



Metro Waste Authority

We Know Where It Should Go

2018 EMS Annual Report

Submitted by Metro Waste Authority (MWA)
to the Iowa Department of Natural Resources (Iowa DNR)
September 1, 2018

Metro Waste Authority

300 E. Locust Street, Suite 100
Des Moines, IA 50309

Prepared by the EMS Core Team

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Iowa Solid Waste Environmental Management System Annual Report

The [Environmental Management System Annual Report](#) form(s) may be found on the DNR's website.

Note: Please complete this report in Word or PDF document format. It must contain all the information requested below in the order requested; numeric attachments first, then alphabetic. Attachments should be labeled as requested. This document is based on [Iowa Administrative Code 567 Chapter 111](#) "Annual Reports of Solid Waste Environmental Management Systems" updated May 16, 2018.

The EMS Annual Report covers the state Fiscal Year July 1 through June 30, and is due September 1. Contact Leslie Goldsmith, 515-725-8319, leslie.goldsmith@dnr.iowa.gov with questions.

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: _____

Items 1 through 9 shall be submitted annually or are included as they are connected with an element that must be submitted annually. Items that follow (A-E) do not change as often and may already be on file at DNR.

1. Executive Summary 567-111.6(1) (Attachment 1)

An overview of the environmental improvements and benefits achieved during the past year as related to the system's Objectives and Targets is attached. Note: This information should be similar to what is presented for management review. It is highly recommended to refer to the [Executive Summary Guidance document](#) found online.

2. Aspects and Impacts 561-111.6(3) (Attachment 2)

A list identifying and demonstrating evaluation of actual or potential significant aspects and impacts to the environment, stemming from activities, services and facilities is attached.

3. Aspects and Impacts methods 567-111.6(3) (Attachment 3 and 3A)

a. A copy of the Aspects and Impacts procedure used to determine significant aspects and impacts is attached. **(Attachment 3)**

Or:

The most current Aspects and Impacts procedure was submitted to DNR previously:

Date the submitted EPS was adopted or last revised: _____

b. Are large facility, fenceline, service or program changes pending? (Examples include: opening a compost site, opening/adding a new transfer station/MRF or landfill closure.)

Yes. If yes, give a brief summary 567-111.6(3) **(Attachment 3A)**

Or:

No changes are pending.

Provide a **brief summary** of the organization's compliance performance for the previous year. List any recurring or significant violations related to the identified legal requirements. Describe progress made in resolving violations. 567-111.6(4) (If there is nothing to report, no attachment is required.)

There are no recurring or significant violations to report

4. Legal and Other Requirements 567-111.6(4) (Attachments 4 and 4A)

A list of **Legal Requirements** for operations and facilities included in the EMS fenceline, including but not limited to, relevant environmental laws, regulations and permits, and worker health and safety regulations is attached. **(Attachment 4)**

If recurring or significant violations related to the identified legal requirements have occurred during the past fiscal previous year, a brief summary of the area's regulatory compliance performance is attached. Information about how compliance issues are being resolved is included. **(Attachment 4A)**

Or:

There have been no recurring or significant violations identified.

5-7. Six Plan Components 567-111.6(5) - 567 (Attachments 5-7)

Information addressing the EMS Elements for each of the six plan components should be attached:

- Organics Management
- Greenhouse Gas Reduction
- Household Hazardous Materials Collection
- Recycling Services
- Water Quality Improvement
- Environmental Education

Provide a document or series of documents (#5-7) detailing information below. If one document contains all the required information, separate attachments are not necessary, check each box and list the attachment as 5-7.

5. Objectives and Targets. 567-111.6(5) A document describing the objectives relevant to each of the six plan components is attached. Targets are established for achieving each of the objectives. Objectives/Targets that have been completed during the Fiscal Year are noted. **(Attachment 5)**

6. Action Plan. 567-111.6(6) A document describing the actions necessary to achieve the objectives and targets is attached. The plan includes the identification of specific tasks, timelines for completion of each step in the plan and a schedule for periodically reviewing and updating the objectives and targets. **(Attachment 6)**

7. Roles and Responsibilities. 567-111.6(7) The attached document includes identification and documentation of individuals and organizations responsible for specific tasks to carry out objectives. **(Attachment 7)**

Note: For each Objective/Target, metrics/measurements or other information to help establish progress and continuous improvement must be provided. 567-111.7(2), 567-111.7(3). *Please note progress on each Objective/Target through the end of the fiscal year.* Example: this may be accomplished through Action Plan notes on steps/dates and by noting progress toward target(s).

8. Audit/Assessment 567-111.6(10) (Attachments 8, 8A, 8B)

The most current Assessment/Audit procedure/process is attached **(Attachment 8):**

Or:

The most current Audit procedure was submitted to DNR previously.

Date the procedure was adopted or last revised: _____

a. An **Internal Audit** shall be conducted each state fiscal year. 567-111.6(10) (**Attachment 8A**)

The Internal Audit Report is attached.

Date of Internal Audit: _____

Name of Auditor(s): _____

b. An **External Audit** shall occur each state fiscal year. 567-111.6(10)

Date of last External Audit: _____

Name of Auditor(s): _____

Note: All External Audit Reports are on file at DNR, available by online on the [EMS participant webpage](#), Electronic Document Retrieval under EMS, External Audit. It is not necessary to submit them again.

External Audit Results. Check any that apply:

A summary of procedure or other changes, meetings, root cause analyses resulting from the External Audit is attached. (Complete if the External Resulted in "Partially Met" or "Did Not Meet" finding) (**Attachment 8B**)

Opportunities for Improvement have been discussed. Action has been taken.

Other: _____

9. Re-evaluation and modification 567-111.6(11) (**Attachment 9**)

The attached document/documents (may be a report or other documentation of activities) describe(s) EMS reevaluation and modification - areas where the EMS has met, exceeded, or failed to meet expectations.

Note: The Executive Summary is intended to share a snapshot of each objective/target. Re-evaluation and modification is intended to gather information on the process used by the EMS. Submit organization, core team or other meeting minutes and/or other documents describing or demonstrating how the organization undergoes objective/target considerations, root cause determinations, and revises goals and activities. 567-111.6(11) states "For each plan component, the report shall identify root causes of those outcomes and develop revised goals and activities appropriate to each". This activity should be apparent in minutes etc.

Items A through E may not change frequently. If the most current version of a document is already on file at DNR there is no need to re-submit it.

A. Environmental Policy Statement (EPS) 567-111.6(2) (**Attachment A**)

The **Environmental Policy Statement** has changed since the last Annual Report and is attached.

Or:

The most current EPS was submitted to DNR previously:

Date the submitted EPS was adopted or last revised: _____

B. Legal and Other Requirements Procedure 567-111.6(4) (**Attachment B**)

The most current procedure for tracking changes in Legal and Other requirements is attached.

Or:

The most current procedure was submitted to DNR previously.

Date the procedure was adopted or last revised: _____

C. Communication Procedure 567-111.6(8) (Attachment C)

The most current procedure for tracking internal and external communications is attached.

Or:

The most current was submitted to DNR previously.

Date the procedure was adopted or last revised: _____

D. Training Procedure 567-111.6(8) (Attachment D)

The most current Training procedure is attached.

Or:

The most current Training procedure was submitted to DNR previously.

Date the procedure was adopted or last revised: _____

E. Monitoring and Measurement 567-111.6(9) (Attachment E)

The most current Monitoring and Measurement procedure is attached.

Or:

The most current procedure was submitted to DNR previously.

Date the procedure was adopted or last revised: _____

Note:

Annual Report Information:

567-111.7 Each annual report shall be reviewed by the department, 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).
2. Progress toward achieving the objectives and targets set forth in the EMS.
3. Clear demonstration of continuous improvement in terms of progress toward achieving the objectives and targets set forth in the EMS.

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>
- Iowa Administrative Code 567 Chapter 111: <http://www.iowadnr.gov/Environmental-Protection/Land-Quality/Solid-Waste/Solid-Waste-Policy-Rules>

01 | Executive Summary

Overview

The Metro Waste Authority (MWA) planning area encompasses Polk and Dallas counties, with the exception of the City of Adel. Combined, these counties have a population of 544,000 (2015 data). The following is a list of our locations: Central Office, Des Moines; Metro Central Transfer Station, Des Moines; Metro Compost Center, Des Moines; Metro Northwest Transfer Station, Grimes; Metro Hazardous Waste Drop-Off, Bondurant; Metro Park East Landfill, Mitchellville; Metro Park West Landfill, Perry. MWA provides landfill and transfer station services, household hazardous waste collection, composting and management of curbside recycling and yard waste collection.

Completed/Closed Objectives

Record 124: Fluorescent Bulb Recycling, Completed 6/30/2018

- Increase number of fluorescent bulbs collected through the Household Hazardous Waste program by 10% over 2016/2017 totals.
- Benefit/Focus Area: Increase Household Hazardous Waste Collection
- As of 6/30/18, 92% of goal has been reached (40,072 out of 43,131). Providing the customer with the best option is a priority at MWA. Because of this, we directed several large loads of light bulbs directly to A-tec for processing to minimize costs for the businesses. If we had accepted these loads we would have exceeded the goal.

Record 126: Improve Recycling Drop-Off, Completed 6/30/2018

- Increase amount of recyclables collected at local community drop-off locations by 10% over total collected in 2016/2017.
- Benefit/Focus Area: Increase Recycling
- After extending hours for recycling, added more service offerings at the Metro Northwest Transfer Station, and completing ongoing promotional campaigns, we have collected 100,860 more pounds of recyclables than the 2016/2017, meaning a 19% increase overall exceeding our goal of 10%.

Record 108: Plastic Bag Education, Completed 5/1/2018

- Grow participation in the Plastic Bag Swap through distribution of 10% more reusable bags than 2017.
- Benefit/Focus Area: Reduce Recycling Contamination
- Staff completed education campaign about proper plastic bag disposal through ads and through face-to-face conversations with our Recycling Street Team. Improved and promoted Plastic Bag Swap, which led to an 88% increase in reusable bags distributed, 78% more than initial goal of 10%.

Record 120: Event Recycling Stands, Completed 10/25/2017

- Increase amount of recycling collected through event recycling stands by 23% over last year's total of 5,000 pounds.
- Benefit/Focus Area: Increase Recycling
- Recycling stands were promoted through advertising campaigns, blogs, city newsletters, and the creation of a "event waste" guide to help event organizers. An estimated 9,120 pounds were recycled through the reservation of 912 recycling stands, meaning an 82% increase over previous year (60% above initial goal of 23%).

Record 125: Community-Based Recycling Outreach, Closed 2/1/2018

- Reduce the contamination of assessed recyclable material by 10%.

