

2011 EMS Annual Report

Submitted by Metro Waste Authority (MWA)
to the Iowa Department of Natural Resources (IDNR)
December 21, 2011

Metro Waste Authority
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Des Moines, IA 50309

Prepared by the EMS Core Team
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Metro Waste Authority

Your Partner in Environmental Solutions

MWA EMS Annual Report

Attachment ES1

Executive Summary

Completed Objectives

- Collected effluent at point of discharge at Metro Compost Center on three separate occasions and tested quality. Test results were acceptable; no need for additional testing or monitoring. **EMS Focus Area: Water Quality Improvement**
- Twenty new businesses were added to MWA's customer list for the sharps disposal program in 2011, which is a 50% increase over the number of new businesses recruited for sharps disposal in 2010 (i.e., 13 new businesses). Sharps can be disposed of by the Regional Collection Center through the Conditionally Exempt Small Quantity Generator Program (CESQG), typically at a cost savings of 40 percent compared standard disposal services. MWA targeted sharps with the goal of expanding disposal and hazardous waste disposal services to these businesses. In other words, by targeting one waste stream, many others could be captured or reduced. **EMS Focus Area: Hazardous Waste Disposal/Collection**
- Established a baseline from which to build outreach and education to residents on "safer alternatives" to standard household chemicals. In 2011, 274 people were reached through presentations, and 281 people visited our best practices for residential hazardous waste on our website. Presentations and website best practices recommend purchasing safer alternatives and provide recipes and resources for obtaining the alternatives. **EMS Focus Area: Hazardous Waste Disposal/Collection and Environmental Education**
- Confirmed that crop share partners were in compliance with National Resource Conservation Service (NRCS) program for "no till" farming Metro Park East. Crop share partners were found to be in compliance. **EMS Focus Area: Water Quality Improvement**
- Installed sediment traps in two locations in the Cell C borrow area to reduce runoff to the south sediment basin at MPE. **EMS Focus Area: Water Quality Improvement.**
- Surveyed property at Metro Park East landfill, Metro Compost Center, Metro Transfer Station and the Regional Collection Center for evidence of significant erosion. There were no signs of significant erosion at any facility but property south of the landfill on Metro Park East property. See ongoing objectives for information on how the erosion is being addressed. **EMS Focus Area: Water Quality Improvement**
- Verified with crop share partners that the Iowa State University Nutrient Management Plan (i.e., fertilizer application) is properly implemented at Metro Park East farmland. Partners were found to be in compliance. **EMS Focus Area: Water Quality Improvement**
- Verified with crop share partners that herbicides and pesticides are being applied on Metro Park East farmland in accordance with the Iowa State University guidelines. Partners were found to be in compliance. **EMS Focus Area: Water Quality Improvement**
- Assessed the feasibility of using solar powered aerator to reduce carbonaceous biochemical oxygen demand (CBOD) of effluent at Metro Compost Center. As a part of the assessment,

the effluent was tested CBOD. Test results did not show a high CBOD. The feasibility study was terminated since aeration was not needed. **EMS Focus Area: Water Quality Improvement and Yard Waste Management**

- Developed standards for future build outs and renovations to achieve certain levels of energy efficiency in building design and recycling requirements for construction and demolition materials. **EMS Focus Area: Greenhouse Gas Reduction and Recycling**
- Installed daylight sensors in outer offices at MWA Central Office, and installed Lithonia 2RT5 28T5 fixtures in workroom. This work was completed in March 2010. These changes in lighting were expected to reduce energy consumption by 4,000 kw/hrs in a 12-month period. Energy consumption from April 2009-March 2010 was compared with consumption from April 2010-March 2011. Usage was up by 492 kw hours despite new lighting. Upon further review, increased usage was attributed to a significant increase in the number of meetings held at MWA, one additional new hire using the workspace daily placing greater demands on energy, major maintenance projects being completed over weekend hours, and two additional evenings per week of janitorial service within the space. Energy consumption will continue to be tracked and evaluated on an annual basis. **EMS Focus Area: Greenhouse Gas Reduction**
- Reduced water consumption by 22% from 35,000 gallons to 25,000 gallons through the installation of lower volume, dual flush toilet valves, and education on how to properly use them in the public restrooms of 300 E. Locust Street. Original goal was to reduce water consumer by 111,000 gallons, which was calculated using a LEED Wec3 water reduction calculation, based on an even mix of men and women in the building (125 full time equivalent each). The LEED standard assumes three water closet usages a day for women and 1 water closet usage for men with two urinal visits. Calculations were unreasonable since the total water usage was only 35,000 gallons per year. We will continue to monitor water usage at 300 E. Locust annually as part of continuous improvement. **EMS Focus Area: Water Quality Improvement**
- Determined that the installation of more energy efficient lighting in the common areas and tenant spaces at 300 E. Locust was not feasible. The costs for the installations had a 23-year payback. The installation will be re-evaluated in the future if the cost of lighting goes down. **EMS Focus Area: Greenhouse Gas Reduction**
- Tested all equipment (100 pieces) and quantified emissions (O₂, CO, NO, NO₂, Nox, SO₂, and CO₂) at Metro Park East landfill, Metro Compost Center, Metro Transfer Station and the Regional Collection Center. **EMS Focus Area: Greenhouse Gases**
- Objective/target of recruiting three business parks to participate in the Curb It! for business recycling program was abandoned in favor of recruiting any business and assisting them with recycling questions. Five businesses joined Curb It! for business recycling, and 40 businesses were assisted in the setting up business recycling programs. A brochure on business recycling that highlights Curb It! for business was also developed. **EMS Focus Areas: Recycling**
- Assisted Bondurant Public Schools in their transition from paper and redemption recycling to single stream recycling. MWA also offered assistance to Carlisle Public Schools, the only other school district just recycling paper. Carlisle has yet to respond to our request. In

2012, MWA plans to assist Bondurant with the development of recycling education materials. **EMS Focus Area: Recycling**

- Established uniform drop off recycling centers at the Regional Collection Center and Metro Park East Landfill. A drop off was not established at the Metro Compost Center since the center is not typically used by the public, the hours of operation are more limited, and staffing is limited for monitoring use. Uniformity helps residents and businesses alike to know what can be recycled and which container to use in dropping off the materials. Signage is also consistent on the containers. Having recycling at each of the facilities will increase access and make recycling more convenient. It will also provide self-haulers coming to the landfill one last opportunity to recycle before disposing of their loads. Materials accepted in MWA's single stream curbside recycling program are also be taken as single stream at each of these locations. **EMS Focus Area: Recycling**
- Established uniform MWA self-haul recycling centers throughout the service area. Uniformity helps residents and businesses alike to know what can be recycled and which container to use in dropping off the materials. Signage is also consistent on the containers. Materials accepted in MWA's single stream curbside recycling program are taken at all locations as single stream. **EMS Focus Area: Recycling**
- MWA has researched means for providing commercial and/or residential organics recycling. We are now accepting organics at MPE and MCC, in compliance with our current permit conditions. (We also worked with Aviva to accept their dehydrated food waste from their cafeteria). Developing additional infrastructure and obtaining permits to take commercial organics was found to not be economically feasible without a substantial subsidy. **EMS Focus Area: Yard Waste Management and Greenhouse Gas Reduction**
- MWA continues to explore means and programs for increasing recycling among businesses. Earlier in the year, we explored developing case studies for business. Through our research, the project evolved into on-line matrix of options for starting a recycling program based on whether the interested party was an apartment dweller, office building tenant, or small to large business. See <http://www.mwatoday.com/business/recycling.aspx>. Case study examples will be added to support the matrix following approval by the respective companies who are quoted. **EMS Focus Area: Recycling**
- Launched education campaign focused on capturing garden waste in the Compost It! program. Updated all Compost It! collateral to promote garden waste, including the website, the program brochure, stickers for the cart subscription program, Compost It! bags and stickers, and "shelf-talkers" for the bag and sticker program. A series of newsletter articles were written on Compost It!, including articles about garden waste, and provided to communities to publish throughout Compost It! season. MWA will continue to promote garden waste in subsequent Compost It! seasons. **EMS Focus Area: Yard Waste and Environmental Education**
- Identified three specific ways to improve MPE airspace utilization factor (AUF): (1) leachate recirculation, (2) soil overburden, and (3) use of alternate daily cover (i.e., soil use reduction). See ongoing information for progress on implementation of these. **EMS Focus Area: Other**

Ongoing Objectives

- An eight-month monitoring program was established to sample one up gradient location and six outfalls at sediment ponds to assess storm water control measures at Metro Park East Landfill. Each location will be sampled four times over a period of eight months to include a 1 inch rainfall, a 2 inch rainfall, a freeze-thaw run off and a 1 inch spring rain. Results and recommendations will be provided in a report to the EMS Core Team by mid-2012. **EMS Focus Area: Water Quality Improvement**
- Identified three highly erodible areas (gullies) in the farmland south of the landfill on the Metro Park East property. Structures (i.e., terraces with tile and intake) are being constructed to prevent the gully erosion and are targeted for completion in January 2012. **EMS Focus Area: Water Quality Improvement**
- A work plan is under development to establish a benchmark for soil loss at Metro Park East landfill. **EMS Focus Area: Water Quality Improvement**
- MWA is in the process of retro-commissioning its HVAC system at 300 E. Locust Street. Retro-commissioning of system is planned for Q1 2012. Energy consumption will then be tracked for one year and compared to the prior year with the goal of reducing consumption by 10%. **EMS Focus Area: Greenhouse Gas Reduction**
- MWA is partnering with Waste Management to site a second landfill-gas-to-energy facility at MPE to reduce the need for flaring. Waste Management has secured a Power Purchase Agreement with a Nebraska electrical company. In January 2012, Waste Management will seek air quality permit approval from DNR. Construction will begin once permits have been issued. **EMS Focus Area: Greenhouse Gas Reduction**
- MWA constructed pool and riffle structures to control erosion. Structures were approved by NRCS. Easements were secured and erosion stabilized. Terracing of MWA farmland is underway. The final step is to develop wetlands for wetland banking. Success will be measured by metric lineal foot of improvement to erosion around the stream bank. **EMS Focus Area: Water Quality Improvement**
- MWA is establishing a baseline for greenhouse gas emissions at its facilities within our EMS-defined fenceline. This project is underway as a coordinated effort with DNR and all the EMS participants. A model was developed under contract with DNR for all the participants to use. While entering data into the model, MWA found errors in the underlying formulas. DNR is working with the consultant to fix modeling errors. MWA is awaiting the revised model to complete the baseline assessment. **EMS Focus Area: Greenhouse Gas Reduction**
- MWA is working to site a recycling drop off at Mills Civic Hy-Vee in West Des Moines. This would be the only MWA recycling site on the western side of our service area, and would be targeted at the high apartment dwelling population as well as the large number of small businesses in the western suburbs. Hy-Vee and Waste Management willing partners for a pilot project. MWA is now working to address questions and requirements of West Des Moines planning and zoning. Working through planning and zoning questions has taken longer than expected. Project timeline was extended into 2012. **EMS Focus Area: Recycling**

- MWA has implemented the three specific ways to improve MPE airspace utilization factor to 1,350 lbs. per cubic yards. The overall impact of these changes will not be realized until the end of 2012. Data assessed to date show that AUF is increasing. As of June 2011, AUF was approximately 1340 lbs. per cubic yard. **EMS Focus Area: Other**

**MWA EMS Annual Report
Attachment EPS1
Environmental Policy Statement**

Adopted by the MWA Board of Directors in November 2003

Reviewed and approved without revision by the MWA Board of Directors in December 2009

Reviewed by MWA Core Team and approved without revision on October 11, 2011



Metro Waste Authority Environmental Policy

Metro Waste Authority's vision of "No Wasted Resources" elevates environmental protection to one of fundamental importance. Because our employees impact this vision in their daily activities, all are dedicated to carrying out responsibilities for environmental stewardship through:

- **Pollution Prevention** – We will identify and prevent or minimize pollution in all areas of our operations wherever feasible.
- **Regulatory Compliance** – We will comply with all relevant environmental legislative, regulatory, permit and other requirements associated with our industry.
- **Continual Improvement** – We will constantly look for ways to improve our environmental performance using this policy as the basis upon which we set our goals.
- **Training** – We will provide the tools to create awareness of Metro Waste Authority's environmental impacts, protect health and safety, comply with rules and regulations, and support our environmental objectives.

Metro Waste Authority is dedicated to carrying out our environmental responsibilities in a manner that demonstrates true leadership in integrated solid waste management while continuing to provide the highest level of service.

We will work collaboratively with our customers, suppliers and our communities on environmental issues. We will measure and review our progress annually and periodically report the results to our stakeholders.

 <p>Metro Waste Authority Your Partner in Environmental Solutions</p>	<p>EMS Form</p> <p>Official Document Approval</p>	
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DATE: **October 11, 2011**

TO: **File**

FROM: **EMS Core Team**

SUBJECT: **Approval of EMS Controlled Document**

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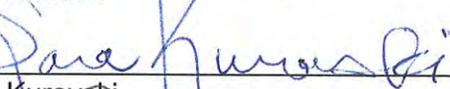
The Core Team reviewed and approved the Environmental Policy

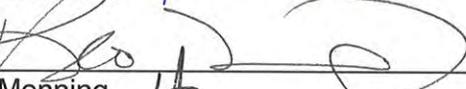

 Judi Mendenhall, Environmental Management Representative (EMR)

(Absent)
 Geri Crawford


 Jeff Dworek


 Tom Hadden


 Sara Kurovski


 Rep Menning


 Paul Nemmers

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Issue Date: 8/18/2004	Revision:	Revision Date:
Prepared By: Beth Shonts		
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**MWA EMS Annual Report
Attachment A&I1
Significant Environmental Aspects and Impacts**

2011 Significant Aspects/Impacts List

Ref. No.	Facility	Activity	Aspect(s)	Impact(s)	Legislation Area	Objective	Scale of Impact	Severity of Impact	Probability of Occurrence	Duration of Impact	Avg Score	Regulatory & Legal Exposure	Ease of Changing Impact	External Image Concern	Health & Safety Impacts	Avg Score	Total Score	
1	300 E. Locust	heating/cooling	energy consumption	depletion of natural resources	Greenhouse Gas	16	5	5	5	5	5	1	4	3	3	2.75	7.75	
2	MVA EMS	landfilling of recyclables	disposal	depletion of natural resources	Recycling, Education, Greenhouse Gas	1,24,25,26,2	4	5	5	5	4.75	2	3	5	2	3	7.75	
3	Operations	processing of composting	water quality	water degradation	Yard Waste, Water Quality	1,12,	5	4	5	4	4.5	5	1	3	3	3	7.5	
4	MPE	landfilling	disposal	loss of air space	Recycling, Education	1,22,24,25,2	5	2	5	5	4.25	5	1	5	5	2	3.25	7.5
5	MPE	flaring	air emissions	air degradation	Greenhouse Gas	18,29	4	3	3	3	3.75	5	2	4	4	3	3.5	7.25
6	Conservation	farming	tillage	water degradation	Water Quality	4	5	3	3	5	4	3	4	3	3	3	3.25	7.25
7	Operations	excavation	soil disturbance	erosion	Water Quality	6	5	3	3	5	4	3	4	3	3	3	3.25	7.25
8	MVA EMS	use of equipment	air emissions	air degradation	Greenhouse Gas	19	5	3	5	4	4.25	5	3	2	2	2	3	7.25
9	RCC	landfilling of HHW	disposal	toxicity	HHW, Education	2,3	4	4	2	4	3.5	2	3	4	4	5	3.5	7
10	Operations	stormwater management	soil disturbance	erosion	Water Quality	5	5	5	3	3	4	4	3	4	1	3	7	
11	Operations	stormwater management	water quality	sediment loading	Water Quality	7,8,9	5	5	3	3	4	4	3	4	1	3	7	
12	Conservation	farming	chemical additive	water degradation	Water Quality	10,11	5	3	2	4	3.5	1	5	3	5	3.5	7	
13	MVA EMS	build outs/renovations	material consumption	depletion of natural resources	Recycling	13	3	3	3	5	3.5	3	5	3	3	3.5	7	
14	MVA EMS	build outs/renovations	energy consumption	depletion of natural resources	Recycling	13	3	3	3	5	3.5	3	5	3	3	3.5	7	
15	MVA EMS	demolition	landfilling	air space consumption	Recycling	13,23	3	3	3	3	3.5	3	5	3	3	3.5	7	

**MWA EMS Annual Report
Attachment A&I2
Environmental Aspects, Impacts and
Significance Criteria Procedures**

Reviewed and updated by MWA Core Team on April 26, 2011

 Metro Waste Authority <i>Your Partner in Environmental Solutions</i>		Environmental Management System Procedure Environmental Aspects and Impacts				
Document No:	Issue Date:	Revision No:	Revision Date:	Prepared By:	Reviewed By:	Approved By:
EMSP-EAI	08/25/04	5	4-26-11	Beth Shonts	Core Team	Core Team

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- 3.0 DEFINITIONS
- 4.0 RESPONSIBILITIES
- 5.0 PROCEDURES
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- 7.0 REFERENCES/RELATED DOCUMENTS



1.0 PURPOSE

Identify and assess the environmental aspects of Metro Waste Authority's activities, products and services (operations) in order to determine those which may have a significant impact on the environment.

Identify aspects for new developments, or new or modified activities, products and services.

2.0 SCOPE

This procedure covers the operations of Metro Waste Authority's fenceline facilities. For purposes of evaluation, operations with similar characteristics may be grouped.

A baseline evaluation will be conducted of existing products, activities, and services. The need for follow-up evaluations is determined based on changes in evaluation methodology or significant changes in the organization's mission, products, or processes.

3.0 DEFINITIONS

- 3.1 **Core Team.** The Core Team consists of the following positions at Metro Waste Authority: Executive Director, Environmental Management Representative (EMR), Director of Operations, RCC Facility Manager, CO Executive Administrative Assistant, Operations Program Manager, Public Affairs Director, and Medium Equipment Operator (union representative).
- 3.2 **Environment.** Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.
- 3.3 **Environmental Aspect.** An element of MWA's activities, products or services that interact with the environment.
- 3.4 **Environmental Impact.** Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.

Printed: 5/26/2011 9:28 AM	Page 1 of 4	Next Review Date: April 2012
Title and Location:	T:\Share\EMS - Iowa\Procedures\Official Version 2011\EMSP-EAI Environmental Aspects and Impacts Rev 5.NR April 2012.doc	

 Metro Waste Authority <i>Your Partner in Environmental Solutions</i>		Environmental Management System Procedure Environmental Aspects and Impacts				
Document No:	Issue Date:	Revision No:	Revision Date:	Prepared By:	Reviewed By:	Approved By:
EMSP-EAI	08/25/04	5	4-26-11	Beth Shonts	Core Team	Core Team

- 3.5 **Environmental Management Representative (EMR).** Representative for the Executive Director and appointed by the Executive Director.
- 3.6 **Work Team.** A cross-functional team of Metro Waste Authority personnel, selected by the Core Team to review aspects and impacts and other responsibilities as assigned by the Core Team.
- 3.7 **Operations.** Consider any of MWA's activities, products or services.
- 3.8 **Prevention of Pollution.** Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts.
- 3.9 **Significance Criteria.** A set of measures used to quantify and prioritize the environmental aspects and potential impacts of MWA's activities, products or services.
- 3.10 **Significant Environmental Aspect.** An environmental aspect of MWA's activities, products or services that has or may have a significant environmental impact.

4.0 ROLES AND RESPONSIBILITIES

- 4.1 The Core Team is responsible for documenting, maintaining, and their ranking using the significance criteria as well as periodic review of the aspect and impact list and establishing procedures.
- 4.2 The Work Team is responsible for the identification of operations, activities, products and services and the associated environmental aspects and their ranking using the significance criteria.

5.0 PROCEDURES

- 5.1 **General.** This procedure covers those environmental aspects of MWA's operations over which it has control or over which it can be expected to have an influence. Significant environmental aspects identified through this process are considered in the setting of environmental objectives and targets.

This procedure consists of a screening of activities, products and services by a Work Team. The team determines environmental aspects and impacts associated with the activities. The core team assesses the environmental aspects and determines which of these might result in significant impacts.

- 5.2 **Identifying Key Operations.** Core Team representatives and the Work Team meet to compile a list of the new or changed activities since the last review at fence line facilities that have environmental aspects resulting in potentially beneficial or adverse environmental impacts.

Printed: 5/26/2011 9:28 AM	Page 2 of 4	Next Review Date: April 2012
Title and Location:	T:\Share\EMS - Iowa\Procedures\Official Version 2011\EMSP-EAI Environmental Aspects and Impacts Rev 5.NR April 2012.doc	

 Metro Waste Authority <i>Your Partner in Environmental Solutions</i>		Environmental Management System Procedure Environmental Aspects and Impacts				
Document No: EMSP-EAI	Issue Date: 08/25/04	Revision No: 5	Revision Date: 4-26-11	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team

Each product, service or activity is evaluated for environmental impacts. However, products, services or activities may be grouped together such that those with similar characteristics can be evaluated concurrently.

- 5.3 **Document Operations, Activities and Process.** Major operations are broken down into related activities using an Input/Output diagram, process flow diagram, or equivalent. Information from the process determining aspects and impacts will be documented.
- 5.4 **Identifying Aspects and Impacts.** The I/O diagrams, process flow diagrams, or their equivalent are used to assist in the identification of each operation's associated aspect and impact list.
- 5.5 **Significance Criteria.** Each aspect's significance is determined using the significance criteria in the guidance document. Aspects that have a positive impact will have a low score and will not be significant.
- 5.6 **Determining Significance.** An average numerical value is calculated for both environmental and business significance. The average score of the environmental impacts and business impacts are combined to determine the significant ranking.

Aspects receiving a score of 7 or greater are considered significant. The Core Team may change the significance of aspects and impacts based on (1) business and operational issues or (2) relevance to Iowa DNR EMS focus area. The six focus areas shall be identified for each significant aspect and impact that is relevant.

Results of team findings are recorded on the Significant Aspects and Impacts List in the Intellex Software System.

- 5.7 The Core Team is responsible for working with the department management to ensure that significant environmental aspects identified are considered in setting environmental objectives and targets for the facility as well as in establishing, implementing and maintaining the EMS. (Refer to Procedure EMSP-OT)

6.0 REVIEW

- 6.1 **Updating Aspects and Impacts.** At least once per year, the Core Team will review any new or modified activities and their associated aspects and impacts according to the procedures outlined. If a significant aspect is identified, it will be added to the overall record of significant aspects. All changes that will or may result in a new environmental aspect and/or impact or alter an existing environmental aspect and/or impact will be considered in this review. At least once per year, the Core Team will review the current aspects and impacts scoring 6 or higher. A Work Team shall review aspects and impacts scoring less than 6.

7.0 REFERENCES/RELATED DOCUMENTS

ISO 14001:2004(E)
EMSP-OT, Objectives and Targets

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Title and Location:	T:\Share\EMS - Iowa\Procedures\Official Version 2011\EMSP-EAI Environmental Aspects and Impacts Rev 5.NR April 2012.doc	

 Metro Waste Authority <i>Your Partner in Environmental Solutions</i>		Environmental Management System Procedure Environmental Aspects and Impacts				
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EMSP-EAI	08/25/04	5	4-26-11	Beth Shonts	Core Team	Core Team

Input/Output Diagram Template
 EMS Guidance Document, Instructions for Evaluating Environmental Aspects and Impacts
 EMS Worksheet, Evaluating Environmental Aspects and Impacts
 List of Significant Aspects and Impacts
 Environmental Management Programs Action Plan(s)



EMS Form
Official Document Approval

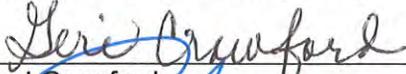


DATE: April 26, 2011
TO: File
FROM: EMS Core Team
SUBJECT: Approval of EMS Controlled Document

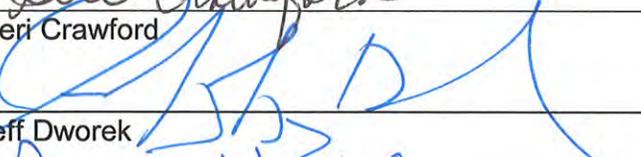
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The Core Team reviewed and approved EMSP-EAI, Environmental Aspects and Impacts Procedure on April 26, 2011.



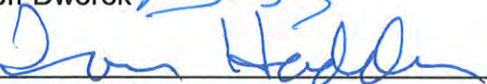
Judi Mendenhall, Environmental Management Representative (EMR)



Geri Crawford



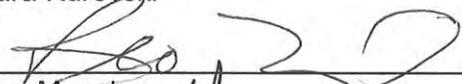
Jeff Dworek



Tom Hadden



Sara Kuroyski



Reo Menning



Paul Nemmers

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Prepared By: Beth Shonts		
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The following criteria and weighting are used in conjunction with the Worksheet, Evaluation of Environmental Aspects and Impacts, to determine the significance of Metro Waste Authority's aspects and impacts.

Environmental Significance of Impacts

- Scale of Impact (25%)
- Severity of Impact (25%)
- Probability of Occurrence (25%)
- Duration of Impact (25%)

Business Significance of Impacts

- Potential Regulatory & Legal Exposure (25%)
- Ease of Changing Impact (25%)
- Health & Safety Impacts (25%)
- External Image/Concern (25%)

Activities can have a wide variety of impacts on different components of the environment. The importance, or "significance," of each of these different impacts depends on several factors. Some of these factors are concrete. For example, if a Federal law would clearly be violated by any aspect of the activity, then that would obviously be a significant impact. Other factors affecting significance are matters of judgment, such as scale of impact, severity of impact, external image, etc.

Each activity is ranked for each of the significance criteria listed above on a scale from 1 to 5. In general, 1 means "lowest," 2 means "lower," 3 means "medium," 4 means "more," and 5 means "most."

The following environmental significance criteria are often subjective or subject to individual interpretation and the following definitions and explanations may help with ranking activities.

- Scale of Impact is the size of the impact (how much). For example when considering a chemical or fuel spill, the scale of impact would consider how many gallons are released to the environment.
1 is minor, 3 is moderate, 5 is major.
- Severity of Impact considers how severe or the activity is (how bad or good). It can also take into consideration unique situations, unprecedented impacts, uncertain impacts and any impact that is controversial. With the fuel or chemical

example, you would want to consider what type of fuel or chemical is spilled. Mercury spilled would have a more severe impact than gasoline. Leaded gasoline might have a more severe impact than fuel oil.

1 is slight, 3 is moderate, 5 is severe.

- Probability of Occurrence means how likely this activity will take place (how likely). A spill of mercury might occur 1 % of the time; a fuel spill might occur 75% of the time.
1 is unlikely, 3 is moderately possible, 5 is most likely
- Duration of Impact means how long the activity will affect the environment (how long or how often). Methane released from the surface of the landfill will be long term. Air emissions from operating a mower would be confined to the time the mower is operated.
1 means short term, 3 means medium term or intermittent, 5 means long term.

The remaining business-related impacts are objective and easier to rank.

- Potential Regulatory or Legal Exposure answers the question, “Will the activity trigger a requirement or violate a federal, state, or permit rule or regulation?” Examples may be a chemical spill which requires that authorities be notified or a leachate seep that requires action be taken.
1 means not regulated, 3 means governed by MWA policy, 5 means regulated or controlled by an outside agency.
- Ease of Changing Impact answers how easy it is to change the activity in order to make an improvement.
1 means difficult, 3 means moderate, 5 means easy.
- Health and Safety Impact evaluates the potential to adversely or positively affect the health and safety of employees, customers, and residents.
1 means positive impact, 3 means neutral impact, 5 means negative impact.
- External Image/Concern refers to how the general public or interested parties view the activity. Is it positive or negative? How positive or negative is it? Can we afford to continue that activity in light of public opinion? How will our member communities, neighbors, or DNR view the activity? How will it read in *The Des Moines Register*?
1 means positive impact, 3 means neutral impact, 5 means negative impact.

MWA EMS Annual Report
Attachment A&I3
Facility/Service/Programmatic Changes

MWA **does not** have any large facility, service or programmatic changes pending that are likely to change the identified impacts in the coming year beyond the usual annual fluctuations.

**MWA EMS Annual Report
Attachment L&O1
Legal and Other Requirements**

Last update: December 14, 2011
Reviewed by the MWA Core Team on August 8, 2011

Citation	Description	Reference
Federal Regulations		http://www.gpoaccess.gov/cfr/index.html
Title 40 – Protection of Environment Chapter I – Environmental Protection Agency Subchapter C – Air Programs		
40 CFR 50 – MPE, MPW, MCC, RCC	National Primary and Secondary Ambient Air Quality Standards	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=47f75591c4d446c2bbe45948b73b9bc7&tpl=/ecfr/browse/Title40/40cfr50_main_02.tpl
40 CFR 60	Standards of Performance for New Stationary Sources	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=026974fa3eaac245c091dd6b0828af64&c=ecfr&tpl=/ecfr/browse/Title40/40cfrv8_02.tpl
40 CFR 61 – MPE, MPW	National Emission Standards for Hazardous Air Pollutants	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&tpl=/ecfr/browse/Title40/40cfr61_main_02.tpl
40 CFR 63	National Emission Standards for Hazardous Air Pollutants for Source Categories	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=026974fa3eaac245c091dd6b0828af64&c=ecfr&tpl=/ecfr/browse/Title40/40cfrv9_02.tpl
40 CFR Part 63, Subpart CCCCC, Rule 6C – MPE, MPW	National Emission Standards for Hazardous Air Pollutants (NESHAP) for Source Categories: Gasoline Dispensing Facilities	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=e0be136170b16d4a9978ce8be0075fa4.rgn=div6&view=text&node=40%3A14.0.1.1.1.15&idno=40&cc=ecfr
40 CFR 68	Chemical Accident Prevention Provisions	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&rgn=div5&view=text&node=40:15.0.1.1.5&idno=40
40 CFR 98.340 - MPE	Mandatory Green House Gas Reporting Rule	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfr/browse/Title40/40cfr98_main_02.tpl
40 CFR 98.344 - MPE	Greenhouse Gas Reporting – Equipment Calibration; monitoring QA/QC requirements	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=56a46e3a90a1c5a59e6d4a95f240fbef&rgn=div8&view=text&node=40:20.0.1.1.12.3.1.5&idno=40
Title 40 – Protection of Environment Chapter I – Environmental Protection Agency Subchapter D – Water Programs		
40 CFR 110 - RCC	Discharge of Oil	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&rgn=div5&view=text&node=40:21.0.1.1.6&idno=40
40 CFR 112 - RCC	Oil Pollution Prevention	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&rgn=div5&view=text&node=40:21.0.1.1.7&idno=40
40 CFR 122 - RCC	EPA Administered Permit Programs: The National Pollutant Discharge Elimination System	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&rgn=div5&view=text&node=40:21.0.1.1.12&idno=40
40 CFR 129 -RCC	Toxic Pollutant Effluent Standards	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&rgn=div5&view=text&node=40:21.0.1.1.16&idno=40
Title 40 – Protection of Environment Chapter I – Environmental Protection Agency Subchapter I – Solid Wastes		
40 CFR 243	Guidelines for the Storage and Collection of Residential, Commercial, and Institutional Solid Waste	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&rgn=div5&view=text&node=40:24.0.1.4.31&idno=40
40 CFR 257- MPE, MPW	Criteria for Classification of Solid Waste Disposal Facilities and Practices	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&rgn=div5&view=text&node=40:24.0.1.4.37&idno=40
40 CFR 258- MPE, MPW	Criteria for Municipal Solid Waste Landfills	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&rgn=div5&view=text&node=40:24.0.1.4.38&idno=40

Citation	Description	Reference
40 CFR 260 -RCC	Hazardous Waste Management System: General	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&rgn=div5&view=text&node=40:25.0.1.1.1&idno=40
40 CFR 261 -RCC	Identification and Listing of Hazardous Waste	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&rgn=div5&view=text&node=40:25.0.1.1.2&idno=40
40 CFR 262 -RCC	Standards Applicable to Generators of Hazardous Waste	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&rgn=div5&view=text&node=40:25.0.1.1.3&idno=40
40 CFR 268 –RCC, MPE, MPW	Land Disposal Restrictions	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&rgn=div5&view=text&node=40:26.0.1.1.3&idno=40
40 CFR 273 -RCC	Standards for Universal Waste Management	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&rgn=div5&view=text&node=40:26.0.1.1.7&idno=40
40 CFR 279 -RCC	Standards for the Management of Used Oil	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&rgn=div5&view=text&node=40:26.0.1.1.9&idno=40
40 CFR 280 – MPE, MPW	Technical Standards and Corrective Action Requirements for Owners and Operators of Underground Storage Tanks	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=026974fa3eaac245c091dd6b0828af64&rgn=div5&view=text&node=40:26.0.1.1.10&idno=40
40 CFR 445 – MPE, MPW	NPDES permitting	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=e3ab1c4a1309b6d5ce2cc66ee6283b09&pl=/ecfrbrowse/Title40/40cfr445_main_02.tpl

Title 49 – Transportation
 Subtitle B – Other Regulations Relating to Transportation
 Chapter I – Pipeline and Hazardous Materials Safety Administration, Department of Transportation
 Subchapter C – Hazardous Materials Regulations

49 CFR 171 -RCC	General Information, Regulations, and Definitions	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=38ce226c423a578c4b3961dc5be200ce&rgn=div5&view=text&node=49:2.1.1.3.6&idno=49
49 CFR 172 -RCC	Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, and Training Requirements	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=38ce226c423a578c4b3961dc5be200ce&rgn=div5&view=text&node=49:2.1.1.3.7&idno=49
49 CFR 173 -RCC	Shippers General Requirements for Shipments and Packaging	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=38ce226c423a578c4b3961dc5be200ce&rgn=div5&view=text&node=49:2.1.1.3.8&idno=49
49 CFR 177 -RCC	Carriage by Public Highway	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=38ce226c423a578c4b3961dc5be200ce&rgn=div5&view=text&node=49:2.1.1.3.12&idno=49
49 CFR 178 -RCC	Specifications for Packaging	http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=38ce226c423a578c4b3961dc5be200ce&rgn=div5&view=text&node=49:2.1.1.3.13&idno=49
29 CFR 1910 – ALL	OSHA Safety and Health Standards	http://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1910
29 CFR 1903.2 – ALL	Inspections, citations, penalties, rights	http://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1903
29 CFR 1904.32 – ALL	Recordkeeping of Injuries & Illness	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12776
29 CFR 1910.22 – ALL	Housekeeping, walking & working surfaces	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9714
29 CFR 1910.24– ALL	Fixed Industrial Stairs	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9716
29 CFR 1910.25– ALL	Portable Wood Ladders	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9717

Citation	Description	Reference
29 CFR 1910.26 – ALL	Portable Metal Ladders	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9718
29 CFR 1910.27 – ALL	Fixed Ladders	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9719
29 CFR 1910.36 – ALL	Requirements for Exit Routes	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9724
29 CFR 1910.37 – ALL	Maintenance for Exit Routes	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9725
29 CFR 1910.38 – ALL	Emergency Action Plans	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9726
29 CFR 1910.39 – ALL	Fire Prevention Plans	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12887
29 CFR 1910.66– ALL	Powered Platforms for Building Maintenance	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9727
29 CFR 1910.68 – ALL	Manlifts	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9733
29 CFR 1910.94 – ALL	Ventilation	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9734
29 CFR 1910.95 – ALL	Occupational Noise Exposure	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9735
29 CFR 1910.101 – ALL	Compressed Gases	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9747
29 CFR 1910.102– ALL	Acetylene	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9748
29 CFR 1910.103– ALL	Hydrogen	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9749
29 CFR 1910.104– ALL	Oxygen	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9750
29 CFR 1910.105– ALL	Nitrous Oxide	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9751
29CFR 1910.106 – ALL	Flammable & Combustible Liquids	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9752
29 CFR 1910.110 – ALL	Storage & Handling - LP Gases	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9756
29 CFR 1910.120 – ALL	HAZWOPER	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9765
29 CFR 1910.132 – ALL	Personal Protective Equipment General Requirements	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9777
29 CFR 1910.133 – ALL	Eye and Face Protection	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9778
29 CFR 1910.134 – ALL	Respiratory Protection	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12716
29 CFR 1910.136 – ALL	Foot Protection	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9786
29 CFR 1910.146 – ALL	Permit Required Confined Spaces	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9797
29 CFR 1910.147 – ALL	Control of Hazardous Energy (Lockout Tagout)	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9797
29 CFR 1910.151– ALL	Medical Services & First Aid	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9806
29 CFR 1910.157 – ALL	Portable Fire Extinguishers	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9811
29 CFR 1910.158 – ALL	Standpipe and Hose Systems	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9812
29 CFR 1910.159 – ALL	Automatic Sprinkler Systems	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9813
29 CFR 1910.160 – ALL	Fixed Extinguishing Systems	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9814
29 CFR 1910.164 – ALL	Fire Detection Systems	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9818
29 CFR 1910.178 – ALL	Powered Industrial Trucks	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9828

Citation	Description	Reference
29 CFR 1910.179– ALL	Overhead & Gantry Cranes	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9830
29 CFR 1910.184– ALL	Slings	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9834
29 CFR 1910.212 – ALL	General Requirements For All Machines	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9836
29 CFR 1910.242 - .244 – ALL	Hand & Portable Power Tools	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10132
29 CFR 1910 Subpart Q – ALL	Welding Cutting and Brazing	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10133
29 CFR 1910.332 – ALL	Training	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9909
29 CFR 1910.334 – ALL	Use of Equipment	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9911
29 CFR 1910.335 – ALL	Safeguards for Personal Protection	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9912
29 CFR 1910.1001– ALL	Asbestos	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9995
29 CFR 1910.1030 – ALL	Blood borne Pathogens	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051
29 CFR 1910.1200 – ALL	Hazard Communication	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10099
State Regulations		http://www.legis.state.ia.us/IAC.html http://www.legis.state.ia.us/asp/ACODocs/chapterList.aspx?pubDate=1-27-2010&agency=567
Air Programs		
567 IAC 20	Scope of Title – Definitions – Forms – Rules of Practice	http://www.legis.state.ia.us/asp/ACODocs/DOCS/1-27-2010.567.20.pdf
567 IAC 21	Compliance	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=21
567 IAC 22	Controlling Pollution	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=22
567 IAC 23- MPE, MPW	Emission Standards for Contaminants	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=23
567 IAC 24	Excess Emission	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=24
567 IAC 25	Measurement of Emissions	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=25
567 IAC 26	Prevention of Emergency Emission Episodes	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=26
567 IAC 27	Certificate of Acceptance	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=27
567 IAC 28	Ambient Air Quality Standards	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=28
567 IAC 29	Qualifications in Visual Determination of the Opacity of Emissions	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=29
567 IAC 31	Nonattainment Areas	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=31
567 IAC 33	Special Regulations and Construction Permit Requirements for Major Stationary Sources – Prevention of Significant Deterioration (PSD) of Air Quality	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=33
567 IAC 34	Provisions for Air Quality Emissions Trading Programs	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=34
PCBH: Polk County Board of Health Rules and Regulations.	Polk County Board of Health Rules and Regulations	http://www.polkcountyiowa.gov/Health/default.aspx
PCAQC: Polk County Air Quality Construction.	Polk County Air Quality	http://www.polkcountyiowa.gov/airquality/Pages/AboutUs.aspx
Water Programs		
567 IAC 38	Private Water Well Construction Permits	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=38

Citation	Description	Reference
567 IAC 39	Requirements for Properly Plugging Abandoned Wells	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=39
567 IAC 40	Scope of Division – Definitions – Forms – Rules of Practice	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=40
567 IAC 41- MPE, MPW	Water Supplies	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=41
567 IAC 42 – MPE, MPW	Public Notification, Public Education, Consumer Confidence Reports, Reporting, and Record Maintenance	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=42
567 IAC 43	Water Supplies – Design and Operation	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=43
567 IAC 49	Nonpublic Water Supply Wells	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=49
567 IAC 50	Scope of Division – Definitions – Forms – Rules of Practice	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=50
567 IAC 51	Water Permit or Registration – When Required	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=51
567 IAC 52	Criteria and Conditions for Authorizing Withdrawal, Diversion and Storage of Water	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=52
567 IAC 53	Protected Water Sources – Purposes – Designation Procedures – Information in Withdrawal Applications – Limitations – List of Protected sources	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=53
567 IAC 54	Criteria and Conditions for Permit Restrictions or Compensation by Permitted Users to Non-regulated Users Due to Well Interference	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=54
567 IAC 55	Aquifer Storage and Recovery: Criteria and Conditions for Authorizing Storage, Recovery, and Use of Water	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=55
567 IAC 60	Scope of Title – Definitions – Forms – Rules of Practice	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=60
567 IAC 61	Water Quality Standards	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=61
567 IAC 62	Effluent and Pretreatment Standards: Other Effluent Limitations or Prohibitions	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=62
567 IAC 63	Monitoring, Analytical and Reporting Requirements	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=63
567 IAC 64 -RCC	Wastewater Construction and Operation Permits	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=64
567 IAC 66	Pesticide Application to Waters	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=66
567 IAC 67	Standards for the Land Applications of Sewage Sludge	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=67
567 IAC 69 - MPE	Onsite Wastewater Treatment and Disposal Systems	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=69
567 IAC 70 – MPE, MPW	Scope of Title – Definitions – Forms – Rules of Practice	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=70
567 IAC 71 – MPE, MPW	Flood Plain or Floodway Development – When Approval is Required	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=71
567 IAC 72	Criteria for Approval	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=72
567 IAC 73	Use, Maintenance, Removal, Inspections, and Safety of Dams	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=73
567 IAC 75	Management of Specific Flood Plain Areas	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=75
567 IAC 76	Federal Water Resource Projects	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=76
567 IAC 81	Operator Certification: Public Water Supply Systems and Wastewater Treatment Systems	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=81
567 IAC 82	Well Contractor Certification	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=82
567 IAC 83	Laboratory Certification	http://www.legis.state.ia.us/asp/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=83

