IOWA Department of Natural Resources

Environmental Management Systems

Sharing Files/EMS Annual Report Update

November 2019

SOLID WASTE Environmental Management System

Committed to Continuous Improvement

Gresham Smith

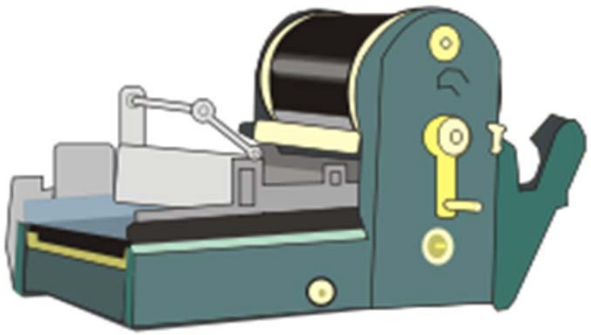
New Annual Report Process -

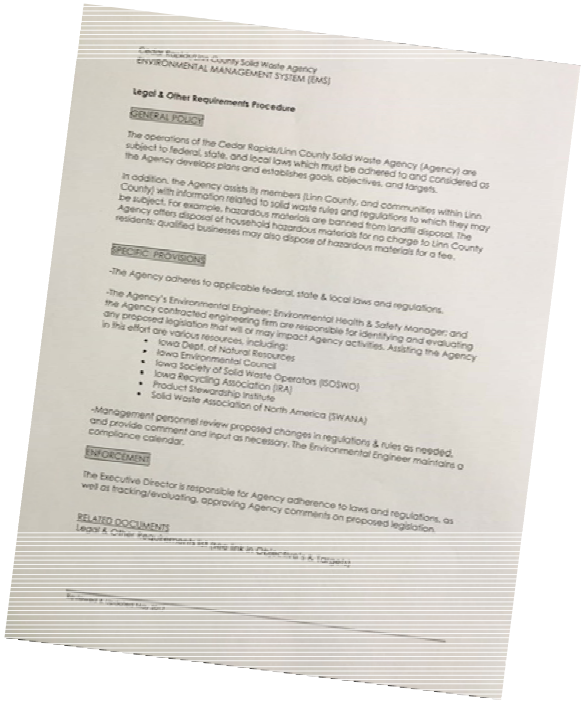
Gresham Smith

x 2

Olden Days…Twice per year

documents to DNR/auditors for Audit/Annual Report





ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

Legal & Other Requirements Procedure

GENERAL POLICY

The operations of the Cedar Rapids/Linn County Solid Waste Agency (Agency) are subject to federal, state, and local laws which must be adhered to and considered as the Agency develops plans and establishes goals, objectives, and targets.

In addition, the Agency assists its members (Linn County, and communities within Linn County) with information related to solid waste rules and regulations to which they may be subject. For example, hazardous materials are banned from landfill disposal. The Agency offers disposal of household hazardous materials for no charge to Linn County residents; qualified businesses may also dispose of hazardous materials for a fee.

SPECIFIC PROVISIONS

-The Agency adheres to applicable federal, state & local laws and regulations.

-The Agency's Environmental Engineer; Environmental Health & Safety Manager; and the Agency contracted engineering firm are responsible for identifying and evaluating any proposed legislation that will or may impact Agency activities. Assisting the Agency in this effort are various resources, including:

- Iowa Dept. of Natural Resources
- Iowa Environmental Council
- Iowa Society of Solid Waste Operators (ISOSWO)
- Iowa Recycling Association (IRA)
- Product Stewardship Institute
- Solid Waste Association of North America (SWANA)

-Management personnel review proposed changes in regulations & rules as needed, and provide comment and input as necessary. The Environmental Engineer maintains a compliance calendar.

ENFORCEMENT

The Executive Director is responsible for Agency adherence to laws and regulations, as well as tracking/evaluating, approving Agency comments on proposed legislation.

RELATED DOCUMENTS

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Now – docs in Dropbox at Audit - considered most current for that fiscal year EMS Annual Report. Note:

- If Audit reveals problems with a document - may require update.
- EMS reviews/calendar etc. – may update all at once, or at review time
- EMS is responsible for document control (versions). Dropbox should match EMS.

Gresham Smith

EMS Annual Report - comments

- Download required files to DNR hard drive
- Use checklist, send letter of acceptance when review is complete.
- DNR compiles an Annual Report to EPC – program summary, by January 1

ENVIRONMENTAL MANAGEMENT SYSTEM

ANNUAL REPORT
FISCAL YEAR 2018

www.iowadnr.gov/swems
502 E. Ninth St. Des Moines, IA 50319 | 515-725-8200

The Iowa Department of Natural Resources (DNR) Environmental Management System (EMS) program provides an opportunity for solid waste planning areas and permitted facility service areas to employ a framework of responsible environmental management initiatives while promoting environmental stewardship and continuous improvement.