- Benefit/Focus Area: Reduce Recycling Contamination
- Recycling Street Team was hired and had face-to-face conversations with residents at their homes to educate them on what materials can go in recycling carts. Collateral material was created to support conversations.
- Based on staff time and resources required to successfully implement this program, a decision was made to redirect all resources to a different, more targeted community-based campaign: The Plastic Bag Swap. The Community-Based Recycling Outreach objective was closed out and will be reconsidered in the future.

Record 127: Direct Leachate Application System, Completed 3/28/2018

- Reduce greenhouse gas emissions by 50% for leachate hauling round trips at Metro Park East Landfill.
- Benefit/Focus Area: Reduce Greenhouse Gas Emissions
- Direct leachate application system installed and used 6/2/2017-10/26/2017. Total diesel fuel equivalent usage during period was 3,874.59 gallons, leading to 39% overall greenhouse gas emission reduction. We determined our goal was overly aggressive since weather was a factor in how much leachate we could recirculate.

Ongoing Objectives

Record 121: Increase Compost Sales, Target Completion 12/31/18

- Increase the use of compost in our service area by increasing compost sales revenue by 10% over previous year's total.
- Benefit/Focus Area: Increase Compost Use
- Following the creation of a comprehensive compost business plan, sales have been expanded to a secondary location and sold in a different volume (bags). Sales revenue increased by 36% from 2016 from 2016-2017 (240,716.60 to 321,840.66). Compost sales needed for reaching 2018 goal is \$238,313.10.

Record 122: Litter Reduction with Recycling Cart Latches, Target Completion 7/31/2019

- Increase recycling and decrease litter by reducing amount of recyclables blowing out of carts by 50% using wind latches.
- Benefit/Focus Area: Increase Recycling
- Forward progress is currently on hold due to wind latches not working properly during trial with pilot group of residents. Staff are currently working with the manufacturer of the latch to determine how to fix the issues.

Record 123: Water Quality Improvement through Wetlands, Target Completion 12/31/2019

- Increase wetland area in the northwest portion of the Phase I MSWLF unit by 7 acres.
- Benefit/Focus Area: Water Quality
- Grant was awarded for construction of wetland. Construction anticipated to begin in fall of 2018.

02 | Environmental Aspects & Impacts List

The following page provides our Environmental Aspects and Impacts List

2016 Significant Activities, Aspects Impacts List

Ref. No.	Facility	Activity	Aspect(s)	Impact(s)	Legislation Area	Objective	Scale of Impact	Severity of Impact	Probability of Occurrence	Duration of Impact	Avg Score	Regulatory & Legal Exposure	Ease of Changing Impact	External Image Concern	Health & Safety Impacts	Avg Score	Total
2	MWA EMS	landfilling of recyclables	disposal	depletion of natural resources	Env. Education, Recycling Services, Yard Waste Mgmt.	120, 121, 122, 125, 126, 128	4	5	5	5	4.75	2	2	5	2	2.75	7.5
9	MHWD	landfilling of HHW	disposal	toxicity	Hazardous Waste Collection, Env. Education	124	4	4	2	4	3.5	2	3	4	5	3.5	7
27	MPE, MPW	pumping leachate (moved to electric)	air emissions	air degradation	Greenhouse Gas Reduction	127	1	1	3	3	2	2	3	3	3	2.75	4.75
301	Operations (MPE)	post-closure cell maintenance	groundwater contamination	water degradation	Water Quality Improvement	123	3	2	4	5	3.5	2	1	3	2	2	5.5

03 | Environmental Aspects & Impacts Methods

- A. A copy of the Aspects and Impacts procedure used to determine significant aspects and impacts is attached
- B. Large facility, fence-line, service or program changes pending (see below).

MWA will expand it's HHW House Side Collection program guidelines in the City of Norwalk. The agency is looking for new ways to make disposal convenient in an area of high need.

MWA is working with member communities to provide cardboard recycling drop-offs containers in each city. After examining the cost to outsource hauling to our Northwest Transfer Station, MWA will explore the cost to internalize the hauling.

- C. No violations related to the identified legal requirements



EMS Form
Official Document Approval



DATE: 03-29-18

TO: File

FROM: EMS Core Team

SUBJECT: Environmental Aspects and Impacts

The EMS Core Team reviewed and approved the Environmental Aspects and Impacts 03-29-18

Jenny Koska
Jenny Koska (Apr 23, 2018)

Jenny Koska, Environmental Management Representative (EMR)

Michael McCoy
Michael McCoy (Apr 23, 2018)

Michael McCoy

Judi Mendenhall
Judi Mendenhall (Apr 23, 2018)

Judi Mendenhall

Leslie Irlbeck
Leslie Irlbeck (Apr 23, 2018)

Leslie Irlbeck

Yuta Naganuma

Yuta Naganuma

Trish Radke
Trish Radke (Apr 25, 2018)

Trish Radke

Brian Wambold
Brian Wambold (May 17, 2018)

Brian Wambold



 <p>Metro Waste Authority We Know Where It Should Go</p>		<p align="center">Environmental Management System Procedure Environmental Aspects and Impacts</p>				
Document No: EMSP-EAI	Issue Date: 08/25/04	Revision No: 8	Revision Date: 3/28-18	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team

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1.0 PURPOSE

Identify and assess the environmental aspects of Metro Waste Authority's activities, products and services (operations) in order to determine those which may have a significant impact on the environment.

Identify aspects for new developments, or new or modified activities, products and services.

2.0 SCOPE

This procedure covers the operations of Metro Waste Authority's fenceline facilities. For purposes of evaluation, operations with similar characteristics may be grouped.

A baseline evaluation will be conducted of existing products, activities, and services. The need for follow-up evaluations is determined based on changes in evaluation methodology or significant changes in the organization's mission, products, or processes.

3.0 DEFINITIONS

3.1 Core Team. The Core Team consists, at a minimum, of the following positions at Metro Waste Authority: Environmental Management Representative (EMR), Document Control Manager (DCM), Executive Director, Director of Operations, Director of Recycling and Diversion, Public Affairs Manager, Site Engineer, Union Representative, and Executive Assistant. The fenceline facility management (Working Foremen and MHWD Employee) will be included to attend Core Team meetings on an as-needed-basis.

3.2 Environment. Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

3.3 Environmental Aspect. An element of MWA's activities, products or services that interact with the environment.

3.4 Environmental Impact. Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.

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 <p>Metro Waste Authority We Know Where It Should Go</p>		<p align="center">Environmental Management System Procedure Environmental Aspects and Impacts</p>				
Document No: EMSP-EAI	Issue Date: 08/25/04	Revision No: 8	Revision Date: 3/28-18	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team

- 3.5 **Environmental Management Representative (EMR).** The EMR ensures that the Environmental Management System (EMS) is established, implemented, and maintained, in accordance with the Iowa EMS requirements and is appointed by the Executive Director.
- 3.6 **Work Team.** A cross-functional team of Metro Waste Authority personnel, selected by the Core Team, to review aspects and impacts and other responsibilities as assigned by the Core Team.
- 3.7 **Operations.** Defined as any of MWA's activities, products or services.
- 3.8 **Prevention of Pollution.** Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts.
- 3.9 **Significance Criteria.** A set of measures used to quantify and prioritize the environmental aspects and potential impacts of MWA's activities, products or services.
- 3.10 **Significant Environmental Aspect.** An environmental aspect of MWA's activities, products or services that has or may have a significant environmental impact.

4.0 RESPONSIBILITIES

- 4.1 The Core Team is responsible for documenting, maintaining, and their ranking using the significance criteria as well as periodic review of the aspect and impact list and establishing procedures.
- 4.2 The Work Team is responsible for the identification of operations, activities, products and services and the associated environmental aspects and their ranking using the significance criteria.

5.0 PROCEDURES

- 5.1 **General.** This procedure covers those environmental aspects of MWA's operations over which it has control or over which it can be expected to have an influence. Significant environmental aspects identified through this process are considered in the setting of environmental objectives and targets.

This procedure consists of a screening of activities, products and services by a Work Team. The work team determines environmental aspects and impacts associated with the activities. The core team assesses the environmental aspects and determines which of these might result in significant impacts.

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		Environmental Management System Procedure Environmental Aspects and Impacts				
Document No: EMSP-EAI	Issue Date: 08/25/04	Revision No: 8	Revision Date: 3/28-18	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team

5.2 **Identifying Key Operations.** Core Team representatives and the Work Team meet to compile a list of the new or changed activities since the last review at fence line facilities that have environmental aspects resulting in potentially beneficial or adverse environmental impacts.

Each product, service or activity is evaluated for environmental impacts. However, products, services or activities may be grouped together such that those with similar characteristics can be evaluated concurrently.

5.3 **Document Operations, Activities and Process.** Major operations are broken down into related activities using an Input/Output (I/O) diagram, process flow diagram, or equivalent. Information from the process determining aspects and impacts will be documented. Completed by the Work Team.

5.4 **Identifying Aspects and Impacts.** The I/O diagrams, process flow diagrams, or their equivalent are used to assist in the identification of each operation's associated aspect and impact list.

5.5 **Significance Criteria.** Each aspect's significance is determined using the significance criteria in the guidance document. Aspects that have a positive impact will have a low score and will not be significant.

5.6 **Determining Significance.** An average numerical value is calculated for both environmental and business significance. The average score of the environmental impacts and business impacts are combined to determine the significant ranking.

Aspects receiving a score of 7 or greater are considered significant. The Core Team may designate an aspect and impact receiving a score of less than 7 as significant based on (1) business and operational issues or (2) relevance to Iowa DNR EMS focus area. The six focus areas shall be identified for each significant aspect and impact that is relevant.

Results of team findings are recorded on the Significant Aspects and Impacts List.

5.7 The Core Team is responsible for working with the department management to ensure that significant environmental aspects identified are considered in setting environmental objectives and targets for the facility as well as in establishing, implementing and maintaining the EMS. (Refer to Procedure EMSP-OT)

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 Metro Waste Authority <i>We Know Where It Should Go</i>		Environmental Management System Procedure Environmental Aspects and Impacts				
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6.0 REVIEW

6.1 **Updating Aspects and Impacts.** At least once per year, the Core Team will review any new or modified activities and their associated aspects and impacts according to the procedures outlined. If a significant aspect is identified, it will be added to the overall record of significant aspects. All changes that will or may result in a new environmental aspect and/or impact or alter an existing environmental aspect and/or impact will be considered in this review. At least once per year, the Core Team will review the current aspects and impacts scoring 6 or higher. A Work Team shall review aspects and impacts scoring less than 6.