Citation	Description	Reference
567 IAC 122-RCC	Cathode Ray tube Device Recycling	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=122
Solid Waste Programs		
567 IAC 100- MPE, MPW	Scope of Title - Definitions - forms - Rules of Practice	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=100
567 IAC 101- MPE, MPW	Solid Waste Comprehensive Planning Requirements	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=101
567 IAC 101.14 – MPE, MPW	Fees for disposal of Solid Waste at Sanitary Landfills	http://www.legis.state.ia.us/aspx/ACODocs/DOCS/1-27-2010.567.101.14.pdf
567 IAC 102- MPE, MPW	Permits	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=102
567 IAC 103- MPE, MPW	Sanitary Landfills: Coal Combustion Residue	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=103
567 IAC 104- MPE, MPW	Sanitary Disposal Projects with Processing Facilities	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=104
567 IAC 105- MPE, MCC, MPW	Organic Materials Composting Facilities	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=105
567 IAC 106- MPE, MCC, MTS, MPW, RCC	Citizen Convenience Centers and Transfer Stations	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=106
567 IAC 108- MPE, MPW	Beneficial Use Determination: Solid By-Products as Resources and Alternative Cover Material	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=108
567 IAC 109- MPE, MPW	Special Waste Authorizations	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=109
567 IAC 110- MPE, MPW	Hydrogeologic Investigation and monitoring requirements	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=110
567 IAC 113- MPE, MPW	Sanitary Landfills: Municipal Solid Waste	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=113
567 IAC 114- MPE, MPW	Sanitary Landfills: Construction and Demolition Wastes	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=114
567 IAC 117 –MPE, MCC, MPW, RCC	Waste Tire Management	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=117
567 IAC 118- MPE, MPW	Discarded Appliance Demanufacturing	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=118
567 IAC 119–MPE, RCC, MPW	Waste Oil	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=119
567 IAC 120 – MPE, MPW	Landfarming of PCS	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=120
567 IAC 123 -RCC	Regional Collection Centers and Mobile Unit Collection and Consolidation Centers	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=123
567 IAC 211 -RCC	Financial Assistance for the Collection of Household Hazardous Materials and Hazardous Waste from Conditionally Exempt Small Quantity Generators	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=211
567 IAC 214 -RCC	Household Hazardous Materials Program	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=567&chapter=214
Other Programs		
21 IAC 44	On-Site Containment of Pesticides, Fertilizers, and Soil Conditioners	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=21&chapter=44
21 IAC 43	Fertilizers and Agricultural Lime	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=21&chapter=43
21 IAC 45	Pesticides	http://www.legis.state.ia.us/aspx/ACODocs/ruleList.aspx?pubDate=1-27-2010&agency=21&chapter=45
IAW000000044 - RCC	EPA Identification Number (RCRA)	8190
567-106.16(455B)- MTS	Solid Waste Transport vehicle operation requirements	http://www.legis.state.ia.us/aspx/ACODocs/DOCS/1-27-2010.567.106.15.pdf
IAC 321.381 - 321.448	Vehicle Safety Standards	MTS
IAC 321.463	Axel spacing and maximum wheel weights	MTS
IDOT Permit	Annual Special Permit Compacted Rubbish Vehicle	MTS

 <p>Metro Waste Authority Your Partner in Environmental Solutions</p>	<h2>Legal and Other Requirements</h2>	
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Citation	Description	Reference
Iowa Code 215 Weights and Measures	For scales	http://coolice.legis.state.ia.us/coolice/default.asp?category=billinfo&service=iowacode&ga=83&input=215
Nationwide Permit 27/Section 404 of Clean Water Act - MPE	Aquatic Habitat Restoration, Establishment and Enhancement Activities (Pool & Riffle work on Camp Creek)	8362
State Number 10322 - CO	Elevator operating permit	Issued by the State of Iowa Labor Division; Elevator, Boiler, & Amusement Ride Bureau
Local Regulations	http://www.polkcountyia.gov/	
Polk County Air Operating Permit-RCC	Limits for air pollutants at RCC	8120
Polk County, Iowa, zoning; Conditional use permit	Allows landfill in Polk County, IA	8150
CURRENT LOCAL FIRE CODE	City of Des Moines Municipal Code Chapter 46	Fire Prevention and Protection
IAC 26 - ALL	Public Bidding (amended by policy specific for MWA)	MWA Board Resolution 1-11-09

Permits, Registrations, Certificates, Licenses, etc.	Expires	Reference
BLD2007-02919 - MPE	Building Permit, Polk County Public Works For 11802 SE 6 th Ave (Science Field Station/Interior remodel)	05/10/2008 1700
77-1806-091 – MPE	Adopt a Highway Permit, IDOT Program	02/01/2013 9029
77-ADP-02-02 - MPE	Discarded Appliance Demanufacturing Permit IAC 118	07/08/2008 IAC 118, 8195
Tree Nursery Permit No: 2269 - MPE	Dept. of Agriculture & Land Stewardship Entomology & Plant Science Bureau	12/31/04 IAC 177A; 8187
Prairie Grass Burn Permit – MPE	Polk County Public Works permit to burn prairie grass	05/31/2010 8196
GRT2005-00093 – MPE	Polk County Easement Permit	4/12/2006 8197
BLD2006-02485 - MPE	Grading Permit	06/14/2007 8157 P24.52A
SEP2007-01859	Onsite Wastewater Treatment and Disposal System Permit, Polk County Public Works For 11802 SE 6 th Ave (installation?)	05/10/2008
77-SDP-01-72P-MLF – MPE	Solid Waste Facility Permit, IDNR	05/06/2015 9131.A
05/905, 03/30/2006 - MPE	Conditional Use Permit, Polk Co Bd. of Adj. Phase II expansion	12/31/2048 8155
03/403, 03/2003 - MPE	Conditional Use Permit, Polk Co Bd. of Adj. Biosolids storage (~44 acres)	11/1/2003 8150
01/501, 07/13/2001 – MPE	Conditional Use Permit, Polk Co Bd. of Adj. Construct telecommunications tower	07/13/2029 8150
00/930, 01/19/2001 – MPE	Conditional Use Permit, Polk Co Bd. of Adj. Expand disposal site (~93 acres)	01/19/2029 8150
98/298, 04/24/1998 – MPE	Conditional Use Permit, Polk Co Bd. of Adj. Construct Wetlands Treatment System & Land Application of Treated Effluent	12/31/2048 8150
95/195, 04/27/1995 – MPE	Conditional Use Permit, Polk Co Bd. of Adj. Support facilities (scale, admin, maint bldgs)	12/31/2048 8150
70/684a, 05/1970 – MPE	Conditional Use Permit, Polk Co Bd. of Adj. Solid Waste Disposal (~375 acres)	Replaced with 05/905 8150
IA-1262-1469 – MPE	NPDES General Permit #1, Stormwater, IDNR	10/1/2012 8140; 5A http://www.iowadnr.gov/water/stormwater/forms/1_general.pdf
03-TV-033 - MPE	Title V Operating Permit, IDNR	11/13/2008 8120.3

Title and Location: <T:/Share/EMS-Iowa/EMS Records - Docs/Legal and Other Requirements List updated 12-14-11 sk edits.doc>

Issue Date: 9/16/2004 Review Date: 12-14-11

Prepared and Reviewed By: Sara Kurovski

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CWA 404 permit - MPE	Permit to drain wetlands		8366
CEMVR-OD-P-2002-141- MPE	Dept of Army Permit: Compensatory Wetland Mitigation, Army Corps of Engineers	12/31/2012	8366
Attachment 6 of CUP 05/905, 77-SDP-01-72P - MPE	Compensatory Mitigation Plan, Project METRO 03011, 07/20/2004 (incorporated into CEMVR-OD-P-2002-141)	12/31/2012	8366
Contract 75-6114-1-1136 – MPE	Natural Resources Conservation Service, Group Planning Agreement, 06/29/2004 (incorporated into CEMVR-OD-P-2002-141)	12/31/2012	8366
Log# 04-D-153-09-07-S - MPE	Section 401 Water Quality Certification, IDNR (incorporated into CEMVR-OD-P-2002-141)	12/31/2012	8366
CEMVR-OD-P-2002-141 - MPE	Guidelines for Protection of Indiana Bat Summer Habitat, IDNR, Feb 2004, (incorporated into CEMVR-OD-P-2002-141)	12/31/2012	50 CFR Part 17, IAC 481B, 8366
12869 – MPE	Above ground storage tank registration		8755 (not in file 1-18-11)
12870 - MPE	Above ground storage tank registration		8755 (not in file 1-18-11)
UIC Permit (USEPA)	Underground Injection Control permit, USEPA (Hydrogen Release Compound Pilot Project Well 29 & 30)		8451.1 (not in file 1-18-11)
PD 13291 – MCC	Fertilizer Manufacturer / Dealer License, IDA&LS	06/30/2011	9027; current copy hanging in frame
PD 13290 - MPE	Fertilizer Manufacturer / Dealer License, IDA&LS	06/30/2011	9027; current copy hanging in frame
PO 05965000	Pesticide Applicator License, IDA&LS		8775
2000 - MPE	Scale License, IDA&LS	12/31/2011	9025; current copy hanging in frame
2239 - MPW	Scale License, IDA&LS	12/31/2011	current copy hanging in frame
2009 -MCC	Scale License, IDA&LS	12/31/2011	current copy hanging in frame
5059 -MTS	Scale License, IDA&LS	12/31/2011	9022; current copy hanging in frame
77-SDP-46-94P-HHM -RCC	Solid Waste Facility Permit, IDNR		8120.3
IA0000553230 -RCC	RCRA ID number, USEPA		8190
IA-2411-2264 -RCC	NPDES General Permit #1, Stormwater, IDNR		8140
General Permit #4 - RCC	NPDES General Permit #4, Onsite Wastewater Treatment & Disposal Systems, IDNR		8140.6
IAW000000044 - RCC	Notification of PCB Activity, USEPA		8190
FZ 13290	Fertilizer Manufacture/Dealer License, IDA&LS		9027
77-SDP-10-76P-XFR - MTS	Solid Waste Transfer Station Permit, IDNR	05/07/2013	7A
Well # 2142800; PWTS: 32502	IDNR Private Well Construction Permit	6/10/2010	IAC 567
Well 2010-00434- MPE	Polk County: Water Well Permit	6/10/2010	
Wastewater Discharge Permit No. B10010 – MPE	Wastewater discharge permit from Des Moines Metro Wastewater Reclamation Authority	2/15/2015	8136
08-SDP-03-84 - MPW	Solid Waste Operating Permit for Metro Park West	10/19/2015	9A
4942-4776 - MCC	Storm Water Discharge Associated with Industrial activity; General Permit No. 1 (IDNR)	8/8/2013	8140
Construction Permit 2167 – MPE	Shingles Grinding Air Permit (Polk County Air Quality Division)	1/26/2012	5780.1
Sign Permit: 2011-06 – MPE	Sign Permit for Environmental Learning Center	3/21/2011	1700
IA -16039-15817 NPDES Permit – Salt Storage Facility	NPDES General Permit No. 2	7/21/2009	1105.6
Operating Permit: 10322 - CO	Elevator Permit: www.iowaworkforce.org/labor	3/22/2012	1400
CERCLA Disposal Site - MPE	EPA approved for MPE to receive CERCLA	N/A	8192
CEMVR-OD-P-2011-725	Army Corps Nationwide Permit No. 14 Bridge	3/19/2012	

MWA EMS Annual Report
Attachment L&O2
Legal and Other Requirements Procedure

Last update: January 25, 2011
Reviewed by the MWA Core Team on January 25, 2011

Document No: EMSP-LOR	Issue Date: 9/29/04	Revision No: 4	Revision Date: 01/25/11	Prepared By: Beth Shonts	Reviewed By: Sara Kurovski	Approved By: Core Team
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- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 DEFINITIONS
- 4.0 RESPONSIBILITIES
- 5.0 PROCEDURES
- 6.0 REVIEW
- 7.0 REFERENCES/RELATED DOCUMENTS



1.0 PURPOSE

To ensure that Metro Waste Authority (MWA) identifies, has access to, and evaluates laws, regulations, and internal organizational requirements that apply to the environmental aspects.

2.0 SCOPE

This procedure covers local, state and federal environmental legislation and regulations and other requirements that apply to the operations of Metro Waste Authority's fenceline facilities. The organization takes these requirements into account when setting its environmental objectives.

3.0 DEFINITIONS

- 3.1 **Applicable Laws and Regulations.** Legal requirements promulgated by federal, state or local government authorities that apply to environmental aspects of MWA fenceline products, activities or services, including all environmentally related operating permits and licenses.
- 3.2 **Environmental Aspect.** Element of an organization's activities, products or services that can interact with the environment.
- 3.3 **Other Requirements.** Professional standards, programs, or guidelines with which an organization may voluntarily choose to comply.

4.0 RESPONSIBILITIES

- 4.1 The Director of Operations and RCC Facility Manager or their designee(s) are responsible for: maintaining relationships with regulatory agencies, determining how requirements apply to environmental aspects, developing methodologies for complying with requirements, reviewing regulations for changes, and disseminating information regarding any changes in regulations that could affect MWA's fenceline operations.

 Metro Waste Authority <i>Your Partner in Environmental Solutions</i>		Environmental Management System Procedure Legal and Other Requirements				
Document No: EMSP-LOR	Issue Date: 9/29/04	Revision No: 4	Revision Date: 01/25/11	Prepared By: Beth Shonts	Reviewed By: Sara Kurovski	Approved By: Core Team

4.2 The Operations Program Manager is responsible for including review of this procedure in an audit.

5.0 PROCEDURES

- 5.1 Applicable laws and regulations related to MWA's environmental aspects will be monitored and evaluated for the potential impacts.
- 5.2 A variety of techniques and information sources will be used to track, identify, and evaluate applicable laws and regulations. These include, but are not limited to: commercial services/databases; internet web sites; information provided by trade associations and membership organizations; communications with federal and state regulatory agencies and authorities; seminars, trade show and workshops; and environmental meetings and training. These information sources are monitored on an ongoing basis to ensure that new issues are identified on a timely basis.
- 5.3 As necessary, external resources, such as consultants and attorneys, may be called upon to assist in identifying and applying applicable laws and regulations or in developing programs in response to applicable laws and regulations.
- 5.4 Information on applicable laws and regulations, and their potential impacts on MWA's environmental aspects will be provided to the appropriate personnel. The determination of which MWA personnel must be informed and the method for providing this information are at the discretion of the Director of Operations and RCC Facility Manager or designee(s) based on the circumstances of each situation.
- 5.5 Copies of significant applicable environmental laws and regulations will be kept on file. Where copies of such laws and regulations are not maintained at the facility's offices, ready access is available from other sources, such as those on the List of Resources for Tracking Environmental Laws and Regulations.
- 5.6 If site audits or changes in operations indicate that additional laws and regulations must be tracked and evaluated, the Director of Operations and RCC Facility Manager or designee(s) ensures that these activities take place.

6.0 REVIEW

- 6.1 This procedure shall be reviewed by the Core Team on an annual basis.
- 6.2 The Master List of Legal and Other Requirements shall be reviewed by February 1 of each year.

Printed: 2/18/2011 1:25 PM	Page 2 of 3	Next Review Date: Jan. 2012
Title and Location:	T:\Share\EMS - Iowa\Procedures\Official Version 2011\EMSP-LOR Legal and Other Requirements Rev 4.doc	

 Metro Waste Authority <i>Your Partner in Environmental Solutions</i>		Environmental Management System Procedure Legal and Other Requirements				
Document No: EMSP-LOR	Issue Date: 9/29/04	Revision No: 4	Revision Date: 01/25/11	Prepared By: Beth Shonts	Reviewed By: Sara Kurovski	Approved By: Core Team

7.0 REFERENCES/RELATED DOCUMENTS

ISO 14001:2004(E)
EMSP-MM, Monitoring and Measurement
List of Resources for Tracking Environmental Laws and Regulations
Master List of Legal and Other Requirements
Regulations Compliance List 1-26-10

<i>Printed: 2/18/2011 1:25 PM</i>	<i>Page 3 of 3</i>	<i>Next Review Date: Jan. 2012</i>
<i>Title and Location:</i>	<i>T:\Share\EMS - Iowa\Procedures\Official Version 2011\EMSP-LOR Legal and Other Requirements Rev 4.doc</i>	



EMS Form
Official Document Approval

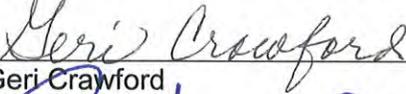


DATE: January 25, 2011
TO: File
FROM: EMS Core Team
SUBJECT: Approval of EMS Controlled Document

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The Core Team reviewed and approved EMSP-Legal and Other Requirements Procedure on January 25, 2011.



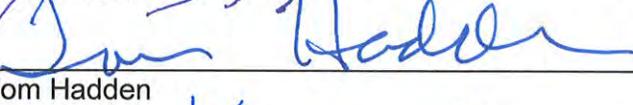
Judi Mendenhall, Environmental Management Representative (EMR)



Geri Crawford



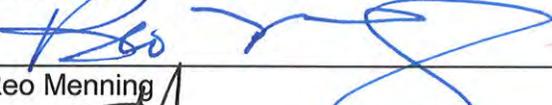
Jeff Dworek



Tom Hadden



Sara Kurovski



Reo Menning



Paul Nemmers

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Issue Date: 8/18/2004	Revision:	Revision Date:
Prepared By: Beth Shonts		
Page 1 of 1		

MWA EMS Annual Report
Attachment L&O3
Summary of MWA's Compliance Performance

In 2011, IDNR, Polk County Air Quality, and the Waste Water Reclamation Authority inspected MWA's Metro Park East Landfill. No violations were issued. The MWA compliance calendar is used to track regulatory requirements, permit requirements, construction requirements, and reporting requirements. Appendix 1 provides a list of all the tasks for compliance completed at MWA facilities in 2011.

IDNR also inspected the Regional Collection Center, no violations were issued.

A voluntary, internal audit was performed at the Metro Transfer Station by MWA staff, no violations were found.

Appendix 2 provides the inspection and audit reports.

**MWA EMS Annual Report
Attachments O&T1, AP1, RR1
Objectives, Targets, Action Plan
and Key Resources/Responsibilities**

Iowa EMS
2011 MWA Objectives and Targets

Ref. No.	Intelex Record No.	Signif. Impact(s)	Plan Components	Objective	Metric	Target	EMS Core Team Liaison
1.	50	3	Yard Waste Management Water Quality Improvement	Identify the water quality of effluent at the point of discharge at the MCC.	Water quality report	12/23/2011	Jeff Dworek
2.	39	9	Household Hazardous Waste	Increase CESQG sharps participation.	Increase participation by six businesses	12/31/2011	Judi Mendenhall
3.	40	9	Household Hazardous Waste Environmental Education	Develop baseline for educating residents on best practices/"safer alternatives".	Develop baseline for educating residents	12/31/2011	Judi Mendenhall
4.	51	6	Water Quality Improvement	Audit the "no till" program for MWA farmland to ensure compliance with the National Resource Conservation Service (NRCS) program and provide findings in a report to management.	Report to management	8/1/2011	Jeff Dworek
5.	52	10	Water Quality Improvement	Install erosion control structures at three highly erodible areas on the MPE property.	Installed structures	1/1/2012	Jeff Dworek
6.	53	7	Water Quality Improvement	Design and install easily maintained sediment traps that reduce runoff to south sediment basin at MPE.	Installation of sediment traps	9/1/2011	Jeff Dworek
7.	54	11	Water Quality Improvement	Implement a monitoring program to identify the effectiveness of the outlet structures for each of the stormwater control basins at MPE.	Monitoring program	4/30/2012	Jeff Dworek
8.	55	10, 11	Water Quality Improvement	Survey MWA properties and identify significant erosion areas.	Inspection report	9/1/2011	Jeff Dworek
9.	56	10, 11	Water Quality Improvement	Quantify the soil loss benchmark for MPE property.	Total tons lost	9/1/2012	Jeff Dworek
10.	57	12	Water Quality Improvement	Audit the nutrient management plan for MWA farmland to ensure proper implementation.	Audit report	9/1/2011	Jeff Dworek
11.	58	12	Water Quality Improvement	Ensure herbicide and pesticides are being applied in accordance to Iowa State University guidelines.	Audit report	10/1/2011	Jeff Dworek
12.	59	3	Water Quality Improvement Yard Waste Management	Evaluate the feasibility of a solar powered aerator to reduce CBOD effluent at MCC	Recommendation	1/1/2012	Jeff Dworek
13.	41	13, 14, 15	Greenhouse Gas Reduction Recycling	Develop RFP language to be used for MWA build outs and renovations that requires a bidder to meet certain energy efficiency standards in the building design and recycling requirements for construction and demolition materials.	Language in RFP. Project Closed.	10/31/2011	Tom Hadden
14.	17	2010 - 9	Greenhouse Gas Reduction	Reduce energy consumption of lighting in MWA's Central Office by 4,000 kw/hrs.	Reduce energy consumption by 4,000 kw hours. Project Closed.	3/31/2011	Geri Crawford
15.	36	2010 - 10	Greenhouse Gas Reduction	Reduce water consumption at 300 E. Locust by 111,000 gallons.	Reduce water consumption by 111,000 gallons. Project Closed.	5/6/2011	Geri Crawford
16.	37	1	Greenhouse Gas Reduction	Reduce energy consumption of heating and cooling system at 300 E. Locust.	Reduce energy consumption by 10%	4/1/2013	Geri Crawford
17.	63	2010 - 9	Greenhouse Gas Reduction	Determine feasibility for installing more energy efficient lighting in the common areas and tenant spaces at 300 E. Locust. Install lighting where feasible and cost-effective.	Recommendation to management. Project Closed.	9/1/2011	Geri Crawford

Iowa EMS
2011 MWA Objectives and Targets

Ref. No.	Intelex Record No.	Signif. Impact(s)	Plan Components	Objective	Metric	Target	EMS Core Team Liaison
18.	64	5	Greenhouse Gas Reduction	Facilitate the installation of an additional Landfill Gas-to-Energy facility at MPE to reduce the need for gas flaring and to provide additional renewable energy to the power grid.	Facility online	11/2/2012	Tom Hadden
19.	60	8	Greenhouse Gas Reduction	Identify the actual emissions from current heavy equipment in use.	Report	10/1/2011	Jeff Dworek
20.	21	2010/2011	Greenhouse Gas Reduction	Establish a baseline of Greenhouse Gas emissions for MWA facilities within the MWA fenceline.	Baseline report	12/31/2011	Sara Kurovski
21.	47	2, 4	Recycling	Recruit three business parks to participate in the Curb It! for business program.	Increase participation by three business parks	12/31/2011	Reo Menning
22.	45	2, 4	Recycling	Help two schools increase recycling volumes by adopting a single-stream recycling program.	Increase single stream recycling volumes in two schools	12/31/2011	Reo Menning
23.	31	2010 - 5 2011 - 15	Recycling	Establish uniform drop off centers for recycling at MPE, MCC, and RCC.	Drop off centers in place	3/31/2011	Sara Kurovski
24.	46	2, 4	Recycling	Increase the ease of recycling at MWA self-haul recycling drop off sites (e.g., MRC, Elkhart, etc) by (1) switching from a 5-sort program to a single stream program and (2) using consistent containers and signs.	Drop off centers in place	3/31/2011	Reo Menning
25.	65	2, 4	Recycling	Increase available sites for recycling by adding at least one additional location for residents and businesses to drop off recyclables.	Drop off site in place	12/31/2011	Reo Menning
26.	22	2010 - 5 2011 2, 4	Recycling Environmental Education	Promote business recycling by developing programs or models for small to mid-size businesses.	Develop case studies and provide findings on website	8/31/2011	Reo Menning
27.	48	2	Environmental Education	Launch an education campaign focused on capturing garden waste in the Compost It! program.	Launch education campaign	4/1/2011	Reo Menning
28.	61	4	Other	Identify three specific ways to improve MPE airspace utilization factor (AUF)	Three ways to improve AUF	7/1/2011	Jeff Dworek
29.	62	5	Other	Increase AUF to 1,350 lbs. per cubic yard.	Increased AUF	1/1/2013	Jeff Dworek
30.	16	2010 - 5 2011 - 3	Yard Waste Management	Implement organic waste composting program if feasible.	Operational composting program	6/30/2011	Tom Hadden
31.	32	2010 - 1,2,6,7,11 2011 - 10	Water Quality Improvement	Add stormwater controls to reduce erosion and stabilize banks along the section of Camp Creek within the Metro Park East property.	Installed controls	12/30/2011	Tom Hadden

Example of Data Entry in InteleX

Save Changes Save/Exit Add Entry Delete



Location **Metro Compost Center**
 Record No. 00050
***Objective** Identify the water quality of effluent at the point of discharge at the MCC.
***Target** Produce a water quality report from the findings
 Notes Yard Waste Management
 Water Quality Improvement
 Sig. Aspect: 3
***Person Responsible** Dworek, Jeff
***Date Initiated** 01/27/2011 (MM/DD/YYYY) ***Target Date** 12/23/2011 (MM/DD/YYYY)

Environmental Management Program 1) Click the [Add to List] button below to add an Environmental Management Program for this Objective and Target. 2) To remove an Environmental Management Program(s) from this list below, select the Environmental Management Program(s) that you want to remove and click the [Remove from List] button.

Add to List Remove from List

Activity No.	EMP Description	Person Responsible	Target Date	Completion Date	Completion Notes	Select / Deselect
00001	Sample effluent.	Dworek, Jeff	Friday, April 01, 2011	Wednesday, June 01, 2011	work team sample effluent twice.	<input type="checkbox"/>
00003	develop report / memo. compare actual to internal limits. develop metrics. identify future sampling program. identify budget needs	Dworek, Jeff	Thursday, September 01, 2011			<input type="checkbox"/>
00002	identify water characteristics that need to be met	Dworek, Jeff	Wednesday, November 30, 2011			<input type="checkbox"/>

Related Environmental Aspects 1) Click the [Add to List] button below to relate an Environmental Aspect to this Objective and Target. 2) To remove an Environmental Aspect from this list below, select the Environmental Aspect(s) that you want to relate and click the [Remove from List] button.

Add to List Remove from List

Record No.	Activity	Product	Service	Input	Description	Aspect	Description	Impact	Description	Significant	Select / Deselect
00001	Processing of Composting	N/A			water quality		water degradation	Yes			<input checked="" type="checkbox"/>

Objective and Target Completion Details

EMP Completion Date
 Objective and Target Completion Date 08/01/2011 (MM/DD/YYYY)
 Notes Three testing events showed that the effluent did not show any need for additional testing or monitoring program.

To associate documents with this report, please select the appropriate button below:

Upload Document **Attach Document** **Remove Document**

Click to View	Document Title	Document Number	Select Deselect
	analytics	00116	<input type="checkbox"/>
	analytics 2	00117	<input type="checkbox"/>
	analytics 3	00118	<input type="checkbox"/>



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2011 MWA Objectives, Targets, & Action Plan Report

Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
Objective: Add stormwater controls to reduce erosion and stabilize stream banks along the section of Camp Creek within the Metro Park East property. (5)									
32	Water Quality Improvement Sig. Aspect: 1,2,6,7,11 of 2010	12/30/2011	Get permits for stream bank work.	5/30/2010	8/1/2010	On hold due to heavy rain events this summer	Kurovski, Sara	Ongoing Planning for wetland bank taking place. June 28, 2013 targeted for completion.	
32	Water Quality Improvement Sig. Aspect: 1,2,6,7,11 of 2010	12/30/2011	Pool and riffle.	12/1/2010	5/28/2011	Constructed as designed. NRCS approved.	Fairchild, Mike	Ongoing Planning for wetland bank taking place. June 28, 2013 targeted for completion.	
32	Water Quality Improvement Sig. Aspect: 1,2,6,7,11 of 2010	12/30/2011	Concentrated flow path.	12/1/2010	4/28/2011	Easements were obtained and erosion stabilized.	Fairchild, Mike	Ongoing Planning for wetland bank taking place. June 28, 2013 targeted for completion.	
32	Water Quality Improvement Sig. Aspect: 1,2,6,7,11 of 2010	12/30/2011	Finish terraces (erosion control project).	12/1/2011		On going, to be completed January 2012	Fairchild, Mike	Ongoing Planning for wetland bank taking place. June 28, 2013 targeted for completion.	
32	Water Quality Improvement Sig. Aspect: 1,2,6,7,11 of 2010	12/30/2011	Develop stream bank.	12/1/2011		Cost benefit on Gulling property progressing.	Hadden, Tom	Ongoing Planning for wetland bank taking place. June 28, 2013 targeted for completion.	
Objective: Audit the "no till" program for MWA farmland to ensure compliance with the National Resource Conservation Service (NRCS) program and provide findings in a report to management. (4)									
51	Water Quality Improvement Sig. Aspect: 6	12/23/2011	Research NRCS requirements for no till compliance.	6/30/2011	10/17/2011	Completed	Fairchild, Mike	Objective completed. Report to management to be given by 12/23/11	
51	Water Quality Improvement Sig. Aspect: 6	12/23/2011	Compare current practices with NRCS requirement research findings.	7/30/2011	10/17/2011	Completed	Fairchild, Mike	Objective completed. Report to management to be given by 12/23/11	
51	Water Quality Improvement Sig. Aspect: 6	12/23/2011	Confirm findings with crop share partners.	7/30/2011	10/17/2011	Completed	Fairchild, Mike	Objective completed. Report to management to be given by 12/23/11	
51	Water Quality Improvement Sig. Aspect: 6	12/23/2011	Report to management during Landfill Operations Meeting.	12/23/2011			Fairchild, Mike	Objective completed. Report to management to be given by 12/23/11	
Objective: Audit the nutrient management plan for MWA farmland to ensure proper implementation. (3)									
57	Water Quality Sig. Aspect: 12	9/1/2011	Create work plan.	7/30/2011	8/26/2011	Completed	Fairchild, Mike	Completed: Audit nutrient management plan completed.	10/13/2011

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
57	Water Quality Sig. Aspect: 12	9/1/2011	Review federal nutrient management guidelines and practices.	10/31/2011	8/30/2011	Completed	Fairchild, Mike	Completed: Audit nutrient management plan completed.	10/13/2011
57	Water Quality Sig. Aspect: 12	9/1/2011	Meet with crop share partners to ensure nutrient management plan is being implemented.	9/30/2011	10/13/2011	Completed	Fairchild, Mike	Completed: Audit nutrient management plan completed.	10/13/2011
Objective: Design and install easily maintained sediment traps that reduce runoff to south sediment basin at MPE. (4)									
53	Water Quality Improvement Sig. Aspect: 7	9/1/2011	Create work plan.	7/1/2011	8/26/2011	Completed	Fairchild, Mike	Completed: Sediment traps installed.	9/15/2011
53	Water Quality Improvement Sig. Aspect: 7	9/1/2011	Identify two locations in Cell C borrow area where sediment traps would be useful to reduce runoff.	7/30/2011	8/26/2011	Completed	Fairchild, Mike	Completed: Sediment traps installed.	9/15/2011
53	Water Quality Improvement Sig. Aspect: 7	9/1/2011	Install sediment traps and identify locations.	8/1/2011	8/26/2011	completed	Fairchild, Mike	Completed: Sediment traps installed.	9/15/2011
53	Water Quality Improvement Sig. Aspect: 7	9/1/2011	Maintain sediment traps and study their effectiveness.	9/1/2012	9/15/2011	Completed	Fairchild, Mike	Completed: Sediment traps installed.	9/15/2011
Objective: Determine feasibility for installing more energy efficient lighting in the common areas and tenant spaces at 300 E. Locust. Install lighting where feasible and cost-effective. (2)									
63	Greenhouse Gas Reduction Sig. Aspect: 9 -2010	9/1/2011	Complete recommendation	8/30/2011	8/18/2011	It has been determined it is not feasible to pursue this project because of the following factors: 1) 23 year payback timeframe 2) high increase of cost associated to replace lighting.	Lehman, Josie	Project closed. Was not feasible to implement this project due to two factors: 23 year payback timeframe, and not cost-effective to replace lighting.	8/18/2011
63	Greenhouse Gas Reduction Sig. Aspect: 9 -2010	9/1/2011	Determine feasibility to pursue project.	8/18/2011	8/18/2011		Lehman, Josie	Project closed. Was not feasible to implement this project due to two factors: 23 year payback timeframe, and not cost-effective to replace lighting.	8/18/2011
Objective: Develop baseline for educating residents on best practices/"safer alternatives". (11)									
40	Hazardous Waste Disposal/Collection Sig. Aspect: 9	12/31/2011	Research possible best practices/safer alternatives for household products.	1/4/2011	1/4/2011		Fischer, Kyle	AS of 12-8-11 there were 281 web hits and 12 presentations completed with 274 people attending.	

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
40	Hazardous Waste Disposal/Collection Sig. Aspect: 9	12/31/2011	Create list of best practices/safer alternatives for website	1/4/2011	1/4/2011		Fischer, Kyle	AS of 12-8-11 there were 281 web hits and 12 presentations completed with 274 people attending.	
40	Hazardous Waste Disposal/Collection Sig. Aspect: 9	12/31/2011	Research and create list of best practices/safer alternative links for website and powerpoint.	1/28/2011	1/21/2011	Submitted list to Reo for website. Created slides for power point.	Fischer, Kyle	AS of 12-8-11 there were 281 web hits and 12 presentations completed with 274 people attending.	
40	Hazardous Waste Disposal/Collection Sig. Aspect: 9	12/31/2011	Meet with Reo to determine proper layout and information for website.	1/6/2011	1/6/2011	Presented Reo with better choices information. Came up with idea of what info should go where on the website. Also discussed getting the flyer completed with similar informaton on them. Suggested some other changes on the RCC pages of website.	Fischer, Kyle	AS of 12-8-11 there were 281 web hits and 12 presentations completed with 274 people attending.	
40	Hazardous Waste Disposal/Collection Sig. Aspect: 9	12/31/2011	Meet with Flinn Wright to incorporate best practices/safer alternatives web page on to the website.	1/7/2011	1/10/2011	gave info to Flynn Wright to prepare web page.	Menning, Reo	AS of 12-8-11 there were 281 web hits and 12 presentations completed with 274 people attending.	
40	Hazardous Waste Disposal/Collection Sig. Aspect: 9	12/31/2011	Create slides on best practices/safer alternatives to add to power point presentations.	12/22/2010	12/22/2010		Fischer, Kyle	AS of 12-8-11 there were 281 web hits and 12 presentations completed with 274 people attending.	
40	Hazardous Waste Disposal/Collection Sig. Aspect: 9	12/31/2011	Conduct presentations	12/31/2011		Presentations are ongoing and documented in RCC Share drive. As of Dec. 8th, 2011- 12 presentations have been conducted educating 274 people.	Fischer, Kyle	AS of 12-8-11 there were 281 web hits and 12 presentations completed with 274 people attending.	
40	Hazardous Waste Disposal/Collection Sig. Aspect: 9	12/31/2011	Document # of hits on web page	12/31/2011		10/5/11 - Although this gives us representation of the hits on web it doesn't really give us a good representation of the number of people we reach overall through handouts at the RCC and events. Hundreds of handouts have been given out. As of Dec.13th 281 people viewed the best practices page.	Menning, Reo	AS of 12-8-11 there were 281 web hits and 12 presentations completed with 274 people attending.	

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40	Hazardous Waste Disposal/Collection Sig. Aspect: 9	12/31/2011	Develop handouts for best practices by adding information to the current RCC handout and creating a new flyer for events.	2/25/2011	2/25/2011	Updated existing tri-fold brochure to include best practices & safe alternatives. Created new 2011 event fliers and ads for west side events.	Hock, Amy	AS of 12-8-11 there were 281 web hits and 12 presentations completed with 274 people attending.	
40	Hazardous Waste Disposal/Collection Sig. Aspect: 9	12/31/2011	Create poster of best practices.	2/25/2011	3/2/2011	Poster has been created and sent to the RCC for display.	Hock, Amy	AS of 12-8-11 there were 281 web hits and 12 presentations completed with 274 people attending.	
40	Hazardous Waste Disposal/Collection Sig. Aspect: 9	12/31/2011	Develop new RCC brochure with best practice information	8/19/2011	8/19/2011	All residents are given a brochure stating the best practices when they visit the RCC. They are also being given to all residents at the west side events.	Hock, Amy	AS of 12-8-11 there were 281 web hits and 12 presentations completed with 274 people attending.	
Objective: Develop RFP language to be used for MWA build outs and renovations that requires a bidder to meet certain energy efficiency standards in the building design and recycling requirements for construction and demolition materials. (3)									
41	Greenhouse Gas Reduction Recycling	10/31/2011	Schedule meeting with David Voss on next steps regarding RFP for build out of interiors.	2/28/2011	2/21/2011		Hadden, Tom	It was determined that "RFP" language was not the right terminology. It should have read "standards". Project completed. Standards were developed.	6/24/2011
41	Greenhouse Gas Reduction Recycling	10/31/2011	Schedule meeting with Paul Mankins regarding exterior build outs.	3/7/2011	3/7/2011		Hadden, Tom	It was determined that "RFP" language was not the right terminology. It should have read "standards". Project completed. Standards were developed.	6/24/2011
41	Greenhouse Gas Reduction Recycling	10/31/2011	Work with contractor on next phase of project, based on what needs to be done.	6/30/2011	6/24/2011		Hadden, Tom	It was determined that "RFP" language was not the right terminology. It should have read "standards". Project completed. Standards were developed.	6/24/2011
Objective: Ensure herbicide and pesticides are being applied in accordance to Iowa State University guidelines. (3)									
58	Water Quality Improvement Sig. Aspect: 12	10/1/2011	Create work plan.	8/1/2011	10/13/2011	Completed	Fairchild, Mike	Completed	10/13/2011
58	Water Quality Improvement Sig. Aspect: 12	10/1/2011	Research Iowa State University guidelines for herbicide and pesticide application.	8/30/2011	10/13/2011	Completed	Fairchild, Mike	Completed	10/13/2011

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
58	Water Quality Improvement Sig. Aspect: 12	10/1/2011	Meet with crop share partners to ensure herbicide and pesticide guidelines are being followed.	9/30/2011	10/13/2011	Completed	Fairchild, Mike	Completed	10/13/2011
Objective: Establish a baseline of Greenhouse Gas Emissions for MWA facilities within the MWA fenceline. (2)									
21	Greenhouse Gas Reduction Sig. Aspect: 4 from 2010	12/30/2011	Decide internal or external activity	2/28/2010	2/28/2010	Waiting for DNR	Kurovski, Sara	On target for completion - waiting for final review with Jeff and for feedback from IDNR on errors found by Tyler in the worksheets.	
21	Greenhouse Gas Reduction Sig. Aspect: 4 from 2010	12/30/2011	Wait for DNR to make consultant decision	7/30/2010	6/30/2010	Wenck group has been selected, we are now waiting for them to determine the data gathering process. 10-1-10, Wenck group is working on creating the model, we have seen two drafts. Once it is finalized, we will enter in our data and we will have our fenceline created. However, we can't do this, until the model is approved by the IDNR and Pilot group.	Kurovski, Sara	On target for completion - waiting for final review with Jeff and for feedback from IDNR on errors found by Tyler in the worksheets.	
Objective: Establish uniform drop off centers for recycling at MPE, MCC, and RCC. (15)									
31	Recycling	4/30/2011	Develop Concept	4/1/2010	4/1/2010		Dworek, Jeff	Completed - the goal was met.	3/31/2011
31	Recycling	4/30/2011	Prepare conceptual layouts	4/9/2010	4/9/2010	Prepared by Barker Lemar	Dworek, Jeff	Completed - the goal was met.	3/31/2011
31	Recycling	4/30/2011	Finalize draft of layout	7/1/2010	7/1/2010		Dworek, Jeff	Completed - the goal was met.	3/31/2011
31	Recycling	4/30/2011	Develop project budget	7/1/2010	7/1/2010		Dworek, Jeff	Completed - the goal was met.	3/31/2011
31	Recycling	4/30/2011	Apply/receive SWAP Grant	1/9/2010	1/9/2010	68,000	Steward, Amanda	Completed - the goal was met.	3/31/2011
31	Recycling	4/30/2011	Specify containers	9/30/2010	9/30/2010	Containers have been specified.	Dworek, Jeff	Completed - the goal was met.	3/31/2011
31	Recycling	4/30/2011	Specify signage	9/30/2010	10/1/2010	Facility signs, container signs, directional pavement marking	Kurovski, Sara	Completed - the goal was met.	3/31/2011

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
31	Recycling	4/30/2011	Develop marketing plan	12/1/2010	2/28/2011	Marketing plan developed following receipt and placement of containers.	Menning, Reo	Completed - the goal was met.	3/31/2011
31	Recycling	4/30/2011	Develop marketing materials	1/31/2011	2/28/2011	Marketing plan developed following receipt of containers	Menning, Reo	Completed - the goal was met.	3/31/2011
31	Recycling	4/30/2011	Roll out marketing campaign	3/1/2011	4/1/2011	Delayed to put containers and traffic patterns in place and to coincide with Earth Month.	Menning, Reo	Completed - the goal was met.	3/31/2011
31	Recycling	4/30/2011	Identify contractors and end markets for hauling and recycling of materials	11/4/2010	10/7/2010	Metal - alter Wood- hawkeye wood shavings Tires - green man technologies SSR - WM to Greenstar Batteris - RCC	Kurovski, Sara	Completed - the goal was met.	3/31/2011
31	Recycling	4/30/2011	Determine if a RFP for hauling and disposal i needed	9/30/2010	10/1/2010	RFP not needed.	Kurovski, Sara	Completed - the goal was met.	3/31/2011
31	Recycling	4/30/2011	Secure hauling and disposal	4/1/2011	4/1/2011		Kurovski, Sara	Completed - the goal was met.	3/31/2011
31	Recycling	4/30/2011	Install pad at facilities	12/1/2010	11/18/2010	Pad has been installed and or selected at MPE, MCC, and RCC.	Dworek, Jeff	Completed - the goal was met.	3/31/2011
31	Recycling	4/30/2011	Recycling facilities fully operational	4/1/2011	4/1/2011	Management decided to not have a site at the Metro COmpost Center	Kurovski, Sara	Completed - the goal was met.	3/31/2011
Objective: Evaluate the feasibility of a solar powered aerator to reduce CBOD effluent at MCC (1)									
59	Water Quality Improvement Yard Waste Management Sig. Aspect: 3	1/1/2012	Create work plan.	10/3/2011			Dworek, Jeff	Completed: Test results did not show a high CBOD, so a aerator is not needed.	8/17/2011
Objective: Facilitate the installation of an additional Landfill-Gas-to-Energy facility at MPE to reduce the need for gas flaring and to provide additional renewable energy to the power grid. (5)									
64	Greenhouse Gas Reduction Sig. Aspect: 5	11/2/2012	MPE gas-to-energy potential plant start up.	11/2/2012			Hadden, Tom	Potential construction start-up of gas-to-energy plant at Metro Park East landfill, Spring of 2012.	
64	Greenhouse Gas Reduction Sig. Aspect: 5	11/2/2012	Waste Management to finalize the Power Purchase Agreement with utility company.	12/31/2011		Waste Management waiting for DNR Permitting.	Hadden, Tom	Potential construction start-up of gas-to-energy plant at Metro Park East landfill, Spring of 2012.	
64	Greenhouse Gas Reduction Sig. Aspect: 5	11/2/2012	Waste Management to finalize Interconnect Agreement for gas-to-energy plant.	12/31/2011			Hadden, Tom	Potential construction start-up of gas-to-energy plant at Metro Park East landfill, Spring of 2012.	

