



IOWA
Department of
Natural Resources

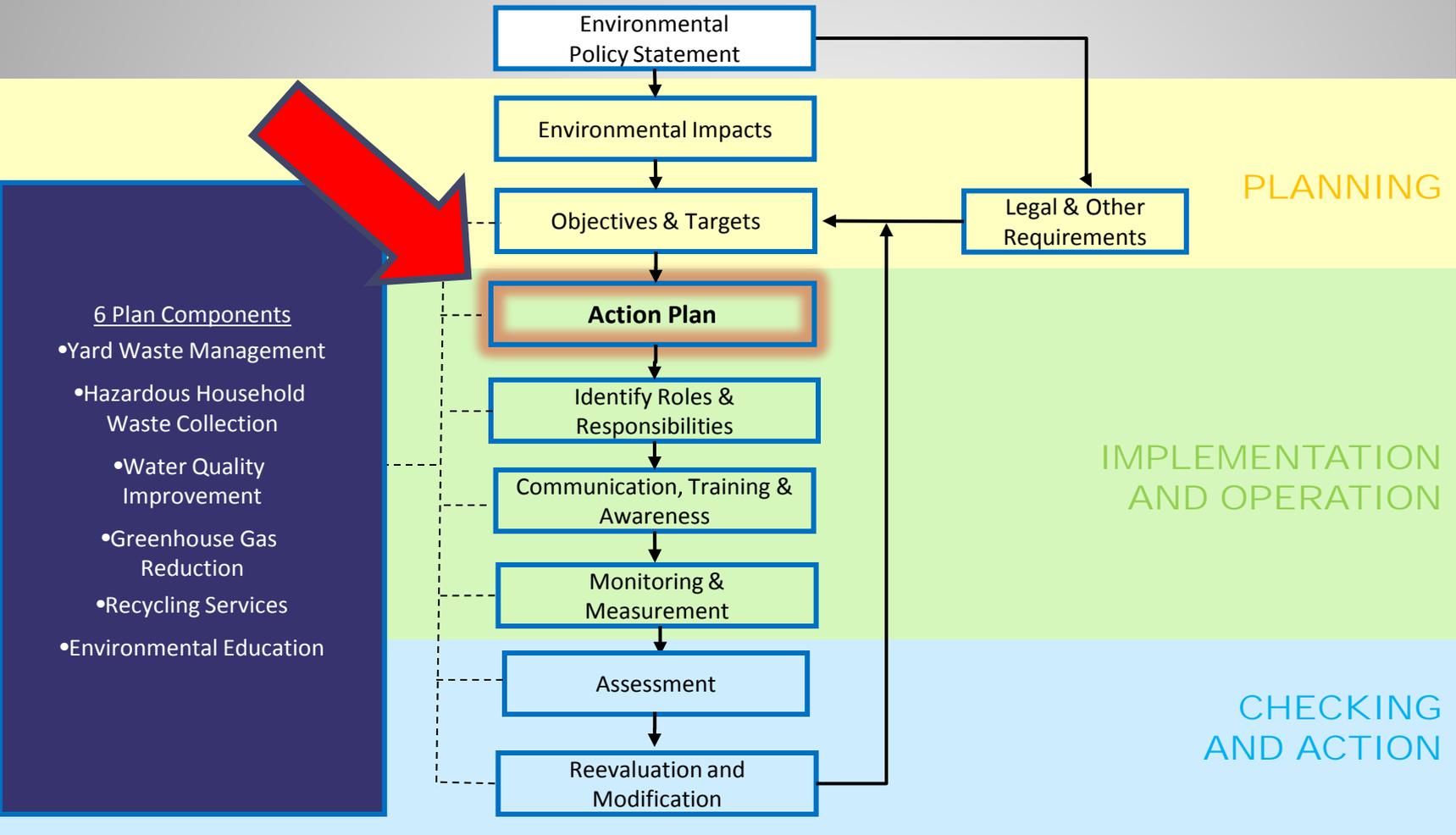
Environmental Management Systems

Action Plans



G R E S H A M
S M I T H A N D
P A R T N E R S

Iowa EMS Framework (HF 2570)