7.0 REFERENCES/RELATED DOCUMENTS

- EMSP-OT, Objectives and Targets
- Input/Output Diagram Template
- EMS Guidance Document, Instructions for Evaluating Environmental Aspects and Impacts
- EMS Worksheet, Evaluating Environmental Aspects and Impacts
- List of Significant Aspects and Impacts
- Environmental Management Programs Action Plan(s)

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05/17/2018

Created:	04/23/2018
By:	Mackensi Burns (mbu@mwatoday.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYZQ_8Mc_Ha3iFxUvnHUSfai-c6cQwEkv

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04 | Legal & Other Requirements

The following report addresses attachment 4.



Legal and Other Requirements



Citation	Description	Reference
Federal Regulations		Electronic Code of Federal Regulations
Title 40 – Protection of Environment, Chapter I – Environmental Protection Agency, Subchapter C – Air Programs		
40 CFR 50 – MPE, MPW, MCC, MHWD	National Primary and Secondary Ambient Air Quality Standards	40 CFR, Chapter I, Subchapter C, Part 50
40 CFR 60	Standards of Performance for New Stationary Sources	40 CFR, Chapter I, Subchapter C, Part 60
40 CFR 60, Subpart Cf – MPE	Emissions Guidelines and Compliance Times for Municipal Solid Waste Landfills	40 CFR, Chapter I, Subchapter C, Part 60, Subpart Cf
40 CFR 60, Subpart WWW – MPE	Standards of Performance for Municipal Solid Waste Landfills	40 CFR, Chapter I, Subchapter C, Part 60, Subpart WWW
40 CFR 60, Subpart XXX – MPE	Standards of Performance for Municipal Solid Waste Landfills That Commenced Construction, Reconstruction, or Modification After July 17, 2014	40 CFR, Chapter I, Subchapter C, Part 60, Subpart XXX
40 CFR 61 – MPE, MPW	National Emission Standards for Hazardous Air Pollutants	40 CFR, Chapter I, Subchapter C, Part 61
40 CFR 63	National Emission Standards for Hazardous Air Pollutants for Source Categories	40 CFR, Chapter I, Subchapter C, Part 63
40 CFR Part 63, Subpart CCCCC, Rule 6C – MPE, MPW	National Emission Standards for Hazardous Air Pollutants (NESHAP) for Source Categories: Gasoline Dispensing Facilities	40 CFR, Chapter I, Subchapter C, Part 63, Subpart CCCCC
40 CFR 68	Chemical Accident Prevention Provisions	40 CFR, Chapter I, Subchapter C, Part 68
40 CFR 98, Subpart A, Subpart C, Subpart HH – MPE, MPW	Mandatory Green House Gas Reporting Rule	40 CFR, Chapter I, Subchapter C, Part 98
Title 40 – Protection of Environment, Chapter I – Environmental Protection Agency, Subchapter D – Water Programs		
40 CFR 110 - MHWD	Discharge of Oil	40 CFR, Chapter I, Subchapter D, Part 110
40 CFR 112 - MHWD	Oil Pollution Prevention	40 CFR, Chapter I, Subchapter D, Part 112
40 CFR 122 - MHWD	EPA Administered Permit Programs: The National Pollutant Discharge Elimination System	40 CFR, Chapter I, Subchapter D, Part 122
40 CFR 129 -MHWD	Toxic Pollutant Effluent Standards	40 CFR, Chapter I, Subchapter D, Part 129
Title 40 – Protection of Environment, Chapter I – Environmental Protection Agency, Subchapter I – Solid Wastes		
40 CFR 243	Guidelines for the Storage and Collection of Residential, Commercial, and Institutional Solid Waste	40 CFR, Chapter I, Subchapter I, Part 243
40 CFR 257- MPE, MPW	Criteria for Classification of Solid Waste Disposal Facilities and Practices	40 CFR, Chapter I, Subchapter I, Part 257
40 CFR 258- MPE, MPW	Criteria for Municipal Solid Waste Landfills	40 CFR, Chapter I, Subchapter I, Part 258
40 CFR 260 -MHWD	Hazardous Waste Management System: General	40 CFR, Chapter I, Subchapter I, Part 260
40 CFR 261 -MHWD	Identification and Listing of Hazardous Waste	40 CFR, Chapter I, Subchapter I, Part 261
40 CFR 262 -MHWD	Standards Applicable to Generators of Hazardous Waste	40 CFR, Chapter I, Subchapter I, Part 262
40 CFR 264 - MHWD	Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities	40 CFR, Chapter I, Subchapter I, Part 264
40 CFR 265 - MHWD	Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities	40 CFR, Chapter I, Subchapter I, Part 265
40 CFR 268 –MHWD, MPE, MPW	Land Disposal Restrictions	40 CFR, Chapter I, Subchapter I, Part 268
40 CFR 273 –MHWD, MPE, MPW	Standards for Universal Waste Management	40 CFR, Chapter I, Subchapter I, Part 273
40 CFR 279 -MHWD	Standards for the Management of Used Oil	40 CFR, Chapter I, Subchapter I, Part 279
40 CFR 280 – MPE, MPW	Technical Standards and Corrective Action Requirements for Owners and Operators of Underground Storage Tanks	40 CFR, Chapter I, Subchapter I, Part 280
Title 40 – Protection of Environment, Chapter I – Environmental Protection Agency, Subchapter J – Superfund, Emergency Planning, and Community Right-to-Know Programs		
40 CFR 370 – MPE	Hazardous Chemical Reporting: Community Right-to-Know (EPCRA)	40 CFR, Chapter I, Subchapter J, Part 370
Title 40 – Protection of Environment, Chapter I – Environmental Protection Agency, Subchapter N – Effluent Guidelines and Standards		



Legal and Other Requirements



Citation	Description	Reference
40 CFR 445 – MPE, MPW	NPDES permitting	40 CFR, Chapter I, Subchapter I, Part 445
Title 49 – Transportation, Subtitle B – Other Regulations Relating to Transportation, Chapter I – Pipeline and Hazardous Materials Safety Administration, Department of Transportation, Subchapter C – Hazardous Materials Regulations		
49 CFR 171 -MHWD	General Information, Regulations, and Definitions	49 CFR, Subtitle B, Chapter I, Subchapter C, Part 171
49 CFR 172 -MHWD	Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, Training Requirements, and Security Plans	49 CFR, Subtitle B, Chapter I, Subchapter C, Part 172
49 CFR 173 -MHWD	Shippers General Requirements for Shipments and Packaging	49 CFR, Subtitle B, Chapter I, Subchapter C, Part 173
49 CFR 177 -MHWD	Carriage by Public Highway	49 CFR, Subtitle B, Chapter I, Subchapter C, Part 177
49 CFR 178 -MHWD	Specifications for Packaging	49 CFR, Subtitle B, Chapter I, Subchapter C, Part 178
Title 29 – Labor, Subtitle B – Regulations Relating to Labor, Chapter XVII – Occupational Safety and Health Administration, Department of Labor		
29 CFR 1903 – ALL	Inspections, Citations, and Proposed Penalties	29 CFR, Subtitle B, Chapter XVII, Part 1903
29 CFR 1904 – ALL	Recordkeeping and Reporting Occupational Injuries and Illnesses	29 CFR, Subtitle B, Chapter XVII, Part 1904
29 CFR 1910, Subpart D – ALL	Walking and Working Surfaces	29 CFR, Subtitle B, Chapter XVII, Part 1910, Subpart D
29 CFR 1910, Subpart E – ALL	Exit Routes and Emergency Planning	29 CFR, Subtitle B, Chapter XVII, Part 1910, Subpart E
29 CFR 1910, Subpart F – ALL	Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms	29 CFR, Subtitle B, Chapter XVII, Part 1910, Subpart F
29 CFR 1910, Subpart G – ALL	Occupational Health and Environmental Control	29 CFR, Subtitle B, Chapter XVII, Part 1910, Subpart G
29 CFR 1910, Subpart H – ALL	Hazardous Materials	29 CFR, Subtitle B, Chapter XVII, Part 1910, Subpart H
29 CFR 1910, Subpart I – ALL	Personal Protective Equipment	29 CFR, Subtitle B, Chapter XVII, Part 1910, Subpart I
29 CFR 1910, Subpart J – ALL	General Environmental Controls	29 CFR, Subtitle B, Chapter XVII, Part 1910, Subpart J
29 CFR 1910, Subpart K – ALL	Medical and First Aid	29 CFR, Subtitle B, Chapter XVII, Part 1910, Subpart K
29 CFR 1910, Subpart L – ALL	Fire Protection	29 CFR, Subtitle B, Chapter XVII, Part 1910, Subpart L
29 CFR 1910, Subpart N – ALL	Materials Handling and Storage	29 CFR, Subtitle B, Chapter XVII, Part 1910, Subpart N
29 CFR 1910, Subpart O – ALL	Machinery and Machine Guarding	29 CFR, Subtitle B, Chapter XVII, Part 1910, Subpart O
29 CFR 1910, Subpart P – ALL	Hand and Portable Power Tools and Other Hand-Held Equipment	29 CFR, Subtitle B, Chapter XVII, Part 1910, Subpart P
29 CFR 1910, Subpart Q – ALL	Welding, Cutting and Brazing	29 CFR, Subtitle B, Chapter XVII, Part 1910, Subpart Q
29 CFR 1910, Subpart S – ALL	Electrical	29 CFR, Subtitle B, Chapter XVII, Part 1910, Subpart S
29 CFR 1910.1001 – ALL	Asbestos	29 CFR, Subtitle B, Chapter XVII, Part 1910.1001
29 CFR 1910.1030 – ALL	Bloodborne Pathogens	29 CFR, Subtitle B, Chapter XVII, Part 1910.1030
29 CFR 1910.1200 – ALL	Hazard Communication	29 CFR, Subtitle B, Chapter XVII, Part 1910.1200
Title 47 – Telecommunication		
47 CFR	Telecommunication	47 CFR
Title 14 – Aeronautics and Space, Chapter I – Federal Aviation Administration, Department of Transportation		
14 CFR Chapter I, Subchapter A, Part 1	Definitions, Civil Aircraft, Section 1.1	14 CFR, Chapter I, Part 1
14 CFR Chapter I, Subchapter A, Part 21	Certification Procedures for Products and Parts	14 CFR, Chapter I, Part 21
14 CFR Chapter I, Subchapter C, Part 21.191 and 21.193	Airworthiness Certificates, Experimental Certificates	14 CFR, Chapter I, Subchapter C, Part 21
14 CFR Chapter I, Subchapter C, Part 47	Aircraft Registration	14 CFR, Chapter I, Subchapter C, Part 47
14 CFR Chapter I, Subchapter F, Part 107	Part 107 – Small Unmanned Aircraft Systems	14 CFR, Chapter I, Subchapter F, Part 107
State Regulations		
Air Programs		Iowa Administrative Code, Environmental Protection Commission [567]
567 IAC 20	Scope of Title – Definitions – Forms – Rules of Practice	567 IAC Chapters
567 IAC 21	Compliance	567 IAC Chapters
567 IAC 22	Controlling Pollution	567 IAC Chapters

