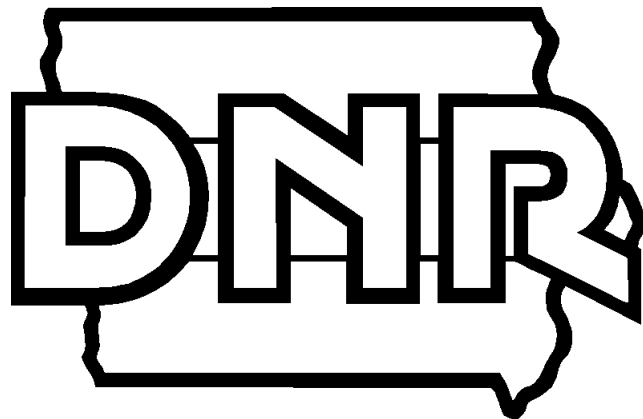


**SOLID WASTE
ALTERNATIVES
PROGRAM
(SWAP)**

**Proposal
Application
and
Guidelines**

2008

**Iowa Department of Natural Resources
Richard A. Leopold, Director**



**Land Quality Bureau
Wallace State Office Building
502 East Ninth Street
Des Moines, Iowa 50319
515-281-8941**

DID YOU KNOW:



At least \$187 worth of electricity, petroleum, natural gas and coal are conserved by recycling one ton of materials in a typical curbside program.¹



18.3 million Btu is saved in manufacturing by using a ton of recycled material instead of virgin materials.¹



Recycling produces more energy savings than other types of waste management. For example, recycling provides a net reduction in energy consumption that is 3.6 times greater than the amount of energy generated by incinerating MSW.²



Recycling reduces emission of pollutants. After accounting for all activities associated with recycling, one study found that for 10 major categories of air pollutants and 8 major categories of water pollutants, curbside recycling results in a net reduction in all pollutant categories, relative to a system based on virgin materials manufacturing.¹



Landfills generate air emissions from two sources; 1) the working face of the landfill where crushed or punctured items such as fluorescent tubes may release mercury and punctured aerosols may release hazardous household chemicals, and 2) other gases generate as wastes decompose. Uncontrolled methane emissions and carbon dioxide release when controlled methane emissions are burned, contribute to global warming.³



In comparison to landfilling, recycling avoids leachate and methane gas generation. Leachate, a contaminated liquid, contains constituents that can pollute groundwater and even when collected, leachate requires expensive treatment.³



Recycling saves 11 times more energy than is generated by recovering methane gas from a landfill.²



Recycling significantly postpones the need and expense to site new sanitary landfills by slowing the rate at which landfills reach capacity.

Sources:

¹ Franklin Associates, 1994 ² Environmental Defense Fund, 1995 ³ Tellus Institute, 1997

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INTRODUCTION

The Solid Waste Alternatives Program is intended to reduce the amount of solid waste generated and the amount of solid waste landfilled in Iowa. The mechanism to accomplish this is by providing financial assistance to aid in implementing various pollution prevention and solid waste management projects in the following three targeted areas:

BEST PRACTICES

To assist in implementing practices and programs that will move Iowa towards long-term pollution prevention, waste reduction and recycling sustainability.

EDUCATION

To facilitate a coordinated and consistent statewide message on pollution prevention, waste reduction, and recycling to ensure ongoing support of these activities.

MARKET DEVELOPMENT

To develop a demand for value-added recyclables sufficient to provide increased and stable commodity market prices.

There is a preference for projects involving regionalization. Projects involving two or more units of local government or public or private groups are examples of regionalization. Through cooperative provision of alternative solid waste management services, a project's impact may significantly improve such factors as, but not limited to, operational efficiency, materials diversion, and materials market value.

Market development for recyclable materials and recycled content product manufacturing is necessary to allow recycling systems to grow and stabilize. Without private sector initiative, strong markets for recyclable materials are not possible. Through public - private partnership, we can create an effective and lasting recycling and market development system in the state of Iowa.

Financial assistance to assist with solid waste management problems and issues has been available beginning in 1988. The Solid Waste Alternatives Program and its predecessor programs, the Landfill Alternatives Financial Assistance Program and the Landfill Alternatives Grants Program, have assisted in the elimination and landfill diversion of several million tons of solid waste from Iowa sanitary landfills. Impacts of these two programs endure as projects that received funding continue and expand operations. These programs assisted in altering people's attitudes about generating, managing and disposing of solid waste. Additional background information on the formation of these programs can be found at <http://www.iowadnr.gov/waste/financial/financialswap.html>.

