservation tactics: turn down thermostat, turn off unused lights, install energy efficient lighting	11/1/2015	CK		6/15: Completed? Is this documented? 8/15: Additional measures and documentation of training needed. Plan to piggy back on a monthly safety meeting this fall.
3 Secure EMS grant funds to upgrade/replace heating system in shop to conserve fuel.	Dec-14	CK	grant funds	6/15: Secured funds in November, completed work February 2014-December 2014. 8/15: Propane consumption at landfill decreased by 35% (532.6 gallons) and at transfer station by 18% (1530 gallons) from FYE 2014 to FYE 2015; a reduction of an estimated 10.9 metric tons of greenhouse gas equivalent.
4 Record energy consumption at all SCISWA facilities.	ongoing	CK		6/15: in process. Compiling data and revising spreadsheets to determine results of action plan.
5 Track all SCISWA activities resulting in greenhouse gas emissions using the Solid Waste GHG Model available to EMS participants.	Oct-15	JF	updated GHG Model (available in July?)	6/15: added to action plan. 7/15: 4 Core Team members attended EMS training in July, went over new spreadsheet.
Revisions:	Date	Notes		
	15-Jun		revised from 009-15EMS-005 GHG objective on books in May 2015; added targets, added metrics	
	11/1/2015		Revised target date to align data with record keeping, established baseline year	
Target	Metric			
by reducing fuel consumption by ____% by December 31, 2015 over baseline year	diesel and gasoline gallons used at landfill and transfer station			
Action Plan	Deadline	Responsibility	Key Resources	Status

STRICKEN FROM TARGETS 6/10/15

Action Plan	Deadline	Responsibility	Key Resources	Status
1 Collect data and establish baseline year of ?	7/1/2015	JF		6/15; in process; revising GHG spreadsheet to determine gaps in recordkeeping
2 Educate employees on energy conservation tactics: reduce idling time on trucks, ???	?	CK		6/15; ?
3 Record fuel consumption of all SCISWA vehicles and equipment.	ongoing	JF, staff		6/15; in process. Compiling data and revising spreadsheets to determine results of action plan.
4 Track all SCISWA activities resulting in greenhouse gas emissions using the Solid Waste GHG Model available to EMS participants.	Oct-15	JF	updated GHG Model (available in July?)	6/15; added to action plan.
Revisions:	Date	Notes		
	6/10/2015	STRIKE Objective-just not viable, will not see improvement if no idle polly is the only conservation measure. Continue to monitor fuel consumption on new GHG spreadsheet and consider conservation tactics that could be employed in future years.		



SCIWA EMS Objectives, Targets and Action Plans

Document Number: 009-15EMS-010

Serving Lucas, Marion, Monroe and Pottawattamie Counties

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1735 Highway 117 Tracy, Iowa 50256 Tel: 641-828-8545 Fax: 641-842-3722

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PAST Revision Dates: 8/10/15, 11/15, 3/16, 6/2/16

Facility: Landfill, Transfer Station						
Aspect: Single recycling at PTS and Landfill, residential recycling in community performed by SCIWA						
Objective:	Target	Metric	TW	H2O Qual	GHG	Recy
To reduce the amount of recyclable material entering the SCIWA Landfill	009-15EMS-010-05RCY by partnering with at least three local organizations/industries to provide assistance in recycling programs by 2016	number of organizations/industries partnered with			X	X
Action Plan	Deadline	Responsibility	Key Resources	Status		
	3/4/14-3/1/16 12/31/16	JF	Central College staff, SCIWA education coordinator	6/15: revised deadline now that education coordinator has been hired. Anya Butts of the Environmental Sciences course has been the contact; class is required for graduation. A compost pile had been started on SCIWA site by students and abandoned. Look into food waste options also. Initial meeting with Dr. Jim Saphiro, Anya, and Paul Webb. JF-reinvigorate this contact? 3/16: working with new sustainability staff, on-site tour to look at partnership opportunities. Central interested in landfill gas to energy project.	Helping with on-site waste sorts. 5/16: looking at Central's food pulper this summer, revisit with Giselle to document waste sorts and the "move out" recycling campaign performed in June 2016. Hosted Central faculty for sustainability workshop on 5/25/16.	
1 Establish relationship with Central College						