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
64	Greenhouse Gas Reduction Sig. Aspect: 5	11/2/2012	Waste Management waiting on air quality permit approval from DNR.	12/31/2011			Hadden, Tom	Potential construction start-up of gas-to-energy plant at Metro Park East landfill, Spring of 2012.	
64	Greenhouse Gas Reduction Sig. Aspect: 5	11/2/2012	Start construction of gas-to energy plant at MPE in Spring of 2012.	4/30/2012			Hadden, Tom	Potential construction start-up of gas-to-energy plant at Metro Park East landfill, Spring of 2012.	
Objective: Help two schools increase recycling volumes by adopting a single-stream recycling program. (8)									
45	Recycling Sig. Aspect: 2,4	12/31/2011	Gather best practices and cost/implementation information about schools in metro area with SSR	2/28/2011	2/28/2011		Gillaspey, Mary	Complete	12/9/2011
45	Recycling Sig. Aspect: 2,4	12/31/2011	Survey schools in service area to assess status of recycling programs, challenges, and needs.	3/31/2011	3/28/2011		O'Connor, Rhonda	Complete	12/9/2011
45	Recycling Sig. Aspect: 2,4	12/31/2011	Determine schools that MWA will assist in transitioning their recycling to SSR.	3/31/2011	3/31/2011	Bondurant and Carlisle. Potentially SE Polk	O'Connor, Rhonda	Complete	12/9/2011
45	Recycling Sig. Aspect: 2,4	12/31/2011	Work with school's hauler and staff to determine challenges, next steps, feasibility	5/31/2010	8/1/2011	Mary and I have included Waste Management in the process. Bryan Neppel's replacement will be involved in the next meetings to provide how converting to SSR will affect price.	O'Connor, Rhonda	Complete	12/9/2011
45	Recycling Sig. Aspect: 2,4	12/31/2011	Create education plan for all audiences - teachers, administrators, students, parents, custodial staff	8/31/2011	12/9/2011	We had two schools ask for help. We included the hauler in each meeting to ensure smooth service transition, while MWA provided educational/promotional assistance. Carlisle Schools backed out once school started and said they were not interested at this time. The other one met with us and did convert to single stream, however were unresponsive to our offer to create posters, signs and article to ensure students and staff recycled properly.	O'Connor, Rhonda	Complete	12/9/2011

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
45	Recycling Sig. Aspect: 2,4	12/31/2011	Create/assist with signage and communication	8/31/2011	12/9/2011	Was not able to achieve this due to Carlisle determining it was not interesting in converting over and Bondurant was unresponsive to our offer to assist with signage and communication.	O'Connor, Rhonda	Complete	12/9/2011
45	Recycling Sig. Aspect: 2,4	12/31/2011	Capture best practices.	8/31/2011	12/9/2011	Summer has not been the best time to work with the schools. Carlisle and Bondurant now have August and September meetings set up to discuss feasibility. Both are very interested, but need more stakeholders involved in the process. ____ Once September arrived - Carlisle back out said were not interested at this time. Bondurahnt did convert over, however, were unresponsive to our offers to assist with educational and promotional needs.	O'Connor, Rhonda	Complete	12/9/2011
45	Recycling Sig. Aspect: 2,4	12/31/2011	Extended deadline to match pace of school implementation.	8/31/2011	8/31/2011		O'Connor, Rhonda	Complete	12/9/2011
Objective: Identify the actual emissions from current heavy equipment in use. (4)									
60	Greenhouse Gas Reduction Sig. Aspect: 8	3/1/2012	Create work team for monitoring emissions of ghg from engines	10/15/2011	7/18/2011	roxanne w, paul n, greg h.	Dworek, Jeff	Emission testing Completed - Report completed	12/1/2011
60	Greenhouse Gas Reduction Sig. Aspect: 8	3/1/2012	Create work plan	11/30/2011	9/1/2011		Wilken, Roxanne	Emission testing Completed - Report completed	12/1/2011
60	Greenhouse Gas Reduction Sig. Aspect: 8	3/1/2012	Perform monitoring	10/17/2011	10/17/2011	Emissions monitored at MPE, MCC, MTS, & RCC	Hicks, Greg	Emission testing Completed - Report completed	12/1/2011
60	Greenhouse Gas Reduction Sig. Aspect: 8	3/1/2012	Complete Report	3/1/2012	12/1/2011		Hicks, Greg	Emission testing Completed - Report completed	12/1/2011
Objective: Identify the water quality of effluent at the point of discharge at the MCC. (3)									
50	Yard Waste Management Water Quality Improvement Sig. Aspect: 3	12/23/2011	Sample effluent.	4/1/2011	6/1/2011	work team sample effluent twice.	Dworek, Jeff	Three testing events showed that the effluent did not show any need for additional testing or monitoring program.	8/1/2011

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50	Yard Waste Management Water Quality Improvement Sig. Aspect: 3	12/23/2011	Identify water characteristics that need to be met	11/30/2011			Dworek, Jeff	Three testing events showed that the effluent did not show any need for additional testing or monitoring program.	8/1/2011
50	Yard Waste Management Water Quality Improvement Sig. Aspect: 3	12/23/2011	Develop report / memo. compare actual to internal limits. develop metrics. identify future sampling program. identify budget needs	9/1/2011			Dworek, Jeff	Three testing events showed that the effluent did not show any need for additional testing or monitoring program.	8/1/2011
Objective: Identify three specific ways to improve MPE airspace utilization factor (AUF) (2)									
61	Other Sig. Aspect: 4	12/1/2011	Create work plan for 3 ways to improve airspace	8/1/2011	7/18/2011	Work team to meet in November, after construction season. Brainstorm * identify three ways to improve. possible suggestions are: 1) reduction in cover volume 2) optimize leachate recirculation at working face 3) evaluate implementation of soil overburden, determine plan to utilize over close to closed grades. outcome of meeting is a memo with suggested items, timeframe, resources needed.	Dworek, Jeff	Completed: 1) Leachate Recirculation 2) Soil Overburden 3) Use of alternate daily cover/reduce use of soil	7/18/2011
61	Other Sig. Aspect: 4	12/1/2011	create work team for MPE airspace improvements	8/1/2011	7/18/2011	work team consisting of: Mike Fairchild James Wallace Chuck Johnson and/or Dale Koenig	Dworek, Jeff	Completed: 1) Leachate Recirculation 2) Soil Overburden 3) Use of alternate daily cover/reduce use of soil	7/18/2011
Objective: Implement a monitoring program to identify the effectiveness of the outlet structures for each of the stormwater control basins at MPE. (2)									
54	Water Quality Sig. Aspect: 11	4/30/2012	Create work plan for monitoring program	9/1/2011	7/18/2011	Work team to consist of Sara K and Greg H.	Dworek, Jeff	Completed	10/17/2011

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
54	Water Quality Sig. Aspect: 11	4/30/2012	Organize EMP and work team for O&T #54	9/1/2011	9/19/2011	The work team; Sara Kurovski, Jeff Dworek, Mike Fairchild & Greg Hicks Met on September 19, 2011 to develop the plan of action. • 1 up gradient spot will be sample, (4 times) (at bridge on HWY 163 of Camp Creek) • 6 outfall spots will be sampled (4 times) (NW sediment pond, SW sediment pond, North sediment pond, South sediment pond, se of proposed NE sediment pond and near the proposed SE sediment pond). • The timeframe for this will be 8 months (April 30), in order to ensure that the following sampling events occur: 1 inch rainfall, 2 inch rainfall, freeze-thaw run off, and a 1 inch spring rain. • The following parameters will be tested for each sample: turbidity, TSS, organics, TDS and pH. • Greg Hicks will be in charge of ensuring that we have the necessary sample containers on site to collect the sample, collecting the samples and contacting the lab pick up and testing. • Upon receipt of each test results, they are to be added into GIS by Barker Lemar • Once all tests are completed; Jeff, Mike, & Sara will review test results and provide recommendations for moving forward or possible explanations for the findings. • A final memo will be provided to the EMS core team	Kurovski, Sara	Completed	10/17/2011
Objective: Implement organic waste composting program if feasible. (7)									
16	Yard Waste Management Sig. Aspect: 5 from 2010	6/30/2011	Develop spec.	10/31/2011		Work with program manager.	Dworek, Jeff	MWA is accepting organics at MPE and MCC, in compliance with our current permit conditions. (We also worked with Aviva to accept their dehydrated food waste from their cafeteria). Not economically feasible, would have to subsidize.	6/30/2011

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
16	Yard Waste Management Sig. Aspect: 5 from 2010	6/30/2011	Establish tipping fee. Work with Ron Lacey and Becky Wehrman.	8/2/2010	8/31/2010	The current tipping fee of \$25 will be used during the pilot program and if there is enough organic compost material available that meets criteria we will determine if the rate should be evaluated.	Hadden, Tom	MWA is accepting organics at MPE and MCC, in compliance with our current permit conditions. (We also worked with Aviva to accept their dehydrated food waste from their cafeteria). Not economically feasible, would have to subsidize.	6/30/2011
16	Yard Waste Management Sig. Aspect: 5 from 2010	6/30/2011	Permit application.	12/31/2010	1/14/2011	Working with Barker Lemar to create the permit application, once the program has been determined to be feasible.	Kurovski, Sara	MWA is accepting organics at MPE and MCC, in compliance with our current permit conditions. (We also worked with Aviva to accept their dehydrated food waste from their cafeteria). Not economically feasible, would have to subsidize.	6/30/2011
16	Yard Waste Management Sig. Aspect: 5 from 2010	6/30/2011	Buy equipment.	12/31/2011			Dworek, Jeff	MWA is accepting organics at MPE and MCC, in compliance with our current permit conditions. (We also worked with Aviva to accept their dehydrated food waste from their cafeteria). Not economically feasible, would have to subsidize.	6/30/2011
16	Yard Waste Management Sig. Aspect: 5 from 2010	6/30/2011	Market program. Work with program manager.	12/31/2011	12/9/2011	Working on adjusting Compost It! brochure and cart sticker to include copy that reads yard and garden waste for premium service residential customers. Met with Aviva to understand how they are composting food waste. Will share information with other large businesses. Plan to meet with RDG as have discovered staff has a implemented a compost program for its office. This could be shared with smaller businesses. It is my understanding this program was not determined feasible.	O'Connor, Rhonda	MWA is accepting organics at MPE and MCC, in compliance with our current permit conditions. (We also worked with Aviva to accept their dehydrated food waste from their cafeteria). Not economically feasible, would have to subsidize.	6/30/2011
16	Yard Waste Management Sig. Aspect: 5 from 2010	6/30/2011	Next step - proforma	3/31/2011	3/31/2011		Hadden, Tom	MWA is accepting organics at MPE and MCC, in compliance with our current permit conditions. (We also worked with Aviva to accept their dehydrated food waste from their cafeteria). Not economically feasible, would have to subsidize.	6/30/2011

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
16	Yard Waste Management Sig. Aspect: 5 from 2010	6/30/2011	Determine whether to move ahead	6/30/2011	6/1/2011	Staff will move ahead with evaluating elements of the RAC system at the MPE to determine if this system is cost effective while ensuring we are in compliance with DNR regulations.	Hadden, Tom	MWA is accepting organics at MPE and MCC, in compliance with our current permit conditions. (We also worked with Aviva to accept their dehydrated food waste from their cafeteria). Not economically feasible, would have to subsidize.	6/30/2011
Objective: Increase AUF to 1,350 lbs. per cubic yard. (2)									
62	Other Sig. Aspect: 5	1/1/2013	Create work plan.	10/3/2011	7/18/2011	Monitor airspace reports. latest trends are positive. we are at 1338 lbs per cy (June 2011).	Dworek, Jeff	Completed - Continuing to evaluate reports	11/8/2011
62	Other Sig. Aspect: 5	1/1/2013	evaluate July 2011- dece 2011 AUF report	1/31/2012			Dworek, Jeff	Completed - Continuing to evaluate reports	11/8/2011
Objective: Increase available sites for recycling by adding at least one additional location for residents and businesses to drop off recyclables. (7)									
65	Recycling	6/30/2012	Identify a host site for the recycling drop off.	3/31/2011	2/25/2011	Mills Civic Hy-Vee parking lot	Menning, Reo		
65	Recycling	6/30/2012	Present plan to West Des Moines.	5/31/2011	5/18/2011	MWA received report outlining next steps that must be undertaken by MWA and Hy-Vee to move forward.	Menning, Reo		
65	Recycling	6/30/2012	Work with Hy-Vee to meet West Des Moines requirements	2/29/2012			Menning, Reo		
65	Recycling	6/30/2012	Secure final approval from West Des Moines planning and zoning and City Council	4/30/2012			Menning, Reo		
65	Recycling	6/30/2012	Negotiate collection agreement and place containers in Hy-Vee parking lot.	4/30/2012			Menning, Reo		
65	Recycling	6/30/2012	Promote new site to residents through website, community newsletters, apartment flyers.	6/30/2012			Menning, Reo		
65	Recycling	6/30/2012	Extend Objective Deadline	12/13/2011	12/13/2011	Extended objective deadline. Staffing shortage in public affairs department. More time required to negotiate with Hy-Vee and City on recycling drop off requirements.	Menning, Reo		

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
Objective: Increase CESQG sharps participation. (9)									
39	Hazardous Waste disposal/Collection Sig. Aspect: 9	12/31/2011	Meet with Reo and Flinn Wright to brainstorm and determine best strategy for promoting Sharps disposal to businesses.	8/19/2010	8/19/2010	Discussed the CESQG program and how it works. Explained who our typical customers are. Discussed ideas of ways to reach businesses that would have Sharps through different types of media. Flinn Wright will take the information back and come up with a plan to present next month.	Mendenhall, Judi	Complete - met goal. Increased new businesses using sharps program by seven businesses over 2010 as 9/14/11. Goal was six. There were 13 new businesses in 2010 and as of 9-14-11 there were 20 new businesses using the sharps program.	9/14/2011
39	Hazardous Waste disposal/Collection Sig. Aspect: 9	12/31/2011	Meet with Flinn Wright to review plan for Sharps promotion.	9/28/2010	9/28/2010	Flinn Wright suggested a post card mailing to those businesses that would most likely have sharps. For example, Small clinics, dentists, vets, tattoo parlors. They had examples of the postcards at this meeting. They also liked the idea of putting more detailed information on the website, specific to businesses. Flynn Wright will develop the post cards specific to each type of business mentioned above.	Mendenhall, Judi	Complete - met goal. Increased new businesses using sharps program by seven businesses over 2010 as 9/14/11. Goal was six. There were 13 new businesses in 2010 and as of 9-14-11 there were 20 new businesses using the sharps program.	9/14/2011
39	Hazardous Waste disposal/Collection Sig. Aspect: 9	12/31/2011	Mail postcards to businesses.	11/22/2010	11/22/2010	Flinn Wright mailed the postcards out to the businesses.	Menning, Reo	Complete - met goal. Increased new businesses using sharps program by seven businesses over 2010 as 9/14/11. Goal was six. There were 13 new businesses in 2010 and as of 9-14-11 there were 20 new businesses using the sharps program.	9/14/2011
39	Hazardous Waste disposal/Collection Sig. Aspect: 9	12/31/2011	Determine pricing for boxes and get to Reo for website.	12/1/2010	12/1/2010	complete - \$30.00	Kern, Art	Complete - met goal. Increased new businesses using sharps program by seven businesses over 2010 as 9/14/11. Goal was six. There were 13 new businesses in 2010 and as of 9-14-11 there were 20 new businesses using the sharps program.	9/14/2011

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39	Hazardous Waste disposal/Collection Sig. Aspect: 9	12/31/2011	Work with Flinn Wright to develop web page information for businesses with Sharps.	12/7/2010	12/7/2010	webpage completed	Menning, Reo	Complete - met goal. Increased new businesses using sharps program by seven businesses over 2010 as 9/14/11. Goal was six. There were 13 new businesses in 2010 and as of 9-14-11 there were 20 new businesses using the sharps program.	9/14/2011
39	Hazardous Waste disposal/Collection Sig. Aspect: 9	12/31/2011	Research possible local conferences/Associations to attend or present to.	12/15/2011		Not getting interest for association presentations. 4-5-11-Iowa Health Systems - Less 4-7-11-Iowa Veterinarian Medical Assoc. - Tom Johnson 1-6-11-Iowa Medical Vet. Association - Crichel Orork	Kern, Art	Complete - met goal. Increased new businesses using sharps program by seven businesses over 2010 as 9/14/11. Goal was six. There were 13 new businesses in 2010 and as of 9-14-11 there were 20 new businesses using the sharps program.	9/14/2011

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39	Hazardous Waste disposal/Collection Sig. Aspect: 9	12/31/2011	Contact local associations.	10/28/2011		4-5-11-Met with Less at Iowa Health Systems. Wants to set meeting to discuss service opportunities and presentation options. 8-3-11 - spoke with Less again, want to start up talks again about program. Got busy with summer projects. 4-7-11 - Iowa Veterinarian Medical Association - Tom Johnson - wants time to evaluate and determine the best approach. Will get back in touch. 8-3-11- spoke iwth Mr. Johnson again, he said that he had handed out the information we had left with them to all their members and if they hava any questions they will contact us. Not interested in presentation. Originally a meeting was scheduled for May 20, 2011. Meeting was postponed do to board issues. Iowa Dental Association - 8-3-11 - gave them information on the program. they will look into it. They have a convention set for May 4-6, 2012, may be able to promote there. Have left messages with Iowa Medical /Vet Association (Crichel Orock) three times and have never recieved a call back. See attached document for more details on program.	Kern, Art	Complete - met goal. Increased new buisnesses using sharps program by seven businesses over 2010 as 9/14/11. Goal was six. There were 13 new businesses in 2010 and as of 9-14-11 there were 20 new businesses using the sharps program.	9/14/2011
39	Hazardous Waste disposal/Collection Sig. Aspect: 9	12/31/2011	Create list of previous Sharps customers and make follow up calls.	2/11/2011	3/15/2011	Follow up calls generated 2 customers switching to the 30 gallon box service and 1 customer resuming service through MWA.	Kern, Art	Complete - met goal. Increased new buisnesses using sharps program by seven businesses over 2010 as 9/14/11. Goal was six. There were 13 new businesses in 2010 and as of 9-14-11 there were 20 new businesses using the sharps program.	9/14/2011

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39	Hazardous Waste disposal/Collection Sig. Aspect: 9	12/31/2011	Monitor growth	12/31/2011	10/5/2011	As of October 5th, 2011 there have been 20 new businesses participate in the sharps program. Last year there were a total of 13 new businesses.	Mendenhall, Judi	Complete - met goal. Increased new businesses using sharps program by seven businesses over 2010 as 9/14/11. Goal was six. There were 13 new businesses in 2010 and as of 9-14-11 there were 20 new businesses using the sharps program.	9/14/2011
Objective: Increase the ease of recycling at MWA self-haul recycling drop off sites (3)									
46	recycling Sig. Aspect: 2,4	3/31/2011	Replace containers at MRC with color-coded containers with clear signage (pictures with english/spanish text)	3/16/2011	3/16/2011	Waste Management put containers in place.	Menning, Reo		4/5/2011
46	recycling Sig. Aspect: 2,4	3/31/2011	Update website information on recycling centers. Include new photos and information on what can be recycled.	3/31/2011	4/5/2011	Targeted for 4/5/11 to coincide with overall Earth Month communication plan.	Menning, Reo		4/5/2011
46	recycling Sig. Aspect: 2,4	3/31/2011	Develop recycling center flyer to handout at events, such as Farmer's Markets, Des Moines Home & Garden Show, speaking events	3/31/2011	4/5/2011	Targeted for 4/5/2011 to coincide with overall Earth Month communications plan.	Hock, Amy		4/5/2011
Objective: Install erosion control structures at three highly erodible areas on the MPE property. (3)									
52	Water Quality Improvement Sig. Aspect: 10	1/30/2012	Identify three highly erodible areas.	6/1/2011	5/28/2011	Completed.	Fairchild, Mike	Project on track for completion in January 2012, the three areas have been identified by Mike Fairchild.	
52	Water Quality Improvement Sig. Aspect: 10	1/30/2012	Design tile/terrace systems to address erosion.	11/1/2011	10/17/2011	Completed	Fairchild, Mike	Project on track for completion in January 2012, the three areas have been identified by Mike Fairchild.	
52	Water Quality Improvement Sig. Aspect: 10	1/30/2012	Install identified erosion control practices.	1/30/2012		Project on track.	Fairchild, Mike	Project on track for completion in January 2012, the three areas have been identified by Mike Fairchild.	
Objective: Launch an education campaign focused on capturing garden waste in the Compost It! program. (4)									
48	Environmental Education; Yard Waste Collection Sig. Aspect: 2	4/1/2011	Define garden waste	2/28/2011	2/28/2011	Fruits and vegetables from your gardent that never make it to your plate.	O'Connor, Rhonda	Complete	3/31/2011

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
48	Environmental Education; Yard Waste Collection Sig. Aspect: 2	4/1/2011	Update print collateral.	3/15/2011	3/11/2011	Flyer with Compost It! Premium sticker; updated Compost It! brochure. Updated stickers/bag text. Updated "shelf-talkers" for bag and sticker vendors.	O'Connor, Rhonda	Complete	3/31/2011
48	Environmental Education; Yard Waste Collection Sig. Aspect: 2	4/1/2011	Update website with information about Compost It! and garden waste.	3/31/2011	3/31/2011	New brochure posted.	O'Connor, Rhonda	Complete	3/31/2011
48	Environmental Education; Yard Waste Collection Sig. Aspect: 2	4/1/2011	Create specific communication tools for city newsletters and websites	3/31/2011	3/31/2011	Developed a series of articles on Compost It!, including articles pertaining to garden waste, for communities to publish throughout Compost It! season.	O'Connor, Rhonda	Complete	3/31/2011
Objective: Promote business recycling by developing programs or models for small to mid-size businesses. (7)									
22	Recycling Sig. Aspect: 5 from 2010, 2,4 from 2011	8/31/2011	Research small business recycling programs in other communities across the nation	3/20/2010	2/28/2010	Recycling programs vary depending on the office environment. For instance, an office park has different needs from a small, standalone office building.	Steward, Amanda	Rather than post the case studies, MWA developed general guidance supported by the cases studies. We also developed area specific resources for office recycling.	8/31/2011
22	Recycling Sig. Aspect: 5 from 2010, 2,4 from 2011	8/31/2011	Develop recommendation(s) to share with management team for new small business recycling program	4/30/2010	4/30/2010	Recommend developing case studies for different office situations to serve as models for small businesses.	Steward, Amanda	Rather than post the case studies, MWA developed general guidance supported by the cases studies. We also developed area specific resources for office recycling.	8/31/2011
22	Recycling Sig. Aspect: 5 from 2010, 2,4 from 2011	8/31/2011	Develop program outline, flesh out details	5/30/2010	7/23/2010	Deferred development of program and any subsequent related actions until case studies are prepared. Will explore program development based on learnings from case studies.	Steward, Amanda	Rather than post the case studies, MWA developed general guidance supported by the cases studies. We also developed area specific resources for office recycling.	8/31/2011
22	Recycling Sig. Aspect: 5 from 2010, 2,4 from 2011	8/31/2011	Develop case studies of various business recycling programs	6/30/2011		Have gather tips and information from two businesses to list on website. These align with identified "key steps to start workplace recycling" process. Waiting on one business to receive approval from PR company. Also have higher priorities for website updates.	O'Connor, Rhonda	Rather than post the case studies, MWA developed general guidance supported by the cases studies. We also developed area specific resources for office recycling.	8/31/2011

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
22	Recycling Sig. Aspect: 5 from 2010, 2,4 from 2011	8/31/2011	Revised target date	8/30/2010	8/30/2010	Target date revised from 10/31/2010 to 3/31/2011 because of loss of staff. Program Manager left organization on 6/23/10. New hire not yet on board.	Menning, Reo	Rather than post the case studies, MWA developed general guidance supported by the cases studies. We also developed area specific resources for office recycling.	8/31/2011
22	Recycling Sig. Aspect: 5 from 2010, 2,4 from 2011	8/31/2011	Revised target date	3/31/2011	3/31/2011	Revised target date to to 6/30/11 to allow for better research and application.	Menning, Reo	Rather than post the case studies, MWA developed general guidance supported by the cases studies. We also developed area specific resources for office recycling.	8/31/2011
22	Recycling Sig. Aspect: 5 from 2010, 2,4 from 2011	8/31/2011	Use case studies to develop guidance for establishing an office recycling program. Post guidance on website.	8/31/2011	8/31/2011	Office recycling guidance can be found at http://www.mwatoday.com/business/recycling.aspx	O'Connor, Rhonda	Rather than post the case studies, MWA developed general guidance supported by the cases studies. We also developed area specific resources for office recycling.	8/31/2011
Objective: Quantify the soil loss benchmark for MPE property. (1)									
56	Water Quality Sig. aspect: 10, 11	9/1/2012	Create work plan.	4/2/2012			Dworek, Jeff	On schedule. work not started.	
Objective: Recruit three business parks to participate in the Curb It! for Business program. (4)									
47	Recycling Sig. Aspect: 2 and 4	12/31/2011	Identify business parks most feasible for program.	5/30/2011	5/17/2011	Per a conversation with Dave Massey of Waste Management, ideal business parks include somewhat main thoroughfares in towns with residential areas nearby. Possible ones to reach out to: Merle Hay Road in Johnston, Valley Junction, 42nd & Westtown Parkway in West Des Moines(Iowa Sleep Disorder enquired, need more), Swanson Blvd in Clive.	O'Connor, Rhonda	Complete: 5 businesses joined Curb It! for business; 40 businesses assisted. Brochure and webstie developed for education.	12/31/2011
47	Recycling Sig. Aspect: 2 and 4	12/31/2011	Develop brochure to go door-to-door or mail out and publicize.	6/1/2011	12/9/2011	Brochure was developed but due to time constraints was unable to visit businesses. However five businesses did join Curb It for businesses and 40 businesses were assisted throughout 2011 on how to convert to single-stream recycling through their existing hauler.	O'Connor, Rhonda	Complete: 5 businesses joined Curb It! for business; 40 businesses assisted. Brochure and webstie developed for education.	12/31/2011

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47	Recycling Sig. Aspect: 2 and 4	12/31/2011	Determine which haulers offer a similar service.	5/30/2011	6/6/2011	Ankeny Sanitation is the only hauler with exactly the same option (96-gallon cart for \$8.50/month). The cart is rented. The other haulers offer the service, but use larger containers.	O'Connor, Rhonda	Complete; 5 businesses joined Curb It! for business; 40 businesses assisted. Brochure and webstie developed for education.	12/31/2011
47	Recycling Sig. Aspect: 2 and 4	12/31/2011	Create and execute and ongoing marketing plan.	5/30/2011	8/1/2011	Have decided to create Business recycling tri-fold that aligns with what will be posted on website, but also details Curb It! for Biz option. This will be used to visit the business parks	O'Connor, Rhonda	Complete; 5 businesses joined Curb It! for business; 40 businesses assisted. Brochure and webstie developed for education.	12/31/2011
Objective: Reduce energy consumption of heating and cooling system at 300 E. Locust building (16)									
37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	Mid American Energy walk-through at 300 E. Locust building to determine efficiency building projects. Recommendation sent to Nexant who reviewed scopes for Energy Parnters rebate program through Mid American Energy.	7/1/2008	7/1/2008		Lehman, Josie	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	
37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	Hired consultant to prepare EMS master plan proposal.	5/1/2009	5/1/2009		Hadden, Tom	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	
37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	Approval to proceed with energy efficiency project scope for retro-commissioning of heating and cooling system	9/1/2009	9/1/2009		Hadden, Tom	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	
37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	Signed energy efficiency action plan with Mid American Energy for energy rebates.	9/1/2009	9/1/2009		Hadden, Tom	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	
37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	Hired System Works to complete review of the HVAC system, conduct testing, and develop a final retro-commissioning efficiency report.	1/1/2010	1/1/2010		Hadden, Tom	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	
37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	Consultant sent out scope of work RFP to six companies for retro-commissioning project.	12/1/2009	12/1/2009		Lehman, Josie	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	

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37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	Signed agreement with System Works to proceed with retro-commissioning project and provide final study report.	1/1/2010	1/1/2010		Hadden, Tom	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	
37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	MWA pre-approved for 50% energy rebate in amount of \$8800, of total cost of retro-commission detailed study through Mid American Energy efficiency Partners rebate program. Total cost of study \$17,616.	1/1/2010	1/1/2010		Lehman, Josie	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	
37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	Coordinated final meeting between MWA staff, R&R Realty property management, and System Works to review final questions about existing HVAC system. Gathered accounting data from Josie, O&M manuals from Geri, and mechanical buildouts from Waldinger.	2/1/2010	2/1/2010		Crawford, Geri	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	
37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	Note: From System Works final report, consultants will identify work to be completed and submit proposal to MWA. If recommendations are implemented within one year, Mid American Energy will reimburse MWA up to the remaining 50% of the Study cost or \$8816.	10/1/2010	10/8/2010		Hadden, Tom	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	
37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	Meeting held to review energy savings opportunities identified by System Works. Tom, Geri, Josie, David Voss, Justin Doyle, System Works representatives.	10/20/2010	10/20/2010		Hadden, Tom	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	
37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	Next step, review energy savings opportunities with Nexant (Engineering Firm/Energy Partners) for approval.	11/26/2010	12/1/2010		Hadden, Tom	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	
37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	Nexant to review energy saving opportunities with Mid American Energy for MWA energy rebate approval.	12/31/2010	1/7/2011		Hadden, Tom	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	

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37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	Waiting on energy rebate approval for install of new HVAC control unit. Rebate is pending upon approval from Nexant and Mid American Energy.	12/30/2011			Lehman, Josie	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	
37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	Establish baseline for report.	3/30/2012			Lehman, Josie	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	
37	Greenhouse Gas Reduction Sig. Aspect: 1	4/1/2013	Recieved first half of reto-commissioning rebate from Mid American energy.	7/29/2011	7/29/2011		Lehman, Josie	Install is in progress with Halverson-Trane. Completion is targeted for April 1, 2013.	
Objective: Reduce energy consumption of lighting at MWA Central Office by 4,000 KW/hrs. (9)									
17	Greenhouse Gas Reduction	3/31/2011	Work with consultant to submit proposal for lighting improvement projects - daylight wall sensors and recessed lights.	12/15/2009	12/1/2009	Proposal was submitted by consultant (GE Wattier) for project costs in amount of \$2,553.	Lehman, Josie	Project Closed. Goal was not met. Reason: Usage increased by 492kw/hours due to the following reasons: 1) Significanct number of meetings held over last year, 2) New hire in 2010, 3) Three additional temp staff hired, 4) Major projects being completed during weekend hours, 5) Included two additional evenings of janitorial service to our contract. We will continue to monitor on annual basis as part of continuous improvement.	3/31/2011
17	Greenhouse Gas Reduction	3/31/2011	Install daylight wall control sensors.	3/5/2010	3/15/2010	Waldinger was approved to proceed with install of daylight wall control sensors and calibration. Installed wall sensors in windowed offices, conference room, board room, and break room.	Lehman, Josie	Project Closed. Goal was not met. Reason: Usage increased by 492kw/hours due to the following reasons: 1) Significanct number of meetings held over last year, 2) New hire in 2010, 3) Three additional temp staff hired, 4) Major projects being completed during weekend hours, 5) Included two additional evenings of janitorial service to our contract. We will continue to monitor on annual basis as part of continuous improvement.	3/31/2011

12/21/2011

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
17	Greenhouse Gas Reduction	3/31/2011	Install Lithonia 2RT5 28T5 fixtures.	3/5/2010	3/15/2010	Installed Lithonia recessed lights in colored printer/workroom. This is also an EMS proposed project to impletment Lithonia recessed lighting throughout 300 E. Locust building.	Lehman, Josie	Project Closed. Goal was not met. Reason: Usage increased by 492kw/hours due to the following reasons: 1) Significanct number of meetings held over last year, 2) New hire in 2010, 3) Three additional temp staff hired, 4) Major projects being completed during weekend hours, 5) Included two additional evenings of janitorial service to our contract. We will continue to monitor on annual basis as part of continuous improvement.	3/31/2011
17	Greenhouse Gas Reduction	3/31/2011	Coordinate meeting with Waldinger and Consultant to review scope of work and final lighting improvement installation logistics.	2/4/2010	2/4/2010	Reviewed and approved final project logistics. (Josie Lehman and Geri Crawford)	Crawford, Geri	Project Closed. Goal was not met. Reason: Usage increased by 492kw/hours due to the following reasons: 1) Significanct number of meetings held over last year, 2) New hire in 2010, 3) Three additional temp staff hired, 4) Major projects being completed during weekend hours, 5) Included two additional evenings of janitorial service to our contract. We will continue to monitor on annual basis as part of continuous improvement.	3/31/2011
17	Greenhouse Gas Reduction	3/31/2011	Purchase desk task lamps for office areas, under counter lights in colored printer work room, and motion sensored power strips for office areas to help reduce energy cost.	3/15/2010	4/2/2010	Proposal submitted and installed by Consultant.	Lehman, Josie	Project Closed. Goal was not met. Reason: Usage increased by 492kw/hours due to the following reasons: 1) Significanct number of meetings held over last year, 2) New hire in 2010, 3) Three additional temp staff hired, 4) Major projects being completed during weekend hours, 5) Included two additional evenings of janitorial service to our contract. We will continue to monitor on annual basis as part of continuous improvement.	3/31/2011

12/21/2011

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
17	Greenhouse Gas Reduction	3/31/2011	Replace old lighting on East side of building with photo cell lights.	2/15/2010	2/22/2010	Electrical contractor installed new lights, junction box and wiring.	Crawford, Geri	Project Closed. Goal was not met. Reason: Usage increased by 492kw/hours due to the following reasons: 1) Significant number of meetings held over last year, 2) New hire in 2010, 3) Three additional temp staff hired, 4) Major projects being completed during weekend hours, 5) Included two additional evenings of janitorial service to our contract. We will continue to monitor on annual basis as part of continuous improvement.	3/31/2011
17	Greenhouse Gas Reduction	3/31/2011	All lighting projects at Central Office reducing energy consumption are completed.	4/2/2010	4/2/2010		Lehman, Josie	Project Closed. Goal was not met. Reason: Usage increased by 492kw/hours due to the following reasons: 1) Significant number of meetings held over last year, 2) New hire in 2010, 3) Three additional temp staff hired, 4) Major projects being completed during weekend hours, 5) Included two additional evenings of janitorial service to our contract. We will continue to monitor on annual basis as part of continuous improvement.	3/31/2011
17	Greenhouse Gas Reduction	3/31/2011	Establish baseline from previous year.	3/31/2011	3/31/2011	Energy usage is up by 492 kw hours from previous year. The CO Work Team concludes that the usage has increased due to the following reasons: 1. Significant number of meetings being held over last year. 2. New hire in 2010. 3. Three add'l temp staff hired. 4. Major projects being completed at CO and building wide during weekends. (building wide interior painting projects, carpet cleaning services, window cleaning services, building wide wood surface cleaning). 5. Included two additional evenings of janitorial service to our contract.	Lehman, Josie	Project Closed. Goal was not met. Reason: Usage increased by 492kw/hours due to the following reasons: 1) Significant number of meetings held over last year, 2) New hire in 2010, 3) Three additional temp staff hired, 4) Major projects being completed during weekend hours, 5) Included two additional evenings of janitorial service to our contract. We will continue to monitor on annual basis as part of continuous improvement.	3/31/2011

12/21/2011

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
17	Greenhouse Gas Reduction	3/31/2011	Received a Mid American energy rebate for the lighting project at CO for \$820.00	3/28/2011	3/28/2011		Lehman, Josie	Project Closed. Goal was not met. Reason: Usage increased by 492kw/hours due to the following reasons: 1) Significant number of meetings held over last year, 2) New hire in 2010, 3) Three additional temp staff hired, 4) Major projects being completed during weekend hours, 5) Included two additional evenings of janitorial service to our contract. We will continue to monitor on annual basis as part of continuous improvement.	3/31/2011
Objective: Reduce water consumption at 300 E. Locust by 111,000 gallons. (6)									
36	Water Quality Improvement	5/6/2011	Submittal of Dual Flush Valve Replacement proposal to three contractors.	1/22/2010	1/19/2010	Waldinger approved to install lower volume, dual flush valves in all restrooms. Project cost \$4,383.10.	Lehman, Josie	Project Closed. Goal was not met. Reason: The water usage calculation was based on LEED WEc3 water reduction calculation, based on an even mix of men and women in the building (125 full time equivalent each). The LEED standard assumes three water closet usages a day for women and 1 water closet usage for men with two urinal visits. We did reduced water consumption by 22% from 32,000 gallons to 25,000 gallons which is very good, and it shows occupants are using the dual flush option. Once the sensor faucets with aerators are installed in all bathrooms we will see an even greater reduction in water usage. We will continue to monitor water usage at 300 E. Locust annually as part of continuous improvement.	4/29/2011

12/21/2011

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
36	Water Quality Improvement	5/6/2011	Coordinate meeting with Waldinger and MWA staff to discuss scope of work and final project logistics (Dual Flush Valve).	8/2/2010	8/2/2010	Project pushed back to 2011 due to other priorities.	Crawford, Geri	Project Closed. Goal was not met. Reason: The water usage calculation was based on LEED WEc3 water reduction calculation, based on an even mix of men and women in the building (125 full time equivalent each). The LEED standard assumes three water closet usages a day for women and 1 water closet usage for men with two urinal visits. We did reduced water consumption by 22% from 32,000 gallons to 25,000 gallons which is very good, and it shows occupants are using the dual flush option. Once the sensor faucets with aerators are installed in all bathrooms we will see an even greater reduction in water usage. We will continue to monitor water usage at 300 E. Locust annually as part of continuous improvement.	4/29/2011
36	Water Quality Improvement	5/6/2011	Purchase materials and proceed with Dual Flush Valve install project.	2/21/2011	2/21/2011		Lehman, Josie	Project Closed. Goal was not met. Reason: The water usage calculation was based on LEED WEc3 water reduction calculation, based on an even mix of men and women in the building (125 full time equivalent each). The LEED standard assumes three water closet usages a day for women and 1 water closet usage for men with two urinal visits. We did reduced water consumption by 22% from 32,000 gallons to 25,000 gallons which is very good, and it shows occupants are using the dual flush option. Once the sensor faucets with aerators are installed in all bathrooms we will see an even greater reduction in water usage. We will continue to monitor water usage at 300 E. Locust annually as part of continuous improvement.	4/29/2011

12/21/2011

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
36	Water Quality Improvement	5/6/2011	Tenant education of Dual Flush Valve replacement project.	3/31/2011	3/31/2011	Instructions installed above toilets.	Lehman, Josie	Project Closed. Goal was not met. Reason: The water usage calculation was based on LEED WEc3 water reduction calculation, based on an even mix of men and women in the building (125 full time equivalent each). The LEED standard assumes three water closet usages a day for women and 1 water closet usage for men with two urinal visits. We did reduced water consumption by 22% from 32,000 gallons to 25,000 gallons which is very good, and it shows occupants are using the dual flush option. Once the sensor faucets with aerators are installed in all bathrooms we will see an even greater reduction in water usage. We will continue to monitor water usage at 300 E. Locust annually as part of continuous improvement.	4/29/2011
36	Water Quality Improvement	5/6/2011	Building-wide Dual Flush Valve Replacement project completed in all restrooms at 300 E. Locust.	4/1/2011	4/1/2011	Waldinger replaced diaphragms on all stools, replaced flush heads on all urinals, installed new o-ring on mens stool 1st floor.	Lehman, Josie	Project Closed. Goal was not met. Reason: The water usage calculation was based on LEED WEc3 water reduction calculation, based on an even mix of men and women in the building (125 full time equivalent each). The LEED standard assumes three water closet usages a day for women and 1 water closet usage for men with two urinal visits. We did reduced water consumption by 22% from 32,000 gallons to 25,000 gallons which is very good, and it shows occupants are using the dual flush option. Once the sensor faucets with aerators are installed in all bathrooms we will see an even greater reduction in water usage. We will continue to monitor water usage at 300 E. Locust annually as part of continuous improvement.	4/29/2011

12/21/2011

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Record No.	O&T Notes	O&T Target Date	EMP Description	EMP Target Date	EMP Completion Date	EMP Completion Notes	Person Responsible	O&T Progress or Final Completion Notes	O&T Final Completion Date
36	Water Quality Improvement	5/6/2011	Determine usage over previous year.	4/29/2011	4/29/2011	Over previous year's usage we saved 7,000 gallons of water.	Lehman, Josie	Project Closed. Goal was not met. Reason: The water usage calculation was based on LEED WEc3 water reduction calculation, based on an even mix of men and women in the building (125 full time equivalent each). The LEED standard assumes three water closet usages a day for women and 1 water closet usage for men with two urinal visits. We did reduced water consumption by 22% from 32,000 gallons to 25,000 gallons which is very good, and it shows occupants are using the dual flush option. Once the sensor faucets with aerators are installed in all bathrooms we will see an even greater reduction in water usage. We will continue to monitor water usage at 300 E. Locust annually as part of continuous improvement.	4/29/2011
Objective: Survey MWA properties and identify significant erosion areas. (2)									
55	Water Quality Improvement Sig. Aspect: 10, 11	3/1/2012	Create work team for surveying erosion at facilities	9/15/2011	7/18/2011	tyler oconner , sara k, Mike f & jeff D as needed.	Dworek, Jeff	Completed	10/17/2011
55	Water Quality Improvement Sig. Aspect: 10, 11	3/1/2012	Survey MPE, MCC, MTS, RCC for erosion area. identify on map. Tyler	8/16/2011	9/7/2011	Area of significant erosion were found at MPE only. Done by Sara Kurovski, with Mike Fairchild.	Kurovski, Sara	Completed	10/17/2011
Records: 301									

12/21/2011

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**MWA EMS Annual Report
Attachment CTA1
Communications Procedure**

Last update: January 25, 2011
Reviewed by the MWA Core Team on November 22, 2011

 <p>Metro Waste Authority Your Partner in Environmental Solutions</p>		<p>Environmental Management System Procedure Communication</p>				
Document No: EMSP-C	Issue Date: 12-15-04	Revision No: 3	Revision Date: 01-25-11	Prepared By: Reo Menning	Reviewed By: Reo Menning	Approved By: Core Team

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- 2.0 SCOPE
- 3.0 DEFINITIONS
- 4.0 RESPONSIBILITIES
- 5.0 PROCEDURES
- 6.0 REVIEW
- 7.0 REFERENCES/RELATED DOCUMENTS



1.0 PURPOSE

To establish a process for communications with interested parties (external and internal) regarding Metro Waste Authority's (MWA) environmental management system (EMS).