GENERAL INFORMATION

This booklet is intended to serve as a program guideline. In order to fully support the Solid Waste Alternatives Program, applicants, and the State of Iowa, variances may occur on a case by case basis under special circumstances and as allowed in IAC, Chapter 209.

Applicant Eligibility:

Eligible applicants include any unit of local government, public or private group, business, or individual with an interest in or having responsibility for solid waste management in Iowa. Eligible applicants must be in compliance with all applicable Department statutes and regulations at the time proposals are submitted to the Department and when monies are awarded by the Department.

If an applicant is selected to receive financial assistance through Solid Waste Alternatives Program, the financial assistance may later be denied if it is determined that:

- ⇒ The project will be located or implemented in an area or areas that do not have an approved solid waste comprehensive plan;
- ⇒ The project will be located or implemented in an area or areas that have not submitted a subsequent solid waste comprehensive plan by the assigned deadline;
- ⇒ The project will be located or implemented in an area or areas that do not have a legally permitted landfill, if a sanitary landfill is in operation in this area or areas.
- ⇒ The applicant is not in compliance with applicable federal, state, and local statutes and regulations.

The goal of the Solid Waste Alternatives Program is to reduce the amount of solid waste generated and the amount of solid waste landfilled by assisting with best practices, education, and market development projects.

Proposal:

Proposals for financial assistance must be made through the Land Quality Bureau and must use the application forms and format outline provided in this booklet. Applicants must follow instructions contained herein and provide all requested information. Required forms are found in Appendix A, Page 12.

Photocopies of the application forms are acceptable, facsimiles and E-mail attachments are not. An original plus five (5) copies of the fully completed Proposal must be submitted to the Land Quality Bureau by the assigned deadline described on Page 6. Proposals submitted for financial assistance consideration are not guaranteed funding. Financial assistance

offers may be less than the full amount requested by the applicant. The Department reserves the right to offer a forgivable loan, zero interest loan or low interest loan assistance, in whole or in part, to applicants for any project submitted.

Proposals are considered public information and are available for review upon request.

Proposal Submission Guidelines:

Proposals are accepted on an open basis throughout the year, but will be reviewed on a quarterly basis. Your proposal should contain sufficient detail for reviewers to visualize the project in its entirety. Applicants must:

- Submit an original plus five (5) copies of the fully completed proposal.
- Utilize forms contained in this booklet or photocopies thereof.
- Not exceed eight (8) single spaced pages of text (Form B). If double sided, each side counts as a page.
- Type their proposals with text no smaller than 12-point type.
- Ensure margins are at least ½ inch wide.
- Staple proposals in the upper left-hand corner, and be otherwise unbound.

Strongly encouraged, but not required:

- Use of recycled content paper and double-sided printing
- Letters of support from community partners (not counted as part of the Project Narrative)

Proposal Outline:

Proposals must be presented in the order identified below.

Proposal Cover Sheet - Form A (attached)

Proposal Narrative - Form B (attached) – text not to exceed 8 pages

Proposal Timetable - Form C (attached)

Proposal Budget - Form D (attached)

Proposal Responsible Agency Review and Comment – Form E (attached)

Form E is due within **10 working days** of the proposal submittal deadline. If not received within 10 working days, points will be subtracted from the overall proposal score. To determine an applicant's Responsible Agency region, visit the online directory at http://csbweb.igsb.uiowa.edu/wmacomplan/round5/public/rpt_Padescription.asp. Contact information for each Responsible Agency can be found online at <http://www.iowadnr.com/waste/sw/files/planareacontacts.pdf>. Or, for assistance, contact the Department (see page 8 for contact information).

Proposal Review and Selection Process:

Review of proposals will be conducted by a review committee comprised of staff from the Department of Natural Resources as well as members of the solid waste community (e.g., Iowa Society of Solid Waste Operators, Iowa Recycling Association, and Iowa Waste Exchange). The review committee evaluates each application based on the criteria identified in this application booklet and the completeness of all application forms. Application review and selection process is conducted as follows:

Proposals

- Review committee members individually and jointly evaluate proposals received by the established deadline. If a proposal is determined to be incomplete, the review committee may reject the proposal.
- Based upon review of proposals, additional information may be requested for projects meriting further consideration.
- Applicants not selected for financial assistance will be notified as soon as possible after recommendations have been made.