Action Plans– Iowa EMS Definition

- “Actions necessary to achieve objectives and targets”
- Plan includes:
 - Individuals/Organizations with Responsibilities
 - Timelines for Completion
 - Schedule for Reviewing/Updating Objectives and Targets
- “Conduct an inventory of key resources,” such as:
 - Staff
 - Fiscal Matters
 - Specific Skills
 - Facilities
 - Partners
 - Additional Needs

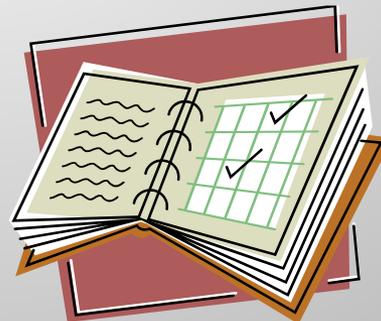
What's in an Action Plan?

- ◎ Road Map for Achieving the Objectives and Targets
 - Can Be As Specific or as General According to Organizational Needs
- ◎ Listing of Specific Tasks or Activities with Assigned Responsibilities and Associated Due Dates
- ◎ Consider Needed Resources
 - Financial, Staff, Equipment, Etc.
- ◎ Action Plan Items May Require Input from External Parties (Outside Fenceline)
 - Consider Ability to Control Schedules and Priorities



How to Develop Action Plans

- ① Set Action Plans for Each Objective/Target
 - Responsible Person/Is there a Team or Committee?
 - Schedule with Steps for Implementation
 - Monitoring and Measurement
 - Costs
- ① Determine a Schedule and Method for Periodic Review/Update
- ① Don't Forget to Document the Action Plan with Objectives and Targets



Example– West Central



West Central Objective									
<i>Decrease recycling materials from going to landfill</i>									
Target	Metric	Yard Waste	Water Quality	Greenhouse Gas Emissions	Recycling Services	Household Hazardous	Environmental Education	Other	
<i>Pilot project to increase metal recycling by 5% from year through May 2016 versus year through May 2015</i>	<i>Tonnage delivered</i>				X				
Action Plan	Deadline	Responsibility	Key Resources			Notes / Status			
1 Discussion with Executive Board on March 8, 2016 to rent a machine to pick metal from loads of waste at the landfill.	3/8/2016	Mary	Executive Board, Local equipment dealers, Quandt Auto Salvage						
2 Discuss with landfill operators when would be the best time to start this project.	3/30/216	Dave	Landfill operators						
3 Meet with equipment dealers to get prices for a rental machine to arrive on site May 1, 2016.	4/15/2016	Dave	Equipment dealers and landfill operators						
4 Secure roll off boxes for the project	4/15/2016	Dan	Quandt Auto Salvage and contracted haulers						
5 Start pulling metal from the working face.	5/1/2016	Dave	Landfill operators and general public						
6 Keep track of tonnage pulled in May 2016.	5/31/2016	Dan	Staff						
7 Review the program and consider renting for another month.	5/31/2016	Mary	Landfill operators						
8 Consider purchasing a machine in FY 2017 and discuss the concept of pulling corrugated cardboard from working face along with the metal.	9/1/2016	Mary	Executive Board, Equipment Dealers and Executive Board.						



How to Develop Action Plans (cont.)

- If You Have a Multi-Departmental or Multi-Organization Objective/Target
 - Identify Existing Committee or Work Group that Can Facilitate the Action Plan Item
 - Or Develop a Committee
 - Identify Responsible Individual(s) by Organization
 - Schedule Regular Meetings or Reporting
 - Keep Meeting Minutes To Track Progress, Assignments, and Commitments
 - Discuss and Resolve Monitoring and Measurement Data
 - Elevate When Necessary