2.0 SCOPE

This procedure applies to communications as it applies to Metro Waste Authority's EMS.

3.0 DEFINITIONS

- 3.1. **Internal Communication.** Communication with and between employees, agents, and Board Members of MWA.
- 3.2. **External Communication.** Communication between employees, officers, agents, and Board Members of MWA and outside parties such as, but not limited to, regulatory agencies, members of the general public, news media, political and governmental officials, citizen groups, and contractors and service providers.
- 3.3. **Interested Parties.** Person or group concerned with or affected by the environmental performance of an organization. These parties can include regulators, local residents, employees, insurers, customers, environmental groups and the general public.
- 3.4. **Environmental Performance.** Measurable results of an organization's management of its environmental aspects. Results can be measured against the organization's environmental policy, environmental objectives, environmental targets and other environmental performance requirements.
- 3.5. **Agent.** A person who is authorized to act for or in the place of another (the agent's principal) by contract or apparent authority.

 Metro Waste Authority <i>Your Partner in Environmental Solutions</i>		Environmental Management System Procedure Communication				
Document No: EMSP-C	Issue Date: 12-15-04	Revision No: 3	Revision Date: 01-25-11	Prepared By: Reo Menning	Reviewed By: Reo Menning	Approved By: Core Team

3.6 **Facility Manager.** The following individuals, as identified, will act as the facility manager at designated MWA facilities for internal and external communication requests as it applies to Metro Waste Authority's EMS. Central Office, Executive Administrative Assistant; Regional Collection Center, RCC Facility Manager; Metro Compost Center, MCC Working Foreman; Metro Park East, Operations Manager; Metro Transfer Station, MTS Working Foreman.

4.0 RESPONSIBILITIES

- 4.1 The Executive Director is responsible for reviewing and approving communications with regulatory authorities to determine the appropriate response. The Executive Director also approves news releases and provides updates to Board members.
- 4.2 The Environmental Management Representative (EMR) is responsible for receiving, documenting and responding to relevant questions on MWA's environmental performance from interested parties directly or via the Executive Director, the Public Affairs Director, the Director of Operations and/or Facility Managers.
- 4.3 Employees are responsible for forwarding external inquiries about environmental performance to the Public Affairs Director, Facility Managers and/or the Director of Operations.
- 4.4 The Public Affairs Director, Facility Managers, and/or the Director of Operations are responsible for preparing responses to interested parties and forwarding environmental performance inquiries to the Document Control Manager for documentation.
- 4.5 The Public Affairs Director or designee is responsible for initiating and responding to inquiries from the media. The Public Affairs Director also approves news releases.

5.0 PROCEDURES

General

- 5.1 MWA uses a number of mechanisms to ensure effective communication with interested parties. These mechanisms include regulatory filings (such as permit applications and reports), informational meetings and briefings, MWA's website, social media, news releases, public meetings, tours, conferences, and informal discussion with regulators, community representatives, and local business leaders.
- 5.2 To solicit the views of interested parties, MWA may use additional techniques, including, but not limited to, surveys, focus groups, and community advisory panels.
- 5.3 MWA does not routinely and systematically communicate matters associated with its EMS processes to external parties. This does not preclude external communication associated with EMS processes on a case-by-case basis. Furthermore, this paragraph does not apply to external communications necessary for compliance with applicable legal and other requirements.

 Metro Waste Authority <i>Your Partner in Environmental Solutions</i>		Environmental Management System Procedure Communication				
Document No: EMSP-C	Issue Date: 12-15-04	Revision No: 3	Revision Date: 01-25-11	Prepared By: Reo Menning	Reviewed By: Reo Menning	Approved By: Core Team

Internal Communication

- 5.4 MWA uses a variety of methods to communicate its EMS internally including emails, bulletin board postings, staff/shift meetings, newsletters, posters, promotional materials, and signage.
- 5.5 Ongoing EMS communications are conducted via email, phone, memos, Corrective/Preventive Action Requests (C/PARs) and at EMS meetings to ensure appropriate and timely responses are taken at the various levels of MWA's fence-line operations.
- 5.6 Employee comments, inquiries and suggestions related to the EMS or significant aspects are welcome at any time and can be submitted to any member of the EMS Core Team or through the EMS comment boxes. Employee input also will be solicited through EMS work teams, and employee meetings.

External Communication

- 5.7 A member of the Core Team will respond to external communications/complaints about MWA's environmental performance; and will complete a Communication Form to submit to the Document Control Manager or log the communication or complaint directly into the Communications module of Intelex for tracking, resolution, and retention as EMS records.
- 5.8 All media requests/inquiries will be forwarded to the Public Affairs Director or designee.
- 5.9 Communication with regulatory bodies will be completed in compliance with the legal or other requirements to which MWA subscribes.
- 5.10 Outreach is conducted when considering changes that could have potential environmental impacts (positive or negative) and are of high interest to stakeholders or other interested parties.

6.0 REVIEW

- 6.1 This procedure shall be reviewed by the Core Team on an annual basis.

7.0 REFERENCES/RELATED DOCUMENTS

ISO 14001:2004(E)
EMS Communications Module and Reports in Intelex
Communication Form



EMS Form
Official Document Approval

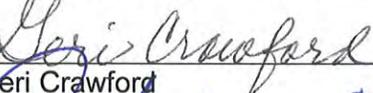


DATE: January 25, 2011
TO: File
FROM: EMS Core Team
SUBJECT: Approval of EMS Controlled Document

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The Core Team reviewed and approved EMSP-Communications Procedure on January 25, 2011.



Judi Mendenhall, Environmental Management Representative (EMR)



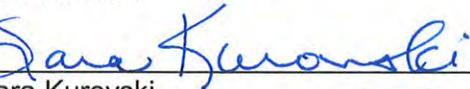
Geri Crawford



Jeff Dworek



Tom Hadden



Sara Kurovski



Rob Menning



Paul Nemmers

Title and Locations: T:\share\EMS – IOWA\Procedures Folder		
Issue Date: 8/18/2004	Revision:	Revision Date:
Prepared By: Beth Shonts		
Page 1 of 1		

**MWA EMS Annual Report
Attachment CTA2
Training and Awareness Procedure**

Last update: February 22, 2011
Reviewed by the MWA Core Team on November 22, 2011

Document No: EMSP-TAC	Issue Date: 1-12-05	Revision No: 2	Revision Date: 02-22-11	Prepared By: Mike Paine	Reviewed By: Core Team	Approved By: Core Team
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1.0 PURPOSE

To describe how Metro Waste Authority (MWA) develops and implements a training program that achieves EMS awareness, provides task-specific training related to EMS operational controls, and provides training required by regulations.

2.0 SCOPE

Applies to all full-time employees within MWA's fenceline and those employees whose decisions or work could cause an adverse environmental impact.

3.0 RESPONSIBILITIES

- 3.1 The Training and Awareness Coordinator, or their designee, shall identify environmental training needs, develop training plans, and determine competency for relevant employees.
- 3.2 The Training and Awareness Coordinator, or designee will arrange for and/or conduct needed training according to the schedule identified in the individual training plans.
- 3.3 The Training and Awareness Coordinator, or designee will document dates, attendees and subject for past and planned training in the individual training plans through the Intelex training and awareness module or Training Tracker program.

4.0 DEFINITIONS

- 4.1 **General Awareness Training.** Refers to training programs developed for those employees whose assigned work is not expected to create a significant impact on the environment.

 <p>Metro Waste Authority Your Partner in Environmental Solutions</p>		<p align="center">Environmental Management System Procedure Training, Awareness, and Competence</p>				
Document No: EMSP-TAC	Issue Date: 1-12-05	Revision No: 2	Revision Date: 02-22-11	Prepared By: Mike Paine	Reviewed By: Core Team	Approved By: Core Team

4.2 **Competency.** Pertains to an employee's job skills, experience, knowledge and awareness in relation to achieving conformance with MWA's legal and other requirements, environmental policy and environmental management system.

5.0 PROCEDURES

- 5.1 Training Elements include:
 - General awareness training,
 - Task-specific training related to environmental aspects and objectives and targets,
 - Training required by regulations,
 - Emergency training.
- 5.2 General Awareness Training includes:
 - Importance of conforming to MWA's environmental policy and procedures,
 - Roles and responsibilities.
- 5.3 Task Specific Training includes:
 - Significant aspects associated with work activities,
 - Potential consequences of departure from specified operating procedures.
- 5.4 Training Required by Regulations includes:
 - Job-specific training, as required by federal, state, and/or local regulations.
- 5.5 Emergency Training includes:
 - Environmental emergency preparedness and response procedures.
- 5.6 Training effectiveness will be evaluated annually as part of an administrative review to ensure the EMS training is contributing and EMS is being implemented effectively; appropriate changes to the training program will be made based on the findings.

6.0 REVIEW

6.1 This procedure shall be reviewed by the Core Team on an annual basis.

7.0 REFERENCES/RELATED DOCUMENTS

ISO 14001:2004(E)
Personnel Training Files
Attendance Sheets



EMS Form
Official Document Approval



DATE: November 22, 2011
TO: File
FROM: EMS Core Team
SUBJECT: Approval of EMS Controlled Document

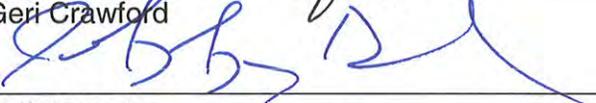
.....
The Core Team reviewed and approved EMSP-Training, Awareness, and Competence Procedure on November 22, 2011.



Judi Mendenhall, Environmental Management Representative (EMR)



Geri Crawford



Jeff Dworek



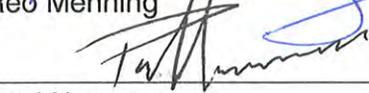
Tom Hadden



Sara Kurovski



Reed Menning



Paul Nemmers

Title and Locations: T:\share\EMS – IOWA\Procedures Folder		
Issue Date: 8/18/2004	Revision:	Revision Date:
Prepared By: Beth Shonts		
Page 1 of 1		

MWA EMS Annual Report
Attachment MM1
Monitoring and Measurement Procedure

Last update: April 26, 2011
Reviewed by the MWA Core Team on April 26, 2011

 Metro Waste Authority <i>Your Partner in Environmental Solutions</i>		Environmental Management System Procedure Monitoring and Measurement				
Document No:	Issue Date:	Revision No:	Revision Date:	Prepared By:	Reviewed By:	Approved By:
EMSP-MM	09-15-04	4	04-26-11	Beth Shonts	Core Team	Core Team

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1.0 PURPOSE

To describe the process for the scheduled monitoring and measurement of key characteristics of the organization's Environmental Management System activities.

2.0 SCOPE

This procedure addresses collection of environmental data associated with operations and activities that have the potential to have a significant environmental impact within the EMS fenceline and addresses the progress in achieving objectives and targets.

3.0 DEFINITIONS

- 3.1 **EMS.** Environmental Management System.
- 3.2 **Environmental Key Characteristics.** An element of an operation or activity that includes a measurement or an inspection process, the results of which support evaluation of environmental performance and progress toward achieving objectives and targets.
- 3.3 **Monitoring.** A systematic process of watching, checking, observing, inspecting, keeping track of, regulating or otherwise controlling key parameters and characteristics of a facility's or department's management activities to determine conformance with a specific standard or other performance requirement, or to measure progress towards it environmental objectives and targets.
- 3.4 **Measurement.** A systematic method for estimating, testing, or otherwise evaluating key parameters and characteristics of a department's management activities to determine conformance with a specific standard or other performance requirement.
- 3.5 **Annual Environmental Report.** The annual report required by the Iowa Department of Natural Resources Environmental Management System.

Printed: 5/26/2011 3:45 PM	Page 1 of 3	Next Review Date: April 2012
Title and Location:	T:\Share\EMS - Iowa\Procedures\SOPS-OFFICIAL - 2011\2011 Working File\EMSP-MM Monitoring and Measurement Rev 4.NR Apr 2012.docx	

 Metro Waste Authority <i>Your Partner in Environmental Solutions</i>		Environmental Management System Procedure Monitoring and Measurement				
Document No:	Issue Date:	Revision No:	Revision Date:	Prepared By:	Reviewed By:	Approved By:
EMSP-MM	09-15-04	4	04-26-11	Beth Shonts	Core Team	Core Team

4.0 RESPONSIBILITIES

- 4.1 The Environmental Management Representative (EMR) or designee is responsible for submitting an Annual Environmental Report to top management and the Iowa Department of Natural Resources which describes certain key characteristics of the EMS and the status of the objectives and targets and associated improvement programs. The EMR or designee maintains and updates the Environmental Management Program (EMP) and posts the results. These updates describe the status of the objectives and targets associated with the EMPs
- 4.2 The facility manager(s) or operations supervisor(s) or their designee(s) are responsible for generating environmental monitoring and measurement data submitted in the Annual Environmental Report and for periodically tracking progress on objectives and targets.
- 4.3 Executive management shall review the Annual Environmental Report and data associated with progress on objectives and targets to assure continuing suitability and effectiveness of the EMS.

5.0 PROCEDURES

- 5.1 **Annual Environmental Reports.** The Annual Environmental Report shall be established for facility managers, operations supervisors, or their designees to submit monitoring and measuring information related to performance of the EMS. The report shall be structured to:
- Provide a regulatory compliance evaluation;
 - Report on environmental performance improvements;
 - Give the status of EMS training, awareness, and competency requirements;
 - Provide Summary of Progress against Specific Local Goals
 - Provide Documentation of all required Procedures
 - Give the Documented and Measureable Efforts in the Six Components
 - Provide results of Internal Audit
- 5.2 **Performance Tracking.** Environmental data collected to reflect environmental performance is to be maintained in such a manner as to allow the evaluation of progress toward achieving environmental objectives and targets.

6.0 REVIEW

- 6.1 This procedure will be reviewed by the Core Team on an annual basis.

7.0 REFERENCES/RELATED DOCUMENTS

ISO 14001:2004(E)
 Significant Aspects and Impacts
 Objectives and Targets

Printed: 5/26/2011 3:45 PM	Page 2 of 3	Next Review Date: April 2012
Title and Location:	T:\Share\NEMS - Iowa\Procedures\SOPS-OFFICIAL - 2011\2011 Working File\EMSP-MM Monitoring and Measurement Rev 4.NR Apr 2012.docx	



Environmental Management System Procedure Monitoring and Measurement



Document No: EMSP-MM	Issue Date: 09-15-04	Revision No: 4	Revision Date: 04-26-11	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team
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- Legal and Other Requirements
- Equipment Calibration Records
- EMS Regulatory Assessment Report
- EMS Training, Awareness, and Competence Report
- Environmental Management Program (EMP) Action Plan
- Semiannual Environmental Report
- Facility Permit Documents



EMS Form
Official Document Approval



DATE: April 26, 2011
TO: File
FROM: EMS Core Team
SUBJECT: Approval of EMS Controlled Document

.....
The Core Team reviewed and approved the EMSP-MM, Monitoring and Measurement Procedure on April 26, 2011.

Judi Mendenhall, Environmental Management Representative (EMR)

Geri Crawford

Jeff Dworek
Tom Hadden
Sara Kurovski
Reb Menning
Paul Nemmers

Title and Locations: T:\share\EMS - IOWA\Procedures Folder

Issue Date: 8/18/2004

Revision:

Revision Date:

Prepared By: Beth Shonts

Page 1 of 1

MWA EMS Annual Report
Attachment B
Refer to Attachments ES1, O&T1, AP1, and RR1

Attachment ES1 provides a summary of our progress on EMS goals, objectives, and targets. Attachments O&T1, AP1, and RR1 also summarize progress. In addition to these accomplishments, MWA also has many other environmental accomplishments. Under Appendix 3 is the excerpt from MWA's strategic plan of our key accomplishments from January 2011 through December 2011.

**MWA EMS Annual Report
Attachment IA1
Internal Audit**

Date of Last Internal Audit: June 29, 2011
Internal Auditor: Mary Gillaspey (MWA)

 Metro Waste Authority <i>Your Partner in Environmental Solutions</i>		Environmental Management System Procedure Internal Audit				
Document No: EMSP-IA	Issue Date: 11-17-04	Revision No: 4	Revision Date: 06-07-11	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team

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- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 DEFINITIONS
- 4.0 RESPONSIBILITIES
- 5.0 PROCEDURES
- 6.0 REVIEW
- 7.0 REFERENCES/RELATED DOCUMENTS



1.0 PURPOSE

To define the requirements and process for planning, conducting and documenting periodic Internal Audits of the Environmental Management System (EMS) established for Metro Waste Authority.

2.0 SCOPE

This procedure applies to all EMS Internal Audits conducted in fenceline facilities. The scope of EMS audits may cover all activities and processes comprising the EMS or selected elements thereof.

3.0 DEFINITIONS

- 3.1 **Auditor.** A person with the competence to conduct an audit.
- 3.2 **Internal Audit.** A systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organization is fulfilled.
- 3.3 **Finding.** A deficiency or lack of conformance with any element of an EMS. All findings must be formally resolved to assure effective correction of the observed condition and the adoption of system improvements or preventive measure to reduce or preclude the likelihood of recurrence.
- 3.4 **Top Management.** Top management refers to the Executive Director and the Metro Waste Authority Board of Directors.

4.0 RESPONSIBILITIES

- 4.1 The Core Team is responsible for the following:
 - 4.1.1 Establishing and maintaining Internal Audit programs and schedules.

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Metro Waste Authority
Your Partner in Environmental Solutions

**Environmental Management System Procedure
Internal Audit**



Document No: EMSP-IA	Issue Date: 11-17-04	Revision No: 4	Revision Date: 06-07-11	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team
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4.1.2 Selection of competent EMS auditor(s) who are independent of the day-to-day management of the facilities to be audited to ensure an objective and impartial audit.

4.1.3 Reviewing all internal reports before distribution.

4.1.4 Tracking all corrective and preventive action notices and noncompliance reports to ensure tasks are completed as scheduled.

4.2 The Environmental Management Representative (EMR) and/or designee shall do the following:

4.2.1 Review and approve EMS audit plans and reports.

4.2.2 Update or reschedule audits if not conducted as planned.

4.2.3 Notify EMS auditor(s) of any upcoming audits within a reasonable time prior to the scheduled audit date.

4.2.4 Maintain EMS audit records, including a list of trained auditors, auditor training records, audit schedules and protocols, and audit reports.

4.3 The Lead Auditor is responsible for ensuring that:

4.3.1 The audit, audit report, and any feedback to the fence line areas for functions covered by the audit, are completed per the audit schedule.

4.3.2 Corrective Action Notices are prepared for audit findings, as appropriate.

4.4 Auditor(s) are responsible for assisting in audit preparation, conducting audit investigations, and reporting results in compliance with this procedure.

5.0 PROCEDURES

5.1 General.

5.1.1 EMS Internal Audits are scheduled to ensure that all EMS elements and fence line functions are audited to verify that activities conform to documented procedures and that corrective actions are undertaken and are effective.

5.1.2 All Internal Audits are conducted by a trained auditor under the guidance of a Lead Auditor. Auditor training may be conducted by the EMR or others.

5.1.3 The Lead Auditor of an EMS Internal Audit Team shall have participated in at least one EMS Internal Audit or shall have successfully completed an ANSI-RAB approved EMS Auditor Course. All EMS Internal Auditors shall receive training to ensure that

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Metro Waste Authority
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**Environmental Management System Procedure
Internal Audit**



Document No: EMSP-IA	Issue Date: 11-17-04	Revision No: 4	Revision Date: 06-07-11	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team
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they have an understanding of all elements of the EMS Standard and the key concepts of pollution prevention, continual improvements, and compliance with legal and other requirements.

5.2 Procedure.

- 5.2.1 **Audit Scheduling.** EMS Internal Audits shall be conducted annually.
- 5.2.2 **Audit Team Selection.** One or more Auditors comprise an Audit Team. When the team consists of more than one auditor, a Lead Auditor will be designated. The Lead Auditor is responsible for audit team orientation, coordinating the audit process, and coordinating the preparation of the audit report.
- 5.2.3 **Audit Team Orientation.** The Lead Auditor will assure that the Audit Team is adequately prepared to initiate the audit. Pertinent policies, procedures, standards, regulatory requirements and prior audit reports are made available for review by the Audit Team.
- 5.2.4 **Written Audit Plan.** The Lead Auditor shall prepare or direct the preparation of a written plan for the audit and an EMS Audit Checklist based on the elements of the Environmental Management System (EMS) to be audited. EMS Audit Checklists shall be consistent with the scope of the audit presented in the audit plan.
- 5.2.5 **Prior Notification.** The fenceline areas and/or functions to be audited are to be notified within a reasonable time prior to the audit.
- 5.2.6 **Opening Meeting.** An opening meeting will be held with appropriate personnel to review the scope, plan and schedule for the audit. Auditors are at liberty to modify the audit scope and plan if conditions warrant.
- 5.2.7 **Conducting the Audit.** Objective evidence is examined to verify conformance to EMS requirements, including operating procedures. All audit findings must be documented. Specific attention will be given to corrective actions for audit findings from previous audits.
- 5.2.8 **Closing Meeting.** A closing meeting is held with the audited facility to present audit findings, clarify any misunderstandings, and summarize the audit results.

5.3 Recording Audit Results.

- 5.3.1 The Lead Auditor prepares the audit report, which summarizes the audit scope, identifies the audit team, describes sources of evidence used, and summarizes the audit results.
- 5.3.2 Findings requiring corrective action are entered into the corrective and preventative action requests (CPARs).



Metro Waste Authority
Your Partner in Environmental Solutions

**Environmental Management System Procedure
Internal Audit**



Document No: EMSP-IA	Issue Date: 11-17-04	Revision No: 4	Revision Date: 06-07-11	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team
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5.3.3 Findings, observations, or suggestions for improvement not requiring a CPAR are handled on a case-by-case basis by facility managers and the EMR.

5.4 Audit Report Distribution.

5.4.1 The Environmental Management Representative (EMR) and/or designee is responsible for communicating the audit results to facility managers and/or top management. Copies of the audit report are made available by the EMR and/or designee by inter-office memo or email.

5.4.2 The EMR and/or designee is responsible for ensuring availability of audit reports for purposes of the annual management review.

5.5 Audit Follow-Up.

5.5.1 Management in the affected areas and/or functions is responsible for any follow-up actions needed as a result of the audit.

5.5.2 The EMR and/or designee is responsible for tracking the completion and effectiveness of corrective actions.

6.0 REVIEW

6.1 This procedure will be reviewed by the Core Team on an annual basis.

7.0 REFERENCES/RELATED DOCUMENTS

- ISO 14001:2004(E)
- EMSP-MR, Management Review
- Corrective/Preventive Action Request (CPAR)
- CPAR Log
- Audit Checklists



EMS Form
Official Document Approval

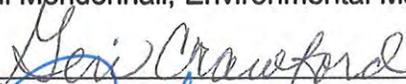


DATE: June 7, 2011
TO: File
FROM: EMS Core Team
SUBJECT: Approval of EMS Controlled Document

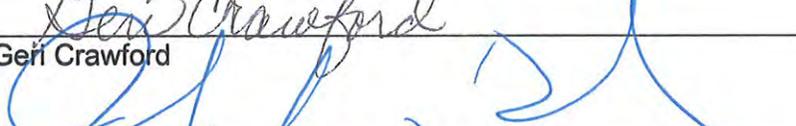
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The Core Team reviewed and approved EMSP-IA Internal Audit Procedure on June 7, 2011.



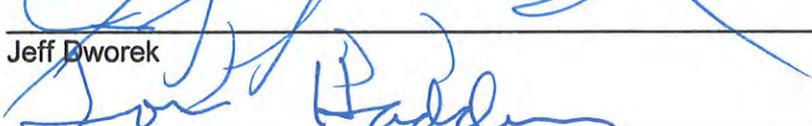
Judi Mendenhall, Environmental Management Representative (EMR)



Geri Crawford



Jeff Dworek



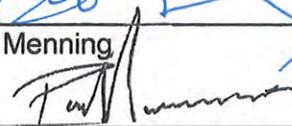
Tom Hadden

Absent

Sara Kurovski



Reo Menning



Paul Nemmers

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Issue Date: 8/18/2004	Revision:	Revision Date:
Prepared By: Beth Shonts		
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EMS AUDIT

Internal EMS Audit Results Summary Form

Lead Auditor: Mary Gillaspey

Date: June 29, 2011

Scope/Facility: Metro Waste Authority/MTS, MCC, CO

Iowa EMS Element Number and Description		Audit Results/Findings		
Number	Description	Evidence	Finding(s)	Iowa EMS Reference
1	Environmental Policy Statement	Reviewed EMS Policy. Interviewed EMR, Director of Operations (DO), Executive Director (ED) and staff	<u>NONE</u> -Note: 2010 internal audit noted that a "framework for action is not specifically called out in the Environmental Policy." EMR and auditor respectfully disagree and feel it's written into the policy quite clearly, if not using exact terminology. <i>Commendable: Every staff member interviewed was able and eager to talk about continual improvement occurring at their facility. That piece of the Policy truly resonates with employees.</i>	"...which provides a framework for action and for the setting of its environmental objectives and targets..."
2	Environmental Impacts	Reviewed Significant Aspects and Impacts List and associated EMS Procedure. Interviewed EMR, ED, DO, staff	<i>Commendable: Together, the three facilities included in the 2011 audit have work teams in place to investigate/address all six plan components of Iowa EMS</i>	

3	Legal and Other Requirements	Reviewed legal list in Intellex and associated EMS procedure. Interviewed EMR. (Operations Program Manager on maternity leave.)	<u>NONE</u> --OSHA legal requirements were added to document list after noted as "opportunity for improvement" in 2010 audit.	
4	Objectives and Targets	Reviewed Objectives and Targets in Intellex. Interviewed EMR, ED, DO, staff	<u>Opportunity for Improvement:</u> Revisit list of O/T's to make sure they are truly targets and not areas of continuous improvement. <u>Opportunity for Improvement:</u> Consider ways to make all metrics detailed and quantifiable. <u>Note:</u> One Target was marked "Project Completed" but it was really abandoned due to bad initial data from consultant. Consider more accurate way to report the circumstances.	
5	Action Plan	Reviewed Objectives and Targets in Intellex. Interviewed EMR, ED, DO, staff	<i>Commendable: Procedures in place for regular core team reviews/updates on action plans.</i> <u>Opportunity for Improvement:</u> Core team members responsible for action plan documents should upload to Intellex quarterly, if not monthly.	
6	Key Resources and Additional Needs	Reviewed Key Resources Table. Interviewed EMR, ED, DO, staff	NONE	

7	Communication/Training/Awareness	Interviewed EMR, Training and Awareness Coordinator	<p>NONE--Employees are exposed to EMS through posters with IMPACT logo, suggestion boxes, monthly <i>Waste Words</i> articles, all-employee meetings.</p> <p>Training--90% participation is legal requirement.</p> <p><u>Opportunity for Improvement</u>--Raise the bar to 100% and provide follow-up protocol for incomplete training.</p> <p><i>Commendable--MCC employees displayed lockout/tag out equipment for easy access, knew their annual training was coming up.</i></p>	
8	Monitoring and Measurement	Interviewed EMR, DO	<p>NONE--Each objective and target has a metric. Core team has process in place for regular review of O/T's, measuring progress against metrics.</p>	
9	Assessment	Reviewed Procedure. Interviewed EMR	NONE	
10	Reevaluation and Modification	Reviewed Procedure. Interviewed EMR, Nonconformance Coordinator, staff	<p><u>Opportunity for Improvement</u>: CPAR forms are not being filled out completely--difficult to tell if issue has been resolved. Is process too cumbersome? Is all of the information necessary? If deemed necessary, steps in "Guidance Document" for CPAR/work orders should be followed.</p>	"...Identify root causes of those outcomes..."

METRO WASTE AUTHORITY SECOND ANNUAL INTERNAL EMS AUDIT

The second annual environmental management system (EMS) internal audit was conducted on June 29, 2011. The audit consisted of a review of all of the Iowa EMS elements within the Metro Compost Center (MCC), Metro Transfer Station (MTS) and Central Office (CO). The audit was conducted from 8:30 a.m. to 3:30 p.m. Interviews were conducted with the Environmental Management Representative (EMR), Executive Director, Director of Operations, Training and Awareness Coordinator, and staff. Documents and some records associated with the EMS were also reviewed, including Intalex data.

The following general observations were made during the Internal EMS Audit:

- All employees interviewed were familiar with the EMS, understood who to call in the event of an emergency or an environmental question, and were aware of either their individual impacts on the environment or overall environmental impacts of the organization. All of the staff interviewed could describe environmental improvements that have occurred recently as a result of the EMS.
- Eleven staff members from across the organization were interviewed.
- Posters on the EMS were located throughout the facilities audited.
- Most of the organization's EMS information has been entered into Intalex.
- Consistent progress is being made on nearly all of the objectives and targets. Impediments to progress have been mostly weather-related.
- The EMS has a Corrective and Preventive Action Report (CPAR) that is used to track reported non-conformances and resolutions. The report is an example of continual improvement as staff seeks to make it user-friendly as well as a useful tool.
- Work teams at the three targeted facilities assist with continual improvement in their work areas and provide suggestions to the EMS Core Team.
- Department heads/facility directors are encouraged by the EMR to weave an EMS update or relevant EMS topic into their staff meetings.
- Metro Waste Authority employees are committed to being an example of environmental excellence and integrity, with EMS providing a solid framework for those efforts. This commitment was conveyed by all staff interviewed for the audit.

**MWA EMS Annual Report
Attachment RM1
Re-evaluation and Modification**

 <p>Metro Waste Authority Your Partner in Environmental Solutions</p>		<p align="center">Environmental Management System Procedure Management Review</p>				
Document No: EMSP-MR	Issue Date: 11/17/04	Revision No: 5	Revision Date: 04-26-11	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team

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- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 DEFINITIONS
- 4.0 RESPONSIBILITIES
- 5.0 PROCEDURES
- 6.0 REVIEW
- 7.0 REFERENCES/RELATED DOCUMENTS



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

This procedure applies to all Management Review meetings conducted by the organization.

3.0 DEFINITIONS

- 3.1 **Management Review.** The process of conducting an evaluation of the EMS, and develop any necessary changes to the EMS to continuously improve its effectiveness.
- 3.2 **Top Management.** Top management refers to the Executive Director and the Metro Waste Authority Board of Directors.

4.0 RESPONSIBILITIES

- 4.1 The Environmental Management Representative (EMR) and/or designee is responsible for scheduling and conducting a minimum of one Management Review meeting during each 12-month period. The EMR is also responsible for ensuring that the necessary data and other information are collected prior to the meeting.

5.0 PROCEDURES

5.1 General.

- 5.1.1 The Management Review process is intended to provide a forum for discussion and improvement of the EMS and to provide management with a vehicle for making any changes to the EMS necessary to achieve the organization's goals.

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Title and Location:	T:\Share\EMS-Iowa\Procedures\Official Version of Procedures\EMSP-MR Management Review Rev 5.NR April 2012.doc	

 Metro Waste Authority <i>Your Partner in Environmental Solutions</i>		Environmental Management System Procedure Management Review					
Document No: EMSP-MR	Issue Date: 11/17/04	Revision No: 5	Revision Date: 04-26-11	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team	

5.1.2 At a minimum, each Management Review meeting will consider the following:

- Review Environmental Policy for Adequacy.
- Discuss the Ten Iowa EMS Elements;
 1. Significant aspect and impacts, changing circumstances, including developments in legal and other requirements related to its environmental aspects;
 2. The extent to which objectives and targets have been met and advance the six focus areas of the Iowa EMS; status of EMP's;
 3. Monitoring and Measuring – metrics data;
 4. Key Resources – any additional needs;
 5. Communication(s) techniques and responses, including complaints from external interested parties/training;
 6. Results from EMS and compliance audits/action items;
 7. Status of corrective and preventative actions;
 8. Positive/Negative - EMS results/recommendations for improvement;
 9. Follow-up action items from previous EMS Management Reviews;
 10. EMS goals for next year.

5.1.3 Minutes of the Management Review meetings will be documented by the EMR and/or designee and will include, at a minimum, the list of attendees, a summary of key issues discussed, decisions made, and any action items and recommendations arising from the meeting.

5.1.4 A copy of the meeting minutes will be distributed to attendees and any individuals assigned action items. A copy of the meeting minutes will be retained on file.

5.1.5 The EMR, and/or designee, coordinates with affected departments to address decisions, action items, and recommendations resulting from the EMS Management Review process.

6.0 REVIEW

6.1 This procedure will be reviewed by the Core Team on an annual basis.

7.0 REFERENCES/RELATED DOCUMENTS

ISO 14001:2004(E)
EMSP-DC, Control of Documents
Internal Audit Reports
Compliance Assessment Reports
EMP Action Plans
CPAR Log
Minutes of Management Review Meetings
Communications Form

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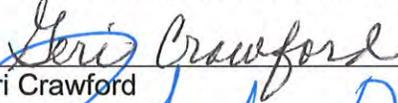


DATE: April 26, 2011
TO: File
FROM: EMS Core Team
SUBJECT: Approval of EMS Controlled Document

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The Core Team reviewed and approved the EMSP-MR, Management Review Procedure on April 26, 2011.



Judi Mendenhall, Environmental Management Representative (EMR)



Geri Crawford



Jeff Dworek



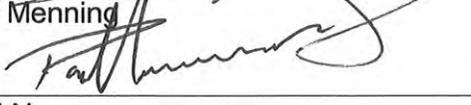
Tom Hadden



Sara Kurovski



Reo Menning



Paul Nemmers

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Issue Date: 8/18/2004	Revision:	Revision Date:
Prepared By: Beth Shonts		
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 <p>Metro Waste Authority Your Partner in Environmental Solutions</p>		<p>Environmental Management System Procedure Nonconformity and Corrective Action and Preventive Action</p>				
Document No: EMSP-CPA	Issue Date: 11/17/2004	Revision No: 4	Revision Date: 04-26-11	Prepared By: Beth Shonts	Reviewed By: Judi Mendenhall, Jeff Dworek, Roxanne Wilken	Approved By: Core Team

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1.0 PURPOSE

To establish and outline the process for initiating and completing corrective and preventive action in response to reported nonconformities. This procedure also describes the process for presenting ideas for continuous improvement of operations related to the EMS.

2.0 SCOPE

Preventive and corrective actions or suggestions for continuous improvement may be initiated using this procedure for any environmental problem affecting a Metro Waste Authority (MWA) fenceline facility.

3.0 DEFINITIONS

- 3.1 **Nonconformity.** A demonstrated lack of compliance of the environmental policy commitments and other mandatory provisions of the EMS.
- 3.2 **Corrective Action.** A reactive process used to address problems after they have occurred.
- 3.3 **Preventive Action.** A proactive process intended to prevent potential problems before they occur or become more severe.
- 3.4 **Corrective and Preventive Action Request (CPAR).** A CPAR form may be initiated by any employee who believes the nonconformity exists within a fenceline facility. The form can be sent directly to the supervisor who forwards the form to the Nonconformance Coordinator. These forms are also used to recommend ways to improve upon within and without fenceline facilities.

 <p>Metro Waste Authority Your Partner in Environmental Solutions</p>		<p>Environmental Management System Procedure Nonconformity and Corrective Action and Preventive Action</p>				
Document No: EMSP-CPA	Issue Date: 11/17/2004	Revision No: 4	Revision Date: 04-26-11	Prepared By: Beth Shonts	Reviewed By: Judi Mendenhall, Jeff Dworek, Roxanne Wilken	Approved By: Core Team

4.0 RESPONSIBILITIES

- 4.1 The Nonconformance Coordinator is responsible for logging and tracking CPAR's throughout their lifecycle including recording submission of solutions.
- 4.2 The facility manager(s); or operations supervisor(s); or their designee(s); are responsible for receiving, reviewing open CPARs, monitoring their progress, and ensuring that managers and staff respond to and resolve issues in the areas for which they are responsible.
- 4.3 Managers and/or supervisors determined to have primary responsibility for a non-conformance or a preventive action are responsible for instituting the required corrective or preventive action and reporting completion of the required action to the department head or supervisor and Environmental Management Representative (EMR).
- 4.4 The Nonconformance Coordinator will maintain completed records of CPAR's for at least three years after completion of the corrective or preventive action.
- 4.5 Employees are responsible for bringing suspected nonconformities to the attention of their supervisors. All employees are also encouraged to recommend ways in which fenceline facilities might improve upon its EMS in an effort to further reduce impacts on the environment.

5.0 PROCEDURES

5.1 General.

- 5.1.1 Corrective action may be triggered by a variety of events, including internal audits and management reviews. Other items that might result in a CPAR include neighbor complaints, results of monitoring and measurement, or communications with regulator.
- 5.1.2 Preventive action focuses on identifying negative trends and addressing them before they become significant. Events that might trigger a CPAR include monitoring and measurement, trends analysis, tracking of progress on achieving objectives and targets, response to emergencies and close calls, anticipated changes in laws or regulations, or other events.
- 5.1.3 Preventive and corrective action requests are prepared, managed, and tracked using preventive and corrective action forms and the CPAR log.

 <p>Metro Waste Authority Your Partner in Environmental Solutions</p>		<p>Environmental Management System Procedure Nonconformity and Corrective Action and Preventive Action</p>				
Document No: EMSP-CPA	Issue Date: 11/17/2004	Revision No: 4	Revision Date: 04-26-11	Prepared By: Beth Shonts	Reviewed By: Judi Mendenhall, Jeff Dworek, Roxanne Wilken	Approved By: Core Team

5.2 Procedure.

- 5.2.1 Any employee may initiate a CPAR. The employee initiating the CPAR is responsible for bringing the problem to the attention of the supervisor or the EMR.
- 5.2.2 The Nonconformance Coordinator shall make a preliminary determination of whether or not the CPAR is appropriate and whether a nonconformance or problem exists.
- 5.2.3 The Nonconformance Coordinator assigns the CPAR a control number and enters basic CPAR information into the CPAR Action Log.
- 5.2.4 Once the nonconformity is validated, responsibility for resolving the problem is assigned to a specific individual.
- 5.2.5 The Nonconformance Coordinator provides one copy of the CPAR/Work Order to the assigned individual and one copy is placed in the binder marked Duplicate CPAR's and Work Orders. The assigned individual is sent an email advising them that they have been assigned a CPAR/Work Order.
- 5.2.6 This responsible individual, working with the originator, determines an appropriate due date for resolving the CPAR.
- 5.2.7 Open CPAR's are reported during scheduled operations/staff meetings. The Core Team shall receive a report on the progress of CPAR's.
- 5.2.8 The Environmental Management Representative will include a review of CPARS in Management Review.

6.0 REVIEW

- 6.1 This procedure will be reviewed by the Core Team on an annual basis.

7.0 REFERENCES/RELATED DOCUMENTS

ISO 14001:2004(E)
Internal Audit Reports
Management Review
Nonconformance and Corrective and Preventive Action Log
CPAR Work order Form

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EMS Form
Official Document Approval



DATE: April 26, 2011
TO: File
FROM: EMS Core Team
SUBJECT: Approval of EMS Controlled Document

.....
The Core Team reviewed and approved the EMSP-NCPA, Nonconformity and Corrective and Preventive Action Procedure on April 26, 2011.