Additional Information

The Department may request additional information from applicants after reviewing the initial proposal. If additional information is requested, a time frame within which the Department must receive this information will be included. The proposal may be rejected if requested information is not submitted by the stated deadline and in the absence of a time extension agreed to by the Department. Review of any additional information will be conducted before final funding recommendations are made. Additional information requested may include, but not be limited to the following:

- a formal business plan
- a formal marketing plan
- a detailed budget
- a formal education strategy
- applicant financial information
- responses to specific questions raised by the review committee.

Based upon applicant proposals and responses to the request for additional information, the review committee will make final funding recommendations. A request for additional information **does not** guarantee funding.

Review Committee Recommendations

- A list of projects recommended by the review committee will be presented to the Administrator of the Environmental Services Division for approval.
- Recommendations are finalized, applicants are notified and contract negotiations may begin. Financial assistance awards in excess \$25,000 must be approved by the

Environmental Protection Commission prior to a finalized contract between the Department and the selected applicant.

- Applicants not selected for financial assistance will be notified as soon as possible after recommendations have been made.

Application Submittal and Award Timetable:

- Proposal deadlines – 4:00 PM on the following dates.

January 2	If any of these dates occurs on a weekend, proposals must be received by 4:00 PM on the next business day.
April 1	
July 1	
October 1	

- Additional information requested of some proposals warranting further consideration
- Review of subsequent information
- Funding recommendations concluded
- Selected proposal awards in excess of \$25,000 require EPC approval prior to contract finalization
- Funds available upon an executed contract

The length of time from proposal review to fund availability will vary, but it is estimated to be approximately 3 to 4 months.

Project Cost Share Requirements:

Applicants are required to provide a **minimum of 50 percent (50%) of the overall total cost of the project**. Applicant's cost share may include cash or project expenses for which the applicant will not be seeking financial assistance from the Department. Applicants may also use "in-kind" items as cost share **if** these items are **directly related** to implementation and operation of the project. Examples of in-kind items commonly used as cost share include: existing buildings, existing equipment, and project salaries. Applicant cost share cannot include funds previously awarded through the Landfill Alternatives Grant Program, the Landfill Alternatives Financial Assistance Program, or the Waste Reduction and Recycling Loan Program.

There are maximum amounts that the Department will fund on individual purchases of eligible items. Applicants must provide a minimum **cash cost share** of:

<u>Expenses</u>	<u>Minimum Cash Match</u>
Equipment and Supplies	25 percent
Building and Renovation	25 percent
All other eligible expenses	25 percent

Eligible and Ineligible Expenses:

Eligible Expenses

Applicants may request financial assistance in the implementation and operation of a project that includes, but is not limited to, the following:

1. Waste reduction equipment purchase and installation;
2. Collection, processing, or hauling equipment including labor for installation;
3. Development, printing and distribution of educational materials;
4. Planning and implementation of educational forums including, but not limited to, workshops;
5. Materials and labor for construction or renovation of buildings;
6. Salaries directly related to implementation and operation of the project;
7. Laboratory analysis costs; and
8. Engineering or consulting fees.

Ineligible Expenses

Financial assistance shall not be provided or used for costs including, but not limited to, the following:

1. Taxes;
2. Vehicle registration;
3. Overhead expenses;
4. Indirect costs;
5. Legal costs;
6. Contingency funds;
7. Proposal preparation;
8. Contractual project administration;
9. Land acquisition;
10. Office furniture, office computers, fax machines and other office furnishings and equipment;
11. Costs for which payment has or will be received under another federal, state or private financial assistance program; and
12. Costs incurred before a written agreement has been executed between the applicant and the department.

Also note that along with their Form D budget, applicants must also submit a budget narrative detailing specific expenditures and their role in the project.

An example of a correctly completed Budget Summary Sheet (Form D) is included as part of Appendix A.

Financial Assistance Type:

There are three (3) types of financial assistance that can be awarded to applicants selected to receive funding: forgivable loan, zero interest loan, and a 3% interest loan. The type(s) of financial assistance awarded to selected projects will depend upon the total amount awarded to the applicant.