Approved By: Core Team
Reviewed By: J. Frampton, EMR

Approved By: Core Team

2 Establish relationship with Albia High School	8/4/14 9/1/15 JF	Albia school staff, education coordinator Stephanie Jordan is contact. Purchased 10 recycling containers for the school; Jen look into ways we can track usage levels. 3/16: no movement on this for 2016 year.	6/15: revised deadline now that education coordinator has been hired. Stephanie Jordan is contact. Purchased 10 recycling containers for the school; Jen look into ways we can track usage levels. 3/16: no movement on this for 2016 year.
3 Establish replationship with Marion County Emergency Management Office	6/30/2016 JF		6/15: Added to action plan after introductions on 6/16/15. Jeff Anderson is looking for assistance updating Disaster Debris Management Plan and raising awareness on asbestos abatement/disposal. Provide opportunities to RECYCLE disaster debris. 5/16: project put on hold by Marion County.
4 Explore options for recycling wood waste with local door manufacturer	Dec-16 RH/JF	? ? ?	6/15: added to action plan in response to problem waste stream from PTS 6/16/15; EMS Training at PTS-discussed increase of this waste stream gradually over past 2 years. Perhaps the damaged doors were being disposed of elsewhere previously? Jen/Rick look into. 3/16: continuing to track amounts/type of waste from manufacturer
5 Consider additional opportunities for partnerships and collect in-house recycling numbers from the following to establish diversion rates in planning area: Grinnell College, Hormel, Vermeer, Wylers, Pella, 3M, Midwest, Browns, Audis, Sam Berman and Sons, Lucas County?	12/1/2016 RH/JF	data from listed area recyclers	6/15: added to action plan. Update action plan as organizations respond and partnerships develop. 3/16: Pella Corp hosting IRA board meeting in July. 4/16: Came up as part of Community Tours to be completed by SCSWA as outreach. Consider this program for 2017 marketing campaign? 8/16: Assisted Monroe County industry with SWAP grant for OCC baler.

6 Assist Lucas County to ensure future of municipal recycling program	12/31/2016	RH/JF	Larry Davis, Lucas County supervisors, City of Chariton, Chariton School District	<p>3/16: approached by Lucas County to assist with recycling education efforts. Assisted with SWAP grant application for purchase of fourth recycling trailer in December and agreed to help with education initiatives outlined in contract. Recycling open house planned to coincide with City Clean Up and HHM disposal event. Hand out recycling bins to reduce plastic bag contamination? 5/16: developed and distributed recycling program flyer to community-handed out at Clean Up day, hhm event, and all Pre-K through 3rd grade students. Visited those schools to review recycling program guidelines with students and staff (over 500 students). Open house event delayed until summer due to recent difficulty marketing material. SCISWA assisting Lucas Co in securing contract for recycling of material.</p>
7 Partner with local Midwest Sanitation and Recycling to develop marketing and outreach tools.	12/31/2016	JF	Midwest Sanitation	<p>3/16: Working with Midwest on Lucas County recycling program. 5/16: Midwest hosted tours to two schools in SCISWA planning area in conjunction with landfill. Working with Andrewto identify partnership opportunities in marketing/education materials.</p>
Revisions:	Date	Notes		
	15-Jun	revised from 009-15EMS-005 RCY objective on books in May 2015; refined targets, added metrics, included shingle recycling at landfill and exploring wood waste		
	16-Mar	Added action items 6 and 7.		
	16-May	consider O/T for next year to include recycling component of convenience center as part of master plan		

