



## Iowa Solid Waste Environmental Management System (EMS)

### Guidance Instructions for the EMS Annual Report

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Iowa Code 455J Section 4 states that on September 1 each year, each environmental management system shall submit to the department an annual report.

The report is due by 4 PM. If September 1 is a weekend or holiday, it is due the next business working day.

In Fiscal Year 2019, DNR worked with EMS program participants to streamline the program. Reducing the amount of document submittal was one goal. The Dropbox web-based file management system has been introduced as a method of managing documents required for external audits and the EMS Annual Report.

Each EMS is responsible for providing an up-to-date version of each document required by IAC 567-111 at the as requested for their external EMS Audit. The EMS will place the document in the proper folder in Dropbox. Then at the time the EMS Annual Report is due, the EMS will fill out the EMS Annual Report form with Executive Summary (Attachment 1). The EMS will place the Annual Report form and attachment into the EMS participant Dropbox file Annual Report. DNR/the consultant are available to assist in use of Dropbox software use.

Any EMS may, as an alternative, provide printed documents instead of using Dropbox.

The Annual Report Purpose is two-fold (besides being required to remain a designated EMS). The report helps determine if the EMS participant remains in compliance with Iowa Code 455.J Environmental Management Systems. The report is also an opportunity, similar to Comprehensive Plan Updates, to report to planning and service area stakeholders on results of your efforts in the past year. The report should include the following:

- 1. EMS Participant Operations Overview** - This section describes the organization for those unfamiliar with them. Keep it to 4 – 7 lines. This may be repeated from year to year and updated as necessary.
  - *Where is the planning area located?* Where is the main office/facility? Where are other locations, if any?
  - *What is the planning or service area? Approximately how many people, businesses, etc. does the planning area service?*
  - *What services does the planning area provide?* Landfill only, Landfill and recycling center, Education center, Transfer stations? Yard Waste/Compost? MRF, Household Hazardous Materials Facility with satellites, recycling collection routes – curbside/drop-off.
  - *Were any new services added during the past year?* Sharps collection, battery recycling, liquids management, added material recycling.
  - **Example Operations Overview:** The Great Iowa Solid Waste Agency (GISWA) supports integrated solid waste management for approximately 65,000 people in three counties in Iowa including Dietrich, Sander and the unincorporated portion of Gold along with Great City. GISWA



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operates a landfill, a waste transfer stations, and a recycling facility and yard waste site. GISWA is responsible for garbage, yard waste, and recycling collection services for single family residences and multiple dwellings of four units or fewer. The landfill and recycling center provide drop-off recycling and household hazardous waste collection.

2. **Regulatory Compliance 111.6(3)** – Include a brief summary of regulatory compliance performance in the fiscal year, including a listing of any recurring or significant violations related to legal requirements identified in compiled Legal requirements list. If there have been violations, note how they are being resolved. Check the box if no EPA, DNR or other regulatory violations have occurred.
  - **Example Compliance Summary:** Received Letter of Noncompliance from DNR regarding Intermediate cover at the landfill. We met with DNR on X date. Plan is in place to remedy problem by X date.
  
3. **Executive Summary (Attachment 1)** – The EMS Executive Summary is an overview of EMS progress during the fiscal year ending June 30. Conciseness and clarity are important.  
**Objectives/Targets (O/T)** - include Monitoring/Measuring of O/T along with Re-evaluation/Modification of O/T in some cases.
  - Report on each Objective and Target currently active and those completed during the fiscal year.
  - Include:
    - Component Area (Organics Management, Household Hazardous Materials Collection, Water Quality Improvement, Greenhouse Gas Reduction, Recycling Services and Environmental Education)
    - Objective, Target (O/T) with timeframe (when Objective began – ended or planned ending)
    - Metric (how results are measured)
    - Key milestones and preliminary results or final results
    - For example if an O/T is planned for 2 years with a target to increase X by 20%, give a measurement for the Annual Report: Solar project - Target – decrease greenhouse gas emissions by 5% pounds in calendar year 2020 compared to calendar year FY19. You may list key activities in paragraph form. Note how project is doing to-date – halfway through. In other cases you may measure and discover you need to change the Target as you are blowing it away or you will not reach it. Then you may note your decision to change the date or the Target.
  - A few select pictures are recommended, but optional.



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- **Example Executive Summary:**

- Recycling (Complete): Objective was focused on promoting responsible e-waste recycling and management throughout the entire planning area.

Target: increase e-waste sent to the e-waste recycling center by 10% in fiscal year 2019 compared with fiscal year 2018.

Metric: Pounds

Action Plan summary: Developed a baseline number of pounds e-waste and outreach in 2018. Mailings were sent to 35 businesses in the planning area with personal contacts to ten. In year 2,

Results summary: The program was successfully completed in June of 2019 resulting in a 12% overall increase of e-waste sent to the recycling center. See the attached picture of e-waste outreach materials (Figure 1). Several staff members were involved including....

- Organics Management (Active): This objective is currently still active and focuses on.....

**Note:**

**Annual Report Code Information:**

567-111.7 Each annual report shall be reviewed by DNR, and a determination as to whether a planning or service area's EMS is in compliance with Iowa Code section 455J.3 shall be made by January 1 of each year. Reports shall be reviewed for the following:

1. Completeness in terms of addressing all of the elements set forth in 567—111.6(455J). Requirements for each of the ten elements spelled out in the rule.
2. Progress toward achieving the objectives and targets set forth in the EMS. *Enough information should be presented in the Executive Summary regarding Objectives and Targets to allow DNR to determine whether or not progress is being achieved.*
3. Clear demonstration of continuous improvement in terms of progress toward achieving the objectives and targets set forth in the EMS.