Award disbursement for projects will occur as follows:

First \$20,000 of an award is eligible as a forgivable loan

Next 150,000 of an award is eligible as a zero interest loan

The remainder of an award is eligible as a 3% interest loan

Example: A \$190,000 award would typically be funded as follows:

\$20,000	Forgivable loan
\$150,000	Zero interest loan
\$20,000	3% interest loan

During the proposal review process, additional consideration will be given to all applicants who waive the forgivable loan portion of any financial assistance award request in favor of a zero interest and/or 3% interest loan.

The Department has the discretion to deviate from the award disbursement schedule listed above. Deviations for selected projects will occur based on the guidelines listed below as well as a recommendation from the review committee.

- Selected education, research and development, and demonstration or pilot projects MAY be chosen to receive an increase in the forgivable loan portion of the award.
- Projects must demonstrate uniqueness, have a regional or statewide impact, or be readily transferable to other parts of the state to be eligible for special award consideration.

Forgivable loans will be forgiven only after the applicant has completed project milestones and activities as outlined in the executed written agreement. If the Department determines the project has not met project outcomes or provided project deliverables as agreed upon with the applicant, and the applicant fails to remedy the identified shortcomings within a specified period of time, the Department has the right to require repayment of any or all financial assistance awarded to the applicant.

Low interest loans are based on a three percent (3%) rate, compounded annually, of the total loan award not covered by forgivable loan or zero interest loan amounts.

Award Disbursement and Contract Requirements:

Selected applicants will enter into a contractual agreement with the Department. The length of the contractual agreement will vary depending on the type of project to be implemented. As part of this agreement, the recipient agrees to provide project updates and a final report. Project management guidelines will be provided in the contract. Reporting requirements include, but are not limited to, project expenditures, activities, and accomplishments. All information gained through the project will be considered public information and used to assist others in the state to implement similar projects.

Some projects may require obtaining or amending a sanitary disposal project permit, or other permit issued through the Department. This permitting process may involve the completion

of a solid waste comprehensive plan addressing the State of Iowa's solid waste management hierarchy. For information on sanitary disposal project permits, other applicable Department permits, and solid waste comprehensive plans, call 515-281-4367.

Funds will be released on a **reimbursement basis** after a correctly completed state claim voucher, expense sheet, and supporting documentation (i.e. invoice, purchase order) has been received by the Department. **Project costs incurred prior to an executed contract or costs not identified in the contract budget are ineligible for reimbursement.**

The Department will retain a security interest in all items purchased with contract funds.

Items purchased with Solid Waste Alternatives Program funds **may not** be used as collateral in other financial transactions.

The term of all loans will be established on a case by case basis. The applicant should plan that repayment of loans will begin within six months after the first claim for funds has been approved by the Department. Loan funds will be repaid, at a minimum, in equal quarterly payments made to the Department until the loan is retired.

If at the time of the contract meeting, the applicant negotiates to substantively alter the project as originally proposed including any additional funding requests, the Department using its sole discretion may rescind any financial assistance offer. Projects selected to receive financial assistance must be initiated within six months from the date of the funding offer. If the project is not initiated within this time frame, the Department may rescind any financial assistance offer in the absence of a prior written agreement between the Contractor and the Department.

Department of Natural Resources Contact:

For questions regarding the Solid Waste Alternatives Program, please contact:

Iowa Department of Natural Resources	
Land Quality Bureau	Jennifer Reutzel 515-281-8672
Wallace State Office Building	jennifer.reutzel@dnr.iowa.gov
502 East Ninth Street	OR
Des Moines, Iowa 50319	Tom Anderson 515-281-8623
FAX: 515-281-8895	tom.anderson@dnr.iowa.gov

Other contact information can be found in Appendix C, Page 32.

EVALUATION CRITERIA

All proposals will be reviewed based on the applicant's thoroughness in addressing identified evaluation criteria. Points assigned to the evaluation criteria for each project type total 100 points. The review committee shall evaluate each proposal and determine its merits based on the following criteria:

1. Project Description

- Briefly describe the proposed project

2. Project Need in terms of - 20 Points

- Project service Area
- Targeted population
- Type, source and amount of waste targeted
- Current waste management method in terms of targeted population
- Comprehensive Planning Area's integrated solid waste management program