Action Plan	Target	Metric	Key Resources	Status
	Deadline	Responsibility		
1 Implement the shingle recycling program at Poweshiek Transfer Station	2011 By increasing the tonnage of shingles recycled by 10% in 2015	SB	EMS grant	Completed in 2011. \$39 tip fee (a \$20 reduction), materials are being hauled to Metro Waste Authority for recycling.
2 Educate local roofers and contractors about shingle recycling program	2011 JF			Completed 6/15; looking for confirmation of this what was done? Tonnage has dropped significantly in past two years. Much higher percentage of cash customers than contractors. Target Poweshiek area? Revisit this action item 6/16/15; discussed this at EMS Training at PTS 8/15; target this toward the cities of Grinnell and Montezuma during Community Surveys. Grinnell could use more education about shingle recycling. Meet with Montezuma in September. Gear up for re-launch in Spring 2016? Still have pamphlets/get info on the SCISWA website, poweshiek city websites, perhaps a contractor's lunch at PTS? Get on shinglerecycling.org website-submitted information to site 8/7/15 BREAK THIS OUT INTO A SEPERATE O/T? TALK ABOUT WITH CORE TEAM
3 Record number of program participants and tonnage.	ongoing	JF/PTS staff		6/15: In process of developing spreadsheet, currently using reports from Waste Works. 2013: 83.93 tons 2014: 55.74 tons 2015-to-date: 1.25. 8/15: 2015 to-date: 36.33 tons On pace for 62.28 tons in 2015. Current target is 61.31 tons

4 Explore options for shingle recycling at landfill site	Dec-15	JF/RH	transfer truck and trailer, personnel	6/15: added to action plan 8/15; began tracking loads of shingles coming into landfill that could have been diverted. June: 30 loads, 63.75 tons. July: 38 loads, 66.84 tons
Revisions:	Date	Notes		Dropped O/T after discussion with DNR, outdated. Still tracking tonnage of shingles at landfill through December

Target	Metric
by increasing the tonnage of recycling accepted via mobile trailers at Bussey and Twin Cedars by 5% in 2015	tonnage of recycling received at Midwest Sanitation

STRICKEN FROM TARGETS 10/15

Action Plan	Deadline	Responsibility	Key Resources	Status
1 Develop print ads for distribution in Bussey and Twin Cedars area papers	9/1/14 8/1/15	JF	education coordinator	6/15: revised deadline now that education coordinator has been hired 8/15; In process.
2 Print ads	9/4/14 9/1/15	JF		6/15: revised deadline now that education coordinator has been hired; use "The Reminder"
3 Monitor volume of recycling accepted at each location	ongoing	CK/JF	data from Midwest Sanitation	6/15: in progress. 202: 12.56 tons. 2013: 15.36. 2014: 14.94. 2015TD: 2.07. Suggest separating numbers from each location as they are currently being tracked together. JF: look into this.
Revisions:	Date	Notes		Dropped O/T after discussion with DNR, outdated
	15-Oct			



SCISWA EMS Objectives, Targets and Action Plans

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Approved By: Core Team
Reviewed By: J. Frampton, EMR

Approved By: Core Team

Facility: Landfill and Transfer Station						
Aspect: Environmental improvement education for residents with the planning area performed by SCISWA						
Objective:	Target	Metric	YW	H2O Qual	GHG	Recy
Educate planning area residents, businesses and organizations of SCISWA facilities, it's services and mission	by partnering with at least three of twelve school systems in the planning area to sponsor landfill/transfer station tours for students in 2015-16 school year	# of schools participating in landfill tours, # of students and staff	X	X	X	X
Partnered with Charlton, Knoxville, and Montezuma School Districts to provide tours/educational activities to over 400 students and almost 50 staff in the planning area. All twelve school districts were represented in the 2016 Calendar Poster Contest.						
COMPLETED:						
Action Plan	Deadline	Responsibility	Key Resources	Status		
1 Reach out to all twelve schools in planning area by sponsoring a coloring contest for the 2016 SCISWA Calendar	Fall 2015	JF/program coordinator	education budget	6/15: figure out budget on this ASAP 8/15: received quotes for design and printing. Spoke with Marshall County Landfill educator about calendar program. This could be a stand alone objective, though short term. 3/16: project completed, over 300 entries received, 3,000 calendars distributed See Calendar Contest binder in Educator's office for more info. This should have been an o/t, plan again for 2017 school year.		