Judi Mendenhall, Environmental Management Representative (EMR)

Geri Crawford

Jeff Dworek

Tom Hadden

Sara Kurovski

Reo Menning

Paul Nemmers

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Prepared By: Beth Shonts		
Page 1 of 1		

METRO WASTE AUTHORITY

MEETING NOTES – October 11, 2011

Attendance: Tom Hadden, Reo Menning, Paul Nemmers, Judi Mendenhall, Sara Kurovski, Jeff Dworek, Ramona Pedersen

Absent: Geri Crawford

1. EMS Program

1.0 2011/2012 Activities/Aspects-Impact List

1.1 Significant Aspect

- A seventh Significant Aspect, yard waste, will be added to the 2012 Significant Aspects/Impacts List.

1.2 Yard Waste Aspect

- The activity will be Landfilling of Yard Waste, the aspect is Disposal and the impact will be Depletion of Natural Resources. This is labeled a significant activity by Core Team decision. Reo will enter the score of the activity.

1.3 Review of new positive “activities”.

- There are several activities at the end of the 2011/2012 Aspects-Impacts List that are not truly activities, like “Dozer 511”. These items start with activity #295 and end with #302. It was determined by the Core Team that all of the activities associated with the items were captured in the list. It was decided by the Core Team to remove activities #295 through #302 from the list and add them as achievements.

2.0 2011/2012 Objective and Targets

2.1 Setting new O’s and T’s.

- Judi stated now that yard waste will be added to the 2012 Significant Aspects/Impacts List, you will need to set new O’s and T’s to your responsible activities. Some will need to develop work teams to complete your projects.
- Make sure to include your quantifiable metric in the Objective. The Objectives and Targets will be included in the Strategic Plan. The Strategic Plan will be given to the Board in a draft from in November. Deadline for completion is November 11.
- At the last Management Review Jeff wanted to include a Return on Investment report (ROI) with the Objectives. A decision was made to add the tracking of ROI’s to applicable O’s and T’s in an executive summary on projects and not in the Intelex system.

2.2 O’s and T’s from Previous Significant Aspects List

- Judi brought up there are still some O’s and T’s from last year’s lists that are carried over to this year’s list. Your carry over aspects will need to have new O’s and T’s based on your new understanding of those aspects.

3.0 2010-2011 Management Review-Re-evaluation/Modification

3.1 Review of Environmental Policy:

- The team agreed the Environmental Policy is accurate for now and no changes are needed.

3.1.1 Significant Aspects and Impacts, Changing Circumstances, Legal Aspects

- The team agreed there were no changes, developments or requirements affecting the aspects and impacts at this time.

3.1.2 To extent to which objectives and targets have been met and advance the six focus areas of the Iowa EMS; status of EMP's, working/not working.

- Judi reviewed the 2011 MWA Objectives and Targets List in Intelx. She led the group through the Objective and Targets list. The list is following:

2011 MWA Objectives and Targets List

1. Jeff – Identify the water quality of effluent at the point of discharge at the MCC. Completed
2. Judi – Increase Conditionally Exempt Small Quantity Generator (CESQG) sharps program participation by 6 businesses over the 2010 results. Completed; exceeded goal. As of 9-14-11 seven new businesses were using the Sharps program.
3. Judi – Develop a baseline for educating residents on “safer alternatives”. Ongoing. Determined web counts and presentation attendance doesn't give a good representation due to the number of handouts given out at the RCC and events. Will continue to track.
4. Jeff – Audit the “no till” program for Metro Waste Authority farmland to ensure compliance with the National Resource Conservation Service (NRCS) program and provide findings in a report to management. Jeff will give an update at the next meeting. Need to touch base with Mike.
5. Jeff - Install erosion control structures at three highly erodible areas on MPE property. Waiting for the harvest of crops. This project is on target to finish by 1/1/12.
6. Jeff – Design and install easily maintained sediment traps that reduce runoff to south sediment basin at MPE. Completed. Sediment traps are installed.
7. Jeff - Implement a monitoring program to identify the effectiveness of the outlet structures for each of the storm water control basins at MPE. Completed. Program implemented.
8. Jeff – Survey Metro Waste Authority properties and identify significant erosion areas. Completed
9. Jeff – Quantify the soil loss benchmark for MPE. This has been delayed 1 year. More monitoring is needed to determine loss.
10. Jeff – Audit the nutrient management plan for Metro Waste Authority farmland to ensure proper implementation. Completed
11. Jeff – Ensure herbicide and pesticides are being applied in accordance to Iowa State University guidelines. Completed
12. Jeff – Evaluate the feasibility of a solar-powered aerator to reduce CBOD effluent at MCC. Completed; Recommended not to pursue due to low BOD results and expense.
13. Tom – Develop RFP language to be used for Metro Waste Authority build outs and renovations that requires a bidder to meet certain energy efficiency standards in the building design and recycling requirements for construction and demolition materials. It was determined that “RFP language” was not the right terminology. It should have read “standards”. Completed. Standards were developed.
14. Geri – Reduce energy consumption of lighting in Metro Waste Authority's Central office by 4,000 kw/hrs over prior year. Project closed, goal not met due to more meetings, new hires, occupied later hours. Increased by 492kw/hr.

15. Geri – Reduce water consumption at 300 E. Locust by 111,000 gallons over previous year. Project closed, goal not met. However did reduce usage from 32,000 gl. To 25,000 gl. Consultant estimated incorrectly.
16. Geri – Reduce energy consumption of heating and cooling system at 300 E. Locust building by 10%. On track. Will receive rebate from Mid America. Going out for bid on project.
17. Geri – Determine feasibility for installing more energy efficient lighting in the common areas and tenant spaces at 300 E. Locust. Install lighting where feasible and cost-effective. Goal met: Project not cost effective
18. Tom – Facilitate the installation of an additional Landfill Gas-to-Energy facility at MPE to reduce the need for gas flaring and to provide additional renewable energy to the power grid. Ongoing; Siting of the new plant has been chosen. Waste Management is waiting on DNR for approval and permitting.
19. Jeff – Identify the actual emissions from current heavy equipment in use. On track. Testing in process.
20. Sara – Quantify carbon footprint of each facility (i.e., greenhouse gas inventory) Ongoing; Carry over from 2010. Waiting on model from Weak.
21. Reo – Recruit three business parks to participate in the Curb It! for Business program. Ongoing; Extended target date. Evaluating best approach.
22. Reo – Help two schools increase recycling volumes by adopting a single-stream recycling program. Ongoing; Bondurant Farrar determining feasibility, still looking for a second school.
23. Sara – Establish uniform drop off centers for recycling at MPE, MCC, and RCC. Completed
24. Reo – Increase the ease of recycling at Metro Waste Authority shelf-haul recycling drop off sites (e.g., MRC, Elkhart, etc.) by (1) switching from a 5-sort program to a single stream program and (2) using consistent containers and signs. Completed
25. Reo – Increase available sties for recycling by adding at least one additional. On target. Working with Hy-Vee in West Des Moines.
26. Reo – Promote Business recycling by developing case studies of successful programs in the area for small to mid-size businesses, and make findings available through website. Changed goal to place a step by step process on the website. Completed
27. Reo – Launch an education campaign focused on capturing garden waste in the Compost It! program. Completed. Community newsletters, flyers, updated bags/stickers text, template articles.
28. Jeff - Identify three specific ways to improve MPE airspace utilization factor. (AUF) Completed. Reduction in cover volume, optimize leachate recirculation, evaluate implementation of soil overburden.
29. Jeff – Increase AUF to 1,350 lbs. per cubic yard. Monitoring airspace reports. Completed

2010 MWA Objectives and Target List

2. Tom – Add storm water controls to reduce erosion and stabilize stream banks along the section of Camp Creek with the MPE property. Completed.
4. Tom – Implement organic waste composting if feasible. Completed; Not financially feasible would have to subsidize.
7. Sara – Establish a baseline of Greenhouse Gas Emissions for Metro Waste Authority facilities. Carry over from 2010. Same as 2011- #20.

3.1.2 Monitoring and Measurement

- Judi stated that everyone should be able to provide documented results for their objectives and targets. In place.

3.1.3 Key Resources

- Judi asked if there are any resources we need for EMS.
- Jeff wanted to remind departments to include EMS projects in their budgets for next year.
- Reo mentioned looking at grant funding for projects if needed.
- Discussion took place about adding Grant Johnson to the Core Team. It was decided not to pursue Grant for the Core Team at this time.

3.1.4 Communications Techniques and Responses, including external complaints/training

- Judi directed the group to the EMS minutes of 10/12/10 to review the actions that were address in 2010; improving Board communication, communicating the EMS program to the League of Cities, landfill split-shift meetings and EMS/Health Safety items and Poster Display.
- Reo will continue to communicate with the Board on successes of our EMS program and the value it brings.
- Reo stated that communicating the EMS program to the League of Cities was not addressed in 2011. The communication with the League will be pursued in 2012.
- Jeff stated that the MPW and MCC need to have better conference phone for staff to participate in the split-shirt meetings. Geri will look into purchasing better conference phones for the MCC and MPW.
- Reo will continue to distribute EMS/Health and Safety items to employees and update poster displays regularly at all facilities.
- Reo stated there have been no external complaints or communications.
- Training is being completed as required. General awareness training took place this year in January and October. Safety and other required training takes place throughout the year at the different facility

3.1.5 Results from the EMS and Compliance Audits/Action Items

Internal Audit:

- Judi stated the internal audit went well with no findings. Mary Gillaspey, Internal Auditor conducted the audit on June 29, 2011.
- Noted Opportunities for improvement: (Work Orders)
- CPAR's forms were not properly filled in. *But after more research, she found that they were in fact completed correctly. The "six whys" were removed to simplify the form and the guidance document.*
- Some Objectives and Targets listed could be continuous improvement items to keep list manageable. *Too many O's and T's make it burdensome to track. Core team agrees to keep the list manageable this year.*
- Some metrics should be more quantifiable. Reports and recommendations are questionable. Be accurate in reporting the circumstances. *Core team believes reports and recommendations are quantifiable.*
- Action plans should be updated in Intelex quarterly. *Due to the job load and responsibilities that staff have keeping Intelex up to date will always be a challenge but everyone will attempt to do better.*
- Raise bar to 100% and provide follow up protocol for incomplete training. *It was determined by core team to continue with the 90% OSHA required training requirements except for Lock out Tag out training. If an employee misses this training it will be made up at a later date. It is tracked through "Training Tracker" program.*

Environmental Audits:

- Sara stated that MPE, MTS, and MCC have received no NOV's or findings from external audits. Internal audits are currently being performed. So far nothing of alarm has been noted.
- Judi stated that the RCC had a DNR inspection on 9-2-11 and there were no NOV's or findings. An internal audit was performed on 2/17/2011. There were no findings.

3.1.6 Status of Corrective and Preventative Actions:

- Judi stated that there had been 45 CPAR's generated this year (Oct 1, 2010 – Sept. 30, 2011) and eight were still pending. The list was distributed and reviewed by the Core Team.
- Jeff stated that he is in the process of closing those CPAR's that are still open.

3.1.7 Positive/Negative EMS Results/Recommendations for Improvements

- Reo stated a positive is everyone is now going in the same direction; we know what are goals and objectives are. Creates open lines of communications and allow us to determine impacts that we may not otherwise be aware of.
- Sara suggested that it is harder for teams to participate when having to focus on the six plan components of EMS. Right now there is a heavier emphasis with elements in administration that limits involvement for teams at the landfill
- Reo suggested it's our job as Core Team members to direct the teams to work on new improvements even if the emphasis is not on one of the plan components.
- Reo suggested we review previous minutes regularly to assure we are completing all tasks.

3.1.8 Follow up items from Previous Management Review.

- Judi directed the group to the "EMS goals for next year" section of the 10/12/10 minutes: "Set an Objective to include MPW in fenceline", "Establish MPW work team", Encourage MPW planning area to adopt EMS".
- Reo suggested we wait until the DNR has all the rules and procedures established for EMS before trying to bring on MPW.
- Tom suggested we start the initial process.
- Judi stated that in the 11/30/10 minutes. Jeff stated that we should set an objective to develop a plan to include MPW in the fenceline.
- It was decided that Jeff would create an O and T for this year.
- Judi referenced the 9/21/10 minutes that stated continual improvements be tracked in Intalex. This improvement was not implemented. The group chose instead to track the improvements outside of Intalex.
- Judi also referenced the 9/21/10 minutes where Jeff stated we set work team objectives by identifying continual improvement projects and work to advance those projects at a pre-determined date. The group agreed with this goal as stated.
- In the 9/21/10 minutes Reo asked if positive aspects should be kept on or off the list. There are still many positives on the list that were ranked. The group decided to rank the positives as low and keep them on the list.

3.1.9 EMS Goals for Next Year

- Start the plan to add MPW to our facilities fence line.
- Jeff stated that instead of creating a plan in Intalex to bring MPW on, it should be done in the Strategic Plan. The group agreed.
- Find a backup internal auditor. Grant Johnson was suggested as a candidate. Tom will make the decision.

4.0 External Audit/Check List

- Judi wanted to make sure the team was aware of several new changes to the new version of the DNR checklist for the external audit.
- Judi stated we are still working with Leslie for funding to pay to have the annual reports generated in Intelext.

2. **CPAR Report** (This was discussed earlier in the meeting)

External Audit October 20th

Next core team meeting October 25

**MWA EMS Annual Report
Attachment EA1
External Audit**

Date of Most Recent EMS External Audit: October 20, 2011
Auditors: Leslie Goldsmith, Jennifer Wright, Scott Flagg, Becky Jolly, all from the IDNR



Metro Waste Authority (MWA)

3rd Party Environmental Management System AUDIT

The Department of Natural Resources (DNR) Team conducted the second 3rd Party Environmental Management System (EMS) audit of Metro Waste Authority on October 20, 2011. This was ten months after the first audit performed December 9, 2010. The DNR Audit Team included Leslie Goldsmith, Jennifer Wright, and Scott Flagg from the Financial and Business Assistance Section and Becky Jolly from the Solid Waste Section of the Land Quality Bureau. A visitor, Nichole Warren, Executive Director of the Iowa Association of Regional Councils (IARC), was present at the audit in order to get an idea of what such an audit entails.

The audit was conducted from 8:30 a.m. to 3:30 p.m. The audit consisted of a review of all of the Iowa EMS elements at several of the MWA facilities. The Audit Team reviewed documents and records associated with the EMS and audited facilities not visited during the 2010 audit. At audited sites, the Audit Team talked to staff members about various aspects of their jobs as they relate to EMS and the environment.

The following observations were made during the 3rd Party EMS Audit:

- The Regional Collection Center Manager serves as the Environmental Management Representative (EMR). She answered questions about the 10 EMS elements with support of core team members, including the Director of Operations and the Operations Program Manager .
- Twelve staff members from across the organization were interviewed at three locations, including the MWA Central Office, Transfer Station and Yard Waste Compost Facility.
- MWA began the process of becoming an EMS almost ten years ago when EPA headed up an effort in this area. MWA's Environmental Policy Statement is a result of that effort. MWA uses the acronym IMPACT as a way to communicate the policy and has redesigned posters to emphasize the environmental management system and its message.
- MWA held an Internal Audit on June 29, 2011, right after the DNR EMS Internal Auditor Training. The EMR felt the Internal Audit provided a great deal of value to the organization.

- MWA's Management Review of the ten elements of EMS was held one week prior to the External Audit, and the EMR has a timeline schedule for review of procedures.
- MWA utilizes Intelex Software to track Action Plans and Goal Progress, and for ranking Aspects/Impacts. The organization uses different software for tracking training and another for tracking and staying on top of compliance.
- MWA asked work teams made up of employees at each MWA facility, to help rank environmental aspects and impacts that did not score a 6 or more when ranked by the core team. This helped involve employees in the EMS. Core team members continue to rank the "significant" aspects and impacts".
- The EMS Audit Team saw results and evidence of Objectives and Targets in progress by MWA, including spreadsheets, newspaper articles and data. The EMR and project coordinators were able to give comprehensive details regarding progress on each Objective and Target.
- MWA invests a great deal of effort into compliance. These are some of the methods they use to maintain their very complete "Legal and Other" list. Methods include: email lists, newsletters, and an environmental update from a group out of D.C. They review a list of groups with fines and discuss why they were fined - to see if they are meeting the standards. They also try to make sure they have good relationships with the regulatory organizations, such as DNR, EPA, and DOT.

The External Audit Team reviewed each Objective and Target with the EMR and other staff. This is a summary of progress on a sampling of those Objectives and Targets (Goals) reviewed by the EMS Audit Team. Disclaimer: This listing of Objectives and Targets is not official and was compiled from a spreadsheet supplied by this organization, along with Audit Team notes and information. The official list of Objectives and Targets will be included on this organization's Annual Report.

Environmental Education

- **Objective:** Promote business recycling by developing case studies of successful programs in the area for small to mid-size businesses. (Develop case studies and put on website)
 - MWA has recycling information for businesses on website, case studies are in process. Goal is in process.

Recycling/Environmental Education

- **Objective:** Help two schools increase recycling volumes by adopting a single-stream recycling program. (Increase single stream volumes in two schools)
 - MWA conducted a survey of the schools in their service area to determine present practices and to gauge interest in single stream recycling. Many were already doing single stream, so there was not much interest in a new program. MWA extended the deadline. This goal is in progress.

Recycling

- **Objective:** Recruit three Business Parks to participate in the Curb it! for business program. (Business Park Participation)
 - Gathering data about how businesses recycle. Discovered most businesses have garbage containers in back and Curb it! is not a good fit for that model. Rethinking how to best reach these types of businesses. Fifteen businesses are participating.
- **Objective:** Establish uniform drop off centers for recycling at MPE, MCC, and RCC. (Drop off centers in place)
 - New, cleaner signage was installed and is now uniform at all sites. Complete.

Yard Waste

- **Objective:** Test water runoff at the compost site. (water quality report test results)
 - Tested runoff three times and found no contaminants. Decided no further action needed or action steps. Complete.

Yard Waste/Environmental Education

- **Objective:** Launch an education campaign focused on capturing garden waste in the Compost It! program. (Launch campaign)
 - MWA changed stickers to "yard and garden waste", and sent out visuals, brochures and implemented a media campaign.

Greenhouse Gas

- **Objective:** Reduce energy consumption of lighting in MWA's Central Office by 4,000 kw/hrs over prior year. (Kw hours)
 - Established that this goal will not be met due to changes in habits of users of the building – they are experiencing more use during different/longer hours, along with staff turnover at MWA.
- **Objective:** Determine feasibility for installing more energy efficient lighting in the common areas and tenant spaces at 300 E. Locust. Install lighting where feasible and cost-effective. (Recommendation to Management)
 - The payback on changing out lights, according to an efficiency study that was conducted, this was over 20 years. Chose not to change lights due to payback and lack of return and investment. Complete.

- **Objective:** Identify emissions from current heavy equipment in use at landfill. (Report generated)
 - MWA did testing on each piece of equipment and are drafting the report. (To show emissions of the older equipment and baseline for if/when they should upgrade.) They used some default values, but in most cases they actually did the physical test, which involved hooking equipment up to the exhaust of the equipment. Ultimately, they want to determine how big a machine do they really need to do each job. For example, in the past year they purchased a D7E that operates more efficiently than what they used prior. It's electric over diesel, so it emits less greenhouse gas. Goal is in progress.

Household Hazardous Materials

- **Objective:** Increase the Conditionally Exempt Small Quantity Generator (CESQG) sharps collection program participation by 6 businesses compared to 2010. (business users)
 - After a variety of marketing techniques (interesting discussion), MWA had already seen 7 new customers by Sept. Will continue to track.

Household Hazardous Materials/Environmental Education

- Develop a baseline (i.e., number of people educated through presentations and number of hits on website) for educating residents on "safer alternatives".
 - After further evaluation, MWA decided this was not a good representation of the education work they do. They will continue to monitor and will keep looking for better ways to measure education. Goal ended.

Water Quality

- **Objective:** Audit Water quality activities on MWA farm properties - "No Till", nutrient management plan, ensure pesticides/herbicides applied according to ISU guidelines. (Audit Report/Report to Management)
 - These activities were already being done by tenants, will be reported to management annually.
- **Objective:** Install erosion control structures at three highly erodible areas on the MPE property. Design and install easily maintained sediment traps that reduce runoff to south sediment basin at MPE. Do testing to determine the effectiveness of outlet structures. (Installed structures, Implement monitoring program to identify effectiveness of practices)
 - Selected 4 spots to sample over six months. Started sampling, but the last sample won't be collected until spring 2012.

EMS 3rd Party Audit Results Form

Scope/Facility: Judi Mendenhall (EMR), Sara Kurovski (Operations Program Manager)

Auditors: Leslie Goldsmith, Jennifer Wright, Scott Flagg, and Becky Jolly (Recorder)

Date: October 20, 2011

Iowa EMS Element Number and Description		Audit Results/Findings from Internal Audit		
Number	Description	Evidence	Finding(s)	Iowa EMS Reference
1	Environmental Policy Statement	Reviewed EMS Policy Interviewed EMR, Executive Director and Staff.	None	
2	Environmental Impacts	Reviewed Environmental Aspects and Impacts List and associated EMS procedure Interviewed EMR and other staff.	None	
3	Legal and Other Requirements	Reviewed legal list and associated EMS procedure. Interviewed EMR and talked to staff.	<i>Commendable: MWA has developed a comprehensive spreadsheet with active web links and a network of support to assist in keeping the organization in compliance and up to date with these requirements.</i>	
4	Objectives and Targets	Reviewed Objectives and Targets Interviewed EMR and other key staff members.	None	

Iowa EMS Element Number and Description		Audit Results/Findings from Internal Audit		
Number	Description	Evidence	Finding(s)	Iowa EMS Reference
5	Action Plan	Reviewed Action Plans in InteleX Interviewed EMR and other key staff members.	Opportunity for Improvement: Although not required, a procedure documenting how action plans are set and tracked would formalize this process.	“The plan includes identifying the individuals and/or organizations responsible for carrying out 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. “
6	Key Resources and Additional Needs	Interviewed EMR	None	
7	Communication/Training/Awareness	Reviewed Procedure, Interviewed EMR, Communication Director and other staff	<i>Commendable: MWA has continued to look for ways to make employees aware of EMS, including posters with the IMPACT acronym, symbols and pictures of facility personnel. Quarterly MWA stresses one part of IMPACT - one quarter they gave employees LED bulbs with energy reduction information.</i>	

Iowa EMS Element Number and Description		Audit Results/Findings from Internal Audit		
Number	Description	Evidence	Finding(s)	Iowa EMS Reference
8	Monitoring and Measurement	Reviewed Procedure, Interviewed EMR and other staff.	None	
9	Assessment	Reviewed Audit Procedure and Assessment for Annual Report. Interviewed EMR and other staff.	None	
10	Reevaluation and Modification	Reviewed Management Review Procedure. Interviewed EMR and other staff.	None	

MWA EMS Annual Report
Appendix 1
MWA Compliance Calendar Summary of Completed Tasks



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MCC - Metro Compost Center - Permit No - none							
Des Moines, IA							
Task Completed							
Fertilizer Manufacture/Dealer License (Permits)							
<input checked="" type="checkbox"/>	977	Fertilizer Manufacture/Dealer License	06/30/11	jcao	Regulatory	Yes	No. FZ 13290 Submitted to the Department of Agriculture & Land Stewardship
Financial Reports for MCC (Record Keeping)							
<input checked="" type="checkbox"/>	6,270	Financial Reports for MCC	08/19/11	sarak	Regulatory	Yes	MCC: Department of Agriculture and Land Stewardship January 1 - June 30, Due on August 20th July 1, - December 31, Due on February 10th The reports are received through the mail at MPE.
Goal A2 Objective I (Internal)							
<input checked="" type="checkbox"/>	9,364	Goal A2 Objective I	06/30/11	sarak	Internal Policy	Yes	Objective i. By 6/30/11, make improvements to the MCC compost pad and stormwater management system. Lead Employee: Director of Operations
MCC Financial Reports (Record Keeping)							
<input checked="" type="checkbox"/>	6,320	MCC Financial Reports	02/10/11	sarak	Regulatory	Yes	MCC: Department of Agriculture and Land Stewardship January 1 - June 30, Due on August 20th July 1, - December 31, Due on February 10th The reports are received through the mail at MPE.
Stormwater Control Structures (Inspection)							
<input checked="" type="checkbox"/>	279	Stormwater Control Structures	10/24/11	sarak	Facility Permit	Yes	
Task Not Completed							
Annual Composting facility Report (Record Keeping)							
<input type="checkbox"/>	6,220	Annual Composting facility Report	07/29/11	sarak	Regulatory	Yes	Annual Composting facility Report July 1 - June 30 each year Due on July 31st The reports are received through the mail at MPE.



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
Metro Administration - Permit No - , IA						
Task Completed						
EMS Management Review (Internal)						
<input checked="" type="checkbox"/>	2,987 EMS Management Review	11/01/11	sarak	Internal Policy	Yes	Due April and November to review the last 6 months of EMS Activities
Goal B4 Objective E (Internal)						
<input checked="" type="checkbox"/>	9,374 Goal B4 Objective E	06/30/11	sarak	Internal Policy	Yes	Objective e. By 6/30/11, evaluate/determine currently outsourced environmental services at MTS, MPE, and MCC that might be internalized to reduce costs. Lead Employee: Compliance Manager
Goal B5 Objective D (Internal)						
<input checked="" type="checkbox"/>	9,379 Goal B5 Objective D	06/30/11	sarak	Internal Policy	Yes	Objective d. By 6/30/11, explore and implement cost-effective energy and resource conservation practices at MPE, MTS, and MCC. Lead Employee: Director of Operations
Probe/Frozen Load Renewal (Internal)						
<input checked="" type="checkbox"/>	3,985 Probe/Frozen Load Renewal	11/30/11	sarak	Internal Policy	Yes	Send formal letter with probe form to haulers.
Schedule Flu Shots (Internal)						
<input checked="" type="checkbox"/>	4,385 Schedule Flu Shots	07/01/11	sarak	Internal Policy	Yes	Currently using Iowa Health - Drew Meltille at 241-5908 Schedule in July - usually held in November at MPE and CO
Schedule Hearing Tests (Internal)						
<input checked="" type="checkbox"/>	2,152 Schedule Hearing Tests	06/30/11	sarak	Internal Policy	Yes	Currently done by mobile unity through Iowa Health. Jody McKeehan @ 263-5802. Done only at MPE for all facility employees
Task Not Completed						
EMS Management Review (Internal)						
<input type="checkbox"/>	3,485 EMS Management Review	04/01/11	sarak	Internal Policy	Yes	Due April and November to review the last 6 months of EMS Activities.
<input type="checkbox"/>	3,486 EMS Management Review	09/30/11	sarak	Internal Policy	Yes	Due April and November to review the last 6 months of EMS Activities.



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
Metro Administration - Permit No - , IA						
Task Not Completed						
Goal B1 Objective A (Internal)						
<input type="checkbox"/>	9,366 Goal B1 Objective A	01/01/11	sarak	Internal Policy	Yes	Objective a. By 1/1/11, develop facility maintenance guidelines. Lead Employee: Director of Operations
Goal B1 Objective B (Internal)						
<input type="checkbox"/>	9,367 Goal B1 Objective B	01/01/11	sarak	Internal Policy	Yes	Objective b. By 1/1/11, develop equipment appearance guidelines. Lead Employee: Director of Operations
Goal B1 Objective C (Internal)						
<input type="checkbox"/>	9,368 Goal B1 Objective C	06/03/11	sarak	Internal Policy	Yes	Objective c. By 6/3/11, implement appearance and facility maintenance guidelines. Lead Employee: Operations Manager
Goal D2 Objective A (Internal)						
<input type="checkbox"/>	9,391 Goal D2 Objective A	06/17/11	sarak	Internal Policy	Yes	Objective a. By June of each year, review MWA customer service standards with all employees. Lead Employee: Executive Director
Schedule Wellness Screens (Internal)						
<input type="checkbox"/>	2,484 Schedule Wellness Screens	01/28/11	sarak	Internal Policy	Yes	Usually done by Iowa Health. Contact Penny Kilan or Della: 241-5061 Done at Central Office and MPE for all facility employees.



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P							
Mitchellville, IA							
Task Completed							
Aboveground Storage Tank Registration (Inspection)							
<input checked="" type="checkbox"/>	10,424	Aboveground Storage Tank Registration	10/01/11	ghicks	Other	Yes	send the \$20 to the Iowa State Fire Marshal Division for our aboveground tanks
Air Space (Closure/Post-Closure)							
<input checked="" type="checkbox"/>	1,828	Air Space	06/30/11	ynaganuma	Regulatory	Yes	Air Space Analysis - Phase II Semi-annual airspace survey and reporting. Survey to be completed by Barker Lemar on June 30 and December 31 each year. June 30 report to include year-end certification to Jeff Dworek and Ron Lacey by July 15.
Annual Compliance Certification (Air (NSPS/EG))							
<input checked="" type="checkbox"/>	851	Annual Compliance Certification	03/31/11	sarak	Facility Permit	Yes	Title V Operating Permit, IV General Conditions, G4 Annual Compliance Certifications. File 2H...
Annual diesel sulfur content (Air (Title V/Part 70))							
<input checked="" type="checkbox"/>	1,266	Annual diesel sulfur content	03/01/11	sarak	Facility Permit	Yes	File 8120.4. Sulfur content analysis of diesel fuel is used in preparation of annual air emissions inventory. Supplier: Heartland CoOp, 701 N 15th Street, Adel, IA 50003, Adam Wissink, cell phone 515.231-9047. Due to custom mix, vendor must sample bulk tanks and send for analysis. Provide results to Shaw Environmental.
Annual Emissions Summary (Air (Title V/Part 70))							
<input checked="" type="checkbox"/>	646	Annual Emissions Summary	03/31/11	sarak	Regulatory	Yes	Title V Operating Permit #03-TV-033, IV General Conditions, G6.3
Annual Methane Monitoring Report/Gas Collection Report (Permits)							
<input checked="" type="checkbox"/>	1,160	Annual Methane Monitoring Report/Gas Collection Report	10/31/11	jcao	Facility Permit	Yes	
Annual Report (Stormwater)							
<input checked="" type="checkbox"/>	10,402	Annual Report	08/31/11	ghicks	Regulatory	Yes	According to the storm Water Pollution Prevention Plan,an annual inspection is to be performed once a year. Reference plan for checklist and inspection requirements. Place completed inspection in the SWPPP inspections folder.
Annual Water Quality Report - Phase I (Groundwater)							



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P						
Mitchellville, IA						
Task Completed						
<input checked="" type="checkbox"/>	8,265 Annual Water Quality Report - Phase I	11/30/11	sarak	Regulatory	Yes	Annual water quality report per IAC 567-113.10(10) and special provision XI.5.h. On going annually during the post-closure period.
Annual Water Quality Report - Phase II (Groundwater)						
<input checked="" type="checkbox"/>	8,564 Annual Water Quality Report - Phase II	01/31/11	sarak	Facility Permit	Yes	Per IAC 567-113.10(10) and special provision X.7.f., AWQR to be submitted by January 31, 2010.
Cell Tower Lease Option (Misc)						
<input checked="" type="checkbox"/>	9,650 Cell Tower Lease Option	06/30/11	sarak	Other	Yes	Lease option for cell tower on MPE property; income porperty Entered into CC per Jeff's request on 4/14/2010 by SK, information from MWA Contracts Annual Report
Corrective Measures Assessment Report (Groundwater)						
<input checked="" type="checkbox"/>	10,417 Corrective Measures Assessment Report	07/01/11	ghicks	Facility Permit	Yes	Corrective Measures Assessment Report due June ,2011; also vertical and horizontal plume(s) delineation requirements are due at the same time.See January 5, 2011 letter from Mick at IDNR
Financial Assurance Notification (Permits)						
<input checked="" type="checkbox"/>	1,170 Financial Assurance Notification	04/01/11	jcao	Facility Permit	Yes	Per general provision of the operating permit and IAC 567-113.14(3) and 113.14(4), proof of closure and post-closure financial assurance compliance is required to be submitted by April 1.
Green House Gas Emissions Report (Air (Other))						



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
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MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P

Mitchellville, IA

Task Completed

<input checked="" type="checkbox"/>	4,885	Green House Gas Emissions Report	03/31/11	sarak	Regulatory	Yes	<p>EPA regulation passed in 2009 regarding the documentation of Green House Gas Emissions from facilities. Under the rule, suppliers of fossil fuels or industrial greenhouse gases, manufacturers of vehicles and engines, and facilities that emit 25,000 metric tons of carbon dioxide equivalents (mtCO₂e) or more per year are required to submit annual reports to EPA.</p> <p>DNR has posted a Frequently Asked Questions (FAQ) document regarding EPA's rule at http://www.iowadnr.gov/air/prof/ghg/ghg.html . This FAQ is intended to be a resource for Iowa facilities that have questions on how the EPA rule will impact DNR's mandatory GHG reporting program and does not address all requirements of the EPA rule. Those questions and answers follow this paragraph. EPA's final rule is available at http://www.epa.gov/climatechange/emissions/downloads09/FinalMandatoryGHGReportingRule.pdf .</p>
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Groundwater Monitoring Sampling - Phase I (Groundwater)

<input checked="" type="checkbox"/>	8,375	Groundwater Monitoring Sampling - Phase I	02/01/11	sarak	Regulatory	Yes	<p>Detection and assessment monitoring per IAC 567-113.10(5)"b" and IAC 567-113.10(6)"b" and 113.10(6)"d"(2) on the Phase I GW monitoring wells. Approved monthly staggered sampling on-going. Schedule needs to be updated based on sampling results each time. Contact Yuta at BL for GW Sampling Schedule Spreadsheet.</p>
<input checked="" type="checkbox"/>	8,376	Groundwater Monitoring Sampling - Phase I	03/01/11	sarak	Regulatory	Yes	<p>2010 and 2011 except for January 2011 as of 2/2010 Detection and assessment monitoring per IAC 567-113.10(5)"b" and IAC 567-113.10(6)"b" and 113.10(6)"d"(2) on the Phase I GW monitoring wells. Approved monthly staggered sampling on-going. Schedule needs to be updated based on sampling results each time. Contact Yuta at BL for GW Sampling Schedule Spreadsheet.</p>
<input checked="" type="checkbox"/>	8,377	Groundwater Monitoring Sampling - Phase I	04/01/11	sarak	Regulatory	Yes	<p>2010 and 2011 except for January 2011 as of 2/2010 Detection and assessment monitoring per IAC 567-113.10(5)"b" and IAC 567-113.10(6)"b" and 113.10(6)"d"(2) on the Phase I GW monitoring wells. Approved monthly staggered sampling on-going. Schedule needs to be updated based on sampling results each time. Contact Yuta at BL for GW Sampling Schedule Spreadsheet.</p> <p>2010 and 2011 except for January 2011 as of 2/2010</p>



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P						
Mitchellville, IA						
Task Completed						
<input checked="" type="checkbox"/>	8,378	Groundwater Monitoring Sampling - Phase I	04/29/11	sarak	Regulatory	Yes Detection and assessment monitoring per IAC 567-113.10(5)"b" and IAC 567-113.10(6)"b" and 113.10(6)"d"(2) on the Phase I GW monitoring wells. Approved monthly staggered sampling on-going. Schedule needs to be updated based on sampling results each time. Contact Yuta at BL for GW Sampling Schedule Spreadsheet.
<input checked="" type="checkbox"/>	8,379	Groundwater Monitoring Sampling - Phase I	06/01/11	sarak	Regulatory	Yes 2010 and 2011 except for January 2011 as of 2/2010 Detection and assessment monitoring per IAC 567-113.10(5)"b" and IAC 567-113.10(6)"b" and 113.10(6)"d"(2) on the Phase I GW monitoring wells. Approved monthly staggered sampling on-going. Schedule needs to be updated based on sampling results each time. Contact Yuta at BL for GW Sampling Schedule Spreadsheet.
<input checked="" type="checkbox"/>	8,380	Groundwater Monitoring Sampling - Phase I	07/01/11	sarak	Regulatory	Yes 2010 and 2011 except for January 2011 as of 2/2010 Detection and assessment monitoring per IAC 567-113.10(5)"b" and IAC 567-113.10(6)"b" and 113.10(6)"d"(2) on the Phase I GW monitoring wells. Approved monthly staggered sampling on-going. Schedule needs to be updated based on sampling results each time. Contact Yuta at BL for GW Sampling Schedule Spreadsheet.
<input checked="" type="checkbox"/>	8,381	Groundwater Monitoring Sampling - Phase I	08/01/11	sarak	Regulatory	Yes 2010 and 2011 except for January 2011 as of 2/2010 Detection and assessment monitoring per IAC 567-113.10(5)"b" and IAC 567-113.10(6)"b" and 113.10(6)"d"(2) on the Phase I GW monitoring wells. Approved monthly staggered sampling on-going. Schedule needs to be updated based on sampling results each time. Contact Yuta at BL for GW Sampling Schedule Spreadsheet.
<input checked="" type="checkbox"/>	8,382	Groundwater Monitoring Sampling - Phase I	09/01/11	sarak	Regulatory	Yes 2010 and 2011 except for January 2011 as of 2/2010 Detection and assessment monitoring per IAC 567-113.10(5)"b" and IAC 567-113.10(6)"b" and 113.10(6)"d"(2) on the Phase I GW monitoring wells. Approved monthly staggered sampling on-going. Schedule needs to be updated based on sampling results each time. Contact Yuta at BL for GW Sampling Schedule Spreadsheet.
<input checked="" type="checkbox"/>	8,383	Groundwater Monitoring Sampling - Phase I	09/30/11	sarak	Regulatory	Yes 2010 and 2011 except for January 2011 as of 2/2010 Detection and assessment monitoring per IAC 567-113.10(5)"b" and IAC 567-113.10(6)"b" and 113.10(6)"d"(2) on the Phase I GW monitoring wells. Approved monthly staggered sampling on-going. Schedule needs to be updated based on sampling results each time. Contact Yuta at BL for GW Sampling Schedule Spreadsheet.

2010 and 2011 except for January 2011 as of 2/2010



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P						
Mitchellville, IA						
Task Completed						
<input checked="" type="checkbox"/>	8,384	Groundwater Monitoring Sampling - Phase I	11/01/11	sarak	Regulatory	Yes Detection and assessment monitoring per IAC 567-113.10(5)"b" and IAC 567-113.10(6)"b" and 113.10(6)"d"(2) on the Phase I GW monitoring wells. Approved monthly staggered sampling on-going. Schedule needs to be updated based on sampling results each time. Contact Yuta at BL for GW Sampling Schedule Spreadsheet.
<input checked="" type="checkbox"/>	8,385	Groundwater Monitoring Sampling - Phase I	12/01/11	sarak	Regulatory	Yes 2010 and 2011 except for January 2011 as of 2/2010 Detection and assessment monitoring per IAC 567-113.10(5)"b" and IAC 567-113.10(6)"b" and 113.10(6)"d"(2) on the Phase I GW monitoring wells. Approved monthly staggered sampling on-going. Schedule needs to be updated based on sampling results each time. Contact Yuta at BL for GW Sampling Schedule Spreadsheet. 2010 and 2011 except for January 2011 as of 2/2010
Groundwater Monitoring Sampling - Phase II (Groundwater)						
<input checked="" type="checkbox"/>	8,668	Groundwater Monitoring Sampling - Phase II	03/29/11	sarak	Regulatory	Yes Detection monitoring per IAC 567-113.10(5)"b" on the Phase II GW monitoring points (assessment monitoring per IAC 567-113.10(6) as required). Schedule may be updated based on sampling results. Currently Feb., March, and April 2010 to complete background (GUs) then semi-annually March and Sept. Semi-Annual beginning in Sept. 2010 depending on results
<input checked="" type="checkbox"/>	8,669	Groundwater Monitoring Sampling - Phase II	09/29/11	sarak	Regulatory	Yes Detection monitoring per IAC 567-113.10(5)"b" on the Phase II GW monitoring points (assessment monitoring per IAC 567-113.10(6) as required). Schedule may be updated based on sampling results. Currently Feb., March, and April 2010 to complete background (GUs) then semi-annually March and Sept. Semi-Annual beginning in Sept. 2010 depending on results
Hoist & Chain inspection (Inspection)						
<input checked="" type="checkbox"/>	616	Hoist & Chain inspection	02/07/11	sarak	Regulatory	Yes Contact: Materials Handling Innovations 6864 NE 14 street Ankeny, IA 50021 515-289-2874
IDNR Use & Distribution of Locally Retained Tonnage Fees Return (Record Keeping)						
<input checked="" type="checkbox"/>	5,924	IDNR Use & Distribution of Locally Retained Tonnage Fees Return	04/01/11	sarak	Regulatory	Yes The documents are emailed to Grant from the DNR for their reports.
<input checked="" type="checkbox"/>	5,925	IDNR Use & Distribution of Locally Retained Tonnage Fees Return	07/01/11	sarak	Regulatory	Yes The documents are emailed to Grant from the DNR for their reports.