Citation	Description	Reference
567 IAC 23 – MPE, MPW	Emission Standards for Contaminants	567 IAC Chapters
567 IAC 24	Excess Emission	567 IAC Chapters
567 IAC 25	Measurement of Emissions	567 IAC Chapters
567 IAC 26	Prevention of Emergency Emission Episodes	567 IAC Chapters
567 IAC 27	Certificate of Acceptance	567 IAC Chapters
567 IAC 28	Ambient Air Quality Standards	567 IAC Chapters
567 IAC 29	Qualifications in Visual Determination of the Opacity of Emissions	567 IAC Chapters
567 IAC 31	Nonattainment Areas	567 IAC Chapters
567 IAC 33	Special Regulations and Construction Permit Requirements for Major Stationary Sources – Prevention of Significant Deterioration (PSD) of Air Quality	567 IAC Chapters
567 IAC 34	Provisions for Air Quality Emissions Trading Programs	567 IAC Chapters
Water Programs		Iowa Administrative Code, Environmental Protection Commission [567]
567 IAC 38	Private Water Well Construction Permits	567 IAC Chapters
567 IAC 39	Requirements for Properly Plugging Abandoned Wells	567 IAC Chapters
567 IAC 49	Nonpublic Water Supply Wells	567 IAC Chapters
567 IAC 50	Scope of Division – Definitions – Forms – Rules of Practice	567 IAC Chapters
567 IAC 51	Water Permit or Registration – When Required	567 IAC Chapters
567 IAC 52	Criteria and Conditions for Authorizing Withdrawal, Diversion and Storage of Water	567 IAC Chapters
567 IAC 53	Protected Water Sources – Purposes – Designation Procedures – Information in Withdrawal Applications – Limitations – List of Protected sources	567 IAC Chapters
567 IAC 54	Criteria and Conditions for Permit Restrictions or Compensation by Permitted Users to Non-regulated Users Due to Well Interference	567 IAC Chapters
567 IAC 60	Scope of Title – Definitions – Forms – Rules of Practice	567 IAC Chapters
567 IAC 61	Water Quality Standards	567 IAC Chapters
567 IAC 62	Effluent and Pretreatment Standards: Other Effluent Limitations or Prohibitions	567 IAC Chapters
567 IAC 63	Monitoring, Analytical and Reporting Requirements	567 IAC Chapters
567 IAC 64	Wastewater Construction and Operation Permits	567 IAC Chapters
567 IAC 66	Pesticide Application to Waters	567 IAC Chapters
567 IAC 67	Standards for the Land Applications of Sewage Sludge	567 IAC Chapters
567 IAC 69 - MPE	Onsite Wastewater Treatment and Disposal Systems	567 IAC Chapters
567 IAC 70 – MPE, MPW	Scope of Title – Definitions – Forms – Rules of Practice	567 IAC Chapters
567 IAC 71 – MPE, MPW	Flood Plain or Floodway Development – When Approval is Required	567 IAC Chapters
567 IAC 72	Criteria for Approval	567 IAC Chapters
567 IAC 73	Use, Maintenance, Removal, Inspections, and Safety of Dams	567 IAC Chapters
567 IAC 75	Management of Specific Flood Plain Areas	567 IAC Chapters
567 IAC 76	Federal Water Resource Projects	567 IAC Chapters
567 IAC 82	Well Contractor Certification	567 IAC Chapters
567 IAC 83	Laboratory Certification	567 IAC Chapters
Solid Waste Programs		Iowa Administrative Code, Environmental Protection Commission [567]
567 IAC 100- MPE, MPW	Scope of Title - Definitions - forms - Rules of Practice	567 IAC Chapters
567 IAC 101- MPE, MPW	Solid Waste Comprehensive Planning Requirements	567 IAC Chapters
567 IAC 101.14 – MPE, MPW	Fees for disposal of Solid Waste at Sanitary Landfills	567 IAC Chapters
567 IAC 102- MPE, MPW	Permits	567 IAC Chapters
567 IAC 103- MPE, MPW	Sanitary Landfills: Coal Combustion Residue	567 IAC Chapters
567 IAC 104- MPE, MPW	Sanitary Disposal Projects with Processing Facilities	567 IAC Chapters



Legal and Other Requirements



Citation	Description	Reference
567 IAC 105- MPE, MCC, MPW	Organic Materials Composting Facilities	567 IAC Chapters
567 IAC 106- MPE, MCC, MCTS, MNTS, MPW, MHWD	Citizen Convenience Centers and Transfer Stations	567 IAC Chapters
567 IAC 108- MPE, MPW	Beneficial Use Determination: Solid By-Products as Resources and Alternative Cover Material	567 IAC Chapters
567 IAC 109- MPE, MPW	Special Waste Authorizations	567 IAC Chapters
567 IAC 110- MPE, MPW	Hydrogeologic Investigation and monitoring requirements	567 IAC Chapters
567 IAC 111 – MPE, MHW, MCC, MCTS, MNTS, CO	Environmental Management Legislations	567 IAC Chapters
567 IAC 113- MPE, MPW	Sanitary Landfills: Municipal Solid Waste	567 IAC Chapters
567 IAC 113 2002 Version – MPE Phase I, MPW Greene Co	Sanitary Landfills: Municipal Solid Waste – applicable to closed landfills that closed after 1994 and prior to October 1, 20117.	
567 IAC 114- MPE, MPW	Sanitary Landfills: Construction and Demolition Wastes	567 IAC Chapters
567 IAC 117 –MPE, MCC, MPW, RCC	Waste Tire Management	567 IAC Chapters
567 IAC 118- MPE, MPW	Discarded Appliance Demanufacturing	567 IAC Chapters
567 IAC 119–MPE, MHWD, MPW	Waste Oil	567 IAC Chapters
567 IAC 120 – MPE, MPW	Landfarming of PCS	567 IAC Chapters
567 IAC 123 -MHWD	Regional Collection Centers and Mobile Unit Collection and Consolidation Centers	567 IAC Chapters
567 IAC 122-MHWD, MPE, MPW	Cathode Ray tube Device Recycling	567 IAC Chapters
567 IAC 214 -MHWD	Household Hazardous Materials Program	567 IAC Chapters
Other Programs		
21 IAC 44	On-Site Containment of Pesticides, Fertilizers, and Soil Conditioners	21 IAC Chapters
21 IAC 43	Fertilizers and Agricultural Lime	21 IAC Chapters
21 IAC 45	Pesticides	21 IAC Chapters
Iowa Code, Title I, 26 - ALL	Public Construction Bidding (amended by policy specific for MWA)	Iowa Code, Title I – State Sovereignty and Management, Chapters (MWA Board Resolution 1-11-09)
Iowa Code, Title I, 30 and 605 IAC 100-104 – MPE	Emergency Planning (EPCRA) Section 311-312 Chemical Inventory Reporting to State of Iowa	IDNR EPCRA Tier II Information Iowa Code, Title I – State Sovereignty and Management, Chapters 605 IAC Chapters
Iowa Code, Title V, 215 – MPE, MPW, MCTS, MNTS, MCC	Inspection of Weights and Measures	Iowa Code, Title V – Agriculture, Chapters
Iowa Code, Title VIII, 321 – ALL	Motor Vehicle and Law of the Road	Iowa Code, Title VIII – Transportation, Chapters
Iowa Code, Title IX - ALL	Natural Resources	Iowa Code, Title IX – Natural Resources
Nationwide Permit 27/Section 404 of Clean Water Act - MPE	Aquatic Habitat Restoration, Establishment and Enhancement Activities (Pool & Riffle work on Camp Creek)	8362
Iowa Code, Chapter 89A and 875 IAC 71 and 72 - CO	Elevator operating permit	www.iowaworkforce.org/labor
Local Regulations		
Polk County, Iowa, zoning; Conditional use permit	Allows landfill in Polk County, IA	8150
Current Local Fire Code	City of Des Moines, Municipal Code Chapter 46	Chapter 46-Fire Prevention and Protection
Polk County Board of Health Rules and Regulations – Chapter V – Air Pollution	Polk County Air Quality Standards	PCBH Rules and Regulations: Chapter V-Air Pollution



Legal and Other Requirements



Citation	Description	Reference
City of Grimes, Code of Ordinances, Chapter 165, Zoning Regulations - MNTS	City of Grimes, Code of Ordinances, Chapter 165, Zoning Regulations	Grimes, Code of Ordinances, Chapter 165
City of Grimes, Code of Ordinances, Chapter 107, HHW Storage License/Permit #1604-MNTS	City of Grimes, Code of Ordinances, Chapter 107 License/Permit for storage of Household Hazardous Waste	Grimes, Code of Ordinances, Chapter 107
City of Boone, Ordinances and Regulations, Chapter 96, Use of Public Sewers – MPW	City of Boone, Ordinances and Regulations, Chapter 96, Use of Public Sewers	Boone, Code of Ordinances