Action Plan	Deadline	Responsibility	Key Resources	Status
2 Establish contacts at each school district and offer tours to 4-6 grade students	3/1/2016	JF/program coordinator		6/15: would consider alternate grade levels if requested 6/10/15: Charlton Schools contact- Tim Millega 8/15: planning to use calendar contest to establish these contacts 3/16: completed 4/16: Hosting tours for Montezuma schools. Knoxville 5th grade was strongly considering, but could not do this year. Check back next year. Did send 7th grade students out as part of the Ecology fieldtrip. Charlton schools preferred we come to them, presenting at all pre-k and k-3 classrooms this spring. Try to get middle school involved next year.
3 Host tours and encourage feedback using questionnaires from select classes and all school personnel involved	6/30/2016	JF/program coordinator	questionnaires for students and Staff	6/15: work on questionnaire formats-could we use web survey for teachers to capture email addresses? 8/15: New excel survey option in One Drive is PERFECT for this 6/16: Still developing curriculum for age groups, was not able to complete questionnaire for 2016 school year. Did get feedback in e-mail form from teachers, will use to improve program next year. 8/16: Curriculum complete and posted on website.
4 Evaluate 2016 feedback and response to tours, plan for 2017 season	12/1/2017	JF/program coordinator		4/16: drafting questionnaire 6/16: in process, reached over 600 students and 50 faculty this year.

Action Plan	Deadline	Responsibility	Key Resources	Status
	Target			
009-15EMS-010-07EDU by designing a communications plan for SCISWA to be implemented for 2016-17 fiscal year	Metric	survey results captured during use of SCISWA services to include measurement of response to radio, print and web advertisements		
COMPLETED: 2016-17 SCISWA Communications Plan developed, final revisions expected to be made during EMS Core Team Objective and Target workshop September 1, 2016.				
Action Plan	Deadline	Responsibility	Key Resources	Status
				6/15: brochure updated, printing 500 for distribution through December 2015. Will print more if needed. Met with The Write Place to discuss website, considering conversion to mobile platform or integrated multi-platform approach with site re-design. 8/15: Worked with local radio station KNIA to undergo "uncovery process" to develop radio messaging consistent with other marketing materials. Presented results to Core Team, no interest in pursuing radio as consistent communication tool. Have begun collecting content for website, meeting set with the Write Place in November to begin redesign process. 210 brochures distributed to date. 3/16: Website in process. 5/16: HHM brochure and Lucas Co Recycling flyer completed. Over 800 SCISWA brochures distributed to date. See EMS O/T/A workbook for news publications.
1 Provide current informational brochures, newsprint and radio advertising to support current programs/services offered by SCISWA throughout 2015-16 fiscal year or until communications plan is implemented	6/30/2016	JF	current brochure, education budget	

Action Plan	Deadline	Responsibility	Key Resources	Status
2 Measure responses to promotion and advertising performed in 2015-16 by polling participants as they use SCISWA services and use information to determine content of communications plan	6/30/2016	staff		6/15: work on this-just a tally sheet to start with? What messages do we have out there right now to measure? Just HHM, metro is currently measuring. 8/15: Radio ad has started, can we ask people using the landfill if they have heard it? Discuss at 8/12 Core Team Meeting. 10/16: using phone log to tally external communication 4/16: did short term survey at scale about website usage. 5/16: surveying origin, type, and amount of all waste paid by cash customers in preparation for convenience center project as part of SCISWA master plan to be completed fall 2016. Will collect one full year of data (June 2016-May 2017).
3 Combine SCISWA Mission Statement, Environmental Policy and slogan into a cohesive message with alternate forms.	3/1/2016	Core Team, SCISWA Board		6/15: looking for a one-size-fits all message that can be applied cross-media, internally and externally. RESOURCE 8/15: throwing this idea around with both KNIA and the Write Place. 3/16: In development 4/16: completed
4 Consider a direct mail component as part of the communications plan	3/1/2016	Core Team	budget	8/15: BUDGET could be an issue. Using most of Education funds for the Calendar project and website redesign. How about FYE 2017? 4/16: collecting quotes for inserts from local papers, increased education budget by \$10,000 for FY 2017 to accommodate
5 Consider social media such as Facebook or Twitter for communications plan	3/1/2016	Core Team	personnel for updates	3/16: Discussed at Core Team Meeting, not a lot of interest in using traditional news and radio outlets for advertising due to the expense, we need to consider facebook for sure. 5/16: Transfer Station scale attendant is ideal candidate to manage facebook page.