Identify Key Resources and Needs

- ① **Who** is Going to Carry Out and Complete the Action Plan?
 - Identify Responsible Staff and Partners
- ② **How Much** will Implementing the Action Plan Cost? (Financial Availability)
 - Identify and Secure Financial Resources
- ③ **What Materials** are Needed to Carry Out and Complete the Action Plan?
 - Inventory Available Technology and Associated Personnel Skills
 - Identify Needed Tools, Equipment and Facility Space

Updating Action Plans

- Update Action Plans and Objectives and Targets as Additional Information Becomes Available
 - Grants Not Available
 - Changing Budgets
 - Technology Costs Higher Than Expected
 - Staff Availability Changes

Example – Vehicle Maintenance

Objective and Target Update Needed After Key Personnel Resource Inventory Completed

Record No.	Objective	Target	Person Responsible	Target Date	Completion Date
523	Reduce petroleum-based spills caused by mechanical failure of Sanitation equipment	04/01/08	Cheritta Johnson		

ENVIRONMENTAL MANAGEMENT PROGRAM

EMP No.	EMP Description	Completion Notes	Person Responsible	Target Date	Completion Date
00002	Perform root cause analysis	1st qtr - 33 spills 2nd qtr - 24 spills 3rd qtr - 33 spills 4th qtr - 36 spills	Carlissa Ailey	11/30/2006	09/28/2007
00004	Keep vehicles clean with routine washing.	This employee is no longer with the department. This EMP will be reassigned during the next review of objectives & targets.	Zachary Guthrie	04/30/2007	10/19/2007

Example – GHG Emission Reduction

Objective and Target Update Needed After Financial/Technology Resource Inventory

Activity	Responsibility	Due Date	Status
Collect Baseline GHG Emissions Information	Joe	10/1/2015	Complete
Publish Initiative on Website	Frank	11/1/2015	Behind; Webmaster on Vacation until 11/15/09
Convert Sedans to Electric	Norman	1/30/2016	Not Feasible Due to Costs and Technology
Implement Biodiesel Program for On road fleet	Mary	3/15/2016	On Track; Received Bids from Vendors
Investigate Methane Capture and Associated Costs	Lynne	9/30/2016	In Progress

Action Plan Implementation

- ◎ Implement a Process for Reporting and Tracking
 - Keeps the EMS and Objectives and Targets on Track
 - Allow for Reassignment if Needed
 - Require Reporting on a Schedule
 - Monthly, Quarterly, Semi-Annually
 - Especially Important for Action Items that Are in Sequential Progression
- ◎ ***Update Objectives and Targets and Associated Action Plans as Needed***

Best Practices



- ◎ Make the Action Plans Work for Your Organization
 - Consider Amount of Detail and Information in the Action Plan to Achieve the Desired Result
- ◎ Evaluate Existing Management and Reporting Tools to Achieve the Action Plan Items
 - **Remember....Don't Re-Invent the Wheel!**

Example– West Central



Action Plan		Deadline	Responsibility	Key Resources	Notes / Status	
<i>Increase pounds of sharps delivered to the Satellite sights in Carroll, Crawford, Guthrie and Shelby Counties by 5% versus delivered in CY 2015</i>		<i>Pounds delivered</i>				x X
1	Discussion/approval from respective boards	4/1/2016	Mary	Carroll County, Crawford County, Guthrie and Shelby County Solid Waste Boards		
2	Media Campaign to get information about the program out to the public.	5/1/2016	Mary	Carroll County, Crawford County, Guthrie and Shelby County Solid Waste Boards, Metro Waste Authority, local press and radio and website		
3	Get supplies need to be able to have each satellite sight collect the sharps	5/1/2015	Dan	Carroll County, Crawford County, Guthrie and Shelby County Waste staff, Metro Waste Authority		
4	Collection at each site	12/31/2016	Mary	Staff at each solid waste site, Metro Waste		
5	Monitor success of media campaign.	12/31/2016	Mary	Staff at each solid waste site		
6	Tally results	1/15/2017	Mary	Solid Waste Agencies and Metro Waste		



**Reducing Environmental Impacts
is the Main Focus of the EMS**

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**Accomplishing Objectives and
Targets Through Action Plans**





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QUESTIONS?



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