Legal and Other Requirements



Permits, Registrations, Certificates, Licenses, etc.	Expires	Reference
MPE		
IDNR (Solid Waste Section, NPDES) - MPE		
77-SDP-01-72P-MLF	Solid Waste Facility Permit, IDNR	08/12/2020 9131.A
MPE SDP Amendment #1	Phase I HMSP revision	With Permit 1A
77-SDP-01-72P-MLF	Solid Waste Facility Permit, Revision 1, IDNR	08/12/2020 9131.A
77-ADP-02-02 - MPE	Discarded Appliance Demanufacturing Permit IAC 118	07/08/2008 NA IAC 118, 8195
IA-1262-1469 – MPE	NPDES General Permit #1, Storm Water, IDNR	10/1/2022 8140; 5A http://www.iowadnr.gov/water/stormwater/forms/1_general.pdf
CWA 404 permit - MPE	Permit to drain wetlands	8366
Polk County (Air Quality Division, Zoning) - MPE		
Polk County Air Quality Construction Permit Number 2704 AIRC-2014-07279	Approves Neptune Leachate Evaporator	With site 2A
Prairie Grass Burn Permit – MPE – AIRB-2018-29468	Polk County Public Works permit to burn prairie grass	04/01/2018-05/15/2018 8196
03-TV-033R2 - MPE	Title V Operating Permit, Polk County	07/04/2022 8120.3 (2A)
BLD2007-02919 - MPE	Building Permit, Polk County Public Works For 11802 SE 6 th Ave (Science Field Station/Interior remodel)	05/10/2008 Renewal/ NA 1700
Construction Permit 2167 Modified #4 – MPE	Shingles Grinding Air Permit (Polk County Air Quality Division) – now in title V permit (2012)	09/23/2018 5780.1
BLDC-2016-21562 - MPE	Grading Permit for P-52 Compost Pad Project	10/26/2017 Renewal/ NA
BLD2006-02485 - MPE	Grading Permit	06/14/2007 Renewal/ NA 8157 P24.52A
GRT2005-00093 – MPE	Polk County Easement Permit	4/12/2006 8197
05/905, 03/30/2006 - MPE	Conditional Use Permit, Polk Co Bd. of Adj. Phase II expansion	12/31/2048 8155
03/403, 03/2003 - MPE	Conditional Use Permit, Polk Co Bd. of Adj. Biosolids storage (~44 acres)	11/1/2003 Renewal/ NA 8150
01/501, 07/13/2001 – MPE	Conditional Use Permit, Polk Co Bd. of Adj. Construct telecommunications tower	07/13/2029 8150
00/930, 01/19/2001 – MPE	Conditional Use Permit, Polk Co Bd. of Adj. Expand disposal site (~93 acres)	01/19/2029 8150
98/298, 04/24/1998 – MPE	Conditional Use Permit, Polk Co Bd. of Adj. Construct Wetlands Treatment System & Land Application of Treated Effluent	12/31/2048 8150
95/195, 04/27/1995 – MPE	Conditional Use Permit, Polk Co Bd. of Adj. Support facilities (scale, admin, maint bldgs)	12/31/2048 8150
70/684a, 05/1970 – MPE	Conditional Use Permit, Polk Co Bd. of Adj. Solid Waste Disposal (~375 acres)	Replaced with 05/905 8150
Well 2010-00434- MPE	Polk County: Water Well Permit	6/10/2010 Renewal/ NA
Other Agencies - MPE		
77-1806-121 – MPE	Adopt a Highway Permit, IDOT Program-US 65	06/01/2020 9029
77-1806-091 – MPE	Adopt a Highway Permit, IDOT Program-IA 163	02/01/2019 9029
Tree Nursery Permit No: 2269 - MPE	Dept. of Agriculture & Land Stewardship Entomology & Plant Science Bureau	12/31/2004 Renewal/ NA IAC 177A: 8187



Legal and Other Requirements



Permits, Registrations, Certificates, Licenses, etc.	Expires	Reference	
CEMVR-OD-P-2002-141- MPE	Dept of Army Permit: Compensatory Wetland Mitigation, Army Corps of Engineers	12/31/2012 Renewal/ NA	8366
Attachment 6 of CUP 05/905, 77-SDP-01-72P - MPE	Compensatory Mitigation Plan, Project METRO 03011, 07/20/2004 (incorporated into CEMVR-OD-P-2002-141)	12/31/2012 Renewal/ NA	8366
Contract 75-6114-1-1136 – MPE	Natural Resources Conservation Service, Group Planning Agreement, 06/29/2004 (incorporated into CEMVR-OD-P-2002-141)	12/31/2012 Renewal/ NA	8366
Log# 04-D-153-09-07-S - MPE	Section 401 Water Quality Certification, IDNR (incorporated into CEMVR-OD-P-2002-141)	12/31/2012 Renewal/ NA	8366
CEMVR-OD-P-2002-141 - MPE	Guidelines for Protection of Indiana Bat Summer Habitat, IDNR, Feb 2004, (incorporated into CEMVR-OD-P-2002-141)	12/31/2012 Renewal/ NA	50 CFR Part 17, IAC 481B, 8366
CEMVR-OD-P-2011-725	Army Corps Nationwide Permit No. 14 Bridge	3/19/2012 Renewal/ NA	
AST02937 – MPE	Above ground storage tank registration	10/01/2018	8755 (not in file 1-18-11)
UIC Permit (USEPA)	Underground Injection Control permit, USEPA (Hydrogen Release Compound Pilot Project Well 29 & 30)		8451.1 (not in file 1-18-11)
Wastewater Discharge Permit No. B10010 – MPE	Wastewater discharge permit from Des Moines Metro Wastewater Reclamation Authority	05/01/2019	8136
Sign Permit: 2011-06 – MPE	Sign Permit for Environmental Learning Center	03/21/2011 Renewal/ NA	1700
CERCLA Disposal Site - MPE	EPA approved for MPE to receive CERCLA	N/A	8192
Well # 2142800; PWTS: 32502	IDNR Private Well Construction Permit	6/10/2010 Renewal/ NA	IAC 567
2000 - MPE	Scale License, IDA&LS	12/31/2018	9025; current copy hanging in frame
PD 13290 - MPE	Fertilizer Manufacturer / Dealer License, IDA&LS	06/30/201	9027; current copy hanging in frame-Waiting for new permit
PO 05965 000	Pesticide Applicator License, IDA&LS	12/31/2018	8775; current copy hanging in frame
MPW			
2239 - MPW	Scale License, IDALS	12/31/2018	current copy hanging in frame
08-SDP-03-84 - MPW	Solid Waste Operating Permit for Metro Park West	10/19/2020	9A
11-A-669 – West (Air)	Portable Grinder (MPWest) EP-26	With site	9(2)A
11-A-670– West (Air)	Portable Caterpillar IC Engine (West) EP-27	With site	9(2)A
11-A-556- MPW (Air)	Leachate Volume Reduction System Process Heater		9(2)A
11-020 – MPW (air)	Municipal Solid Waste Landfill Air Construction Permit	With site, until Title V	9(2)A
Other Agencies - MPW			
Wastewater Discharge Permit No. B10147 – MPW	Wastewater discharge permit from Des Moines Metro Wastewater Reclamation Authority	09/01/2018	35-8136 (9.3.A)
Industrial User Permit No. 004	Wastewater discharge permit from City of Boone	12/31/2020	9.3.A
MHWD			
77-SDP-46-94P-HHM -MHWD	Solid Waste Facility Permit, IDNR	6/1/2017	8120.3 <i>waiting for DNR to provide new registration form</i>
IA0000553230 -MHWD	RCRA ID number, USEPA		8190
IA-2411-2264 -MHWD	NPDES General Permit #1, Stormwater, IDNR	10/01/2022	8140
General Permit #4 - MHWD	NPDES General Permit #4, Onsite Wastewater Treatment & Disposal Systems, IDNR	N/A	8140.6 <i>No longer required</i>
IAW000000044 - MHWD	Notification of PCB Activity, USEPA		8190



Legal and Other Requirements



Permits, Registrations, Certificates, Licenses, etc.		Expires	Reference
Polk County Air Operating Permit – MHWD – Type 2 (Permit No. 02595)	Limits for air pollutants at MHWD	01/01/2019	8120
MCTS			
5059 -MCTS	Scale License, IDALS	12/31/2018	9022: current copy hanging in frame
77-SDP-10-76P-XFR - MCTS	Solid Waste Transfer Station Permit, IDNR	05/09/2019	7A
City of Des Moines-Solid Waste Hauling License- License Number SPP2018-00173	Annual Solid Waste Hauling License	6/30/2019	sharepoint/InternalFiles
Polk County Public Works-Annual Oversize/Overweight Permit	Annual Oversize/Overweight Permit	8/31/2018	sharepoint/InternalFiles
IDOT Annual Compacted Rubbish Vehicle Permit – MCTS, MNTS	Annual Special Permit-Compacted Rubbish Vehicle	07/01/2019	sharepoint/InternalFiles
Boone County Engineer-Annual Oversize/Overweight Permit-OSOW18 MTS-MPW	Annual Oversize/Overweight Permit	07/02/2019	sharepoint/InternalFiles
Greene County Engineer-Annual Oversize/Overweight Permit MTS-MPW	Annual Oversize/Overweight Permit	07/02/2019	sharepoint/InternalFiles
Dallas County Road Department-Annual Oversize/Overweight Permit MTS-MPW	Annual Oversize/Overweight Permit	07/02/2019	sharepoint/InternalFiles
MNTS			
77-SDP-69-14Q-XFR	Solid Waste Transfer Station Permit, IDNR	1/20/2019	10A
77-SDP-69-14Q-XFR	Solid Waste Transfer Station Permit, IDNR Construction authorization	10/21/2015 Renewal/ NA	10A
CEMVR-OD-P-2013-1265	USACE Permit		8367
City of Grimes Commercial Building Permit - 121893	City of Grimes Commercial Building Permit; Permit #121893	NA	10A
Certificate of Occupancy – City of Grimes - 121893	City of Grimes Certificate of Occupancy; Permit # 121893	NA	10A
City of Grimes, Household Hazardous Waste Storage License #1604	City of Grimes, Household Hazardous Waste Storage License #1604	04/01/2019	SharePoint/HAZWASTE/ControlledDOCS
MNTS Storm Water Management Facility Maintenance Covenant and Permanent Easement Agreement	City of Grimes Storm Water Management Facility Maintenance Covenant and Permanent Easement Agreement	NA	10(3)A
City of Grimes – Rezone Request, Waive of Requirements and Special Use Permit	City of Grimes Rezoning Request Approval	NA	???
IA -16039-15817 NPDES Permit – Salt Storage Facility	NPDES General Permit No. 2	7/21/2009 Renewal/ NA	1105.6
MCC			
PD 13291 – MCC	Fertilizer Manufacturer / Dealer License, IDA&LS	06/30/2018	9027: current copy hanging in frame-waiting for new permit
2009 - MCC	Scale License, IDA&LS	12/31/2018	current copy hanging in frame
4942-4776 - MCC	Storm Water Discharge Associated with Industrial activity; General Permit No. 1 (IDNR)	08/08/2021	8140



Legal and Other Requirements



Permits, Registrations, Certificates, Licenses, etc.	Expires	Reference
20207 AIRO-2016-19073 – Grinder permit at MCC	Polk County – Air Quality Division, Conditional Operating Permit – Type 2 1/1/2018	6.2.A
CO		
Operating Permit: 10322 - CO	Elevator Permit: www.iowaworkforce.org/labor	03/31/2016 1400

05-07 | Six Plan Components

The following report addresses attachments 5-7.