Action Plan	Deadline	Responsibility	Key Resources	Status
6 Develop communications plan	5/1/2016	JF/RH	contract for this? Do in house?	6/15: could use AME tutorial to develop plan 3/16: this is still pretty loose, working on website and infographics, will have to go from there. 6/16: in development
7 Implement communications plan for 2016-2017 fiscal year	7/1/2016	JF/RH		
8 Develop measuring tools to assess responses to advertising in regard to the following: media type, message content, frequency	5/1/2016	JF/RH		6/15: action item 2 should assist with this
Revisions:	Date	Notes		
	15-Jun	revised from 009-15EMS-005 EDU objective on books in May 2015: refined targets, added metrics, included communications plan		
	Jun-16	need to set O/T for partnership with Central College-see EMS O/T/A workbook for info		



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2015 Senior Management Review

1.0 PURPOSE

To document the process and primary agenda of issues to be included in the Management Review meetings for evaluating the status of the organization's Environmental Management System (EMS).

2.0 SCOPE

Performed: Wednesday September 9, 2015 SCISWA Board

Friday November 13, 2015 Core Team

Friday October 16, 2015 and Tuesday November 17, 2015
J. Frampton, R. Hurt

This review covers the reporting period of July 2014-June 2015.

3.0 ENVIRONMENTAL POLICY

No changes are recommended at this time. The Environmental Policy is scheduled to be revised this year, it will be incorporated with the SCISWA Mission Statement.

4.0 ASPECTS AND IMPACTS

Aspects and Impacts were updated in July 2015 (after this reporting period), these updates and procedure were discussed. In 2016, plan to perform an abbreviated review of A and I's: the EMR will collect completed Gut Check activities from all employees, compile results, and present to the Core Team. The Core Team will not score activities but use the results of the gut check activities to revise A and I's.

5.0 OBJECTIVES AND TARGETS

5.1 Yard Waste: reviewed

5.2 HHM: reviewed. Questions about decrease in participation rates since 2013.

5.3 Water Quality: reviewed. There has been a lot of movement in this area in the last year, mostly undocumented. Need to focus this objective as we move forward.

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Original Issue Date: 1/22/16

Issued By: J. Frampton, EMR

Last Review Date:

Reviewed By: R. Hurt, Director

PAST Review Dates:

Last Revision Date:

Approved By: Core Team

PAST Revision Dates:



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5.4 GHG: reviewed. Impressed with the energy savings achieved in the last few years.

5.5 Recycling: reviewed. Questions about how we choose who to target for partnerships in recycling. Not much interest in considering a shingle recycling program at the landfill at this time. Discussed options to encourage glass recycling or how to provide glass recycling at SCISWA facilities.

5.6 Education: reviewed. More interest in direct education with groups/schools than general marketing.

6.0 MONITORING AND MEASUREMENT

Discussed the need for monitoring and measurement within the EMS and how metrics are documented. These procedures are rapidly evolving and will continue to change dramatically throughout the next few years. We are improving!

7.0 KEY RESOURCES

Reviewed.

8.0 COMMUNICATION

Website needs to be updated to a mobile friendly platform. Talked about the differences between internal and external communication, used the example of call logs which were implemented in the last month.

9.0 ASSESSMENT

Board noted the expectations of the program, does feel that the EMS program is worthwhile to the Agency despite the "hoops" and paperwork.

9.1 Internal Audit

Expect more from next year's internal audit, this year was more about setting a baseline. Plan to include the LNI EMR in next year's audit, Chris McDonald will act as lead auditor again. Major milestones documented in internal audit have been completed or are scheduled to be addressed this fiscal year.

9.2 External Audit

Recommended changes are being addressed.