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P							
Mitchellville, IA							
Task Completed							
<input checked="" type="checkbox"/>	5,926	IDNR Use & Distribution of Locally Retained Tonnage Fees Return	09/30/11	sarak	Regulatory	Yes	The documents are emailed to Grant from the DNR for their reports.
IDOT Adopt a Highway Permit (Permits)							
<input checked="" type="checkbox"/>	1,234	IDOT Adopt a Highway Permit	02/01/11	sarak	Internal Policy	Yes	
LCSPE Annual Reporting (Permits)							
<input checked="" type="checkbox"/>	5,001	LCSPE Annual Reporting	01/31/11	sarak	Regulatory	Yes	Performed by Barker Lemar Annual Leachate Collection System Performance Evaluation (LCPSE) Report as required per IAC 567-113.7(5)"b"(14). The report will include fiscal year (July through June) data.
Leachate Collection Line Jet Cleaning (Permits)							
<input checked="" type="checkbox"/>	5,312	Leachate Collection Line Jet Cleaning	07/29/11	sarak	Facility Permit	Yes	Leachate collection line jet cleaning is required every three years per IAC 113.26(11)"a"(8) (2002 version) & 113.8(3)"i" (2009 version). The last cleaning was performed by HydroKleen in 2007.
MACT Startup, Shutdown, Malfunction Plan (Air (Title V/Part 70))							
<input checked="" type="checkbox"/>	885	MACT Startup, Shutdown, Malfunction Plan	01/31/11	sarak	Facility Permit	Yes	40 CFR 63.6(e)(3); Subpart AAAAA. 567 IAC 23. IDNR Title V Operating Permit #03-TV-005-M001 for MMRF
<input checked="" type="checkbox"/>	886	MACT Startup, Shutdown, Malfunction Plan	08/01/11	sarak	Facility Permit	Yes	40 CFR 63.6(e)(3); Subpart AAAAA. 567 IAC 23. IDNR Title V Operating Permit #03-TV-005-M001 for MMRF
Methane Monitoring (Air (Title V/Part 70))							
<input checked="" type="checkbox"/>	8,168	Methane Monitoring	03/30/11	sarak	Facility Permit	Yes	Quarterly subsurface and structure methane monitoring is required per IAC 567-113.9.
<input checked="" type="checkbox"/>	8,169	Methane Monitoring	06/30/11	sarak	Facility Permit	Yes	Quarterly subsurface and structure methane monitoring is required per IAC 567-113.9.
<input checked="" type="checkbox"/>	8,170	Methane Monitoring	09/30/11	sarak	Facility Permit	Yes	Quarterly subsurface and structure methane monitoring is required per IAC 567-113.9.
NSPS Serpentine Path Monitoring (Air (Title V/Part 70))							
<input checked="" type="checkbox"/>	9,270	NSPS Serpentine Path Monitoring	03/29/11	sarak	Regulatory	Yes	Quarterly NSPS serpentine path monitoring is required per 40 CFR Part 60.
<input checked="" type="checkbox"/>	9,271	NSPS Serpentine Path Monitoring	06/29/11	sarak	Regulatory	Yes	Quarterly NSPS serpentine path monitoring is required per 40 CFR Part 60.



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P						
Mitchellville, IA						
Task Completed						

Oil Water Cleaning (Misc)

<input checked="" type="checkbox"/>	9,935	Oil Water Cleaning	07/01/11	sarak	Internal Policy	Yes	Clean out the oil water seperator, located in the maintenance building. Clean the screens. Contract with Hydro Kleen.
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Petroleum Contaminated Soil Sampling (Misc)

<input checked="" type="checkbox"/>	1,951	Petroleum Contaminated Soil Sampling	03/30/11	rnott	Regulatory	Yes	
<input checked="" type="checkbox"/>	1,952	Petroleum Contaminated Soil Sampling	06/30/11	rnott	Regulatory	Yes	
<input checked="" type="checkbox"/>	1,953	Petroleum Contaminated Soil Sampling	09/30/11	rnott	Regulatory	Yes	

POTW Agreement Annual Sampling (Leachate)

<input checked="" type="checkbox"/>	1,180	POTW Agreement Annual Sampling	09/30/11	jcao	Facility Permit	Yes	WRA Sampling - 126 Priority pollutants
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Quarterly Solid Waste Fee Schedule & Retained Fee Report (Permits)

<input checked="" type="checkbox"/>	5,724	Quarterly Solid Waste Fee Schedule & Retained Fee Report	04/01/11	sarak	Regulatory	Yes	The documents are emailed to Grant from the IDNR
<input checked="" type="checkbox"/>	5,725	Quarterly Solid Waste Fee Schedule & Retained Fee Report	07/01/11	sarak	Regulatory	Yes	The documents are emailed to Grant from the IDNR
<input checked="" type="checkbox"/>	5,726	Quarterly Solid Waste Fee Schedule & Retained Fee Report	09/30/11	sarak	Regulatory	Yes	The documents are emailed to Grant from the IDNR

Semi-annual Monitoring Report (Air (Title V/Part 70))



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P							
Mitchellville, IA							
Task Completed							
<input checked="" type="checkbox"/>	5,143	Semi-annual Monitoring Report	09/30/11	sarak	Facility Permit	Yes	<p>By March 31 and September 30 of each year, the permittee shall submit a report of any monitoring required under this permit for the 6 months periods of July 1 to December 31 and January 1 to June 30, respectively. All instances of deviations from permit requirements must be clearly identified in these reports, and the report must be signed by a responsible official, consistent with 567 IAC 22.107(4). The semi-annual monitoring report shall be submitted to the director and Polk County Air Quality Division.</p> <p>Deviations Report</p> <p>A deviation is any failure to meet a term, condition, or applicable requirement in the permit. Reporting requirements for deviations that result in hazardous release or excess emissions have been indicated above (see G13 and G14). Unless more frequent deviation reporting is specified in the permit, any other deviation shall be documented in the semi-annual monitoring report and the annual compliance certification (see G4 and G5). Included in Semi-annual Monitoring Report, if applicable.</p>
Semi-Annual P.E. Inspection (Permits)							
<input checked="" type="checkbox"/>	1,995	Semi-Annual P.E. Inspection	04/29/11	ynaganuma	Facility Permit	Yes	Sanitary Landfill Permit No. 77-SDP-01-72P General Provisions. Due to IDNR May 1 and Nov 1; Operations Manager Apr 18 and Nov 18.
Semi-Annual Water Quality Report - Phase II (Groundwater)							
<input checked="" type="checkbox"/>	8,769	Semi-Annual Water Quality Report - Phase II	07/29/11	sarak	Regulatory	Yes	Per IDNR, SAWQR to be submitted by July 31 each year.
Statistical Reporting (Groundwater)							
<input checked="" type="checkbox"/>	6,372	Statistical Reporting	01/31/11	sarak	Regulatory	Yes	This is for the Annual Water Quality Report, for Phase II only.
Surface Water Monitoring Sampling (Groundwater)							
<input checked="" type="checkbox"/>	8,066	Surface Water Monitoring Sampling	03/30/11	sarak	Internal Policy	Yes	Sample semi-annually for the 2002 requirements of IAC 567-113.26(4)"d" (modified), "e", and "f" parameters per MWA. Not required by regulations or permit.
<input checked="" type="checkbox"/>	8,067	Surface Water Monitoring Sampling	09/30/11	sarak	Internal Policy	Yes	Sample semi-annually for the 2002 requirements of IAC 567-113.26(4)"d" (modified), "e", and "f" parameters per MWA. Not required by regulations or permit.

Title V Fee Payment (Air (Title V/Part 70))



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P						
Mitchellville, IA						
Task Completed						
<input checked="" type="checkbox"/>	5,452 Title V Fee Payment	07/01/11	sarak	Facility Permit	Yes	<ol style="list-style-type: none"> 1. The permittee is required under subrule 567 IAC 22.106 to pay an annual fee based on the total tons of actual emissions of each regulated air pollutant. Beginning July 1, 1996, Title V operating permit fees will be paid on July 1 of each year. The fee shall be based on emissions for previous calendar year. 2. The fee amount shall be calculated based on the first 4,000 tons of each regulated air pollutant emitted each year. The fee to be charged per ton of pollutant will be available from the Department by June 1 of each year. The Responsible Official will be advised of any change in the annual fee per ton of pollutant. 3. The following forms shall be submitted annually by March 31 documenting actual emissions for the pervious calendar year. <ol style="list-style-type: none"> a. Form 1.0 "Facility Information"; b. Form 4.0 "Emissions unit-actual operations and emissions" for each emission unit; c. Form 5.0 "Title V annual emissions summary/fee"; and d. Part 3 "Application certification" 4. The fee shall be submitted annually by July 1. The fee shall be submitted with the following forms: <ol style="list-style-type: none"> a. Form 1.0 "Facility Information"; b. Form 5.0 "Title V annual emissions summary/fee"; and c. Part 3 "Application certification" 5. If there are any changes to the emission calculation from, the department shall make revised forms available to the public by January 1. If revised forms are not available by January 1, forms from the previous year may be used and the year of emissions documented changed. The department shall calculate the total statewide TV emissions prior to the calendar year and make this information available to the public no later than April 30 of each year. 6. Phase I acid rain affected units under section 404 of the Act shall not be required to pay a fee for emissions which occur during the years 1993 and 1999 inclusive. 7. The fee for a portable emissions unit or stationary sources which operates both in Iowa and out of state shall be calculated only for emissions from the source while operating in Iowa. 8. Failure to pay the appropriate Title V fee represents cause for revocation of the Title V permit as indicated in 567 IAC 22.115(1)d.

Title V Monthly Reports from MMRF (Air (Title V/Part 70))



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P						
Mitchellville, IA						
Task Completed						
<input checked="" type="checkbox"/>	10,133	Title V Monthly Reports from MMRF	01/03/11	ghicks	Facility Permit	Yes Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments.
<input checked="" type="checkbox"/>	10,219	Title V Monthly Reports from MMRF	02/03/11	ghicks	Facility Permit	Yes Emailed to Roxanne at MWA in an excel forma Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments.
<input checked="" type="checkbox"/>	5,615	Title V Monthly Reports from MMRF	03/01/11	sarak	Facility Permit	Yes Emailed to Roxanne at MWA in an excel forma Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments.
<input checked="" type="checkbox"/>	10,154	Title V Monthly Reports from MMRF	03/03/11	ghicks	Facility Permit	Yes Emailed to Roxanne at MWA in an excel format. Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments. Emailed to Roxanne at MWA in an excel forma



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P						
Mitchellville, IA						
Task Completed						
<input checked="" type="checkbox"/>	5,616	Title V Monthly Reports from MMRF	04/01/11	sarak	Facility Permit	Yes Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments.
<input checked="" type="checkbox"/>	10,182	Title V Monthly Reports from MMRF	04/01/11	ghicks	Facility Permit	Yes Emailed to Roxanne at MWA in an excel format. Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments.
<input checked="" type="checkbox"/>	5,617	Title V Monthly Reports from MMRF	04/29/11	sarak	Facility Permit	Yes Emailed to Roxanne at MWA in an excel forma Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments.
<input checked="" type="checkbox"/>	10,173	Title V Monthly Reports from MMRF	05/03/11	ghicks	Facility Permit	Yes Emailed to Roxanne at MWA in an excel format. Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments. Emailed to Roxanne at MWA in an excel forma



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P							
Mitchellville, IA							
Task Completed							
<input checked="" type="checkbox"/>	5,618	Title V Monthly Reports from MMRF	06/01/11	sarak	Facility Permit	Yes	Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments.
<input checked="" type="checkbox"/>	10,183	Title V Monthly Reports from MMRF	06/03/11	ghicks	Facility Permit	Yes	Emailed to Roxanne at MWA in an excel format. Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments.
<input checked="" type="checkbox"/>	5,619	Title V Monthly Reports from MMRF	07/01/11	sarak	Facility Permit	Yes	Emailed to Roxanne at MWA in an excel forma Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments.
<input checked="" type="checkbox"/>	10,204	Title V Monthly Reports from MMRF	07/01/11	ghicks	Facility Permit	Yes	Emailed to Roxanne at MWA in an excel format. Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments. Emailed to Roxanne at MWA in an excel forma



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P							
Mitchellville, IA							
Task Completed							
<input checked="" type="checkbox"/>	5,620	Title V Monthly Reports from MMRF	08/01/11	sarak	Facility Permit	Yes	Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments.
<input checked="" type="checkbox"/>	10,197	Title V Monthly Reports from MMRF	08/03/11	ghicks	Facility Permit	Yes	Emailed to Roxanne at MWA in an excel format. Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments.
<input checked="" type="checkbox"/>	5,621	Title V Monthly Reports from MMRF	09/15/11	sarak	Facility Permit	Yes	Emailed to Roxanne at MWA in an excel forma Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments.
<input checked="" type="checkbox"/>	10,205	Title V Monthly Reports from MMRF	09/15/11	ghicks	Facility Permit	Yes	Emailed to Roxanne at MWA in an excel format. Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments. Emailed to Roxanne at MWA in an excel forma



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P						
Mitchellville, IA						
Task Completed						
<input checked="" type="checkbox"/>	11,858 Title V Monthly Reports from MMRF	10/14/11	sarak	Facility Permit	Yes	Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments.
<input checked="" type="checkbox"/>	12,174 Title V Monthly Reports from MMRF	10/14/11	ghicks	Facility Permit	Yes	Emailed to Roxanne at MWA in an excel format. Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments.
<input checked="" type="checkbox"/>	11,859 Title V Monthly Reports from MMRF	11/15/11	sarak	Facility Permit	Yes	Emailed to Roxanne at MWA in an excel forma Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments.
<input checked="" type="checkbox"/>	12,175 Title V Monthly Reports from MMRF	11/15/11	ghicks	Facility Permit	Yes	Emailed to Roxanne at MWA in an excel format. Monthly Reports due from the previous month's information, regarding Title V information for MWA that consists of: Well ID, Date/Time, percent Methane, Percent Carbon Dioxide, Percent Oxygen, Balance Gas, Initial Static Pressure, Initial Differential Pressure, Initial Temperature, Initial Flow, Adjusted Static Pressure, Adjusted Differential Pressure, Adjusted Temperature, Adjusted Flow, System Pressure and any associated comments. Emailed to Roxanne at MWA in an excel forma
Title V Permit Annual Fee (Permits)						
<input checked="" type="checkbox"/>	1,294 Title V Permit Annual Fee	06/30/11	jcao	Regulatory	Yes	Title V Air Operating Permit Fee, Due no later than July 1. MPE EIQ #92-6849, Facility #77-14-003. File 8120.7 (8120.3?).

Visible Emissions Monitoring (Generator Inspection) (Air (Title V/Part 70))



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P							
Mitchellville, IA							
Task Completed							
<input checked="" type="checkbox"/>	5,186	Visible Emissions Monitoring (Generator Inspection)	01/28/11	sarak	Facility Permit	Yes	<p>Title V Section: III, (EU4, EU5, and EU6) 567 IAC 22.108(3)b, 567 IAC 22.108(4), 567 IAC 22.108 (12)</p> <p>Visible Emissions Monitoring:</p> <p>1. Visible Emissions (VE) shall be observed and logged once per month when the generator is operating to ensure none occur during the operation of the unit. If visible emissions are observed, corrective action will be taken as soon as possible, but no later than eight (8) hours from the observation of visible emissions. If corrective action does not return the observation to no visible emissions, then a Method 9 observation will be required. If an opacity greater than 20% is observed, this would be a violation and corrective actions will be taken as soon as possible, but no later than eight hours from the observation of visible emissions.</p> <p>Reporting and Recordkeeping:</p> <p>Maintain a written record of the observation and any action resulting from the observation. Records required shall be maintained on site for five (5) years and be made available to representatives of Polk County AQD upon request.</p> <p>Title V Section: III, (EU4, EU5, and EU6) 567 IAC 22.108(3)b, 567 IAC 22.108(4), 567 IAC 22.108 (12)</p> <p>Visible Emissions Monitoring:</p> <p>1. Visible Emissions (VE) shall be observed and logged once per month when the generator is operating to ensure none occur during the operation of the unit. If visible emissions are observed, corrective action will be taken as soon as possible, but no later than eight (8) hours from the observation of visible emissions. If corrective action does not return the observation to no visible emissions, then a Method 9 observation will be required. If an opacity greater than 20% is observed, this would be a violation and corrective actions will be taken as soon as possible, but no later than eight hours from the observation of visible emissions.</p> <p>Reporting and Recordkeeping:</p> <p>Maintain a written record of the observation and any action resulting from the observation. Records required shall be maintained on site for five (5) years and be made available to representatives of Polk County AQD upon request.</p>
<input checked="" type="checkbox"/>	5,187	Visible Emissions Monitoring (Generator Inspection)	02/28/11	sarak	Facility Permit	Yes	<p>Title V Section: III, (EU4, EU5, and EU6) 567 IAC 22.108(3)b, 567 IAC 22.108(4), 567 IAC 22.108 (12)</p> <p>Visible Emissions Monitoring:</p> <p>1. Visible Emissions (VE) shall be observed and logged once per month when the generator is operating to ensure none occur during the operation of the unit. If visible emissions are observed, corrective action will be taken as soon as possible, but no later than eight (8) hours from the observation of visible emissions. If corrective action does not return the observation to no visible emissions, then a Method 9 observation will be required. If an opacity greater than 20% is observed, this would be a violation and corrective actions will be taken as soon as possible, but no later than eight hours from the observation of visible emissions.</p> <p>Reporting and Recordkeeping:</p> <p>Maintain a written record of the observation and any action resulting from the observation. Records required shall be maintained on site for five (5) years and be made available to representatives of Polk County AQD upon request.</p>



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
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MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P

Mitchellville, IA

Task Completed

X	5,188	Visible Emissions Monitoring (Generator Inspection)	03/28/11	sarak	Facility Permit	Yes	<p>Title V Section: III, (EU4, EU5, and EU6) 567 IAC 22.108(3)b, 567 IAC 22.108(4), 567 IAC 22.108 (12)</p> <p>Visible Emissions Monitoring:</p> <p>1. Visible Emissions (VE) shall be observed and logged once per month when the generator is operating to ensure none occur during the operation of the unit. If visible emissions are observed, corrective action will be taken as soon as possible, but no later than eight (8) hours from the observation of visible emissions. If corrective action does not return the observation to no visible emissions, then a Method 9 observation will be required. If an opacity greater than 20% is observed, this would be a violation and corrective actions will be taken as soon as possible, but no later than eight hours from the observation of visible emissions.</p>
X	5,189	Visible Emissions Monitoring (Generator Inspection)	04/28/11	sarak	Facility Permit	Yes	<p>Reporting and Recordkeeping:</p> <p>Maintain a written record of the observation and any action resulting from the observation. Records required shall be maintained on site for five (5) years and be made available to representatives of Polk County AQD upon request.</p> <p>Title V Section: III, (EU4, EU5, and EU6) 567 IAC 22.108(3)b, 567 IAC 22.108(4), 567 IAC 22.108 (12)</p> <p>Visible Emissions Monitoring:</p> <p>1. Visible Emissions (VE) shall be observed and logged once per month when the generator is operating to ensure none occur during the operation of the unit. If visible emissions are observed, corrective action will be taken as soon as possible, but no later than eight (8) hours from the observation of visible emissions. If corrective action does not return the observation to no visible emissions, then a Method 9 observation will be required. If an opacity greater than 20% is observed, this would be a violation and corrective actions will be taken as soon as possible, but no later than eight hours from the observation of visible emissions.</p> <p>Reporting and Recordkeeping:</p> <p>Maintain a written record of the observation and any action resulting from the observation. Records required shall be maintained on site for five (5) years and be made available to representatives of Polk County AQD upon request.</p>



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P							
Mitchellville, IA							
Task Completed							
<input checked="" type="checkbox"/>	5,190	Visible Emissions Monitoring (Generator Inspection)	05/27/11	sarak	Facility Permit	Yes	<p>Title V Section: III, (EU4, EU5, and EU6) 567 IAC 22.108(3)b, 567 IAC 22.108(4), 567 IAC 22.108 (12)</p> <p>Visible Emissions Monitoring:</p> <p>1. Visible Emissions (VE) shall be observed and logged once per month when the generator is operating to ensure none occur during the operation of the unit. If visible emissions are observed, corrective action will be taken as soon as possible, but no later than eight (8) hours from the observation of visible emissions. If corrective action does not return the observation to no visible emissions, then a Method 9 observation will be required. If an opacity greater than 20% is observed, this would be a violation and corrective actions will be taken as soon as possible, but no later than eight hours from the observation of visible emissions.</p> <p>Reporting and Recordkeeping:</p> <p>Maintain a written record of the observation and any action resulting from the observation. Records required shall be maintained on site for five (5) years and be made available to representatives of Polk County AQD upon request.</p> <p>Title V Section: III, (EU4, EU5, and EU6) 567 IAC 22.108(3)b, 567 IAC 22.108(4), 567 IAC 22.108 (12)</p> <p>Visible Emissions Monitoring:</p> <p>1. Visible Emissions (VE) shall be observed and logged once per month when the generator is operating to ensure none occur during the operation of the unit. If visible emissions are observed, corrective action will be taken as soon as possible, but no later than eight (8) hours from the observation of visible emissions. If corrective action does not return the observation to no visible emissions, then a Method 9 observation will be required. If an opacity greater than 20% is observed, this would be a violation and corrective actions will be taken as soon as possible, but no later than eight hours from the observation of visible emissions.</p> <p>Reporting and Recordkeeping:</p> <p>Maintain a written record of the observation and any action resulting from the observation. Records required shall be maintained on site for five (5) years and be made available to representatives of Polk County AQD upon request.</p>
<input checked="" type="checkbox"/>	5,191	Visible Emissions Monitoring (Generator Inspection)	06/28/11	sarak	Facility Permit	Yes	<p>Title V Section: III, (EU4, EU5, and EU6) 567 IAC 22.108(3)b, 567 IAC 22.108(4), 567 IAC 22.108 (12)</p> <p>Visible Emissions Monitoring:</p> <p>1. Visible Emissions (VE) shall be observed and logged once per month when the generator is operating to ensure none occur during the operation of the unit. If visible emissions are observed, corrective action will be taken as soon as possible, but no later than eight (8) hours from the observation of visible emissions. If corrective action does not return the observation to no visible emissions, then a Method 9 observation will be required. If an opacity greater than 20% is observed, this would be a violation and corrective actions will be taken as soon as possible, but no later than eight hours from the observation of visible emissions.</p> <p>Reporting and Recordkeeping:</p> <p>Maintain a written record of the observation and any action resulting from the observation. Records required shall be maintained on site for five (5) years and be made available to representatives of Polk County AQD upon request.</p>



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P							
Mitchellville, IA							
Task Completed							
<input checked="" type="checkbox"/>	5,192	Visible Emissions Monitoring (Generator Inspection)	07/28/11	sarak	Facility Permit	Yes	<p>Title V Section: III, (EU4, EU5, and EU6) 567 IAC 22.108(3)b, 567 IAC 22.108(4), 567 IAC 22.108 (12)</p> <p>Visible Emissions Monitoring:</p> <p>1. Visible Emissions (VE) shall be observed and logged once per month when the generator is operating to ensure none occur during the operation of the unit. If visible emissions are observed, corrective action will be taken as soon as possible, but no later than eight (8) hours from the observation of visible emissions. If corrective action does not return the observation to no visible emissions, then a Method 9 observation will be required. If an opacity greater than 20% is observed, this would be a violation and corrective actions will be taken as soon as possible, but no later than eight hours from the observation of visible emissions.</p> <p>Reporting and Recordkeeping:</p> <p>Maintain a written record of the observation and any action resulting from the observation. Records required shall be maintained on site for five (5) years and be made available to representatives of Polk County AQD upon request.</p> <p>Title V Section: III, (EU4, EU5, and EU6) 567 IAC 22.108(3)b, 567 IAC 22.108(4), 567 IAC 22.108 (12)</p> <p>Visible Emissions Monitoring:</p> <p>1. Visible Emissions (VE) shall be observed and logged once per month when the generator is operating to ensure none occur during the operation of the unit. If visible emissions are observed, corrective action will be taken as soon as possible, but no later than eight (8) hours from the observation of visible emissions. If corrective action does not return the observation to no visible emissions, then a Method 9 observation will be required. If an opacity greater than 20% is observed, this would be a violation and corrective actions will be taken as soon as possible, but no later than eight hours from the observation of visible emissions.</p> <p>Reporting and Recordkeeping:</p> <p>Maintain a written record of the observation and any action resulting from the observation. Records required shall be maintained on site for five (5) years and be made available to representatives of Polk County AQD upon request.</p>
<input checked="" type="checkbox"/>	5,193	Visible Emissions Monitoring (Generator Inspection)	08/26/11	sarak	Facility Permit	Yes	<p>Title V Section: III, (EU4, EU5, and EU6) 567 IAC 22.108(3)b, 567 IAC 22.108(4), 567 IAC 22.108 (12)</p> <p>Visible Emissions Monitoring:</p> <p>1. Visible Emissions (VE) shall be observed and logged once per month when the generator is operating to ensure none occur during the operation of the unit. If visible emissions are observed, corrective action will be taken as soon as possible, but no later than eight (8) hours from the observation of visible emissions. If corrective action does not return the observation to no visible emissions, then a Method 9 observation will be required. If an opacity greater than 20% is observed, this would be a violation and corrective actions will be taken as soon as possible, but no later than eight hours from the observation of visible emissions.</p> <p>Reporting and Recordkeeping:</p> <p>Maintain a written record of the observation and any action resulting from the observation. Records required shall be maintained on site for five (5) years and be made available to representatives of Polk County AQD upon request.</p>



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P							
Mitchellville, IA							
Task Completed							
<input checked="" type="checkbox"/>	5,194	Visible Emissions Monitoring (Generator Inspection)	09/28/11	sarak	Facility Permit	Yes	<p>Title V Section: III, (EU4, EU5, and EU6) 567 IAC 22.108(3)b, 567 IAC 22.108(4), 567 IAC 22.108 (12)</p> <p>Visible Emissions Monitoring:</p> <p>1. Visible Emissions (VE) shall be observed and logged once per month when the generator is operating to ensure none occur during the operation of the unit. If visible emissions are observed, corrective action will be taken as soon as possible, but no later than eight (8) hours from the observation of visible emissions. If corrective action does not return the observation to no visible emissions, then a Method 9 observation will be required. If an opacity greater than 20% is observed, this would be a violation and corrective actions will be taken as soon as possible, but no later than eight hours from the observation of visible emissions.</p> <p>Reporting and Recordkeeping:</p> <p>Maintain a written record of the observation and any action resulting from the observation. Records required shall be maintained on site for five (5) years and be made available to representatives of Polk County AQD upon request.</p> <p>Title V Section: III, (EU4, EU5, and EU6) 567 IAC 22.108(3)b, 567 IAC 22.108(4), 567 IAC 22.108 (12)</p> <p>Visible Emissions Monitoring:</p> <p>1. Visible Emissions (VE) shall be observed and logged once per month when the generator is operating to ensure none occur during the operation of the unit. If visible emissions are observed, corrective action will be taken as soon as possible, but no later than eight (8) hours from the observation of visible emissions. If corrective action does not return the observation to no visible emissions, then a Method 9 observation will be required. If an opacity greater than 20% is observed, this would be a violation and corrective actions will be taken as soon as possible, but no later than eight hours from the observation of visible emissions.</p> <p>Reporting and Recordkeeping:</p> <p>Maintain a written record of the observation and any action resulting from the observation. Records required shall be maintained on site for five (5) years and be made available to representatives of Polk County AQD upon request.</p>
<input checked="" type="checkbox"/>	5,195	Visible Emissions Monitoring (Generator Inspection)	10/28/11	sarak	Facility Permit	Yes	<p>Title V Section: III, (EU4, EU5, and EU6) 567 IAC 22.108(3)b, 567 IAC 22.108(4), 567 IAC 22.108 (12)</p> <p>Visible Emissions Monitoring:</p> <p>1. Visible Emissions (VE) shall be observed and logged once per month when the generator is operating to ensure none occur during the operation of the unit. If visible emissions are observed, corrective action will be taken as soon as possible, but no later than eight (8) hours from the observation of visible emissions. If corrective action does not return the observation to no visible emissions, then a Method 9 observation will be required. If an opacity greater than 20% is observed, this would be a violation and corrective actions will be taken as soon as possible, but no later than eight hours from the observation of visible emissions.</p> <p>Reporting and Recordkeeping:</p> <p>Maintain a written record of the observation and any action resulting from the observation. Records required shall be maintained on site for five (5) years and be made available to representatives of Polk County AQD upon request.</p>



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
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MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P

Mitchellville, IA

Task Completed

<input checked="" type="checkbox"/>	5,196	Visible Emissions Monitoring (Generator Inspection)	11/28/11	sarak	Facility Permit	Yes	<p>Title V Section: III, (EU4, EU5, and EU6) 567 IAC 22.108(3)b, 567 IAC 22.108(4), 567 IAC 22.108 (12)</p> <p>Visible Emissions Monitoring: 1. Visible Emissions (VE) shall be observed and logged once per month when the generator is operating to ensure none occur during the operation of the unit. If visible emissions are observed, corrective action will be taken as soon as possible, but no later than eight (8) hours from the observation of visible emissions. If corrective action does not return the observation to no visible emissions, then a Method 9 observation will be required. If an opacity greater than 20% is observed, this would be a violation and corrective actions will be taken as soon as possible, but no later than eight hours from the observation of visible emissions.</p> <p>Reporting and Recordkeeping: Maintain a written record of the observation and any action resulting from the observation. Records required shall be maintained on site for five (5) years and be made available to representatives of Polk County AQD upon request.</p>
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Water Level Measurement - Phase I (Groundwater)

<input checked="" type="checkbox"/>	9,397	Water Level Measurement - Phase I	03/30/11	sarak	Regulatory	Yes	Per special provision X.7.d, quarterly groundwater level measurement is required for the entire site.
<input checked="" type="checkbox"/>	9,398	Water Level Measurement - Phase I	06/30/11	sarak	Regulatory	Yes	Per special provision X.7.d, quarterly groundwater level measurement is required for the entire site.
<input checked="" type="checkbox"/>	9,399	Water Level Measurement - Phase I	09/30/11	sarak	Regulatory	Yes	Per special provision X.7.d, quarterly groundwater level measurement is required for the entire site.

Water Level Measurement - Phase II (Groundwater)

<input checked="" type="checkbox"/>	8,879	Water Level Measurement - Phase II	01/28/11	sarak	Facility Permit	Yes	Per special provision X.7.a, monthly groundwater level measurement is required at the temporary pump stations (GUs) and standpipes (SPs).
<input checked="" type="checkbox"/>	8,880	Water Level Measurement - Phase II	02/28/11	sarak	Facility Permit	Yes	Per special provision X.7.a, monthly groundwater level measurement is required at the temporary pump stations (GUs) and standpipes (SPs).
<input checked="" type="checkbox"/>	8,881	Water Level Measurement - Phase II	03/28/11	sarak	Facility Permit	Yes	Per special provision X.7.a, monthly groundwater level measurement is required at the temporary pump stations (GUs) and standpipes (SPs).
<input checked="" type="checkbox"/>	8,882	Water Level Measurement - Phase II	04/28/11	sarak	Facility Permit	Yes	Per special provision X.7.a, monthly groundwater level measurement is required at the temporary pump stations (GUs) and standpipes (SPs).



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
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MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P

Mitchellville, IA

Task Completed

<input checked="" type="checkbox"/>	8,883	Water Level Measurement - Phase II	05/27/11	sarak	Facility Permit	Yes	Per special provision X.7.a, monthly groundwater level measurement is required at the temporary pump stations (GUs) and standpipes (SPs).
<input checked="" type="checkbox"/>	8,884	Water Level Measurement - Phase II	06/28/11	sarak	Facility Permit	Yes	Per special provision X.7.a, monthly groundwater level measurement is required at the temporary pump stations (GUs) and standpipes (SPs).
<input checked="" type="checkbox"/>	8,885	Water Level Measurement - Phase II	07/28/11	sarak	Facility Permit	Yes	Per special provision X.7.a, monthly groundwater level measurement is required at the temporary pump stations (GUs) and standpipes (SPs).
<input checked="" type="checkbox"/>	8,886	Water Level Measurement - Phase II	08/26/11	sarak	Facility Permit	Yes	Per special provision X.7.a, monthly groundwater level measurement is required at the temporary pump stations (GUs) and standpipes (SPs).
<input checked="" type="checkbox"/>	8,887	Water Level Measurement - Phase II	09/28/11	sarak	Facility Permit	Yes	Per special provision X.7.a, monthly groundwater level measurement is required at the temporary pump stations (GUs) and standpipes (SPs).
<input checked="" type="checkbox"/>	8,888	Water Level Measurement - Phase II	10/28/11	sarak	Facility Permit	Yes	Per special provision X.7.a, monthly groundwater level measurement is required at the temporary pump stations (GUs) and standpipes (SPs).
<input checked="" type="checkbox"/>	8,889	Water Level Measurement - Phase II	11/28/11	sarak	Facility Permit	Yes	Per special provision X.7.a, monthly groundwater level measurement is required at the temporary pump stations (GUs) and standpipes (SPs).

Task Not Completed

Fertilizer Manufacture/Dealer License (Permits)

<input type="checkbox"/>	1,211	Fertilizer Manufacture/Dealer License	06/30/11	jcao	Regulatory	Yes	
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Goal B4 Objective G (Internal)

<input type="checkbox"/>	9,376	Goal B4 Objective G	06/30/11	sarak	Internal Policy	Yes	Objective g. By 6/30/11, identify issues and options for the MPE facility and operations to effectively handle tonnage projections for next 10 years. Lead Employee: Director of Operations
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NPDES Stormwater Annual Sampling (Stormwater)



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P						
Mitchellville, IA						
Task Not Completed						
<input type="checkbox"/>	1,200 NPDES Stormwater Annual Sampling	09/30/11	jcao	Facility Permit	Yes	Per IDNR NPDES General Permit No.1, Part V.B.3., annual storm water sampling is required. Storm event must be greater than 0.1 inch rainfall and more than 72 hours after the rain event greater than 0.1 inch rainfall event. Testing Parameter added by Jeff Dworek on 11/24/10 of Turbidity Just to let everyone know; according to our amendment to the MPE landfill permit we were instructed to contact the NPDES section at IADNR. I talked with Wendy Hieb today and she is investigating whether or not we need a permit from them. She told me that the ball is in their court; and they will contact us once they determine how we need to move forward. I told her that our permit says we should have the NPDES permit by April 1, 2011 and Wendy informed me that would NOT be possible because of their workload. I did forward her the permit amendment today.
Semi-Annual P.E. Inspection (Permits)						
<input type="checkbox"/>	1,996 Semi-Annual P.E. Inspection	11/01/11	ynaganuma	Facility Permit	Yes	Sanitary Landfill Permit No. 77-SDP-01-72P General Provisions. Due to IDNR May 1 and Nov 1; Operations Manager Apr 18 and Nov 18.
semi-annual report verification (Leachate)						
<input type="checkbox"/>	1,536 semi-annual report verification	01/14/11	sarak	Facility Permit	Yes	Semi annual reporting to WRA of gallons of leachate sent to them from MPE from the last 6 months. This is done by totaling up the number of pounds reported from WRA and then converting to gallons. There is a spreadsheet to do so in the Compliance Folder in the Share Drive. In addition, if the leachate has been sampled in the last 6 months, that is to be attached with the report.
<input type="checkbox"/>	1,537 semi-annual report verification	07/15/11	sarak	Facility Permit	Yes	The compliance manager receives a letter from WRA when this is due. Semi annual reporting to WRA of gallons of leachate sent to them from MPE from the last 6 months. This is done by totaling up the number of pounds reported from WRA and then converting to gallons. There is a spreadsheet to do so in the Compliance Folder in the Share Drive. In addition, if the leachate has been sampled in the last 6 months, that is to be attached with the report. The compliance manager receives a letter from WRA when this is due.

UST/AST Permitting (Permits)



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPE - Metro Park East Landfill - Permit No - 77-SDP-1-72P							
Mitchellville, IA							
Task Not Completed							
<input type="checkbox"/>	290	UST/AST Permitting	10/03/11	sarak	Regulatory	Yes	Tank 12870 10000 gallons diesel Tank 12871 10000 gallon diesel Tank 12869 1000 gallon gasoline, no payment since it is under 1101 gallons



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPW - Metro Park West Landfill - Permit No - 08-SDP-03-84P							
Perry, IA							
Task Completed							
Annual Water Quality Report (Boone) (Permits)							
<input checked="" type="checkbox"/>	6,453	Annual Water Quality Report (Boone)	01/31/11	sarak	Regulatory	Yes	Required by site permit special provisions 4f in accordance with subrule 113.10(10). Due by January 31 of each year.
Background Groundwater Sampling (Boone) (Groundwater)							
<input checked="" type="checkbox"/>	6,807	Background Groundwater Sampling (Boone)	01/31/11	sarak	Regulatory	Yes	Estimated July and December 2010 and January 2011 per approval of the HMSP. MW-12 and MW-13 need to be installed first (existing MW-9A new DG point). Required by site permit special provisions 4c in accordance with rule 113.10(455B). Appendix I list of parameters. GW samples shall NOT be field-filtered prior to laboratory analysis. Three separate single time occurrences.
Board of Adjustment Reporting (Permits)							



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
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MPW - Metro Park West Landfill - Permit No - 08-SDP-03-84P

Perry, IA

Task Completed

<input checked="" type="checkbox"/>	9,950	Board of Adjustment Reporting	07/01/11	sarak	Regulatory	Yes	<p>Sara: I need to do an annual report to the Board of Adjustment on Metro Park West. Please forward the following information as soon as possible (electronic is preferred):</p> <ul style="list-style-type: none"> a. Submittals to Boone County annually, each year: <ul style="list-style-type: none"> 1.) Insurance Certificates - I have already received this from your agent. 2.) IDNR approved Financial Assurance Report 3.) Emergency Contact List 4.) List of Services to be provided on-site b. Other Submittals when appropriate: <ul style="list-style-type: none"> 1.) IDNR operating Permit and Renewals 2.) Notices of Violations that result in administrative orders. 3.) Notice to County if operations are to be suspended. 4.) Notice to County of all public notices required by IDNR. 5.) Notice to County if additional transfer stations to ship to NDL. <p style="text-align: center;">Thank you!</p> <p style="text-align: center;">Scott A. Smith Landfill Administrator/Recycling Coordinator Boone County Landfill/Keep Boone County Beautiful 1268 - 224th Lane Boone, IA 50036 515.433.0591</p>
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Financial Assurance Report (Boone and Greene) (Permits)

<input checked="" type="checkbox"/>	6,498	Financial Assurance Report (Boone and Greene)	04/01/11	sarak	Regulatory	Yes	<p>Pursuant to 113.14(455B) Required under the site permit's general provisions. Need for both Boone and Greene sites.</p>
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GW Sampling Results (Boone) (Groundwater)

<input checked="" type="checkbox"/>	7,192	GW Sampling Results (Boone)	04/29/11	sarak	Regulatory	Yes	<p>Per Special Provision #4e, sample results of the routine semiannual sampling events must be submitted within 45 days of receiving the results from the laboratory.</p>
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ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPW - Metro Park West Landfill - Permit No - 08-SDP-03-84P							
Perry, IA							
Task Completed							
<input checked="" type="checkbox"/>	7,193	GW Sampling Results (Boone)	10/28/11	sarak	Regulatory	Yes	Per Special Provision #4e, sample results of the routine semiannual sampling events must be submitted within 45 days of receiving the results from the laboratory.
GW Sampling Results (Greene) (Groundwater)							
<input checked="" type="checkbox"/>	7,282	GW Sampling Results (Greene)	04/29/11	sarak	Regulatory	Yes	Per Special Provisions - Closed Units #4g, sample results of the routine semiannual sampling events must be submitted to the field and main offices within 45 days of receiving the results from the laboratory.
IDNR Use & Distribution of Locally Retained Tonnage Fees Return (Record Keeping)							
<input checked="" type="checkbox"/>	6,024	IDNR Use & Distribution of Locally Retained Tonnage Fees Return	04/01/11	sarak	Regulatory	Yes	The documents are emailed to Grant from the DNR for their reports.
<input checked="" type="checkbox"/>	6,025	IDNR Use & Distribution of Locally Retained Tonnage Fees Return	07/01/11	sarak	Regulatory	Yes	The documents are emailed to Grant from the DNR for their reports.
<input checked="" type="checkbox"/>	6,026	IDNR Use & Distribution of Locally Retained Tonnage Fees Return	09/30/11	sarak	Regulatory	Yes	The documents are emailed to Grant from the DNR for their reports.
Install Mw-14 and Mw-15 (Permits)							
<input checked="" type="checkbox"/>	11,729	Install Mw-14 and Mw-15	11/04/11	ghicks	Facility Permit	Yes	
Leachate Control System Performance Evaluation (Leachate)							
<input checked="" type="checkbox"/>	6,811	Leachate Control System Performance Evaluation	01/31/11	sarak	Regulatory	Yes	Per Special Provisions #2d pursuant to subparagraph 113.7(5)"b"(14) and Special Provisions - Closed Units #11b as a supplement to the facilities AWQR.
Leachate Head Level Measurements (Leachate)							
<input checked="" type="checkbox"/>	6,872	Leachate Head Level Measurements	01/28/11	sarak	Regulatory	Yes	Per Special Provisions #2d and Special Provisions - Closed Units #11c. Include both Boone and Greene sites.
<input checked="" type="checkbox"/>	6,873	Leachate Head Level Measurements	02/28/11	sarak	Regulatory	Yes	Per Special Provisions #2d and Special Provisions - Closed Units #11c. Include both Boone and Greene sites.
<input checked="" type="checkbox"/>	6,874	Leachate Head Level Measurements	03/28/11	sarak	Regulatory	Yes	Per Special Provisions #2d and Special Provisions - Closed Units #11c. Include both Boone and Greene sites.
<input checked="" type="checkbox"/>	6,875	Leachate Head Level Measurements	04/28/11	sarak	Regulatory	Yes	Per Special Provisions #2d and Special Provisions - Closed Units #11c. Include both Boone and Greene sites.
<input checked="" type="checkbox"/>	6,876	Leachate Head Level Measurements	05/27/11	sarak	Regulatory	Yes	Per Special Provisions #2d and Special Provisions - Closed Units #11c. Include both Boone and Greene sites.
<input checked="" type="checkbox"/>	6,877	Leachate Head Level Measurements	06/28/11	sarak	Regulatory	Yes	Per Special Provisions #2d and Special Provisions - Closed Units #11c. Include both Boone and Greene sites.

SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPW - Metro Park West Landfill - Permit No - 08-SDP-03-84P							
Perry, IA							
Task Completed							
<input checked="" type="checkbox"/>	6,878	Leachate Head Level Measurements	07/28/11	sarak	Regulatory	Yes	Per Special Provisions #2d and Special Provisions - Closed Units # 11c. Include both Boone and Greene sites.
<input checked="" type="checkbox"/>	6,879	Leachate Head Level Measurements	08/26/11	sarak	Regulatory	Yes	Per Special Provisions #2d and Special Provisions - Closed Units # 11c. Include both Boone and Greene sites.
<input checked="" type="checkbox"/>	6,880	Leachate Head Level Measurements	09/28/11	sarak	Regulatory	Yes	Per Special Provisions #2d and Special Provisions - Closed Units # 11c. Include both Boone and Greene sites.
<input checked="" type="checkbox"/>	6,881	Leachate Head Level Measurements	10/28/11	sarak	Regulatory	Yes	Per Special Provisions #2d and Special Provisions - Closed Units # 11c. Include both Boone and Greene sites.
<input checked="" type="checkbox"/>	6,882	Leachate Head Level Measurements	11/28/11	sarak	Regulatory	Yes	Per Special Provisions #2d and Special Provisions - Closed Units # 11c. Include both Boone and Greene sites.
Litter Control Plan Update (Permits)							
<input checked="" type="checkbox"/>	6,961	Litter Control Plan Update	03/31/11	sarak	Regulatory	Yes	Required to revise and modify the litter control plan on an annual basis to provide a foundation for the following year's litter control efforts and, furthermore, demonstrates MWA's ongoing commitment to continual improvement.
Methane Monitoring (Air (Other))							
<input checked="" type="checkbox"/>	7,823	Methane Monitoring	03/30/11	sarak	Regulatory	Yes	Per Permit Amendment #9 dated October 27, 2009 approving the Landfill Gas Monitoring Plan dated August 1, 2009. Includes Boone and Greene sites.
<input checked="" type="checkbox"/>	7,824	Methane Monitoring	06/30/11	sarak	Regulatory	Yes	Per Permit Amendment #9 dated October 27, 2009 approving the Landfill Gas Monitoring Plan dated August 1, 2009. Includes Boone and Greene sites.
<input checked="" type="checkbox"/>	7,825	Methane Monitoring	09/30/11	sarak	Regulatory	Yes	Per Permit Amendment #9 dated October 27, 2009 approving the Landfill Gas Monitoring Plan dated August 1, 2009. Includes Boone and Greene sites.
Methane Monitoring #16 (Air (NSPS/EG))							
<input checked="" type="checkbox"/>	10,528	Methane Monitoring #16	04/25/11	ghicks	Internal Policy	Yes	Per the mpW 60-day methane letter remedial action plan, MWA will monitor and record monitoring at methane well #16 at mpW once a month for 6 months. The records are to be submitted to BL and included in the 2011 Landfill Gas monitoring report
<input checked="" type="checkbox"/>	10,533	Methane Monitoring #16	05/25/11	ghicks	Internal Policy	Yes	Per the mpW 60-day methane letter remedial action plan, MWA will monitor and record monitoring at methane well #16 at mpW once a month for 6 months. The records are to be submitted to BL and included in the 2011 Landfill Gas monitoring report
<input checked="" type="checkbox"/>	10,531	Methane Monitoring #16	06/24/11	ghicks	Internal Policy	Yes	Per the mpW 60-day methane letter remedial action plan, MWA will monitor and record monitoring at methane well #16 at mpW once a month for 6 months. The records are to be submitted to BL and included in the 2011 Landfill Gas monitoring report



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPW - Metro Park West Landfill - Permit No - 08-SDP-03-84P							
Perry, IA							
Task Completed							
<input checked="" type="checkbox"/>	10,529	Methane Monitoring #16	07/25/11	ghicks	Internal Policy	Yes	Per the mpW 60-day methane letter remedial action plan, MWA will monitor and record monitoring at methane well #16 at mpW once a month for 6 months. The records are to be submitted to BL and included in the 2011 Landfill Gas monitoring report
<input checked="" type="checkbox"/>	10,530	Methane Monitoring #16	08/25/11	ghicks	Internal Policy	Yes	Per the mpW 60-day methane letter remedial action plan, MWA will monitor and record monitoring at methane well #16 at mpW once a month for 6 months. The records are to be submitted to BL and included in the 2011 Landfill Gas monitoring report
<input checked="" type="checkbox"/>	10,532	Methane Monitoring #16	09/23/11	ghicks	Internal Policy	Yes	Per the mpW 60-day methane letter remedial action plan, MWA will monitor and record monitoring at methane well #16 at mpW once a month for 6 months. The records are to be submitted to BL and included in the 2011 Landfill Gas monitoring report
Methane Monitoring Reporting (Air (Other))							
<input checked="" type="checkbox"/>	7,102	Methane Monitoring Reporting	01/31/11	sarak	Regulatory	Yes	Per Permit Amendment #9 dated October 27, 2009 approving the Landfill Gas Monitoring Plan dated August 1, 2009. Includes Boone and Greene sites.

Minor Source Inventory Reporting (Air (Other))



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPW - Metro Park West Landfill - Permit No - 08-SDP-03-84P							
Perry, IA							
Task Completed							
<input checked="" type="checkbox"/>	8,034	Minor Source Inventory Reporting	05/15/11	sarak	Facility Permit	Yes	<p>Minor source facilities located in the eastern third of Iowa must submit their Minor Source Emission Inventory (MSEI) for 2009 to the Iowa Department of Natural Resources (IDNR) Air Quality Bureau by May 15.</p> <p>A complete air pollutant inventory is required by sub rule 567 IAC 21.1(3), and the data collected is used to track Iowa's progress towards National Ambient Air Quality Standards, perform regional modeling, develop control and maintenance strategies, and identify sources and general emission levels.</p> <p>MSEI forms and updated instructions can be downloaded from http://www.iowadnr.gov/air/prof/emiss/eform.html . To request a paper copy of the forms, call (515) 281-8500. Please visit http://www.iowadnr.gov/air/prof/emiss/emiss.html to view a list of frequently used emissions inventory resources which may assist in completing the MSEI. Additionally, links for tips, frequently asked questions, inventory tools and exemptions may also be accessed by visiting http://www.iowadnr.gov/air/prof/emiss/msemis.html .</p> <p>Minor source facilities with less than 100 employees and are not publicly-owned entities may also contact the Iowa Air Emissions Assistance Program (IAEAP) at the University of Northern Iowa for free assistance in completing the MSEI. For more information regarding free assistance through the IAEAP, please call 1-800-422-3109.</p> <p>For questions regarding MSEI reports, call Nick Page at (515) 281-8500.</p>

NPDES Stormwater Annual Sampling (Stormwater)



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPW - Metro Park West Landfill - Permit No - 08-SDP-03-84P							
Perry, IA							
Task Completed							
<input checked="" type="checkbox"/>	10,302	NPDES Stormwater Annual Sampling	09/30/11	ghicks	Facility Permit	Yes	Per IDNR NPDES General Permit No.1, Part V.B.3., annual storm water sampling is required. Storm event must be greater than 0.1 inch rainfall and more than 72 hours after the rain event greater than 0.1 inch rainfall event. Testing Parameter added by Jeff Dworek on 11/24/10 of Turbidity Just to let everyone know; according to our amendment to the MPE landfill permit we were instructed to contact the NPDES section at IADNR. I talked with Wendy Hieb today and she is investigating whether or not we need a permit from them. She told me that the ball is in their court; and they will contact us once they determine how we need to move forward. I told her that our permit says we should have the NPDES permit by April 1, 2011 and Wendy informed me that would NOT be possible because of their workload. I did forward her the permit amendment today.
Quarterly Solid Waste Fee Schedule & Retained Fee Report (Permits)							
<input checked="" type="checkbox"/>	5,824	Quarterly Solid Waste Fee Schedule & Retained Fee Report	04/01/11	sarak	Regulatory	Yes	The documents are emailed to Grant from the DNR for the report. Pursuant to 113.14(455B.310) - Utilize the Department's form 542-3276 Required under the site permit's general provisions. Reports due Jan 1, Apr 1, July 1, and Oct 1 for quarters ending Sept 30, Dec 31, Mar 31, and June 30
<input checked="" type="checkbox"/>	5,825	Quarterly Solid Waste Fee Schedule & Retained Fee Report	07/01/11	sarak	Regulatory	Yes	The documents are emailed to Grant from the DNR for the report. Pursuant to 113.14(455B.310) - Utilize the Department's form 542-3276 Required under the site permit's general provisions. Reports due Jan 1, Apr 1, July 1, and Oct 1 for quarters ending Sept 30, Dec 31, Mar 31, and June 30
<input checked="" type="checkbox"/>	5,826	Quarterly Solid Waste Fee Schedule & Retained Fee Report	09/30/11	sarak	Regulatory	Yes	The documents are emailed to Grant from the DNR for the report. Pursuant to 113.14(455B.310) - Utilize the Department's form 542-3276 Required under the site permit's general provisions. Reports due Jan 1, Apr 1, July 1, and Oct 1 for quarters ending Sept 30, Dec 31, Mar 31, and June 30

Semi-Annual Groundwater Elevation Measurements (Groundwater)



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPW - Metro Park West Landfill - Permit No - 08-SDP-03-84P							
Perry, IA							
Task Completed							
<input checked="" type="checkbox"/>	7,452	Semi-Annual Groundwater Elevation Measurements	03/30/11	sarak	Regulatory	Yes	Pursuant to Special Provision No. 4d of the Landfill Permit, permit holder is to semiannually measure groundwater elevations within 1/100 of a foot in each well and immediately prior to purging, each time groundwater is sampled. This will be completed at the time of each sample event.
<input checked="" type="checkbox"/>	7,453	Semi-Annual Groundwater Elevation Measurements	09/30/11	sarak	Regulatory	Yes	Pursuant to Special Provision No. 4d of the Landfill Permit, permit holder is to semiannually measure groundwater elevations within 1/100 of a foot in each well and immediately prior to purging, each time groundwater is sampled. This will be completed at the time of each sample event.
Semi-Annual Groundwater Sampling (Boone) (Permits)							
<input checked="" type="checkbox"/>	6,629	Semi-Annual Groundwater Sampling (Boone)	03/30/11	sarak	Regulatory	Yes	Required by Special Provisions #4c in accordance with rule 113.10(455B). Appendix I list of parameters. GW samples shall NOT be field-filtered prior to laboratory analysis. Additional sampling may be added based on results.
<input checked="" type="checkbox"/>	6,630	Semi-Annual Groundwater Sampling (Boone)	09/30/11	sarak	Regulatory	Yes	Required by Special Provisions #4c in accordance with rule 113.10(455B). Appendix I list of parameters. GW samples shall NOT be field-filtered prior to laboratory analysis. Additional sampling may be added based on results.
Semi-Annual Groundwater Sampling (Greene) (Groundwater)							
<input checked="" type="checkbox"/>	6,719	Semi-Annual Groundwater Sampling (Greene)	03/30/11	sarak	Regulatory	Yes	Per Special Provisions - Closed Units #5b.
<input checked="" type="checkbox"/>	6,720	Semi-Annual Groundwater Sampling (Greene)	09/30/11	sarak	Regulatory	Yes	Per Special Provisions - Closed Units #5b.
Semi-Annual Water Quality Report (Boone) (Groundwater)							
<input checked="" type="checkbox"/>	7,371	Semi-Annual Water Quality Report (Boone)	07/29/11	sarak	Regulatory	Yes	Due date per Department correspondence. Results of semi-annual sampling event.
Semi-Annual Water Quality Report (Greene) (Groundwater)							
<input checked="" type="checkbox"/>	7,411	Semi-Annual Water Quality Report (Greene)	04/29/11	sarak	Regulatory	Yes	Due 45 days after laboratory data is received. Sampling currently planned for March.
Site Inspection and Report (Greene) (Inspection)							
<input checked="" type="checkbox"/>	7,542	Site Inspection and Report (Greene)	04/29/11	sarak	Regulatory	Yes	Per Special Provisions - Closed Units #6. Inspected semi-annually, reports due April 30 and October 31. Submit to Main office only.



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MPW - Metro Park West Landfill - Permit No - 08-SDP-03-84P							
Perry, IA							
Task Completed							
<input checked="" type="checkbox"/>	7,543	Site Inspection and Report (Greene)	10/28/11	sarak	Regulatory	Yes	Per Special Provisions - Closed Units #6. Inspected semi-annually, reports due April 30 and October 31. Submit to Main office only.
SPCC Monthly Inspection (SPCC)							
<input checked="" type="checkbox"/>	9,529	SPCC Monthly Inspection	01/17/11	sarak	Regulatory	Yes	In accordance with 40 CFR Part 112, a monthly inspection needs to be completed for SPCC and the log maintained at MPW. Every March, the annual inspection and training will also occur. The inspection record will be maintained in the binder marked: MPW SPCC Inspections. The inspection will be completed by the compliance manager, and in the compliance managers absence an alternate will be selected.
<input checked="" type="checkbox"/>	9,530	SPCC Monthly Inspection	02/17/11	sarak	Regulatory	Yes	In accordance with 40 CFR Part 112, a monthly inspection needs to be completed for SPCC and the log maintained at MPW. Every March, the annual inspection and training will also occur. The inspection record will be maintained in the binder marked: MPW SPCC Inspections. The inspection will be completed by the compliance manager, and in the compliance managers absence an alternate will be selected.
<input checked="" type="checkbox"/>	9,531	SPCC Monthly Inspection	03/17/11	sarak	Regulatory	Yes	In accordance with 40 CFR Part 112, a monthly inspection needs to be completed for SPCC and the log maintained at MPW. Every March, the annual inspection and training will also occur. The inspection record will be maintained in the binder marked: MPW SPCC Inspections. The inspection will be completed by the compliance manager, and in the compliance managers absence an alternate will be selected.
<input checked="" type="checkbox"/>	9,532	SPCC Monthly Inspection	04/15/11	sarak	Regulatory	Yes	In accordance with 40 CFR Part 112, a monthly inspection needs to be completed for SPCC and the log maintained at MPW. Every March, the annual inspection and training will also occur. The inspection record will be maintained in the binder marked: MPW SPCC Inspections. The inspection will be completed by the compliance manager, and in the compliance managers absence an alternate will be selected.



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
MPW - Metro Park West Landfill - Permit No - 08-SDP-03-84P						
Perry, IA						
Task Completed						
<input checked="" type="checkbox"/>	9,533	SPCC Monthly Inspection	05/17/11	sarak	Regulatory	Yes In accordance with 40 CFR Part 112, a monthly inspection needs to be completed for SPCC and the log maintained at MPW. Every March, the annual inspection and training will also occur. The inspection record will be maintained in the binder marked: MPW SPCC Inspections. The inspection will be completed by the compliance manager, and in the compliance managers absence an alternate will be selected.
<input checked="" type="checkbox"/>	9,534	SPCC Monthly Inspection	06/17/11	sarak	Regulatory	Yes In accordance with 40 CFR Part 112, a monthly inspection needs to be completed for SPCC and the log maintained at MPW. Every March, the annual inspection and training will also occur. The inspection record will be maintained in the binder marked: MPW SPCC Inspections. The inspection will be completed by the compliance manager, and in the compliance managers absence an alternate will be selected.
<input checked="" type="checkbox"/>	9,535	SPCC Monthly Inspection	07/15/11	sarak	Regulatory	Yes In accordance with 40 CFR Part 112, a monthly inspection needs to be completed for SPCC and the log maintained at MPW. Every March, the annual inspection and training will also occur. The inspection record will be maintained in the binder marked: MPW SPCC Inspections. The inspection will be completed by the compliance manager, and in the compliance managers absence an alternate will be selected.
<input checked="" type="checkbox"/>	9,536	SPCC Monthly Inspection	08/17/11	sarak	Regulatory	Yes In accordance with 40 CFR Part 112, a monthly inspection needs to be completed for SPCC and the log maintained at MPW. Every March, the annual inspection and training will also occur. The inspection record will be maintained in the binder marked: MPW SPCC Inspections. The inspection will be completed by the compliance manager, and in the compliance managers absence an alternate will be selected.
<input checked="" type="checkbox"/>	9,537	SPCC Monthly Inspection	09/16/11	sarak	Regulatory	Yes In accordance with 40 CFR Part 112, a monthly inspection needs to be completed for SPCC and the log maintained at MPW. Every March, the annual inspection and training will also occur. The inspection record will be maintained in the binder marked: MPW SPCC Inspections. The inspection will be completed by the compliance manager, and in the compliance managers absence an alternate will be selected.



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
MPW - Metro Park West Landfill - Permit No - 08-SDP-03-84P						
Perry, IA						
Task Completed						
<input checked="" type="checkbox"/>	9,538	SPCC Monthly Inspection	10/17/11	sarak	Regulatory	Yes In accordance with 40 CFR Part 112, a monthly inspection needs to be completed for SPCC and the log maintained at MPW. Every March, the annual inspection and training will also occur. The inspection record will be maintained in the binder marked: MPW SPCC Inspections. The inspection will be completed by the compliance manager, and in the compliance managers absense an alternate will be selected.
<input checked="" type="checkbox"/>	9,539	SPCC Monthly Inspection	11/17/11	sarak	Regulatory	Yes In accordance with 40 CFR Part 112, a monthly inspection needs to be completed for SPCC and the log maintained at MPW. Every March, the annual inspection and training will also occur. The inspection record will be maintained in the binder marked: MPW SPCC Inspections. The inspection will be completed by the compliance manager, and in the compliance managers absense an alternate will be selected.
Task Not Completed						
Goal C2 Objective C (Internal)						
<input type="checkbox"/>	9,387	Goal C2 Objective C	06/30/11	sarak	Internal Policy	Yes Objective c. By 6/30/11, evaluate expanding environmental programs and services to MPW facilities. Lead Employee: Executive Director
implement a remediation plan for MPW (Air (Other))						
<input type="checkbox"/>	10,420	implement a remediation plan for MPW	04/15/11	ghicks	Regulatory	Yes 3) Within 60 days of the detection, implement a remediation plan for the methane gas releases, place a copy of the plan in the operating record, and notify the department and department field office with jurisdiction over the MSWLF that the plan has been implemented. The plan shall describe the nature and extent of the proposed remedy.



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
MTS - Metro Transfer Station - Permit No - 77-SDP-10-76P-XFR						
Des Moines, IA						
Task Completed						
Annual Engineering Inspections (Inspection)						
<input checked="" type="checkbox"/>	1,633	Annual Engineering Inspections	11/01/11	jcao	Facility Permit	Yes Due to MWA 10/18-due to DNR 10/30
Backflow Prevention Device Testing (Misc)						
<input checked="" type="checkbox"/>	1,038	Backflow Prevention Device Testing	11/21/11	jcao	Regulatory	Yes Due date will be indicated in the correspondence from Des Moines Water Works
City of Des Moines Fire Permit (Permits)						
<input checked="" type="checkbox"/>	842	City of Des Moines Fire Permit	11/21/11	sarak	Local/Host Agreement	Yes
Quarterly Transfer Station /Citizen Convenience Center Tonnage Report (Record Keeping)						
<input checked="" type="checkbox"/>	6,124	Quarterly Transfer Station /Citizen Convenience Center Tonnage Report	04/01/11	sarak	Regulatory	Yes The documents are emailed to Grant from the DNR for their reports.
<input checked="" type="checkbox"/>	6,125	Quarterly Transfer Station /Citizen Convenience Center Tonnage Report	07/01/11	sarak	Regulatory	Yes The documents are emailed to Grant from the DNR for their reports.
<input checked="" type="checkbox"/>	6,126	Quarterly Transfer Station /Citizen Convenience Center Tonnage Report	09/30/11	sarak	Regulatory	Yes The documents are emailed to Grant from the DNR for their reports.
Washwater Inspection (Inspection)						
<input checked="" type="checkbox"/>	7,946	Washwater Inspection	01/28/11	sarak	Facility Permit	Yes 106.11(11) Washwater management systems shall not be allowed to overflow and shall be inspected monthly and maintained in proper operating condition. 106.11(12) Any breach of a surface that prevents washwater from entering the ground and groundwater shall be repaired within 24 hours to make that surface impervious to liquids. If such repairs cannot be made within 24 hours, the facility shall not allow solid waste or washwater to come into contact with the breached area until repairs are complete. If the facility cannot prevent solid waste or washwater from coming into contact with the breached area, the department may require the facility to shut down until repairs are completed. Also, the washwater inspection log is to be maintained for a 3 year timeframe. For the full regulation you can go here: http://www.legis.state.ia.us/aspx/ACODOCS/DOCS/567.106.pdf



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MTS - Metro Transfer Station - Permit No - 77-SDP-10-76P-XFR							
Des Moines, IA							
Task Completed							
<input checked="" type="checkbox"/>	7,947	Washwater Inspection	02/28/11	sarak	Facility Permit	Yes	<p>106.11(11) Washwater management systems shall not be allowed to overflow and shall be inspected monthly and maintained in proper operating condition.</p> <p>106.11(12) Any breach of a surface that prevents washwater from entering the ground and groundwater shall be repaired within 24 hours to make that surface impervious to liquids. If such repairs cannot be made within 24 hours, the facility shall not allow solid waste or washwater to come into contact with the breached area until repairs are complete. If the facility cannot prevent solid waste or washwater from coming into contact with the breached area, the department may require the facility to shut down until repairs are completed.</p> <p>Also, the washwater inspection log is to be maintained for a 3 year timeframe.</p> <p>For the full regulation you can go here: http://www.legis.state.ia.us/asp/ACODOCS/DOCS/567.106.pdf</p>
<input checked="" type="checkbox"/>	7,948	Washwater Inspection	03/28/11	sarak	Facility Permit	Yes	<p>106.11(11) Washwater management systems shall not be allowed to overflow and shall be inspected monthly and maintained in proper operating condition.</p> <p>106.11(12) Any breach of a surface that prevents washwater from entering the ground and groundwater shall be repaired within 24 hours to make that surface impervious to liquids. If such repairs cannot be made within 24 hours, the facility shall not allow solid waste or washwater to come into contact with the breached area until repairs are complete. If the facility cannot prevent solid waste or washwater from coming into contact with the breached area, the department may require the facility to shut down until repairs are completed.</p> <p>Also, the washwater inspection log is to be maintained for a 3 year timeframe.</p> <p>For the full regulation you can go here: http://www.legis.state.ia.us/asp/ACODOCS/DOCS/567.106.pdf</p>



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MTS - Metro Transfer Station - Permit No - 77-SDP-10-76P-XFR							
Des Moines, IA							
Task Completed							
<input checked="" type="checkbox"/>	7,949	Washwater Inspection	04/28/11	sarak	Facility Permit	Yes	<p>106.11(11) Washwater management systems shall not be allowed to overflow and shall be inspected monthly and maintained in proper operating condition.</p> <p>106.11(12) Any breach of a surface that prevents washwater from entering the ground and groundwater shall be repaired within 24 hours to make that surface impervious to liquids. If such repairs cannot be made within 24 hours, the facility shall not allow solid waste or washwater to come into contact with the breached area until repairs are complete. If the facility cannot prevent solid waste or washwater from coming into contact with the breached area, the department may require the facility to shut down until repairs are completed.</p> <p>Also, the washwater inspection log is to be maintained for a 3 year timeframe.</p> <p>For the full regulation you can go here: http://www.legis.state.ia.us/asp/ACODOCS/DOCS/567.106.pdf</p>
<input checked="" type="checkbox"/>	7,950	Washwater Inspection	05/27/11	sarak	Facility Permit	Yes	<p>106.11(11) Washwater management systems shall not be allowed to overflow and shall be inspected monthly and maintained in proper operating condition.</p> <p>106.11(12) Any breach of a surface that prevents washwater from entering the ground and groundwater shall be repaired within 24 hours to make that surface impervious to liquids. If such repairs cannot be made within 24 hours, the facility shall not allow solid waste or washwater to come into contact with the breached area until repairs are complete. If the facility cannot prevent solid waste or washwater from coming into contact with the breached area, the department may require the facility to shut down until repairs are completed.</p> <p>Also, the washwater inspection log is to be maintained for a 3 year timeframe.</p> <p>For the full regulation you can go here: http://www.legis.state.ia.us/asp/ACODOCS/DOCS/567.106.pdf</p>



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
MTS - Metro Transfer Station - Permit No - 77-SDP-10-76P-XFR						
Des Moines, IA						
Task Completed						
<input checked="" type="checkbox"/>	7,951 Washwater Inspection	06/28/11	sarak	Facility Permit	Yes	<p>106.11(11) Washwater management systems shall not be allowed to overflow and shall be inspected monthly and maintained in proper operating condition.</p> <p>106.11(12) Any breach of a surface that prevents washwater from entering the ground and groundwater shall be repaired within 24 hours to make that surface impervious to liquids. If such repairs cannot be made within 24 hours, the facility shall not allow solid waste or washwater to come into contact with the breached area until repairs are complete. If the facility cannot prevent solid waste or washwater from coming into contact with the breached area, the department may require the facility to shut down until repairs are completed.</p> <p>Also, the washwater inspection log is to be maintained for a 3 year timeframe.</p> <p>For the full regulation you can go here: http://www.legis.state.ia.us/asp/ACODOCS/DOCS/567.106.pdf</p>
<input checked="" type="checkbox"/>	7,952 Washwater Inspection	07/28/11	sarak	Facility Permit	Yes	<p>106.11(11) Washwater management systems shall not be allowed to overflow and shall be inspected monthly and maintained in proper operating condition.</p> <p>106.11(12) Any breach of a surface that prevents washwater from entering the ground and groundwater shall be repaired within 24 hours to make that surface impervious to liquids. If such repairs cannot be made within 24 hours, the facility shall not allow solid waste or washwater to come into contact with the breached area until repairs are complete. If the facility cannot prevent solid waste or washwater from coming into contact with the breached area, the department may require the facility to shut down until repairs are completed.</p> <p>Also, the washwater inspection log is to be maintained for a 3 year timeframe.</p> <p>For the full regulation you can go here: http://www.legis.state.ia.us/asp/ACODOCS/DOCS/567.106.pdf</p>



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments	
MTS - Metro Transfer Station - Permit No - 77-SDP-10-76P-XFR							
Des Moines, IA							
Task Completed							
<input checked="" type="checkbox"/>	7,953	Washwater Inspection	08/26/11	sarak	Facility Permit	Yes	<p>106.11(11) Washwater management systems shall not be allowed to overflow and shall be inspected monthly and maintained in proper operating condition.</p> <p>106.11(12) Any breach of a surface that prevents washwater from entering the ground and groundwater shall be repaired within 24 hours to make that surface impervious to liquids. If such repairs cannot be made within 24 hours, the facility shall not allow solid waste or washwater to come into contact with the breached area until repairs are complete. If the facility cannot prevent solid waste or washwater from coming into contact with the breached area, the department may require the facility to shut down until repairs are completed.</p> <p>Also, the washwater inspection log is to be maintained for a 3 year timeframe.</p> <p>For the full regulation you can go here: http://www.legis.state.ia.us/asp/ACODOCS/DOCS/567.106.pdf</p>
<input checked="" type="checkbox"/>	7,954	Washwater Inspection	09/28/11	sarak	Facility Permit	Yes	<p>106.11(11) Washwater management systems shall not be allowed to overflow and shall be inspected monthly and maintained in proper operating condition.</p> <p>106.11(12) Any breach of a surface that prevents washwater from entering the ground and groundwater shall be repaired within 24 hours to make that surface impervious to liquids. If such repairs cannot be made within 24 hours, the facility shall not allow solid waste or washwater to come into contact with the breached area until repairs are complete. If the facility cannot prevent solid waste or washwater from coming into contact with the breached area, the department may require the facility to shut down until repairs are completed.</p> <p>Also, the washwater inspection log is to be maintained for a 3 year timeframe.</p> <p>For the full regulation you can go here: http://www.legis.state.ia.us/asp/ACODOCS/DOCS/567.106.pdf</p>



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
MTS - Metro Transfer Station - Permit No - 77-SDP-10-76P-XFR						
Des Moines, IA						
Task Completed						
<input checked="" type="checkbox"/>	7,955 Washwater Inspection	10/28/11	sarak	Facility Permit	Yes	<p>106.11(11) Washwater management systems shall not be allowed to overflow and shall be inspected monthly and maintained in proper operating condition.</p> <p>106.11(12) Any breach of a surface that prevents washwater from entering the ground and groundwater shall be repaired within 24 hours to make that surface impervious to liquids. If such repairs cannot be made within 24 hours, the facility shall not allow solid waste or washwater to come into contact with the breached area until repairs are complete. If the facility cannot prevent solid waste or washwater from coming into contact with the breached area, the department may require the facility to shut down until repairs are completed.</p> <p>Also, the washwater inspection log is to be maintained for a 3 year timeframe.</p> <p>For the full regulation you can go here: http://www.legis.state.ia.us/asp/ACODOCS/DOCS/567.106.pdf</p>
<input checked="" type="checkbox"/>	7,956 Washwater Inspection	11/28/11	sarak	Facility Permit	Yes	<p>106.11(11) Washwater management systems shall not be allowed to overflow and shall be inspected monthly and maintained in proper operating condition.</p> <p>106.11(12) Any breach of a surface that prevents washwater from entering the ground and groundwater shall be repaired within 24 hours to make that surface impervious to liquids. If such repairs cannot be made within 24 hours, the facility shall not allow solid waste or washwater to come into contact with the breached area until repairs are complete. If the facility cannot prevent solid waste or washwater from coming into contact with the breached area, the department may require the facility to shut down until repairs are completed.</p> <p>Also, the washwater inspection log is to be maintained for a 3 year timeframe.</p> <p>For the full regulation you can go here: http://www.legis.state.ia.us/asp/ACODOCS/DOCS/567.106.pdf</p>



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
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MTS - Metro Transfer Station - Permit No - 77-SDP-10-76P-XFR

Des Moines, IA

Task Not Completed

Compacted Rubbish Vehicle Permit (Permits)

<input type="checkbox"/>	9,641	Compacted Rubbish Vehicle Permit	08/30/11	jcao	Regulatory	Yes	Prior to submittal, need to get the signatures of William Stowe, Public Works Director, at City of Des Moines, and Dave Joens, Transportation Planning Manager, at Polk Co. Public Works
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MWA - Administrative Office - Permit No - -

Des Moines, IA

Task Completed

Annual proof of license and insurance (Internal)

<input checked="" type="checkbox"/>	576	Annual proof of license and insurance	09/30/11	sarak	Internal Policy	Yes	Needed for all employees
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Post OSHA log (Record Keeping)

<input checked="" type="checkbox"/>	676	Post OSHA log	01/31/11	sarak	Regulatory	Yes	Post annual OSHA log at each facility. Keep posted for Feb 1 thru April 30.
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SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
RCC - Regional Collection Center - Permit No - 77-SDP-46-94P-HHM						
Bondurant, IA						
Task Completed						
8 hour update (Training)						
<input checked="" type="checkbox"/>	626	8 hour update	05/02/11	sarak	Regulatory	Yes Kyle Fischer, Becky Wherman, Mike Paine, Beth Shonts, Art Kern, Roger Moore, Judi Mendenhall
Alarm Systems training (Training)						
<input checked="" type="checkbox"/>	9,731	Alarm Systems training	01/21/11	jmendenhall	Other	Yes
bloodborne pathogen training (Training)						
<input checked="" type="checkbox"/>	9,660	bloodborne pathogen training	06/10/11	jmendenhall	Regulatory	Yes
CBOD Sample (Groundwater)						
<input checked="" type="checkbox"/>	7,646	CBOD Sample	10/01/11	jmendenhall	Facility Permit	Yes
Confined space training (Training)						
<input checked="" type="checkbox"/>	9,890	Confined space training	04/15/11	jmendenhall	Regulatory	Yes
DECON training (Training)						
<input checked="" type="checkbox"/>	9,801	DECON training	02/18/11	jmendenhall	Regulatory	Yes
Environmental Audit (Internal)						
<input checked="" type="checkbox"/>	10,233	Environmental Audit	03/26/11	jmendenhall	Internal Policy	Yes
Ergonomics training (Training)						
<input checked="" type="checkbox"/>	9,670	Ergonomics training	06/17/11	jmendenhall	Regulatory	Yes
ERRAP training (Training)						
<input checked="" type="checkbox"/>	9,741	ERRAP training	01/28/11	jmendenhall	Regulatory	Yes
Fire Protection (Training)						
<input checked="" type="checkbox"/>	9,721	Fire Protection	01/14/11	jmendenhall	Regulatory	Yes



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
RCC - Regional Collection Center - Permit No - 77-SDP-46-94P-HHM						
Bondurant, IA						
Task Completed						
First Aid training (Training)						
<input checked="" type="checkbox"/>	9,781	First Aid training	02/11/11	jmendenhall	Regulatory	Yes
Forklift Training (Training)						
<input checked="" type="checkbox"/>	9,711	Forklift Training	01/07/11	jmendenhall	Regulatory	Yes
Hazard Communication Training (Training)						
<input checked="" type="checkbox"/>	9,680	Hazard Communication Training	06/24/11	jmendenhall	Regulatory	Yes
Hazard Identification training (Training)						
<input checked="" type="checkbox"/>	9,791	Hazard Identification training	02/11/11	jmendenhall	Regulatory	Yes
hearing Conservation training (Training)						
<input checked="" type="checkbox"/>	9,880	hearing Conservation training	04/08/11	jmendenhall	Regulatory	Yes
HHM Permit Review (Permits)						
<input checked="" type="checkbox"/>	10,078	HHM Permit Review	09/01/11	jmendenhall	Facility Permit	Yes
Incident Reporting training (Training)						
<input checked="" type="checkbox"/>	9,821	Incident Reporting training	03/04/11	jmendenhall	Internal Policy	Yes
Labpacking (Internal)						
<input checked="" type="checkbox"/>	10,582	Labpacking	06/03/11	jmendenhall	Facility Permit	Yes
Lockout Tagout Inspection Certification (Training)						
<input checked="" type="checkbox"/>	10,079	Lockout Tagout Inspection Certification	04/22/11	jmendenhall	Regulatory	Yes
Lockout Tagout training (Training)						
<input checked="" type="checkbox"/>	9,900	Lockout Tagout training	04/22/11	jmendenhall	Regulatory	Yes



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
RCC - Regional Collection Center - Permit No - 77-SDP-46-94P-HHM						
Bondurant, IA						
Task Completed						
Monthly facility inspection (Inspection)						
<input checked="" type="checkbox"/>	9,984	Monthly facility inspection	02/01/11	jmendenhall	Facility Permit	Yes
<input checked="" type="checkbox"/>	9,985	Monthly facility inspection	03/01/11	jmendenhall	Facility Permit	Yes
<input checked="" type="checkbox"/>	9,986	Monthly facility inspection	04/01/11	jmendenhall	Facility Permit	Yes
<input checked="" type="checkbox"/>	9,987	Monthly facility inspection	04/29/11	jmendenhall	Facility Permit	Yes
<input checked="" type="checkbox"/>	9,988	Monthly facility inspection	06/01/11	jmendenhall	Facility Permit	Yes
<input checked="" type="checkbox"/>	9,989	Monthly facility inspection	07/01/11	jmendenhall	Facility Permit	Yes
<input checked="" type="checkbox"/>	9,990	Monthly facility inspection	08/01/11	jmendenhall	Facility Permit	Yes
<input checked="" type="checkbox"/>	9,991	Monthly facility inspection	09/01/11	jmendenhall	Facility Permit	Yes
<input checked="" type="checkbox"/>	9,992	Monthly facility inspection	09/30/11	jmendenhall	Facility Permit	Yes
<input checked="" type="checkbox"/>	9,993	Monthly facility inspection	11/01/11	jmendenhall	Facility Permit	Yes
<input checked="" type="checkbox"/>	9,994	Monthly facility inspection	12/01/11	jmendenhall	Facility Permit	Yes
MSDS training (Training)						
<input checked="" type="checkbox"/>	9,692	MSDS training	07/01/11	jmendenhall	Regulatory	Yes
Physicals-Art/Kyle (Internal)						
<input checked="" type="checkbox"/>	7,732	Physicals-Art/Kyle	02/08/11	jmendenhall	Internal Policy	Yes
Physicals-Norm/Jason (Internal)						
<input checked="" type="checkbox"/>	7,708	Physicals-Norm/Jason	03/08/11	jmendenhall	Internal Policy	Yes
Post OSHA log (Record Keeping)						
<input checked="" type="checkbox"/>	7,911	Post OSHA log	02/01/11	jmendenhall	Regulatory	Yes
PPE training (Training)						
<input checked="" type="checkbox"/>	9,811	PPE training	02/25/11	jmendenhall	Regulatory	Yes



SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
RCC - Regional Collection Center - Permit No - 77-SDP-46-94P-HHM						
Bondurant, IA						
Task Completed						

Remove OSHA Log (Record Keeping)

<input checked="" type="checkbox"/>	7,923	Remove OSHA Log	04/29/11	jmendenhall	Regulatory	Yes
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Respiratory Protection training (Training)

<input checked="" type="checkbox"/>	9,860	Respiratory Protection training	03/25/11	jmendenhall	Regulatory	Yes
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Review OSHA regs (Internal)

<input checked="" type="checkbox"/>	10,256	Review OSHA regs	02/01/11	jmendenhall	Regulatory	Yes
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Review SPCC Plan (SPCC)

<input checked="" type="checkbox"/>	7,720	Review SPCC Plan	09/01/11	jmendenhall	Regulatory	Yes
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Sample supplied respirator air (Internal)

<input checked="" type="checkbox"/>	727	Sample supplied respirator air	01/03/11	sarak	Regulatory	Yes
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<input checked="" type="checkbox"/>	728	Sample supplied respirator air	07/01/11	sarak	Regulatory	Yes
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Semi annual DNR report (Permits)

<input checked="" type="checkbox"/>	9,507	Semi annual DNR report	03/01/11	jmendenhall	Facility Permit	Yes
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<input checked="" type="checkbox"/>	9,496	Semi annual DNR report	09/01/11	jmendenhall	Facility Permit	Yes
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SPCC training (Training)

<input checked="" type="checkbox"/>	9,761	SPCC training	02/04/11	jmendenhall	Regulatory	Yes
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Supplied Air/PAPR/Air Suppression (Training)

<input checked="" type="checkbox"/>	9,831	Supplied Air/PAPR/Air Suppression	03/11/11	jmendenhall	Regulatory	Yes
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SWPPP training (Training)

<input checked="" type="checkbox"/>	9,771	SWPPP training	02/04/11	jmendenhall	Regulatory	Yes
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SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
RCC - Regional Collection Center - Permit No - 77-SDP-46-94P-HHM						
Bondurant, IA						
Task Completed						
Universal Waste training (Training)						
<input checked="" type="checkbox"/>	9,841	Universal Waste training	03/18/11	jmendenhall	Regulatory	Yes
Unknowns and High Haz Procedures (Training)						
<input checked="" type="checkbox"/>	9,870	Unknowns and High Haz Procedures	04/01/11	jmendenhall	Facility Permit	Yes
Update reg. books in truck (Internal)						
<input checked="" type="checkbox"/>	10,110	Update reg. books in truck	01/04/11	jmendenhall	Internal Policy	Yes
Task Not Completed						
Air Quality-Conditional Operating Permit (Air (Other))						
<input type="checkbox"/>	10,099	Air Quality-Conditional Operating Permit	11/11/11	jcao	Regulatory	Yes
Emergency Response Drills (Training)						
<input type="checkbox"/>	9,702	Emergency Response Drills	08/05/11	jmendenhall	Regulatory	Yes
NPDES Permit #4 renewal (Permits)						
<input type="checkbox"/>	7,755	NPDES Permit #4 renewal	03/17/11	jmendenhall	Facility Permit	Yes
Review EPA and DOT regs (Internal)						
<input type="checkbox"/>	10,279	Review EPA and DOT regs	03/15/11	jmendenhall	Regulatory	Yes
Review Stormwater Plan (Stormwater)						
<input type="checkbox"/>	7,744	Review Stormwater Plan	09/01/11	jmendenhall	Regulatory	Yes
TSS and CBOD Samples (Groundwater)						
<input type="checkbox"/>	7,645	TSS and CBOD Samples	04/01/11	jmendenhall	Facility Permit	Yes

SUMMARY OF TASKS

Report Includes Completed Tasks

ID	Task Name	Date	Creator	Required By	Completion Required	Event Comments
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**MWA EMS Annual Report
Appendix 2
Inspection and Audit Report**



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF NATURAL RESOURCES
PATRICIA L. BODDY, INTERIM DIRECTOR

December 14, 2010

Thomas Hadden
Metro Waste Authority
300 East Locust Street
Des Moines, Iowa 50309-1996

RE: Sanitary Disposal Project Inspection
Metro Park East Sanitary Landfill, 12181 12th Ave. NE, Mitchellville, IA
Permit # 77-SDP-01-72P-MLF

Dear Mr. Hadden:

Enclosed is the report completed by Jeff Theobald of the Field Office #5 staff following the inspection of your landfill in Polk County.

The report should be self-explanatory. Please take note of the requirements, reminder, and recommendations listed near the end. By January 15, 2011, submit a written response indicating how you plan to address these issues.

You may contact Jeff Theobald (515-725-0373; jeff.theobald@dnr.iowa.gov) or this office with any questions or comments. The assistance of Mr. Fairchild and Ms. Kurovski during this inspection is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Gross".

Bill Gross
Environmental Specialist Senior, Field Office #5

c: Mick Leat, Solid Waste Section, IDNR (w/encl. via email)
Jeff Dworek, Metro Park East Sanitary Landfill, 12181 12th Ave. NE, Mitchellville, IA 50169 (w/encl.)

