IOWA
Department of
Natural Resources

Environmental Management Systems

Sharing Files/EMS Annual Report – the easy way

July 2019

SOLID WASTE Environmental Management System

Committed to Continuous Improvement

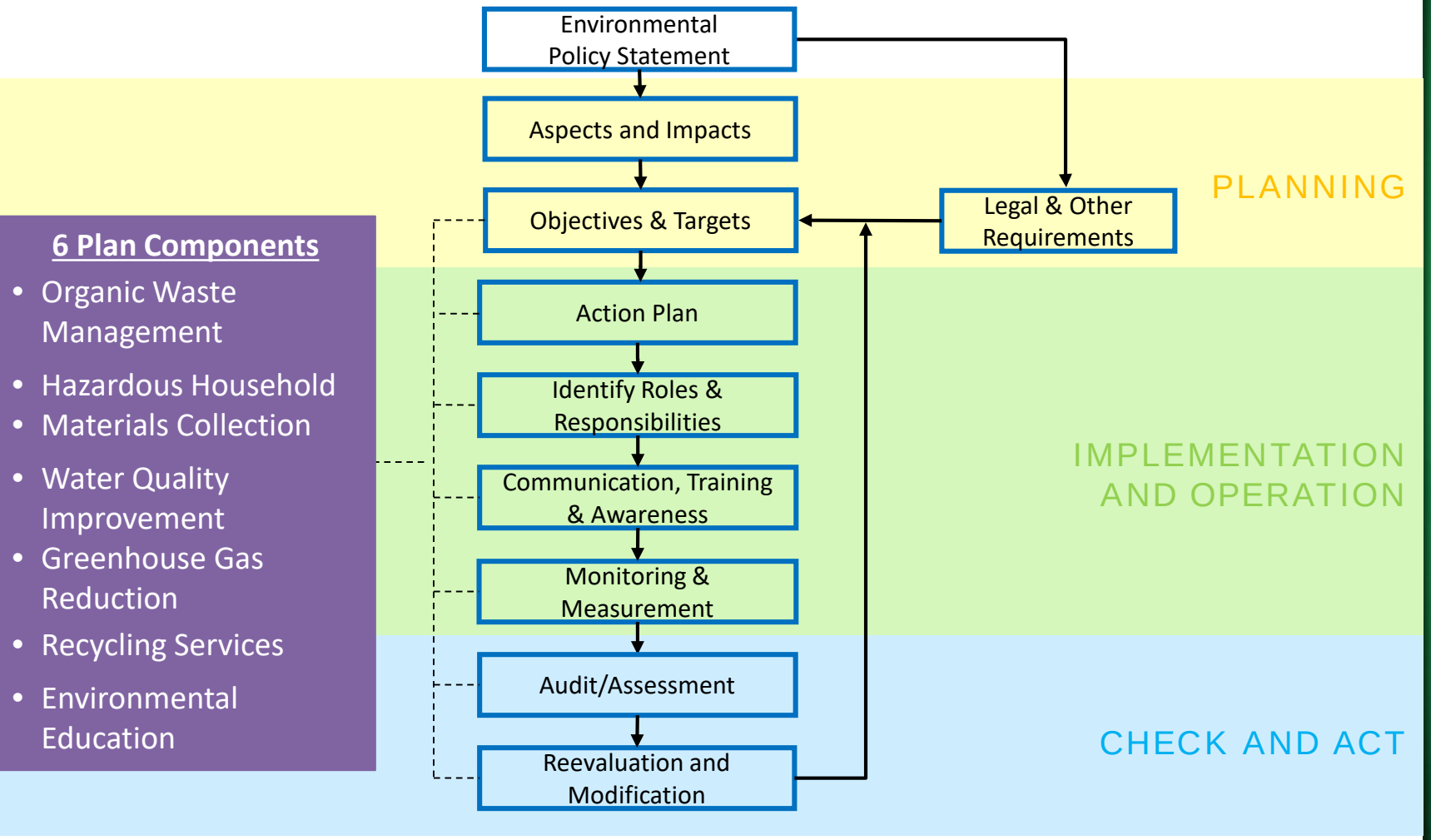
Gresham Smith

Environmental Management System (EMS)

Definition of System: a set of principles or procedures according to which something is done; an organized scheme or method.

Gresham Smith

Iowa Solid Waste EMS Framework



First 3 elements are overarching;
final 7 are completed for each of the six component areas

Gresham Smith

Twice per year EMS participants provide documents to DNR/auditors – Audit/Annual Report

Struggle - how to share documents:

Print

Email

PDF, Excel, Word

How to track versions?