10.0 FINDINGS/CORRECTIVE AND PREVENTATIVE ACTIONS

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Discussion of what constitutes a finding and how it is addressed. Suggested changes to Management Review procedure for next year: break up the review into two parts, or more? Review each element as the procedures and documents are reviewed by the Core Team?

Finding: Water Quality Objective # 009-15EMS-007-03H2O should be re-written to better address the multiple targets associated with the objective.

11.0 TRAINING

The EMR and Safety Coordinator are working together to document training and enroll employees in the IMWCA Online University.

12.0 FOLLOW-UP ACTIONS AND NEXT YEAR'S GOALS

2016 Goals reviewed. Security of \$50,000 EMS grant emphasized.

Follow-up Action: EMR and Director will work to reorganize Water Quality Objective by February 2016.

13.0 GENERAL NOTES

- This was more of a baseline review: how to meet review requirements, expectations for future years, discussion about procedure and alternative methods.
- Perhaps too much information given to the board this year considering point above. Next year walk through the annual report and any additional concepts that were not covered. KISS.
- Discussion of review schedules: the EMR noted that additional policies and documents will need to be reviewed throughout the year by the Core Team.
- General comments made regarding progress of the EMS, nice to see the program moving forward.

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THIRD PARTY INTERNAL AUDIT
SCISWA ENVIRONMENTAL MANAGEMENT SYSTEM

Location: South Central Iowa Solid Waste Agency Landfill

Internal Audit Date: April 25, 2016

The audit included a review of EMS documentation and records, interview of staff, and an inspection of the landfill facilities.

Interviewers

Kris McDonald – Lead Auditor (Hall Engineering Company)

Mitzi Brunsvold – Auditor (EMR Landfill of North Iowa)

Interviewees

Rick Hurt – Director (SCISWA)

Jennifer Frampton – EMR (SCISWA)

Leslie Sedlock-Business Manager (SCISWA)

Pat Flattery-Operator (SCISWA)

Background

South Central Iowa Solid Waste Agency provides solid waste disposal at the SCISWA sanitary landfill located in Marion County and a transfer station located in Poweshiek County. SCISWA operates a Regional Collection Center for household hazardous waste disposal, and provides recycling services. The Solid Waste Planning Area includes the counties of Lucas, Monroe, Marion, and Poweshiek. There are 13 full-time and 2 part-time employees. SCISWA has been in the EMS Program since 2012. Currently there are seven Core Team members consisting of various job duties within the landfill.

The facility has participated in six prior audits, the dates of which were:

June 25, 2015 – External Audit

May 21-22, 2015 – Internal Audit

May 8, 2014 – External Audit

March 28, 2014 – Internal Audit

July 17, 2013 - External Audit

March 14, 2013 - Internal Audit

Audit Results

Summary: The Agency has made vast improvements to their EMS program since the last internal audit in 2015. All required components have been put in place and they are reshaping multiple aspects within the EMS for maximum benefit.

Environmental Policy Statement: The Environmental Policy Statement has been revised within the last year. The old policy summarized by the acronym I.C.A.N. has been replaced with R.E.S.O.U.R.C.E. The original policy and mission statement were created by staff that is no longer with the Agency. Both were simplified and more accurately defines and reflects the current and future of the EMS Program. This change was recently approved on April 13, 2016 at a board meeting and has not been posted within the facility. The old policy statement has been removed leaving the facility without a policy statement posted anywhere. All employee's interviewed were aware the policy was in the process of being changed. The Agency will be training all employees on new policy statement and post in various locations on site. The new policy will also be communicated to the residents via the Agency's website and outreach programs. (IAC567-111.6(5)c(2). *Recommend leaving existing policies in place and posted until new policies are ready to be implemented.*

Environmental Impacts: The Agency has a list of environmental impacts. Since the last audit, the Agency has reevaluated their impacts and collected input from all levels of the organization using a "gut check" method. This was a survey of daily tasks routinely completed in each of the component areas. Each employee and the four board members were asked to rank the top two tasks they felt were, or had the potential to be most impactful to the environment. All the data collected was shared with the audit team. The core team ranked impacts using the input collected from the "gut check" survey and other operational information to identify significant impacts. *This process is Commendable.* The agency is working on a project to help eliminate yard waste. They purchased a chipper to grind wooden debris. The chipper will also be lent out to local governments within the planning area. Impacts associated with this new process will be assessed before implementation.