In 30 counties, 13 program participants operate across 346 cities, impacting 1.6 million Iowans. Each is required to submit an annual report and undergo an internal and external audit. EMS grant funding provides participants opportunities to leverage local funding with grant dollars to pursue EMS-driven objectives with measured targets. In fiscal year 2018, participants supplied 37 percent in cash match for 13 projects, bringing the total project value to $583,614.

EMS GRANTS CREATE SUCCESS STORIES

A look at some of the local successes created through DNR EMS grant funding.

The Waste Commission of Scott County (WCSC), worked to improve its education and recycling efforts.

Awarded $24,999 for three projects, matching with $10,407 in local funds, the WCSC completed a digital signage project that educates 60 staff daily and 70,000 site visitors annually on recycling, safety and environmental topics.

In the past year, more than 600 people toured the WCSC facility, using tour headsets that block out machine noise.

In addition, WCSC purchased small recycle bins for local businesses and schools to encourage single-stream recycling, along with educational materials on what should go in the bin.

Regional Environmental Improvement Commission (REIC - Iowa County) built an electronics recycling building at the Iowa County Landfill with an award of $39,826 and $13,275 in local match. REIC, the program's newest participant, had been managing electronics recycling in a corner of the maintenance building, which caused handling issues for recyclers and staff alike.

The new building is the cornerstone for increased emphasis on recycling at the landfill, with a vision for customer-friendly management of electronics, tires, appliances, and other materials.

EMS COMPONENTS

Iowa's EMS program promotes six areas of emphasis, called *components*.

- Organics waste management
- Household hazardous materials collection
- Water quality improvement
- Greenhouse gas reduction
- Recycling services
- Environmental education

EMS PROGRAM COSTS

Third-party external auditor	$24,990
Technical support and assistance, workshops	$65,116
Grant funding	$369,986
TOTAL	**$460,986**

FISCAL YEAR 2018 GRANT FUNDING

Funding request	$369,986
Local cash match	$213,628
TOTAL	**$583,614**

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EMS Annual Report - comments

Best Practices – include:

- Complete or partial Target results
- Changes to O/Ts
- Document/information on the Re-evaluation/Modification process – meeting minutes, PowerPoint, Board report

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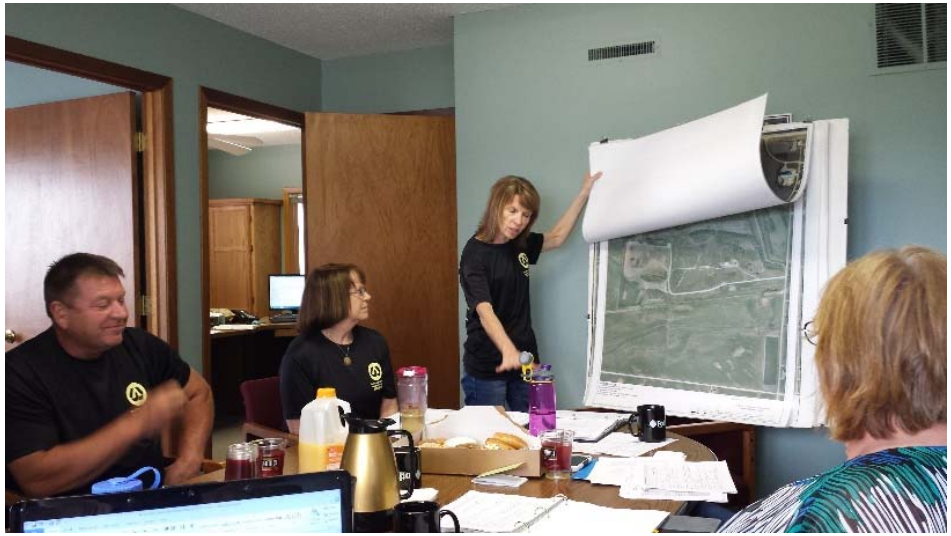
AUDIT Schedule