Gresham Smith

5420124 EMS Annual Report FY19 [Compatibility Mode] - Word
File Home Insert Design Layout References Mailings Review View ACROBAT Tell me what you want to do... Goldsmith, Leslie [DNR] Share
Paste Cut Copy Format Painter Clipboard
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Emphasis ¶ Heading 1 ¶ Heading 2 ¶ Heading 3 ¶ Heading 4 ¶ Heading 5 ¶ Normal Strong Subtitle Title ¶ No Spac...
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Iowa Solid Waste
Environmental Management System
Annual Report Form

The Environmental Management System (EMS) Annual Report is based on Iowa Administrative Code 567 Chapter 111 *"Annual Reports of Solid Waste Environmental Management Systems"*. This form and documents submitted in Dropbox or as a hard copy will be used to determine compliance with the provisions of Iowa Code section 455J.3. The EMS Annual Report covers the state Fiscal Year July 1 through June 30, and is **due September 1 by 4 PM.** For more information about the report see the EMS Annual Report Guidance Document.

Annual Report for the Fiscal Year ending in June (insert year): _____

Planning Area or Landfill Service Area Information:

Name of Planning Area or Permitted Facility Service Area: _____

Mailing Address: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Name of person filling out report: _____

Phone: _____ Email Address: _____

Date of most recent External Audit: _____

1. EMS Participant Operations Overview: Describe for those unfamiliar with operations – location, permits and services (landfill, transfer station, HHM, compost, recycling), any new programs in the fiscal year (example: added sharps collection). See the online EMS Annual Report Guidance Document for more information. _____

2. Provide a **brief summary** of the organization's **Regulatory Compliance** 567-111.6(4) for the previous year. List any recurring or significant violations related to the identified legal requirements. Describe progress made in resolving violations. _____

Or If there is nothing to report, check below:

☐ There are no recurring or significant violations to report

3. Executive Summary - provide information (Attachment 1) on all Objectives and Targets, active or completed in the Annual Report fiscal year. Attach an overview of the environmental improvements and benefits achieved during the past year as related to the system's Objectives and Targets. Objective/Target should include the following information:

- Objective/Target Component Area -
  - Organics Waste Management
  - Hazardous Household Materials Collection
  - Water Quality Improvement
  - Greenhouse Gas Reduction
  - Recycling Services
  - Environmental Education
- Objective/Target Start Date, Results to-date and whether the Objective/Target is complete or not, Action Plan highlights.

Page 1 of 2 688 words 80%
Type here to search 8:37 AM 7/11/2019

4. All other documents required (see IAC 567-111) may be uploaded to Dropbox.
https://www.dropbox.com/home (Contact DNR if you have questions about use of Dropbox)
Or paper copies may be submitted

Required documents include:

- Environmental Policy Statement
- Significant Aspects and Impacts List and Aspects and Impacts Procedure
- Legal and Other list and Procedure
- Objectives and Targets including Action Plan and Responsible Parties
- Communication Procedure(s)
- Training Procedure
- Monitoring/Measuring Procedure
- Audit Procedure, Internal Audit Report that includes date of audit
- Document(s) that show Reevaluation & Modification was carried out – may include meeting minutes, completed Nonconformity/Corrective Action forms

- **Optional documents:** Objectives/Targets Procedure, Re-evaluation/Modification Procedure, other Audit documents, Documentation Procedure, Core Team, Fenceline or other EMS information. Photographs of the project or other helpful documentation.

Dropbox:

- Each EMS participant has a set folder
- Within the EMS participant folder there are subfolders for the EMS Annual Report and for each EMS Element
- Documents that that do not have a folder should be placed in the "Other Documents" folder
- EMS participant is responsible to upload the most current version of documents required in 567-111 prior to the Annual External EMS Audit, but may update documents after that date.
- EMS participant may update documents at any time during the year, deleting older outdated document versions.

5. The EMS Annual Report was submitted to DNR on or before September 1:

☐ Online: The EMS Annual Report Form with Attachment 1 was submitted using Dropbox. All other documents required by IAC 567-111 have been placed in the proper Dropbox folder.
Note: Once the Annual Report has been submitted using Dropbox, email Leslie Goldsmith: leslie.goldsmith@dnr.iowa.gov

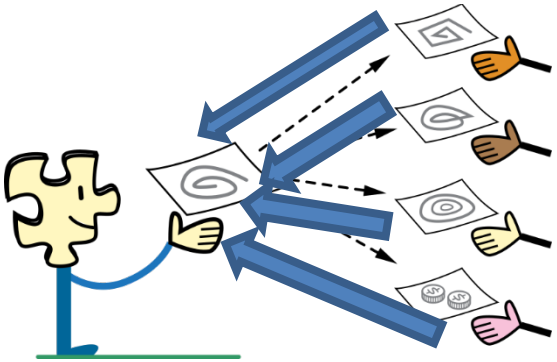
or

☐ As a paper copy: A paper copy of EMS Annual Report form with Attachment 1 and all other documents required were delivered to the Department of Natural Resources: Leslie Goldsmith, Iowa Department of Natural Resources, 502 E 9th St. Des Moines, Iowa 50319.