Legal and Other Requirements: A list of legal and other requirements was present in the EMS binder along with an up to date procedure. The Agency has developed a compliance calendar which is reviewed monthly. Recommendations: Document attendance of all training and EMS meetings. The agency has documented weekly and monthly facility inspections. Employee interviews revealed that heavy equipment operators do a pre-use inspection of equipment but not documented.

Objectives and Targets: The Objectives and Targets were made available in each of the six categories as defined in IAC 567-111.6(5)a. The Agency has spent a lot of time working on these and are a major improvement from last year. Some of the targets associated with objectives have grown to really become objectives themselves. In October 2015 SCISWA Staff met with Leslie and the DNR Consultants

to review and revise Objectives and Targets. Objectives are measurable and continuous improvement is being achieved.

Action Plan: Detailed Action plans have been improved and established in a way that makes measuring the success of the objective quantifiable, with deadline dates and responsible parties. The Agency has a Objectives, Targets and Action Plans Procedure that meets the requirements of IAC 567-111.6(5)b. The procedure states they are reviewed annually, but the reality is they update item more frequently. They are update as needed, multiple times per year, and have a plan to submit updates to the core team 3 times per year.

Key Resources and Additional Needs: The agency has a roles and responsibilities matrix and employees are generally aware of their roles and responsibilities. Each employee interviewed was aware of their role and responsibility relative to EMS.

Communication/Training/Awareness: The agency has a website where much information is available to the public. The Agency participates in community awareness programs. The Agency has determined that radio was not effective and use newspaper ads on a limited basis. Their website will continually be updated and a facebook page will be created. The Agency hosted a calendar coloring contest at planning area elementary schools. *This is commendable.*

All full time operators have the 25 hour Iowa Operator Certification. New employees are introduced to the EMS Program in orientation and present staff is trained on any changes in the program. The training program is also being revamped and tools such as DVDs, IMWCA Online Courses and "OTJ" Training will add to continuous employee training. Daily "tailgate" sessions occur where relevant information is communicated internally. Recommendation: Some employees were not documented as completing required training, when it appears they have been trained. Create an easy to use system to ensure required training is properly documented. This will be captured in the "in works" training matrix.

Commendable: In September 2015 a phone log was created to capture all calls from residents. The data from these calls was compiled and discussed with the core team at the end of year. It was decided to continue tracking calls for a year and discuss the data again to determine if this is viable.

Monitoring and Measurement: The agency has implemented a document control scheme which identifies revision numbers, date of origin, date of review, and approved by. Many documents did not have the control scheme complete. Recommend including an approval signature line for director or EMR to sign off on.

Assessment: There is a documented Internal Audit and Assessment procedure and it outlines the responsibilities of the staff involved.

Reevaluation and Modification: The agency has implemented a Management Review process and it will occur annually with the board to satisfy (IAC 567-11.6(5)f). This process will identify root causes, corrective/preventative action, goals, activities, records and processes of the EMS Program.

Results

Commendable:

The Agency has made significant improvements to the EMS program since the last audit. The “gut check” survey to identify impacts from each employee was impressive. Community awareness with the youth coloring contest calendar was an impactful way to help promote environmental stewardship. Implementing the resident call log to review the data and increase communication with the public. The “Chipping” project to assist with eliminating yard waste is an innovative endeavor. Implementing a training matrix that will capture employee training not only for EMS, but Environmental, Health and Safety Training as well.

Recommendation for Improvement:

- Keep existing programs/documents in place until new ones are implemented.
- Document attendance of all training and EMS meetings. Create an easy to use system to ensure required training is properly documented.
- Document control: include an approval signature line for director or EMR to sign off on documents and procedures. Possible watermark or other delineation on documents to determine current versus obsolete documents and procedures.



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