EMS Audit Schedule FY20		FY20	FY20	FY20
EMS Elements	**Comments**	**Tier 2**	**Tier 2A**	**Tier 1**
Environmental Policy Statement	Typically change infrequently and partially.	X		X
Environmental Aspects and Impacts	Typically change less frequently and partially.	X		X
Legal and Other Requirements	Typically change infrequently and partially.	X		X
Objectives and Targets	Typically change frequently and completely.	X	X	X
Action Plan	Typically change frequently and completely.	X	X	X
Roles & Responsibilities	Typically change infrequently and partially.	X	X	X
Communication & Training	Typically change infrequently and partially.	X	X	X
Monitoring and Measurement	Typically change frequently and completely.	X	X	X
Audit/Assessment	Typically change infrequently and partially.	X	X	X
Reevaluation and Modification	Typically change at least annually.	X	X	X

Tier 2 = “Pilots” CRLCSWA, DMASWA, MWA, RASWC, WCSC - Fall 2019
Tier 2A = all others except Marshall County who is Tier 1 – Spring 2020



EMS Audit Info

- Auditee ➡ files in Dropbox
- No matter which elements are being audited (Tier 2, 2A, 1) put all EMS ten element documents in Dropbox

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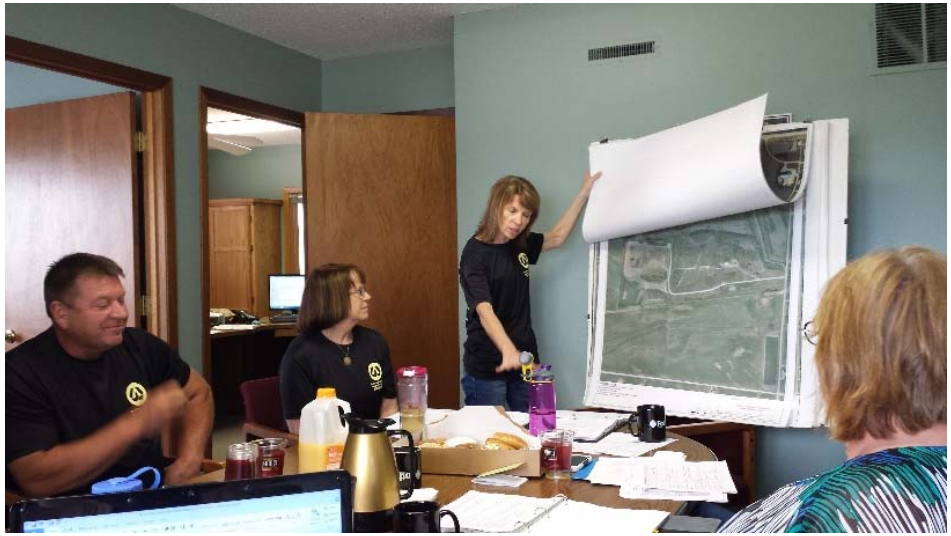

EMS Audit Info

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- No matter which elements are being audited (Tier 2, 2A, 1) put all EMS required documents in Dropbox

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3 Types of Objectives and Targets

Annual

- Conventional O/T
- Up to 2 years with first year to set baseline

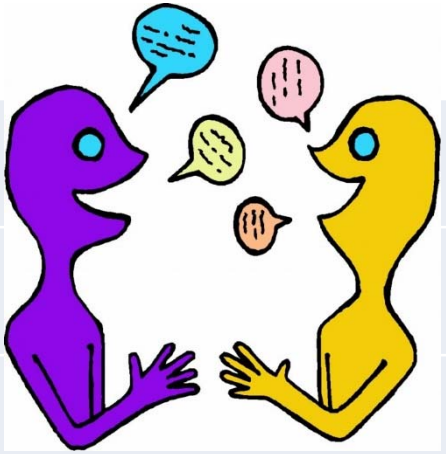
Multi-Year

- **Plan progress via milestones**
- Document tasks completion
- Up to 3-5 years for final completion

Active Ongoing

- Continue implementing existing program
- **Update targets annually**
- Up to 5 years

FY20 - Fall Full Audits



Date	Time	Participant	Location
11/04/19	10:00 a.m.	RASWC	Rathbun Area Solid Waste Commission
11/21/19	10:00 a.m.	Cedar Rapids Linn County SWC	Cedar Rapids Linn County Solid Waste Commission
12/04/19	10:00 a.m.	Metro Waste Authority	Metro Park East
12/06/19	10:00 a.m.	Dubuque Metropolitan Area SWA	City of Dubuque Municipal Services Building
12/10/19	10:00 a.m.	Waste Commission of Scott County	Scott Area Recycling Center

Questions?

https://www.dropbox.com/home

https://www.iowadnr.gov/Environmental-Protection/Land-Quality/Waste-Planning-Recycling/Solid-Waste-EMS/EMS-Participants

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