Webpages linked on this document:

- EMS Annual Report Forms, EMS Participant Webpage (Document Retrieval), Executive Summary Guidance: http://www.iowadnr.gov/Environmental-Protection/Land-Quality/Waste-Planning-Recycling/Solid-Waste-EMS/EMS-Participants

Submittal Method: DNR looked at a variety of web-based products for file sharing.



Dropbox fit the bill.

Gresham Smith

Inbox (4) - leslie.goldsmith@dnr. | State of Iowa - Calendar - Week | Files - Dropbox | print screen windows 10 - Google

Dropbox, Inc [US] | https://www.dropbox.com/home

Apps | Imported From IE | Reserve Car | Inbox - leslie.golds... | EMS Participants | Comprehensive Pla... | The Des Moines Re... | The New York Time... | Google | Washington Post: B... | Other bookmar

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Files

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Sharing
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Search

Name	Modified	Members	
1 EMS Program's shared workspace	--	4 members	Share
2DNR EMS Program Folder	--	5 members	
7Test Folder	--	2 members	
Cedar Rapids Linn County Solid Waste Agency	--	10 members	
Dubuque Metropolitan ...ste Agency (DMASWA)	--	10 members	
Great River Regional Waste Authority (GRRWA)	--	10 members	
Iowa City Landfill and R...ling Center (Iowa City)	--	10 members	
Iowa County Regional E...ent Commission (REIC)	--	10 members	
Landfill of North Iowa (LNI)	--	10 members	

Create new file
Upload files
Upload folder
New shared folder
New folder
Show deleted files
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Inbox (2) - leslie.goldsmith@dnr.i | State of Iowa - Calendar - Week | 2DNR EMS Program Folder - Dro

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Dropbox > 2DNR EMS Program Folder

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Name	Modified	Members	
EMS Annual Report Form & Guidance	--	5 members	Share
EMS Battery Grant Folder	--	5 members	
Battery docs P7.zip	6/4/2019 6:39 am	6 members	
Document Review Calendar Example.xlsx	7/1/2019 8:22 am	5 members	

Find the report form, guidance, example here!

1 item selected

Share

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Rename
Move
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Delete

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7/11/2019

Fieldtrip Day! Tuesday July 30 - le | State of Iowa - Calendar - Week | EMS Annual Report Form & Guid

Dropbox, Inc [US] | https://www.dropbox.com/home/2DNR%20EMS%20Program%20Folder/EMS%20Annual%20Report%20Form%20%26%20Guidance

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Dropbox › 2DNR EMS Program Folder › EMS Annual Report Form & Guidance

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Name	Modified	Members
5420124 EMS Annual Report Form 2019.doc	7/11/2019 12:57 pm	Share / Open with
Annual Report Guidance rev fy2019.pdf	7/11/2019 8:48 am	7 members
Executive Summary Example - LNI.pdf	7/11/2019 9:10 am	7 members

1 item selected

Share

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Download

Open with

Add to showcase

Add comment

Star

Version history

Rename

Move

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Name	Modified	Members	
1 EMS Program's shared workspace	--	4 members	Share
2DNR EMS Program Folder	--	5 members	
7Test Folder	--	2 members	
Cedar Rapids Linn County Solid Waste Agency	--	10 members	
Dubuque Metropolitan ...ste Agency (DMASWA)	--	10 members	
Great River Regional Waste Authority (GRRWA)	--	10 members	
Iowa City Landfill and R...ling Center (Iowa City)	--	10 members	
Iowa County Regional E...ent Commission (REIC)	--	10 members	
Landfill of North Iowa (LNI)	--	10 members	

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Upload files
Upload folder
New shared folder
New folder
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Inbox (4) - leslie.goldsmith@dnr. | State of Iowa - Calendar - Week | Cedar Rapids Linn County Solid | print screen windows 10 - Google

Dropbox, Inc [US] | https://www.dropbox.com/home/Cedar%20Rapids%20Linn%20County%20Solid%20Waste%20Agency

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Dropbox › Cedar Rapids Linn County Solid Waste Agency