**IOWA DEPARTMENT OF NATURAL RESOURCES
Sanitary Disposal Project Inspection**

Permit # 77-SDP-01-72P

Facility Name: Metro Park East Sanitary Landfill

County: Polk

Facility Operators: Jeff Dvorek, General Manager

Date Last Inspection: 9/9/09

Address : 12181 12th Avenue NE,
Mitchellville, Iowa 50169

Date This Inspection: 11/29/10

Phone: (515) 967-2076
Responsible Official: Tom Hadden, Executive Director
Address: 300 East Locust Street, Suite 100
Des Moines, IA 50309-1996

Waste Amount: ~2,500 tons/day

At the Time of this Inspection:

- **facility personnel present:** Mike Fairchild, Operations Mgr.
Sara Kurovski, Compliance Mgr.
- **active unit(s):** Phase II – Cell 2B east
- **surface conditions:** wet
- **ambient temperature:** 47°F, cloudy
- **wind direction and speed:** SE 15 mph

Yes – compliance was being achieved; **No** – compliance was not being achieved,
N/A – not applicable or not observed; **PND** – previously noted deficiency (PND).

I. Documents and Record Keeping:

Yes	No	N/A	PND	Item	Yes	No	N/A	PND	Item
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Permit/Amendment documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Financial assurance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Site exploration report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Storm water permit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Plans/Specs and QC&A Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. SWA/SWAC documentation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Waste screening inspection records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Operator Certification
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Leachate recirculation authorization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. DOPs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Gas monitoring/remediation results	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. ERRAP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Groundwater monitoring results	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Closure/Postclosure plans/results					

II. Operating Procedures:

Yes	No	N/A	PND	Item	Yes	No	N/A	PND	Item
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. All weather access road to facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Scavenging and Salvaging
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Controlled Access at facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. scavenging prohibited
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. fencing or other perimeter barriers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. salvaging authorized
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. entrance gate with lock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. salvaged material orderly
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. safe/proper on-site traffic patterns	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. salvage removal adequate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Signage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Animal feeding and grazing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. facility name and permit number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. animal feeding prohibited
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. days and hours of operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. grazing on final cover limited
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. wastes accepted/not accepted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Survey controls and monuments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. telephone # of resp. official	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. facility and waste boundaries surveyed and marked
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. All weather access road in facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. survey monuments established
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Adequate vehicle queuing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. stakes clearly marked
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Certified scale used	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Fill Sequencing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Waste Screening	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. liner system protected
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. random inspections performed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. slope failure controlled
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. inspection records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. differential settlement controlled
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. trained personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. run-on and runoff controlled
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. EPA notification procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Control of Workface
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Prohibited materials listing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. size of area controlled
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Open Burning and Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. slope is stable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. open burning prohibited	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. litter control devices used
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. vehicle fueling prohibited within 50 feet of workface	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. vectors controlled
					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. operator at workface

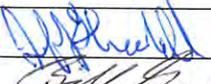
**IOWA DEPARTMENT OF NATURAL RESOURCES
Sanitary Disposal Project Inspection**

Permit # 77-SDP-01-72P

Yes	No	N/A	PND	Item	Yes	No	N/A	PND	Item
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Special Waste Handling a. operator familiar with SWAC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Run-on/Runoff Control Systems a. ponding controlled
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Waste Fill Cover a. daily cover adequate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. dikes, ditches, berms & terraces intact
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. alternative cover authorized	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. tile lines maintained
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. scarification of daily cover	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Landfill Equipment a. working properly
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. intermediate cover adequate (30/180 day)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. backup equipment available
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. final cover maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Groundwater Monitoring Wells a. wells intact
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Leachate seeps a. seeps identified and controlled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. caps and locks
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Leachate recirculation a. composite liner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Gas Monitoring Wells/Points
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	b. RD&D authorization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Emergency Procedures a. ERRAP available to staff
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. personnel protected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. emergency numbers posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. erosion controlled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Final Cover System a. final cover over completed areas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. vegetation maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. seeded
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Site Litter Control a. on-site litter picked up daily	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. vegetation established
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. offsite litter picked up daily	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. run-on, runoff, and ponding controlled
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. record of why litter not picked up	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. differential settlement controlled
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Dust Control a. dust controlled as vehicles enter/exit facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. dust controlled on internal roads					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. dust controlled at the workplace					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Mud Control a. mud controlled as vehicles enter/exit facility					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Leachate Control and Treatment a. system operational					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. head measurement device					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. seeps controlled					
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. leachate tank maintained					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. leachate lagoon maintained					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. POTW agreement					
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. sanitary sewer discharge					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h. NPDES discharge permit					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. NPDES on-site treatment					

Comments: Generally, the facility appeared to be well operated and maintained at the time of this inspection.

AUTHENTICATION

INSPECTOR	Jeff Theobald 	Date: 12/8/10
REVIEWER	Bill Gross 	Date: 12/10/10

General Description:

Metro Park East Sanitary Landfill is located in southeastern Polk County and encompasses 1,468 acres south of Highway 163 and west of the Jasper County border. The site has two disposal areas (Phase I Area and Phase II Area). Phase I is approximately 220 acres and ceased waste disposal October 1, 2007. It has been closed and maintained with leachate and methane collection. Waste disposal is presently done in Phase II Area, which will utilize approximately 268 acres. Waste disposal began in Cell A of the Phase II MSWLF unit in September 2007. Currently waste is being deposited in Cell B (composite lined) of Phase II Area.

1. **Permit application, permit renewal and permit modifications application materials pursuant to rule 113.5(455B).** [See 113.11 (1)“a”]: Metro Park East received a new permit on May 6, 2010, which authorized the construction of Cell IIB-West. Since then the cell has been constructed and on August 9, 2010 amendment #1 was issued authorizing the use of this cell, which Metro East was using during the inspection. The new permit also states that Metro Park East is authorized to construct Cell C but requires a notification 90 days before commencement of construction activities. It was indicated that next year Cell C might be constructed.
10. **Stormwater permit [See 64.3(455B)]:** It was indicated that the last sampling was performed in September 2010. The stormwater discharge permit will expire October 1, 2012.
12. **Operator certifications [See 113.8(6)]:** It was indicated that there are nine certified operators on site.

I. Operating Procedures:

7. **Waste screening for prohibited materials [See 113.8(1) “a”]:**
 - (1) **Random inspections of incoming loads:** It was indicated they conduct about three random inspections a week. Records of each inspection were kept at the front desk.
16. **Cover/Alternative cover material adequate [See 113.8(2) “f”]:** Metro East is authorized to use alternative covers and one of them is called TopCoat. This was observed in use during the inspection as seen from the attached pictures with this report. The TopCoat was observed barely covering the refuse. It was indicated that after the inspection more Topcoat was applied. As stated in the permit the application of alternative covers shall form a cohesive barrier layer that adheres to the waste and resists washing off by precipitation.
19. **Litter control [See 113.8(3) “f”]:** Some wind blown litter was noted to the south of the working face in ravine area, but no litter was noted outside the landfill. Records indicated that litter collection is done almost every day. As a reminder, records should note when conditions are unsafe for litter collection.
29. **Other:** The recycling area located in the front area of the site was being expanded. A base layer pad had been constructed and tested to get ready for moving some of the items to this spot.

Next to this area is the composting site. Here Metro Park East composts leaves and composts material from Prairie Meadows horse barns. Brown leachate from these piles was observed to the west flowing into a little catch basin/pond (see pictures). The pond was observed having a lot of this same brown leachate in it and it was discharging from the pond. The discharge flows west down the hill for almost a half mile before it enters an unnamed tributary of Camp Creek about 1/3 of a mile upstream from its confluence with Camp Creek. The water entering the tributary was clear. Metro Park East submitted a report from sampling on August 31, 2010, as part of the stormwater pollution prevention plan (SWPPP). The sample showed elevated concentrations of total suspended solids (TSS) at 146 mg/L and chemical oxygen demand (COD) at 546 mg/L. As a reference, a small municipal wastewater treatment lagoon would commonly have a permit limit of 80 mg/L for TSS and 25 mg/L for CBOD. (As a rule of thumb depending on the type of wastewater, COD is roughly one-third higher than CBOD. Therefore, a COD of 546 mg/L would be equivalent to 364 mg/L CBOD). , The samples were taken directly from the outfall of the pond. Metro Park East should add another sample point the pond effluent enters the tributary of Camp Creek. It is recommended that a sample also be taken of the run-off before it enters the pond, and an up and down stream of the tributary.

Also, consideration should be given toward dredging the pond as deemed necessary to maintain its original storage capacity.

SUMMARY OF REQUIREMENTS

1. Review the stormwater pollution prevention plan and make the necessary adjustments to improve the quality of runoff and to adequately monitor it. [567 IAC 64.7(455B)]
2. Apply alternative cover to maintain control of vectors, fires, odors, blowing litter, and scavenging. [567 IAC 113.8(2)f(455B)]

SUMMARY OF REMINDERS

1. The stormwater permit expires October 1, 2012.

SUMMARY OF RECOMMENDATIONS

1. Dredge the pond receiving runoff from the compost area.
2. Collect samples of compost runoff before the pond at its discharge to the creek. Collect upstream and downstream samples of the creek if the discharge appears to be polluted.



Waste that has been covered by the approved alternative cover – TopCoat. It was indicated that some waste in the pictures can be almost 5 days old depending on the rotation.



Leachate from the compost piles and the manure/bedding from Prairie Meadows, running toward a internal ditch and then heads west to a basin/pond.



Here is a picture of the run-off before it reaches the basin/pond.



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF NATURAL RESOURCES
ROGER L. LANDE, DIRECTOR

February 1, 2011

Thomas Hadden III, Director
Des Moines Metro Waste Authority
300 East Locust, Suite 100
Des Moines, Iowa 50309

RE: Sanitary Disposal Project Inspection
Metro Transfer Station, 4198 Delaware Avenue, Des Moines, IA
Permit #: 77-SDP-10-76P-XFR

Dear Mr. Hadden:

Enclosed is the report completed by Malia Schepers of the Field Office #5 staff following the inspection of your facility on January 27, 2011.

The report should be self-explanatory. Please take note of the reminders and recommendations listed near the end.

You may contact Malia Schepers (515-725-0370, malia.schepers@dnr.iowa.gov) or this office with any questions or comments. Thanks to Pete Vitiritto for his assistance during this inspection.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Gross".

Bill Gross
Environmental Specialist Senior, Field Office #5

c: Becky Jolly, Solid Waste Section, IDNR (w/encl.)
Jeff Dworek, jdw@mwatoday.com (w/encl.)
Pete Vitiritto, pvi@mwatoday.com (w/encl.)

**IOWA DEPARTMENT OF NATURAL RESOURCES
TRANSFER STATION (XFR) PERMIT INSPECTION FORM**

Permit No.: 77-SDP-10-76P-XFR	County: Polk
Facility Name: Metro Transfer Station	Facility Address: 4198 Delaware Des Moines, IA 50313
Phone Number: 515-313-1037	
Responsible Official: Tom Hadden, MWA Executive Director Phone Number: 515-323-6535	Mailing Address: 300 East Locust Street, Suite 100 Des Moines, IA 50309
Person(s) Present: 1) Pete Vitiritto, MTS Working Foreman 2) Bill Gross, IDNR 3)	
Date of This Inspection: 01-27-2011	Date of Last Inspection: 12-29-2006

IAC 567 Chapter 106.9: Transfer Station Siting & Location Requirements		Yes	No	NA
Siting Requirements	106.9(1) Is the transfer station building located within the 100-year floodplain?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	106.9(1) If yes, are there structures to prevent floodwater inundation from a 100-year flood of any area that comes into contact with solid waste or washwater?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	106.9(2) Is the transfer station building within 500 feet of an educational facility, healthcare facility, or permanent residence?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	106.9(2) If yes, did construction of the educational facility, or healthcare facility, or permanent residence begin before the permit application was received by the Department?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	106.9(2) If yes, does the transfer station utilize screening to minimize noise and visibility of operations? <i>(Note: Screening shall utilize natural components to the maximum extent possible)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments:

IAC 567 Chapter 106.10(1): Transfer Station Design Standards		Yes	No	NA
Transfer Station Design	106.10(1) Is the transfer station building sufficient to allow all solid waste to be unloaded from collection vehicles and loaded into transport vehicles indoors? <i>(Note: Rear-loading solid waste transport vehicles that have no other opening and that securely abut the building so that minimal amounts of solid waste escape qualify as being inside the building)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.10(1)"a" Is the building sufficient to minimize dust and litter exiting the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.10(1)"a" Is the building sufficient to keep out precipitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.10(1)"a" Is the building sufficient to prevent the attraction or harboring of vectors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.10(1)"b" Are all surfaces that come into contact with solid waste or washwater impervious to liquids?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.10(1)"c" Does the transfer station building have a drainage system that maintains a separation between stormwater and washwater?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IAC 567 Chapter 106.10(1): Transfer Station Design Standards (Cont'd)		Yes	No	NA	
Transfer Station Design	106.10(1)"d"	Does the transfer station building have a washwater collection system that directs washwater to a storage tank for later disposal, a sanitary sewer system, or equivalent as approved by the Department?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.10(1)"d"	If a storage tank(s) is used, does it have a high-level indicator or gauge?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	106.10(1)"e"	Does the transfer station store solid waste during non-operating hours?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.10(1)"e"	If yes, is the solid waste storage area clearly marked?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	106.10(1)"e"	If yes, does the solid waste storage area have a fire detection system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.10(1)"f"	Does the transfer station building have a surge pit to handle large volumes of incoming waste? <i>(Note: Surge pits are typically found in large transfer stations where a large number of trucks can overload the tipping floor. Surge pits provide more space for temporary storage during peak operating hours and may also allow for additional compaction of the solid waste before it is loaded into transport vehicles)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	106.10(1)"f"	If yes, does the transfer station building have an effective odor control mechanism? <i>(i.e. mist systems and air filters)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	106.10(1)"g"	If yes, does the transfer station building have a sprinkler system installed over the area where solid waste is stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	106.10(1)"h"	If the transfer station salvages materials, are the salvage storage areas clearly marked? <i>(Note: Salvaged materials that do not attract or harbor vectors may be stored outside the building in clearly marked designated areas.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	106.10(1)"i"	Is there sufficient indoor and outdoor lighting to minimize the difference in lighting when entering or exiting the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.10(1)"j"	Does the transfer station building have doors at each entrance and exit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

- Even though trucks are not washed on-site, there is a wastewater pit for liquids that may be on the floor. This pit is connected to a municipal sanitary sewer lift station site, which has a high level alarm.
- Solid waste is stored on the tipping floor at times, but there are no surge pits. A misting system for dust and odor control is present.

IAC 567 Chapter 106.10(2): Other Transfer Station Design Standards		Yes	No	NA	
Transfer Station Design	106.10(2)"a"	Does the transfer station have a secure perimeter fence w/lockable gate(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.10(2)"b"	Does the transfer station use an IDALS certified scale? <i>(Note: The scale does not have to be onsite)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.10(2)"c"	Does the transfer station have adequate queuing distance for vehicles entering and exiting such that lines do not extend onto public streets?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.10(2)"c"	If no, does the transfer station have approval from the local government authority for lines to back-up onto public streets?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	106.10(2)"d"	Does the transfer station have signs or pavement markings indicating safe and proper on-site traffic patterns?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.10(2)"e"	Is there a sign at the primary entrance specifying: 1) Facility name and permit number, 2) Operating hours, 3) Materials accepted or stating "All materials must have prior approval", 4) Telephone number of emergency contact person(s)?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	

Comments: Pavement markings were worn and faded.

IAC 567 Chapter 106.11: Transfer Station Operating Requirements		Yes	No	NA
106.11(1)	Is site access controlled and limited to a time when a transfer station operator is on duty.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(1)*a*	If yes, is the site operator on duty able to read, understand and implement the Site Operation Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(1)*b*	If yes, is the site operator on duty able to read, understand and implement the Emergency Response and Remedial Action Plan (ERRAP)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(1)*c*	If yes, is the site operator on duty able to visually recognize universal symbols, markings, and indications of unacceptable materials? (e.g. hot loads, hazardous, infectious and radioactive wastes)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(1)*d*	Is the transfer station permitted for 20,000 tons or more per year of solid waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(1)*d*	If yes, is the site operator on duty certified by a training program approved by the Department? (e.g. Solid Waste Association of North America's Transfer Station Systems Training and Certification Course)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(2)	Is solid waste only being accepted from generators within the designated service area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(3)	Are all unloading, handling, processing, screening, open storage, loading, and similar activities or processes involving solid waste being performed inside the transfer station building? (Note: Truck-to-truck transfer of solid waste that is not incidental solid waste transfer is not allowed outside a transfer station building. A rear-loading solid waste transport vehicle that does not have any other open access and securely abuts the transfer station building so that minimal amounts of solid waste escape during loading shall qualify as being inside the building. Salvaged materials that do not attract or harbor vectors may be stored outside of the building in clearly marked, designated areas.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(4)	Is the solid waste being at least visually screened by personnel capable of identifying hot loads and hazardous, infectious, radioactive, and other wastes not suitable for disposal in a sanitary landfill?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(5)	Are transfer station operators segregating and managing unacceptable wastes and hot loads in accordance with applicable laws and in a manner as safe and responsible as practical?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(6)	Is salvaging only being performed by transfer station operators? (Note: Scavenging shall not be allowed.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
106.11(7)	Is the operation of the facility being carried out in a manner that attempts to minimize litter, dust, odor, noise, vibration, and the attraction or harborage of vectors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(8)	Is the transfer station building being maintained at a level of cleanliness necessary to prevent a nuisance or public health hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(9)	Is on-site litter being maintained at a level of cleanliness to prevent a nuisance or public health hazard? (Note: Off-site litter shall be collected daily.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(10)	Is the exterior of all buildings being maintained in a reasonable aesthetic condition that prevents the attraction or harborage of vectors, so as not to create a nuisance or public health hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(11)	Is the washwater management system being inspected monthly and maintained in proper operating condition to prevent overflowing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(12)	Are all surfaces that prevent washwater from entering the ground and groundwater impervious?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.11(12)	If no, was the breach noted above fixed within 24 hours, or has the facility prevented any solid waste or washwater from coming into contact with the breached area until repaired?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
106.11(13)	Has the transfer station made adequate provisions for routine operational maintenance of the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Transfer Station Operating Requirements

Comments:

- Mr. Vitiritto did not know whether the high level alarm for the sanitary sewer lift station on-site was checked periodically.
- Mr. Vitiritto could not provide operator certificates on site.

IAC 567 Chapter 106.12: Temporary Solid Waste Storage at Transfer Stations		Yes	No	NA
Temporary Solid Waste Storage	106.12(1)	If solid waste is stored at the transfer station, is it stored: 1) Inside the transfer station in a clearly marked, designated area; or 2) Inside the transfer station building in a surge pit; or 3) Inside a secure solid waste transport vehicle, protected from precipitation and vectors?		
	106.12(2)"a"	If solid waste is being stored inside the transfer station in a designated area that is not a surge pit or similar operational structure, is it being stored for not more than 48 hours, excluding Sundays and national holidays?		
	106.12(2)"b"	If solid waste is being stored inside the transfer station building in a surge pit, is it being stored for not more than seven days, including Sundays and national holidays?		
	106.12(2)"c"	If solid waste is being stored in a transport vehicle designated to travel only via roadway, is it being stored for not more than 48 hours, excluding Sundays and national holidays?		
	106.12(2)"d"	If solid waste is being stored in a transport vehicle designated to travel via rail or navigable waterway, including intermodal container systems, is it being stored for not more than seven days, including Sundays and national holidays?		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments: We could see no clearly marked storage area on the tipping floor.

IAC 567 Chapter 106.13: Transfer Station Record-Keeping Requirements		Yes	No	NA
Record-Keeping Requirements	106.13(1)"a"	Is a copy of the current permit(s) on site?		
	106.13(1)"b"	Is a copy of the current Site Operation Plan onsite?		
	106.13(1)"c"	Is a copy of the current Emergency Response and Remedial Action Plan (ERRAP) onsite?		
	106.13(1)"d"	Is proof of current financial assurance on file?		
	106.13(2)"a"	Are three years of records being maintained by the transfer station with regard to the tons of all solid waste disposed of quarterly?		
	106.13(2)"b"	Are three years of records being maintained by the transfer station with regard to the destination of all outgoing solid waste?		
	106.13(2)"c"	Are three years of records being maintained by the transfer station with regard to the washwater management system inspection log?		
	106.13(2)"d"	Are three years of records being maintained by the transfer station with regard to hot loads and hazardous, infectious, radioactive, or other unacceptable wastes found?		
	106.13(2)"e"	Are three years of records being maintained by the transfer station with regard to training received by transfer station operator(s) pursuant to 106.11(1).?		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

- We could only find the permit certificate, not the entire operation permit on site.
- Mr. Vitiritto indicated that some facility records are maintained at other MWA locations.

IAC 567 Chapter 106.14: Transfer Station Reporting Requirements		Yes	No	NA
Reporting Requirements	106.14(1) Is the transfer station submitting quarterly tonnage reports to the Department that include: 1) Tons of solid waste disposed of; 2) Comprehensive planning area from which the solid waste originated, and the tons of solid waste from each county and comprehensive planning area; and 3) Destinations of all outgoing solid waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.14(2) Is the transfer station being inspected annually by an Iowa-licensed professional engineer for compliance with IAC 567 Chapter 106.10 and submitting said annual inspection report to the Department and Field Office by the first workday in November each year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Approximately 500 tons of waste go through this facility daily.

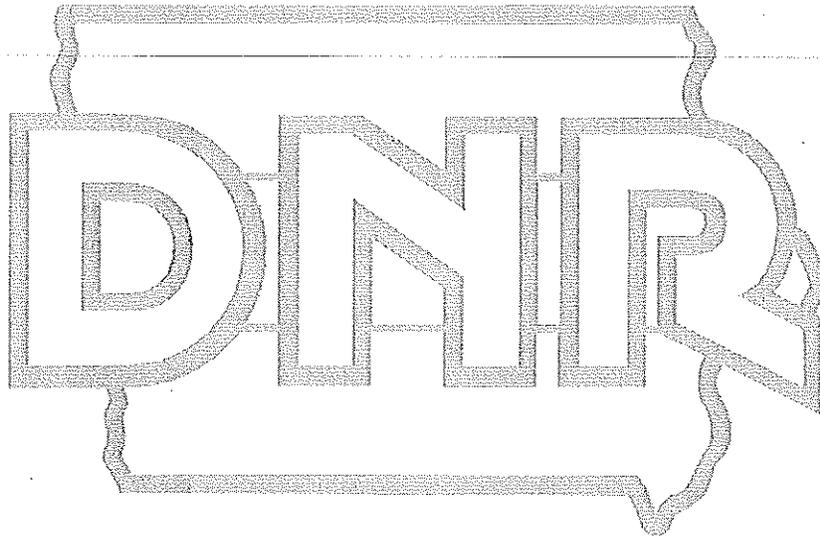
IAC 567 Chapter 106.15: Transport Vehicle Construction & Maintenance		Yes	No	NA
Transport Vehicles	106.15(1) Is the portion of the solid waste transport vehicle(s) that contains solid waste sufficient to: 1) Prevent the accidental discharge of its contents; 2) Prevent the attraction or harborage of vectors; and 3) Prevent the infiltration of precipitation? <i>(Note: Any solid waste transport vehicle that fails to meet the requirements of IAC 567 Chapter 106.15 shall be repaired before it is utilized in the transport or storage of solid waste.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.15(1) If the solid waste transport vehicle(s) has an open-top, does it have a suitable cover that is not easily torn, shredded, broken, or otherwise breached under normal use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.15(3) Is the transport vehicle(s) being cleaned at intervals frequent enough to prevent a nuisance or vector attraction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.15(4) Is wastewater generated from any cleaning of the areas of the solid waste transport vehicle(s) that hold solid waste being managed as washwater?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments: There is no washwater on site. Trucks are washed at Metro Park East Sanitary Landfill.

IAC 567 Chapter 106.16: Solid Waste Transport Vehicle Operation Requirements		Yes	No	NA
Transport Vehicle Operation	106.16(1) Are the solid waste transport vehicle's openings securely closed before transport and during solid waste storage so as to prevent the loss of solid waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.16(2) Is solid waste being loaded into the solid waste transport vehicle inside the transfer station building and in a manner that minimizes the spilling of materials? <i>(Note: Truck-to-truck transfer of solid waste that is not incidental solid waste transfer is not allowed outside a transfer station building. A rear-loading solid waste transport vehicle that does not have any other open access and securely abuts the transfer station building so that minimal amounts of solid waste escape during loading shall qualify as being inside the building.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.16(2) If solid waste is spilled from a solid waste transport vehicle during loading, is it collected as often as necessary to minimize litter, dust, or other fugitive debris?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	106.16(3) If solid waste was spilled from a solid waste transport vehicle not on transfer station property, was the solid waste collected as soon as possible and was the spill immediately reported to the Department and the Field Office with jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments:

Other Materials Accepted/Activities On-Site			
Recyclables Drop-Off	<input type="checkbox"/>	Appliance Demanufacturing	<input type="checkbox"/>
Lead Acid Batteries	<input type="checkbox"/>	Electronics Demanufacturing	<input type="checkbox"/>
Used Oil	<input type="checkbox"/>	Yard Waste Collection	<input type="checkbox"/>
Antifreeze	<input type="checkbox"/>	Yard Waste Composting	<input type="checkbox"/>
Tires	<input type="checkbox"/>	HHM/RCC	<input type="checkbox"/>
Brown Goods Collection	<input type="checkbox"/>	Other:	
Cathode Ray Tube Collection	<input type="checkbox"/>		
White Goods Collection	<input type="checkbox"/>		
Scrap Metal Salvaging	<input type="checkbox"/>		



Summary of Requirements:	Citation:
1)	
2)	
3)	
4)	
5)	
6)	

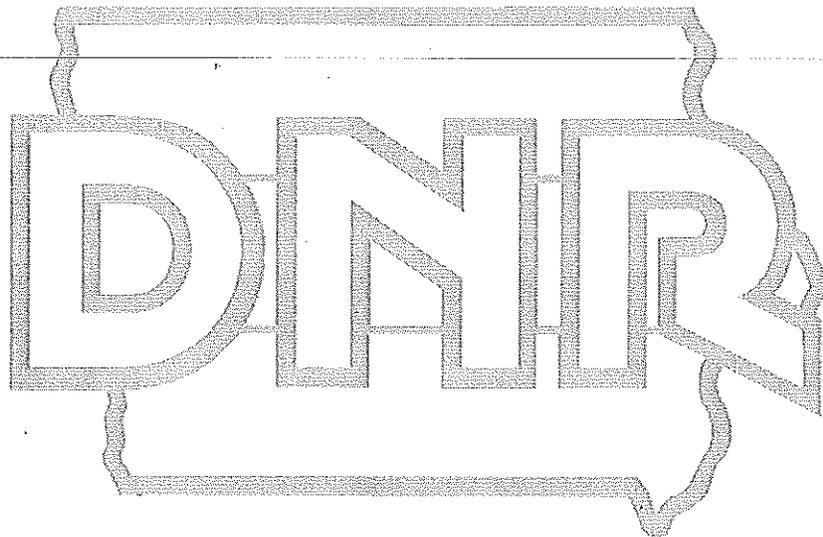
Summary of Reminders:
1) Improve pavement and storage area markings.
2)
3)
4)
5)
6)

Summary of Recommendations:
1) Keep DNR operator certificates on site.
2) Keep copy of the entire permit on site.
3) Check the high level alarm system at the lift station regularly to make sure it is functional.
4) Keep a log of litter collection activity.
5)
6)

AUTHENTICATION

INSPECTOR: Malia Schepers 	DATE: 01-31-2011
REVIEWER: Bill Gross 	DATE: 01/31/2011

Facility Photographs (if applicable)





STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF NATURAL RESOURCES
ROGER L. LANDE, DIRECTOR

September 7, 2011

Thomas B. Hadden III, Director
Des Moines Metro Waste Authority
521 East Locust
Des Moines, Iowa 50309

SUBJECT: Sanitary Disposal Project Inspection
Regional Collection Center, 225 Prairie Drive, Bondurant, Iowa
Permit Number 77-SDP-46-94P-HHM

Dear Mr. Hadden:

Enclosed is the report completed by Jeff Theobald of the Field Office #5 staff following his recent inspection of your facility in Bondurant.

We believe you will find the report self-explanatory. Please take note of the recommendation listed near the end. The Regional Collection Center continues to be well operated and maintained.

You may contact Jeff Theobald (515-725-0373; jeff.theobald@dnr.iowa.gov) or this office with any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Gross".

Bill Gross
Environmental Specialist Senior, Field Office #5
515-725-0271

c: Becky Jolly / Tom Anderson, IDNR Land Quality Bureau (w/encl. via email)
Judi Mendenhall, Regional Collection Center, 1105 Prairie Dr. SW, Bondurant, IA 50035 (w/encl. via email - jme@mwatoday.com)

IOWA DEPARTMENT OF NATURAL RESOURCES
Sanitary Disposal Project Inspection

Permit # 77-SDP-46-94P-HHM

Page 1 of 2

Site: Regional Collection Center (RCC)	Region: #5
Operator: Judi Mendenhall, Facility Manager	
Address : 1105 Prairie Drive SW Bondurant, Iowa 50035	Phone: 515-967-5512
Responsible Authority: Des Moines Metro Waste Authority	
Responsible Official : Thomas B. Hadden, III, Director	
Address: 521 East Locust Des Moines, Iowa 50309	Phone: 515-244-0021
Date This Inspection: 8/30/11	Waste Processed: 139 tons (1/11 – 6/11) 491 tons (2010)
Date Last Inspection: 5/16/06	
Facility personnel present: Arthur Kern, Kyle Fischer, & Judi Mendenhall (by phone)	

OBSERVATIONS:

1. Required signage is posted at the gate. The facility is open Tuesday through Friday, 1:00 p.m. to 5:00 p.m., and every first and third Saturday from 8:00 a.m. to noon. During June, July, and August the facility is open every Saturday from 8:00 a.m. to noon. There are four full time employees at the Regional Collection Center (RCC)the site, including a secretary. During the summer, one or two interns are also employed at the RCC.
2. The facility's procedure for materials drop off is as follows:
 - Customers pull into a roofed unloading area and remain in their vehicles. They respond to a brief, written survey and certify that the waste is household waste (HHM) or from an exempt small quantity generator. RCC staff complete the survey with information on the waste type and quantity.
 - Environmental technicians unload materials from customers' vehicles onto carts and immediately bring the HHM inside the building to be weighed and separated into similar waste streams (i.e., pesticides, aerosols, fuels, bases, acids, paint-related). The materials are then lab-packed into 55 gallon drums. HHM collected but not handled or disposed of by the RCC are picked up once a month by Clean Harbors Services, Inc. for disposal.
 - HHM that are in usable condition may be placed in the Swap Shop. During calendar year 2010, a total of 143,154 pounds of HHM were given away. From January 1 to June 30, 2011, a total of 60,672 pounds of HHM were placed in the Swap Shop. The Swap Shop is open Tuesday – Friday: 8 am – 5 pm, during the winter weekends, first and third Saturdays of each month 8 am – 12 pm, and summer weekends (June 1 – August 31) every Saturday 8 am – 12 pm.
3. The facility served 10,588 customers for calendar year 2010, for a total of 491 tons of HHM. These numbers include drop offs at the RCC site in Bondurant as well as material from off-site received by the mobile unit during its collection activities, and at the permanent satellite locations.
4. Flammable materials are processed and stored in two rooms attached to the east side of the main building. Each room has its own fire suppression system and under the grated flooring there is secondary containment. Clean Harbors picks up oil based paint and flammable solids once a week.
5. Waste oil processing uses an oil/water separator and a pump that delivers re-useable oil to the facility's 2,000 gallon above-ground storage tank (AST) for space heating in winter. It was indicated that during the winter season, the facility will use about 30 gallons/day of the waste oil. Otherwise, oil is taken by Valley Environmental out of Newton, Iowa, which also takes oil filters and antifreeze.
6. Materials that cannot be bulked or recycled are lab packed in their original container with coarse vermiculite and stored in drums. Until the drums are shipped, they are stored by waste stream inside the building. At the time of the inspection, the storage areas were neat and orderly and all drums appeared to be stored within the marked storage areas. Typically, Clean Harbors picks up the lab-packed drums on a weekly basis.

7. Electronic waste ("e-waste", "brown goods") collected consists of computers, televisions, and other electronic equipment, but excludes all white goods. The RCC charges businesses and residents 50 cents per pound. The brown goods are stored on pallets in the east building, when there is enough e-waste to fill a semi-trailer, it is hauled to Scott County Recycle.
8. The east storage building is used to store two mobile trailers and a box truck (when they are empty), empty bulk storage drums, and brown goods on pallets. No hazardous materials are stored in this building.
9. The current storm water permit will expire on 10/1/12.
10. The current operation permit will expire will expire on May 31, 2012. A permit renewal application needs to be submitted 90 days before this expiration date.
11. Facility personnel perform various weekly, monthly, and yearly inspections of various items throughout the facility making sure the site is secure.
12. A list of all the training that is completed by staff was emailed to this office, showing that the staff of RCC is trained on a wide variety of topics.
13. The facility has three mobile HHM collection units--a box truck, a large trailer, and a small trailer. These units travel to satellite locations and also toxic cleanup days. It was indicated that 20 counties are served by the mobile units and the HHM facility.
14. 77-SDP-46-94P-HHM - Amendment 4: On 8/29/11, I conducted a drive-by inspection of a permanent satellite collection site in Indianola at corner of West Iowa Avenue and Kenwood Boulevard (City of Indianola's brush recycling site). The facility was closed. There was no evidence of HHM dumping at the gate. The front gate was open at the time of my visit so I was able to observe the conditions outside the collection building itself. It was clean and free of any dumping or improper storage. One concern with the site is that the gate was open, the container that holds latex paint was not secured and no one was on site.

CONCLUSION: The Regional Collection Center is well maintained and operated.

Recommendation: Make sure all satellite collection facilities are properly secured.

AUTHENTICATION	
INSPECTOR: Jeff Theobald	DATE: 9/2/11
REVIEWER: Bill Gross	DATE: 9/6/11

**MWA EMS Annual Report
Appendix 3
MWA Key Accomplishments**

2011 Accomplishments

The following are outcomes achieved by MWA staff in 2011. They are grouped by Key Result Area.

Environmental Integrity

- Provided input into the rule-making process in support of the Environmental Management System through participation in the EMS Solid Waste Alternatives Advisory Committee.
- Achieved Tier II (top-level) status as a participant in the Iowa Environmental Management System as a result of positive audits.
- Established wetland banking on newly acquired 42 acres of property that adjoins Metro Park East landfill.
- Assessed the impact of newly implemented air quality regulations on MWA operations and put in place compliance measures at Metro Park East and Metro Park West landfills.
- Developed and implemented a comprehensive facility inspection program for the Metro Transfer Station, Metro Park West landfill and the Metro Compost Center.
- Completed FY10/11 without any Notice of Violations (NOVs) from Iowa regulatory agencies at any MWA facility.
- Fully implemented calendar system to track and maintain a high level of regulatory compliance.
- Raised regulatory compliance standards at Metro Park West to meet MWA expectations for going beyond minimum requirements.
- Successfully contained a fuel spill and fire at Metro Transfer Station through rapid response and following training protocols for such emergencies.
- Met the Iowa Department of Transportation specifications for grinding shingles.
- Built the new waste disposal cell at Metro Park West landfill to meet subtitle D regulatory requirements.

- Self-audited each facility for safety, and made changes based on audit outcomes.
- Constructed a natural drainage area between MPE administration building and maintenance building to control stormwater and to cut down on mowing.
- In partnership with Growing Green Communities, secured and managed \$300,000 grant from the Water Improvement Review Board (WIRB). Funding is being used for conservation and improvement of the Camp Creek Watershed.

Internal Operations

- Recouped approximately \$500,000 worth of airspace through soil-stockpile/settlement project on Phase II cell A.
- Reduced hauling of leachate by 88% (6.5 million gallons) and associated expenses through leachate recirculation.
- Initiated soil giveaway to reduce landfill cell construction costs, saving approximately \$100,000 in excavation costs.
- Reduced fuel usage by 17,000 gallons per year by replacing a D9 diesel-fueled dozer with a D7E electric hybrid dozer at Metro Park East landfill.
- Redesigned transfer trailers to add a third axle that increased payload (and efficiency) by 17 percent.
- Streamlined customer service for special waste customers, resulting in processing and delivery efficiencies.
- Improved the aesthetics of the Metro Park East landfill entrance with construction of a new berm.
- Increased airspace utilization factor to 1,332 pounds per cubic yard, which creates the opportunity for another \$24 million worth of disposal revenue.
- Secured additional property at Metro Compost Center to provide adequate space for composting operations.
- Internalized Metro Park East landfill pump repairs which increased ability to handle and respond to pump systems in the field.

- Negotiated lease agreement with Pitney Bowes for new mail equipment upgrade with cost savings to MWA.
- Implemented additional feature upgrades for completing file archiving process for MWA contracts and office records.
- Updated MWA internal policies, standard operating procedures, and master list, finalizing the process with management.
- Created and implemented internal procedures for Intelex system modules to track progress for the Environmental Management System.

External Services and Programs

- Established satellite household hazardous waste drop off services at MPW.
- Assisted west side city leaders with organizing and continuing west side household hazardous waste events - Participation increase of 42% over 09/10 (2050 participants 09/10 – 2908 participants 10/11, 858 more residents)
- By grouping communities into a competitive RFP process, reduced the cost of garbage collection services in Altoona, Pleasant Hill, and Runnells while securing the same level of service and new garbage containers.
- Started first bulky waste sticker program managed by MWA. Program was launched in West Des Moines, Altoona, Pleasant Hill, and Runnells, and will become the standard in communities with MWA managed solid waste contracts.
- Increased ease of recycling at MWA self-haul recycling drop off sites by (1) switching from a 5-sort program to a single stream program, and (2) using consistent containers and signs at all sites.
- Facilitated process for Des Moines Public Schools to switch to single stream recycling by allowing them to deliver recyclables to Greenstar through MWA's contract. Revenue will go back to Des Moines public schools on a annual basis.
- Developed a year-end rebate and marketing incentive program that increased the number of roofers bringing shingles for recycling to Metro Park East and Metro Park West landfills.
- Implemented a tracking system for business recycling requests. System provides insight on what haulers are offering, and builds a network of contacts for implementing business recycling programs.

- Created email list to keep compost purchasers aware of specials, compost quarterly results and the quantity of compost available for sale (a common question from purchasers who are bidding on a construction project).
- Implemented new program to accept rechargeable household batteries for recycling at MPE and MPW.
- Secured a 3-year, \$44,760 contract to provide hazardous waste collection services to South Central Iowa Landfill Agency (SCILA).
- Assisted Polk County Management in creating procedures for safe and proper disposal of meth lab waste confiscated by law enforcement.
- Implemented plastic bag collection and recycling program at the Regional Collection Center.
- Increased business participation in the Conditionally Exempt Small Quantity Generators (CESQG) hazardous waste disposal over last year by 8 percent.
- Through a competitive bidding process for recycled asphalt shingles (RAS), increased the sales price per ton sold by 10 percent.
- Educated nearly 26,000 school-age kids through programs on recycling and water conservation taught by MWA and Des Moines Water Works staff through the Urban Environmental Partnership.
- Successfully recycled the following items currently banned from Iowa landfills:
 - 5,269 (351 tons) of appliances
 - 18,404 passenger tires
 - 50,080 pounds of electronics waste
 - 6,260 gallons of motor oil
 - 32,569 tons of yard waste
- Continued MWA Grant Program, providing \$50,000 in reimbursements towards more than 40 community projects on recycling, clean ups, and watershed protection.
- Initiated and implemented process for collection and disposal of florescent bulbs at 300 E. Locust for cost savings to MWA.

Employees

- Workers compensation rate at 7% (most organizations are at 50%)
- Provided employees the opportunity to participate through MWA payroll to the giving campaign with United Way and Iowa Shares.

Communications

- Created and employed interactive, visual recycling game to educate residents, businesses and community groups on the do's and don'ts of recycling.
- Developed an on-line matrix of options for starting a recycling program based on whether the interested party was an apartment dweller, office building tenant, or small to large business.
- Earned national media coverage on the success of MWA's residential recycling program, our environmental stewardship initiatives and the quality of our workplace.
- Earned the following awards:
 - The Des Moines Register's Top Workplaces Award
 - Best Recycling/Waste Management Company by the Business Record's Best of Des Moines
 - Solid Waste Association of North America Gold Award for Marketing Excellence for conversion of the Curb It! resident recycling program from 5-sort to single stream.
 - Iowa Recycling Association Recycling Project of the Year
- Lowered rate of "non-accepted" items put in the Curb It! cart by one percent through an educational awareness program.
- Kept Board of Directors apprised of MWA operations through two-page handout at each Board meeting.
- Launched and grew social media outlets – Facebook, Twitter, YouTube, and Flickr – to educate residents about MWA programs and services and environmental stewardship.
- Refreshed city staff (frontline, city administrators/clerks, public works) on MWA's household hazardous waste programs and the Compost It! program. Gained feedback to improve programs, both operationally and from a service standpoint.

- Kept Board of Directors apprised of MWA programs and initiatives through featured presentations at Board meetings and annual tours of MPE and MPW.
- Implemented social media tools (In the Know, Facebook, and Twitter) focused on educating and engaging area residents on recycling, safe disposal, collection delays, and environmental stewardship.
- On a nearly weekly basis, provided content on MWA programs and services to communities for use in each publication of their community newsletter and on their websites or social media outlets.
- Created visual education (and selling) tool for cities new to offering the cart program through Compost It!
- Renamed Ecology Field Station to Environmental Learning Center to better convey the purpose of the facility.
- Partnered with the Center on Sustainable Communities (COSC) and the Greater Des Moines Partnership to expand reach of Environmental Stewardship Awards. Now called the Environmental Impact Awards, the initiative recognizes central Iowa businesses, communities, non-profits, builders, and individuals for their environmental stewardship practices.
- Fostered relationship with Drake University to offer environmental education and outdoor field experience at the Environmental Learning Center directed at high school and college students.