3. Project Objectives and Participation - 30 Points

- Describe project objective (overall project accomplishment)
- Describe project goals (actions to reach objective)
- Describe how project goals will be:
 - a) Obtained - describe *actions* that will lead to accomplishment of the goals
 - b) Measured - describe *tools* that will verify achievement of the goals
 - c) Sustained - describe *methods* that will sustain the **project** and **goals** once they are reached in terms of economics and participation
 - d) Justified - describe *why* the goals chosen are relevant to the overall objective
- Describe tangible and non-tangible project deliverables for the project service area and statewide
- Describe project participants relevant experience and role in the project

4. Project Impact - 50 Points

- Describe amount and type of solid waste diverted from Iowa's sanitary landfills.
- Describe if and how this project addresses the Department's targeted waste streams for the current fiscal year.
- Calculate the avoided costs per ton diverted over one year, three years, and five years (*e.g., tonnage fees, tipping fees, transportation costs, treatment, etc.*).
- Describe how the targeted population will be affected, including desired behavioral changes.
- Describe if and how the project will reduce the toxicity of the solid waste stream.
- Describe market effects and/or new markets developed.
- Describe project replicability.
- Describe project sustainability.

These criteria should be discussed on Form B, in 8 pages or less.

APPENDIX A

Proposal Forms

FORM A

SOLID WASTE ALTERNATIVES PROGRAM

Project Title:		
Applicant Name:		
Street Address:		
City/State/Zip:		
Mailing Address (if different):		
P.O. Box:		
City/State/Zip:		
Federal ID Number:		
County:		
Contact Person:		
Telephone Number:		
E-mail Address:		
Applicant Type:		
<input type="checkbox"/> Local Government	<input type="checkbox"/> Private For Profit	<input type="checkbox"/> Private Not For Profit
Primary Project Type:		
<input type="checkbox"/> Best Practices	<input type="checkbox"/> Education	<input type="checkbox"/> Market Development
Amount of Funding Requested:		\$
Amount of Applicant Match Committed:		\$
Total Project Cost:		\$
Facility Location:		
Project Service Area Description:		
Signature:		
Printed:		
Title:	Date:	

FORM B

PROJECT NARRATIVE – NOT TO EXCEED 8 PAGES OF TEXT

DO NOT WRITE ON THIS PAGE – INFORMATION PURPOSES ONLY

SOLID WASTE ALTERNATIVES PROGRAM

Follow outline – use headings

On a separate sheet(s) of paper address the following evaluation criteria in 8 pages or less:

1. Project Description

- Briefly describe the proposed project

2. Project Need – in terms of

- Project service area
- Targeted population
- Type, source and amount of waste targeted
- Current waste management method in terms of targeted population
- Comprehensive planning area's integrated solid waste management program

3. Project Objectives and Participation

- Describe project objective (overall project accomplishment)
- Describe project goals (actions to reach objective)
- Describe how project goals will be
 - a) Obtained - describe *actions* that will lead to accomplishment of the goals
 - b) Measured - describe *tools* that will verify achievement of the goals
 - c) Sustained - describe *methods* that will sustain the **project** and **goals** once they are reached in terms of economics and participation
 - d) Justified - describe *why* the goals chosen are relevant to the overall objective
- Describe tangible and non-tangible project deliverables for the project service area and statewide
- Describe project participants relevant experience and role in the project

4. Project Impact

- Describe amount and type of solid waste diverted from Iowa's sanitary landfills
- Describe if and how this project addresses the Department's targeted waste streams for the current fiscal year.
- Calculate the avoided costs per ton diverted over one year, three years, and five years (*e.g., tonnage fees, tipping fees, transportation costs, treatment, etc.*).
- Describe how the targeted population will be affected, including desired behavioral changes.
- Describe toxicity reduction. (*Describe if/how the project will reduce the toxicity of the solid waste stream*)
- Describe market effects and/or new markets developed
- Describe project replicability
- Describe project sustainability

FORM C

PROJECT TIMETABLE

SOLID WASTE ALTERNATIVES PROGRAM

Applicant Name: _____

Project Beginning Date: _____

Project Ending Date: _____

This timetable should account for planning and if applicable, construction phases of the project as well as the first year of project implementation. Applicants should plan that repayment of loans will begin within six months after the first claim for funds has been approved by the Department. **If any or all awarded funds are to be repaid, include proposed first and last loan repayment dates.**

Task or Activity	Beginning Date For Each Task	Ending Date For Each Task	Group/Person Responsible

FORM D

BUDGET SUMMARY SHEET

SOLID WASTE ALTERNATIVES PROGRAM

Applicant Name: _____

ITEM AND QUANTITY	DNR REQUEST	LOCAL SHARE	TOTAL COST
<p>**Applicants must submit a budget narrative that details specific expenditures and their role in the project.</p>			

Note: Follow guidelines closely regarding the maximum amount of funding assistance possible for each expenditure involving program funds. All eligible expenses will be funded at not more than 75%. Applicants are required to provide a 50 percent match of the **total** project cost.