	A	B	C	D	E	F	G
1	Title	Aspect	Aspect Number	Objective	Target	Target Date	Status/Closeout Notes
2	Compost Sales	Yard Waste	2	Increase the use of compost within the MWA service area	Increase compost sales by 10% over 2016 total. Metric = \$ of revenue generated from sales. Increase compost sales by 10% two consecutive years (increase 2017 by 10% of 2016, increase 2018 by 10% of 2017). Metric = \$ of revenue generated from sales.	12/31/2018	Sales revenue increased by 36% from 2016-2017 (\$270,716.60 in 2016, \$321,840.66 in 2017). 2018 goal: 354,024.73. Due to unpredicted success of promotion in 2017, we're not on track to meet the objective in 2018. However, we're planning a large promotion campaign to encourage fall application. This will include a new 30 second commercial to use in ads, social media, and online. Aug-Dec 2017 compost revenue \$192,697.02. Aug-Dec 2018 revenue required to meet objective \$238,313.10.
3	Recycling Cart Latches	Recycling	2	Reduce the amount of recyclable material that becomes litter or goes to the landfill	Reduce amount of recyclables that blow away by 50% of weighted average of survey results. (From 20% to 10%) see survey results attachment.	7/31/2019	The rollout of the windlatches is on hold after we received complaints that the latch wasn't working. We're working with Toter to determine the reason/fix for the defect. They've provided some preliminary information. This has delayed the timeline of the objective, if we're able to proceed with it. Staff will attend Wastecon the week of 8/20 and meet with other cart vendors to determine if there is another partner that can help with the windlatch rollout and move the project forward. Staff will attend Wastecon the week of 8/20 and meet with other cart vendors to determine if there is another partner that can help with the windlatch rollout and move the project forward.
4	MPE Wetland	Water Quality	301	Improve water quality within MWA property and reduce storm run off peak flows and contaminants within the camp creek sub watershed.	Increase functioning wetland on MWA property by 7 acres (before project 1.7 acres were in existence). See document for outlined benefits of wetland establishment (Benefits.of.Wetlands.doc) including, but not limited to sediment reduction, flood protection, peak flow control, nutrient reduction, and water filtration). Measurement: pre and post conditions of wetland project area will be documented including photo documentation.	6/30/2020	Cut-off landfill gas and groundwater contamination migration by creating wetland in the northwest of the Phase I MSWLF unit. Currently (based on 2016 AWQR), not all COCs have steady or declining trends in the northwest portion of the Phase I MSWLF unit. Based on the external audit, objective/target modified. Approached the Solid Waste Section of the IDNR in spring 2017. They are receptive to an idea of creating wetland to limit migration. Wetland delineation, T&E and archeological surveys completed (by BLEC, attached) and archeological survey (attached). LT Leon to find grants. Potential for wetland mitigation projects for surrounding communities. Submit to Army Corps of Engineers (ACOE), if necessary. - Determined wetland mitigation is not viable. Obtained NRSC grant May 2018. Modified target to increase wetland area by 7 acres. Existing wetland area is 1.7 acres (from Wetland Delineation Report, attached). Proposed additional wetland area is 8.92 acres (Wetland Cells #1, #2, and #3 from the preliminary design, URL 1 - final design will be attached). (May 2018). LT Leon to finalize design (August 2018), MWA to bid (September 2018), award contractor (November 2018) construction in spring/summer 2019. Observation of wetland after construction.
5	Flourescent bulb recycling	HHW	9	Reduce household hazardous waste going to the landfill.	Increase the number of bulbs collected through the HHW program by 10% over last years total. (16/17 = 39,210) metric = # of bulbs.	6/30/2018	40,072 bulbs were collected through 6-30-18. We missed our goal of 43,131 by 3,059 bulbs. We increased the collection by 2.2%, therefore below the 10% goal. Though social media and other PR outreach was promoted consistently throughout the year, including the "lightbulb exchange" which was a PR partnership with A-tec, we still fell short of the goal. Several large loads of bulbs were directed directly to A-tec for processing to minimize costs to the businesses. If we had accepted these loads we would have exceeded the goal, however providing the customer with the best option is always priority. We chose not to adjust the objective since we were continuing to do a big PR push throughout the end of the fiscal year.
6	Plastic Bag Education	Environmental Education	2	Decrease the amount of plastic bags going into the residential garbage and recycling carts.	Grow the participation in the Plastic Bag Swap (Metric: distribute 10% more reusable bags over last year's campaign).	5/1/2018	Project completed 5/1/18. Campaign considered a success for various reasons, but two of which being the reusable bags distributed and the weight of the plastic bags collected: 2017 - 449 grocery totes distributed; 2018 - 843 grocery totes distributed
7	Community Based Recycling Outreach	Environmental Education	2	Reduce contamination found in residential recycling program.	Reduce the contamination of assessed recycling material by 10% (based on attached evaluation tool).	Closed	Based on staff time and resources required to successfully implement this program, a decision was made to redirect all resources to a different, more targeted community-based campaign: The Plastic Bag Swap. This objective was closed out and will be reconsidered in the future.
8	Recycling Drop-Off	Recycling	2	Increase recycling and keep material out of the landfill.	Increase amount of recyclables collected at local community drop-off locations by 10% over total collected in 16/17 (523,805 lbs collected in 16/17). Metric = lbs.	Completed	We collected 100,860 more pounds of recyclables at local community drop-off locations than the previous year, an increase of 19%. This is 9% more than our initial goal of 10%. We have received positive feedback from residents using the drop-offs and will continue to offer the service at this location.

	A	B	C	D	E	F	G
9	MPE Direct Leachate Application System	Greenhouse Gas		Reduce Greenhouse gas emissions from facility operations to protect air quality.	Reduce greenhouse gas emissions by 50% for leachate hauling round trips at MPE landfill. Metric: gallons of recirculated leachate through the sprinkler system. The amount of recirculated will be used to calculate equivalent number of round trips and fuel usage.	Completed	Achieved 39% GHG reduction
10	Event Recycling Stands	Recycling	2	Increase recycling to keep materials with market value out of the landfill	Increase amount of recycling collected through event recycling stands by 23% over last year's total of 5,000 lbs (metric=lbs.).	Completed	10/25/17: we've exceeded our goal by 2,970 lbs. 912 stands have been reserved since April 2016 therefore 9,120 lbs of material have been recycled. Our original goal was 6,150 lbs.



EMS: EMP Activity Form



Plastic Bag Education
Record No.: 127
Signification Aspect: Environmental Education
Location(s): CO

Activity No.	EMP Activity Description	Person Responsible	Target Date	Completion Date	Status/Completion Notes
01	Hire Outreach Recycling Interns	Radke	5/15/17	6/1/2017	Two interns were hired and trained.
02	Conduct pre-assessment of inbound recyclable material	Matt & Gil (interns)	6/15/17	6/16/17	Criteria was developed to “grade” the material. On average, the material received a 4.86. The lowest rating communities will be targeted with the most frequent, comprehensive outreach.
03	Target communities with higher than average contamination to receive education.	Radke	6/15/17	8/11/2017	Recycling routes in Prairie City, Altoona, Pleasant Hill, Ankeny, Urbandale, West Des Moines and unincorporated Polk County were targeted based on contamination ratings. Door to door outreach, community events and farmer’s markets were primarily used to discuss recycling guidelines.
04	Developed print and online education tools.	Radke	6/15/17	7/30/17	Opps! and “Thank you” tags created to put on carts/doors to reinforce guidelines. Social media and videos also created to highlight lessons learned from the field (what’s going well, not well).
05	Conduct a mid-project assessment.	Matt & Gil (interns)	8/1/17	8/25/17	Used the same criteria as pre-assessment, assess inbound material. The average score was compared to the pre-test assessment to further assist in guiding the strategy to communicate to communities in greatest need of education. There was a .1% decrease in contamination.

06	Meet to evaluate the program's effectiveness.	Irlbeck	9/15/18	10/12/18	The program was well received by the community and cities. Three months was not enough time to train staff and see a significant change in behavior. It was decided this model could be used in the future to create volunteer opportunity for those who are passionate about recycling. This would allow the training to exist beyond a three-month investment and can include more than two people, allowing for more impact.
07	Determine community-based approach in year ahead	Irlbeck	2/1/18	2/1/18	Based on staff time and resources required to successfully implement this program, a decision was made to redirect all resources to a different, more targeted community-based campaign: The Plastic Bag Swap. This objective was closed out and will be reconsidered in the future.



EMS: EMP Activity Form



Compost Sales
Record No.: 121
Signification Aspect: Yard Waste
Location(s): MCC, CO, MPE

Activity No.	EMP Activity Description	Person Responsible	Target Date	Completion Date	Status/Completion Notes
01	Complete four blogs regarding compost education and sales	Caroline Arkesteyn	11/30/17	2/21/18	Five blogs completed as of 4/16/18.
02	Complete Compost Business Plan to guide sales and marketing methods	Caroline Arkesteyn	8/1/17	9/6/17	Plan completed and presented to board 9/20/17. Plan is attached
03	Make purchasing more accessible for residents	Caroline Arkesteyn	4/1/17	4/1/17	Minimum purchase load lowered 4/1/17
04	Open compost sales at new location	Trisk Radke	10/1/17	10/9/17	Bags available for \$4 at MNTS. 10/9/17
05	Run advertising campaign	Caroline Arkesteyn	10/30/17	10/23/17	Ads (attached) to run on radio, TV, web, and Facebook through end of October. Results from first Facebook ad attached. 10/20/17
06	Run second (spring) advertising campaign.	Caroline Arkesteyn	4/2/18	4/2/18	Digital ads will began running 3/12/18 and ran for three weeks. Radio and TV ran 3/12/18-3/19/18.
07	Plan and carry out celebration (and education) for International Compost Awareness Week.	Caroline Arkesteyn	5/11/18	5/11/18	Five events held to hit different audiences in community 5/7/18-5/11/18
08					



EMS: EMP Activity Form

MPE Direct Leachate Application System
Record No.: 127
Signification Aspect: Greenhouse Gas
Location(s): MPE



Activity No.	EMP Activity Description	Person Responsible	Target Date	Completion Date	Status/Completion Notes
01	Install Sprinkler Heads on Phase II Intermediate Cover Portion	Yuta Naganuma	5/01/2017	5/08/2017	5 sprinklers installed on Phase II MSWLF unit.
02	Track Leachate Amount	Yuta Naganuma	5/30/2017	10/31/2017	Gather recirculation amount using sprinklers and calculate round trips made by hauling trips.
03	Final Report	Yuta Naganuma	6/30/2018	3/28/2018	Final reporting.
04					
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EMS: EMP Activity Form



Event Recycling Stands
Record No.: 120
Signification Aspect: Recycling
Location(s): CO, MWA Service Area

Activity No.	EMP Activity Description	Person Responsible	Target Date	Completion Date	Status/Completion Notes
01	Order ClearStream Event Recycling stands (160 stands and lids and 6 carts)	Leslie Irlbeck	3/1/16	3/7/16	completed
02	Confirm baseline of monthly use of stands, identify months where requests exceed available stands. Confirm pounds of material recycled.	Rhonda O'Connor	10/26/15	11/01/15	This was completed for the EMS grant application. See attachment in this objective for the monthly usage. With an average of 10 pounds of recycling per stand we recycled an estimated 5000 lbs. of materials 2015. (baseline)
03	Create campaign for program	Jenny Koska	3/30/16	5/1/16	Created blog, social media, website revision, and handout (web link included).
04	Execute campaign with targeted customers	Jenny Koska	10/28/17	10/28/2017	Published blog post (6/2016). Published blog post (02/2017). Advertised recycling stands in city newsletters for our service area. Advertised recycling stands in social media posts.
05	Track monthly use of stands from April 2016 to October 2017	Susan Cutler	10/31/17	10/27/2017	See attachment in this objective for the monthly usage of stands.
06	Track amount of material recycled from April 2016 to October 2017. (Goal 6,150 pounds)	Leslie Irlbeck	10/31/17	10/24/2017	As of 10/24/17 912 event recycling stands have been used therefore 9,120 lbs. of material has been recycled since April 2016.
07					
08					