Search

Name	Modified	Members
1 Environmental Policy Statement	--	10 members
2 Aspects & Impacts	--	10 members
3 Legal & Other	--	10 members
4-6 Objectives & Target..., Roles Responsibilities	--	10 members Share
7 Communication & Training	--	10 members
8 Monitor & Measure	--	10 members
9 Audit & Assess	--	10 members
10 Reevalution & Modification	--	10 members
Annual Report	--	10 members

Create new file
Share folder

JH KM 7

Upload files
Upload folder
New folder
Show deleted files
Rewind this folder

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Inbox (4) - leslie.goldsmith@dnr.i | State of Iowa - Calendar - Week | 1 Environmental Policy Statemen | print screen windows 10 - Google

Dropbox, Inc [US] | https://www.dropbox.com/home/Cedar%20Rapids%20Linn%20County%20Solid%20Waste%20Agency/1%20Environmental%20Policy%20Statement

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1 Environmental Policy Statement

Search

Name	Modified	Members
Mission & Environment... Statements 2019 .doc	5/16/2019 8:37 am by Joe Horaney	10 members

Create new file

Share folder

JH KM SF 6

Upload files

Upload folder

New folder

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Inbox (5) - leslie.goldsmith@dnr.i | State of Iowa - Calendar - Week | Version history | print screen windows 10 - Google
Dropbox, Inc [US] | https://www.dropbox.com/history/Cedar%20Rapids%20Linn%20County%20Solid%20Waste%20Agency/1%20Environmental%20Policy%20Statement/Mission%20%26%20En...
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Mission & Environmental Policy Statements 2... Version history

Search

Restore any version from the past 180 days

How version history works

Looking for something else?

An older version of a folder

A deleted file

May 16, 2019

Mission & Environmental Policy Statements 2019 .doc 9:44 AM	Added by Joe Horaney Desktop	470 KB	Current version

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Mission & Environ....doc
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Inbox (5) - leslie.goldsmith@dnr.i | State of Iowa - Calendar - Week | 2 Aspects & Impacts - Dropbox | print screen windows 10 - Google

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Files

My files

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2 Aspects & Impacts

Search

Drag files in from your hard drive or upload.

Create new file

Share folder

JH KM SF 6

This folder is empty

Drag and drop files onto this window to upload.

OR

Upload files

Upload folder

New folder

Show deleted files

Rewind this folder

Include date in filename – to help quickly track version. Keep only the most recent in the folder, delete older versions. Some folders will have more than one file

Example: Aspects Impacts SS/Procedure

Personal

Only you

Privacy

Mission & Environ....doc

Show all

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7/8/2019

From the Print Edition, June 2019 | State of Iowa - Calendar - Week | Google Contacts | West Central Iowa Solid Waste M

Dropbox, Inc [US] | https://www.dropbox.com/home/West%20Central%20Iowa%20Solid%20Waste%20Management%20Association%20(West%20Central)

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Dropbox › West Central Iowa Solid Waste Management Association (West Central)

Search

2 Aspects & Impacts	--	9 members
3 Legal & Other	--	9 members
4-6 Objectives & Target..., Roles Responsibilities	--	9 members
7 Communication & Training	--	9 members
8 Monitor & Measure	--	9 members
9 Audit & Assess	--	9 members
10 Reevalution & Modification	--	9 members
Annual Report	--	9 members
Other Documents	--	9 members

Share

Create new file

Share folder

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Click for more
Leslie Goldsmith
You're the owner

Upload folder
New folder
Show deleted files
Rewind this folder

Drop Completed Annual Report Form here by 9/1 (your folder) – email Leslie

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Inbox (2) - leslie.goldsmith@dnr. | Google Contacts | State of Iowa - Calendar - Week | Files - Dropbox | My Schedule - Current Requests

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Marshall County Solid W...Commission (Marshall) -- 11 members

Create new file
Upload files
Upload folder
New shared folder
New folder
Show deleted files
Rewind Dropbox

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Cedar Rapids Linn County Solid...te Agency
10 members

To: Email or name — Can edit

AO	Ashley Owen aowen@region12cog.org	Can view
	Becky Jolly becky.jolly@dnr.iowa.gov	Can view
I	imceainvalid-rick+20hunsaker@namprd...utlook.com	Can view
JH	Joe Horaney jhoraney@solidwasteagency.org	Can edit
KM	Karmin McShane kmcshane@solidwasteagency.org	Can edit
	Leslie Goldsmith faba.reports@dnr.iowa.gov	Owner

Share a link instead — Link settings

Can view
Anyone with this link can view the folder. — Copy link

Links to each participant folder were emailed to EMRs

Type here to search

10:36 AM
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Questions?

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

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