When completing Form D, clearly identify **existing** local match items directly related to the project from local match items where financial assistance will not be requested.

FORM D EXAMPLE

BUDGET SUMMARY SHEET (for illustrative purposes only) SOLID WASTE ALTERNATIVES PROGRAM

Applicant Name: _____

ITEM AND QUANTITY	DNR REQUEST	LOCAL SHARE	TOTAL COST
Truck	\$18,750	\$6,250 ¹	\$25,000
Maintenance and Fuel	0	\$600	\$600
Labor for driver	0	\$12,500	\$12,500
Collection Bins (500 @ \$55)	\$20,625	\$6,875 ¹	\$27,500
Processing	\$0	\$6,575	\$6,575
Administration	\$0	\$7,200	\$7,200
TOTAL	\$39,375	\$40,000 ²	\$79,375

¹ Must be at least 25% of the total cost of the item.

² Must be at least 50% of the total cost of the entire project (a combination of in-kind and cash support)

If an award was granted:

DNR REQUEST OF \$39,375 WOULD BE BROKEN DOWN AS FOLLOWS:

\$20,000 Forgivable Loan
 \$19,375 Zero Interest Loan.
 \$0 3% Interest Loan
 \$39,375

Applicants are required to submit a budget narrative that details specific expenditures and their role in the project.

* If you have further question on how to correctly complete this Form, please contact Jennifer Reutzel at 515-281-8672.

APPENDIX B

DEPARTMENT CONTACTS

DEPARTMENT OF NATURAL RESOURCES

Iowa Department of Natural Resources
Wallace State Office Building
502 East Ninth Street
Des Moines, Iowa 50319-0034
Phone: (515) 281-4367 Fax: (515) 281-8895

Solid Waste Alternatives Program

Jennifer Reutzel	(515) 281-8672	jennifer.reutzel@dnr.iowa.gov
Tom Anderson	(515) 281-8623	tom.anderson@dnr.iowa.gov
Amy Wilken	(515) 281-0649	amy.wilken@dnr.iowa.gov

Solid Waste Permitting

Nina Koger	(515) 281-8986	nina.koger@dnr.iowa.gov
Alex Moon	(515) 281-6807	alex.moon@dnr.iowa.gov

Air Quality Permitting

General Number	(515) 242-5100
----------------	----------------

Water Quality Permitting

General Number	(515) 725-0359
----------------	----------------

Recycling Assistance, Market Development, and Composting

Jennifer Reutzel	(515) 281-8672	jennifer.reutzel@dnr.iowa.gov
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Comprehensive Solid Waste Plans

Chad Stobbe	(515) 242-5851	chad.stobbe@dnr.iowa.gov
Mark Warren	(515) 281-4968	mark.warren@dnr.iowa.gov

Household Hazardous Materials Programs

Kathleen Hennings	(515) 281-5859	kathleen.hennings@dnr.iowa.gov
Tom Anderson	(515) 281-8623	tom.anderson@dnr.iowa.gov

Pollution Prevention (P2) Services

Jeff Fiagle	(515) 281-5353	jeff.fiagle@dnr.iowa.gov
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Department of Natural Resources Homepage

www.iowadnr.gov

Solid Waste Alternatives Program Homepage

www.iowadnr.gov/waste/financial/financialswap

Recycling and Waste Management Homepage

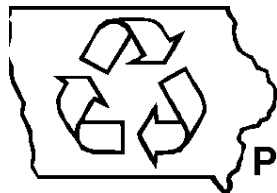
www.iowadnr.gov/waste/index

NOTES

**Land Quality Bureau
Environmental Services Division
Iowa Department of Natural Resources
Wallace State Office Building
502 East Ninth Street
Des Moines, Iowa 50319-0034**

**LAND QUALITY BUREAU
IOWA DEPARTMENT OF NATURAL RESOURCES**

To educate and assist Iowans to protect, conserve and enhance natural resources and the environment for all generations through the sustainable practices of pollution prevention, energy efficiency, and responsible waste management.



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