EMS: EMP Activity Form



Record No.: 124
Signification Aspect: HHW
Location(s): MHWD, MNTS

Activity No.	EMP Activity Description	Person Responsible	Target Date	Completion Date	Status/Completion Notes
01	Determine baseline from 16/17 totals	Kyle Fischer	7-3-17	7-17-17	
02	Develop Marketing plan	Trish Radke	7-28-17	9-30-17	
03	Execute Marketing plan	Trish Radke	8-4-17 (ongoing)		<p>Newsletters sent out to all communities 9/22, water bills to be distributed in November. Blog distributed 10/4, Digital ads running during month of September.</p> <p>10/14-Partnered with A-tec for first light bulb exchange at MNTS. Only 13 given out this first time. Handouts are being provided to residents at MHWD moving forward. Secondary blog post to be distributed 11/1.</p> <p>4/30 - Lightbulb exchange featured in digital ads, facebook ads and blog posts. Published on radio, website homepage and e-newsletter. This was leading into Saturday, May 12 at MNTS.</p>
04	Track # of bulbs collected through HHM program	Kyle Fischer	6-30-18	6-30-18	40072 bulbs were collected through 6-30-18. We missed our goal of 43131 by 3059 bulbs. We increased the collection by 2.2%, therefore below the 10% goal.
05					
06					
07					
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EMS: MPE Wetland

Record No.: 123
Signification Aspect: Water Quality
Location(s): MPE



Activity No.	EMP Activity Description	Person Responsible	Target Date	Completion Date	Status/Completion Notes
01	Environmental Clearance	Yuta Naganuma	12/31/2017	10/24/2017	Conduct wetland, T&E survey, and archeological survey for the proposed area.
02	Find Grants for the Project	Yuta Naganuma	5/31/2018		Find grants for the wetland project. NRCS grant approved May 2018 for Phase 1. IDALS also approved a grant. Total of over \$102,000 for Phase 1 (sedimentation pond and wetland cell 1). Additional grant may be available for Phase 2 (cells 2 and 3 wetlands) in November 2018.
03	Design Wetland	Yuta Naganuma	6/30/2018		Design wetland. Project completion in September 2018.
04	Determine Mitigation Needs	Yuta Naganuma	6/30/2018	05/23/2018	Determine a need for wetland mitigation project. – Determined no need for wetland mitigation.
05	Submit Joint Application	Yuta Naganuma	7/31/2018	07/31/2018	If necessary, submit a Section 404 joint application to ACOE and IDNR for wetland project. Determined wetland mitigation is not pursued.
06	IDNR Solid Waste Section Approval – HMSP Modification	Yuta Naganuma	12/31/2018	06/08/2018	Groundwater monitoring well abandonment and install plan. Approved by IDNR.
07	Bid Out Construction of Wetland Project	Yuta Naganuma	9/30/2018		Bid construction project. Scheduled for September 2018 upon completion of the design.
08	Select Contractor and Board Award	Yuta Naganuma	11/14/2018		Select contractor and approval by MWA board of directors.
09	Construct Wetland	Yuta Naganuma	04/01/2019		Construct wetland. Completion by end of 2019.
10	Observe Additional Wetland Acreage	Yuta Naganuma	6/30/2020		Observe functional wetland establishment.
11					



EMS: EMP Activity Form Plastic Bag Education



Record No.: 128
Signification Aspect: Environmental Education
Location(s): CO

Activity No.	EMP Activity Description	Person Responsible	Target Date	Completion Date	Status/Completion Notes
01	Provide general education about proper plastic bag disposal	Cassie Riley	March 1, 2018	March 1, 2018	Used blogs, website, community newsletter articles and TV and radio commercials.
02	Recycling Street Team educated public about proper plastic bag disposal	Trish/Matt/Gil	Aug 15, 2017	Aug 15, 2017	Educated through face-to-face, opps! tags, door hangers, farmers markets.
03	Promote the Plastic Bag Swap	Cassie Riley	April 30, 2018	April 30, 2018	Utilized community newsletters, radio ads, TV ads, posters, media relations, social media and more.
04	Implemented the Plastic Bag Swap with community partners	Cassie Riley	April 30, 2018	April 30, 2018	2017 – 449 grocery totes distributed 2018 – 843 grocery totes distributed 2017 – 1,813 lbs collected 2018 – 3,168 lbs collected



EMS: Recycling Cart Latches

Recycling Cart Latches
 Record No.: 122
 Signification Aspect: Recycling
 Location(s): CO



Activity No.	EMP Activity Description	Person Responsible	Target Date	Completion Date	Status/Completion Notes
01	Identify communities/residents for cart roll-out.	Trish Radke	Spring 2017	July 2017	Advertised lid latch option to residents and communities that have issues with blowing recyclables on windy days. Used social, blog and community communication to reach residents.
02	Determine inventory and distribution	Trish Radke	March 2017	July 2017	Worked with Waste Management to determine inventory tracking and storage system.
03	Purchase carts with windlatches	Trish Radke	April 2017	May, 2017	Purchased first truckload of carts through Toter.
04	Survey residents before roll-out	Trish Radke	March 2017	June 2017	268 surveys were completed.
05	Distribute carts with wind latches; communicate with residents about cart change.	Waste Management/Trish/Matt/Gil	Aug., Sept., Oct. 2017	Aug. 2017	235 carts delivered
06	Purchase another load of lids with windlatches installed	Cassie Riley	Aug. 2017	Jan.2018	Order placed Dec. 2017, 672 lids delivered to WM Jan. 2018. Delivery stopped due to malfunction of latch. 1.29.18 Toter Quality reps in DSM to discuss issues/resolutions. Conf call 2.27.18. Toter wants to replace all 1,146 latches we have received but want to test their fix to the problem before a 're-rollout' to residents.
07	Publicize wind latch program	Cassie Riley/Leslie Irlbeck	Oct.2017	Oct.2017	Additional 663 wind latches requested since Nov. 2018. Update 3.5.18 Publicity on hold due to malfunction of latch, waiting for resolution from manufacturer.
08	Survey the original 235 residents with wind latches	Cassie Riley	June 2018	June 2018	Survey sent to 219 wind latch recipients from August 2017,
09	Research other cart vendors	Leslie Irlbeck	July 2018		
10	Survey all residents	Cassie Riley	Jan		

			2019		
11	Determine program's future	Leslie Irlbeck	July 2019		



EMS: EMP Activity Form

Record No.: 126
Signification Aspect: Recycling
Location(s): MNTS



Activity No.	EMP Activity Description	Person Responsible	Target Date	Completion Date	Status/Completion Notes
01	Make recycling drop-off containers at MNTS accessible to the public.	Mendenhall	6/2017	6/2017	Moved recycling containers to space at MNTS that is more accessible to the public.
02	Extend public drop-off hours at MNTS.	Mendenhall	9/2017	9/11/17	Extend hours of public drop-off from one Sat./month to Mon.-Fri. by providing additional staff at MNTS site.
03	Promote recycling drop-off at MNTS to residents focusing on northern and western communities.	Trish Radke	8/2017	6/30/2018	Create and implement promotional strategy to promote extended hours. Create print and digital collateral and distribute through community resources, social media and traditional media.
04	Track tonnages collected at MNTS Drop-Off and International Paper Drop-off.	Trish Radke	7/2017	6/30/2018	Record monthly tonnages from International Paper billing and any materials baled onsite at MNTS (ie. cardboard). As of 6-1-18, 100,860 more pounds of recyclables have been collected through recycling drop-offs.
05					

08 | Audit/Assessment

The following report addresses attachments 8, 8A, and 8B.



METRO WASTE AUTHORITY INTERNAL EMS AUDIT

The environmental management system (EMS) internal audit was conducted on June 28th 2018. The audit consisted of a review of the Iowa EMS elements within the Metro Northwest Transfer Station and the MWA Central Office. The audit was conducted from 8:30 a.m. to 4:00 p.m. Interviews were conducted with the Environmental Management Representative (EMR), EMS Core Team and staff. Documents and some records associated with the EMS were also reviewed.

The following general observations were made during the Internal EMS Audit:

- Core team members were interviewed and were very knowledgeable of Metro Waste Authority's EMS program. Members gave great, thorough responses to audit questions.
- Staff at Metro Northwest Transfer Station and Central Office, when interviewed, were familiar with EMS, the policy acronym 'IMPACT' and knew to refer to their red notepads if they had questions. In total, 6 staff and the Core team members were interviewed. Staff also know how to communicate new ideas through either the Suggestion Box or their Core Team representative.
- Communication to staff about EMS is commendable. Staff are made aware of EMS and updates at their initial training, through emails, Waste Words monthly newsletter, and quarterly posters and giveaways.
- SharePoint continues to make EMS documents more accessible for staff to view and update.
- The Core Team does a commendable job annually reviewing its Policies and Procedures.
- Most objectives were found to be on target for their completion. However, some objectives were found to come up short (Fluorescent bulb recycling) or may need to be closed out (Recycling cart latches). The Wetlands objective was found to be questionable due to seeming to be more like a Continual Improvement.



Environmental Management System Pilot Program



Internal EMS Audit Results Summary Form

Date: 6/28/2018

Auditors: Kyle Fischer/Art Kern

Scope/Facility: Metro Waste Authority Fenceline -Metro Northwest Transfer Station, Central Office

Iowa EMS Element Description and Number		Audit Results/Findings	
		Evidence	Finding
1	Environmental Policy Statement	Reviewed EMS Policy, interviewed EMR, Director of Recycling and Diversion (DRD), Executive Director (ED), Assistant to Executive Director (EAD), Site Engineer (SE), Compliance Coordinator (CC), staff	MWA's Policy Statement was approved by their Board, not required but voluntary. Staff interviews showed everyone was aware of EMS policy and knew they had a role. With the board approval, this shows the EMS policy is accepted from the top down. Staff knew to refer to their red notepad for EMS details. <u>Commendable</u> - Overall, very positive response from staff and understanding of doing all to protect the environment.
2	Environmental Impacts, including Significance	Reviewed procedure, significant aspects/impacts list, interviewed EMR	Procedure is reviewed annually. All aspects/impacts are reviewed annually to verify if they have become 'significant'. An objective is selected for all six focus areas, even if not determined to be significant. All levels of the organization have the opportunity to and know how to provide suggestions. <u>Commendable</u> - Staff always looks for ways of Continual Improvement. Each Continual Improvement process must be put into the Input/Output diagram to determine the Environmental Impacts. A good example in the last year was 'crushing' at MPW.

3	Legal and Other Requirements	Reviewed procedure, interviewed EMR, CC	<i>Met</i> - Procedure is reviewed annually by Core Team. Site Engineer and Compliance Coordinator have responsibility to keep list updated. List is updated by working with consultants and DNR.
4	Objectives and Targets	Reviewed procedure, reviewed O's and T's list, interviewed EMR, DRD ED, PAM, SE, EA	<i>Partially Met</i> - O's and T's are reviewed annually by Core Team. All six focus areas are represented and have objectives and targets. Observation: Most objectives were found to be on target for their completion. However, some objectives were found to come up short (Fluorescent bulb recycling) or may need to be closed out (Recycling cart latches). The Wetlands objective was found to be questionable due to seeming to be more like a Continual Improvement. After discussion, Core team will consider whether to extend or close out some objectives.
5	Action Plan	Reviewed action plan now in SharePoint, interviewed EMR, DRD, PAM, SE	Action plans are kept up-to-date within SharePoint. <i>Commendable</i> : Actions plans are well organized, easy to read and use hyperlinks to access associated documents.
6	Key Resources and Additional Needs	Reviewed "Structure and Responsibility Table", interviewed EMR HWFM, DO, PSM	<i>Met</i> - Structure and Responsibility table updated with new staff and job titles April 2018.

7	Communication/Training/Awareness	Reviewed procedure, interviewed EMR, DRD, ED, PAM, staff	<u>Commendable</u> : Employees are given numerous opportunities throughout the year to be updated on EMS, through emails, monthly WasteWords, quarterly posters and give-aways. Observation: Due to past staffing and scheduling conflicts, rather than one annual company-wide meeting, the Executive Director is meeting with staff at each facility to give EMS updates and provide refresher training.
8	Monitoring and Measurement	Reviewed procedure, interviewed EMR, PAM, AED, SE	<u>Met</u> : Document control is kept up by the EAD. Documents are updated in SharePoint and can be accessed for review. Most of the O's and T's had metrics that were quantifiable and on target while a few were found to be hard to quantify. Core team will discuss whether to close or extend the O's and T's in question.
9	Assessment	Reviewed procedure, interviewed EMR	None
10	Reevaluation and Modification	Interviewed EMR	None. CPARs are reviewed monthly at Core meetings as well as weekly Ops meeting, if necessary. These help to discover "root cause" of any incidents. <u>Met</u>



Solid Waste Environmental Management System

Metro Waste Authority (MWA)

3rd Party Environmental Management System Audit (Partial Audit)

The Region XII Council of Governments (COG) Audit Team conducted a third party Environmental Management System (EMS) audit of Metro Waste Authority (MWA) on November 9, 2017. This was MWA's 8th EMS external audit. As required by the Department of Natural Resources' audit schedule, this was a partial audit. The Scope of the Audit may be found on page 4 on the *EMS 3rd Party Audit Results Form*. The COG Audit Team included Evan Sinnott (lead auditor) and Shelene Codner. Leslie Goldsmith, Iowa Department of Natural Resources (DNR) Financial and Business Assistance Section and EMS lead was present to observe the audit. Additionally, Jennifer Wright, Financial and Business Assistance Supervisor was present to observe the audit. Participants present on behalf of Metro Waste Authority included the following:

Judi Mendenhall, Hazardous Waste Facility/Transfer Station Manager/Core Team Member

Yuta Naganuma, Site Engineer/Core Team Member

Michael McCoy, Executive Director/Core Team Member

Leslie Irlbeck, Public Affairs Manager/Core Team Member

Trish Radke, Office Manager/Core Team Member

Jenny Koska, Education and Outreach Manager/EMR

The audit was conducted from approximately 10:00 a.m. to 1:30 p.m. at MWA, located at 300 East Locust Street, Suite 100, Des Moines, IA 50309. The Internal Audit, Objectives and Targets were received for auditor review prior to the audit and as requested by the audit team. Additional required audit documentation was prepared, organized and ready for review upon arrival.

Individual organizations that require additional technical assistance or training based on the findings of this audit should contact Leslie Goldsmith, Iowa Department of Natural Resources, (515) 725.8319, leslie.goldsmith@dnr.iowa.gov.

The COG audit team would like to extend their appreciation to MWA for their preparedness and the hospitalities extended before, during and following the audit.

The following observations were noted during the audit:

- Staff reported that MWA's EMS Core Team has undergone some restructuring throughout the past year, including placement of a new EMR. Jenny Koska has assumed this role. Previously Jenny served as the internal auditor for MWA. The role of internal auditor is being filled by MWA staff members, Kyle Fischer and Art Kerns. In accordance with their EMS calendar, MWA's EMR and Core Team will be reviewing policies and procedures at upcoming Core Team meetings, and will be updating EMS documentation to adequately reflect restructuring and other internal EMS enhancements.
- Site Engineer/Core Team member reported that MWA is currently in the process of establishing vegetated wetland areas to mitigate run-off and serve as a protective buffer. There are currently three areas at the landfill site that have known heavy metal contamination (cobalt, lead, etc.). MWA is currently working with IDNR and is following all established guidelines and requirements in establishing these additional wetland areas. Subsequent and future plans include partnerships with communities that utilize adjacent watersheds. Site Engineer/Core Team member stated that while it is known that this is an environmental improvement based on their identified impacts, they have experienced challenges with associated metrics that elicit evidence of continuous improvement. While there are definite benefits in the short-term, MWA considers this particular objective as a long term initiative. This objective is considered to be long term due to the amount of time it takes heavy metals to be removed from water through plant uptake or absorption into sediments.
- Site Engineer/Core Team member stated five sprinkler heads were installed at MWA's landfill enabling a comprehensive leachate recirculation system. Prior to this, they were using a 3500 ton water truck to haul leachate internally. This system eliminates fuel usage and Greenhouse gas emissions associated with hauling. Flow meters have enabled MWA to track the number of gallons that run through the system and they can equate this to the number of internal hauling trips that have been eliminated. Executive Director stated that in addition to the environmental benefits there have been significant financial benefits that can be equated to this system.
- EMR reported that MWA has currently closed out an objective intended to expand event recycling within their service area. This objective was two-fold and consisted of a comprehensive educational campaign and the purchase of additional event recycling containers that are made available to the public. As reported by staff, MWA's event recycling program has been and continues to be successful throughout their planning area. The particular project was initiated to enhance this success by reaching out to more groups and event planners and encouraging those that had not previously participated in event recycling to consider it

while planning their events. Based on historical data, MWA had set a target to collect 23 percent more recyclables than previously recorded. This goal was exceeded.

- Public Affairs Manager/Core Team member reported on a project that was initiated to increase the volume of compost secured and utilized by the public. MWA removed barriers to residential use by implementing a system that did not require a truck for hauling. Residents can place compost in bags enabling them to haul the material with passenger vehicles. Public Affairs Manager/Core Team member stated that this Objective performed as anticipated and compost sales increased by 36 percent. As reported by Executive Director, in addition to moving more compost, MWA revenues have subsequently increased.
- Public Affairs Manager/Core Team member stated the biggest collection challenge they have with their single stream recycling program is wind. As reported, windy days result in frustration on behalf of some service area residents as they are going through the effort to recycle and the wind ultimately blows their recycling container over. In response to this Environmental Impact, MWA initiated a small pilot program in which 12 homes located in areas with limited wind protection (i.e. new construction/development, areas with no trees) received plastic latches that fit over the lip of their respective recycling carts. MWA staff obtained feedback from residents and haulers throughout the pilot to gauge the effectiveness of the program. Public Affairs Manager/Core Team member reported that all feedback was good. Following the pilot, MWA purchased 2,000 wind latches as part of an DNR EMS grant project. They initially distributed 250 latches to customers in wind prone areas. MWA strategically distributed a media release during a wind event and as a result received over 400 requests for cart latches. MWA will continue to monitor the effectiveness of the program and make latches available to residents that request them and are located in wind-prone areas of the Metro.

EMS 3rd Party Audit Results Form

Scope/Facility: As required by DNR Audit Schedule, this was a partial external audit. The scope of the External EMS Audit included Elements 4 through 10. The Audit was held at MWA, 300 East Locust, Des Moines, IA 50309. A listing of agency participants can be found above

Auditors: Evan Sinnott (Lead Auditor), Shelene Codner (Auditor), Leslie Goldsmith (Observer), Jennifer Wright (Observer)

Descriptions for Finding(s):

Met Requirements = Satisfied Standard fully

Partially Met Requirements = DNR staff will monitor progress until the next fiscal year audit when the Element will be reviewed

Did Not Meet Requirements = The Lead Auditor will state what is required to satisfy the Finding

Commendable = Went beyond the Standard with innovation, effort

Opportunity for Improvement = No changes are required, but are suggested

Date: November 9, 2017

Iowa EMS Element Number and Description		Audit Results/Findings from Internal Audit		
Number	Description	Evidence	Finding(s)	Iowa EMS Reference
1	Environmental Policy Statement	N/A	N/A	
2	Environmental Aspects and Impacts	N/A	N/A	
3	Legal and Other Requirements	N/A	N/A	
4	Objectives and Targets	Reviewed Objectives and Targets. Interviewed EMR	Met Requirements	

Iowa EMS Element Number and Description		Audit Results/Findings from Internal Audit		
Number	Description	Evidence	Finding(s)	Iowa EMS Reference
		and core team members present.		
5	Action Plan	Reviewed Action Plans. Interviewed EMR and core team members.	<p>Opportunity for Improvement</p> <p>A successful EMS hinges on effective documentation revolving around Objectives, Targets and Action Plans. This documentation provides a snapshot of the program and a roadmap in moving towards successful outcomes.</p> <p>Documentation provided regarding Action Plans within certain objectives were brief and didn't always clearly reflect the amount of time and resources allocated to a particular objective.</p> <p>For example an Objective entitled: <i>Leachate Piping at Metro Park West (MPW)</i> was somewhat brief in the explanations of the activities surrounding this objective. For example, were various systems explored prior to installation of the sprinklers? Did MWA go out for quotes for the selected system? Action plans provide auditors with a more comprehensive tool in assessing the continuous improvement. While every detail is not always necessary in</p>	Is there a plan describing: the actions necessary to achieve Objectives and Targets? IAC 567-111.6(5)b

Iowa EMS Element Number and Description		Audit Results/Findings from Internal Audit		
Number	Description	Evidence	Finding(s)	Iowa EMS Reference
			documenting Objectives and Targets, milestones and significant activities, while somewhat subjective, are essential in providing true representation of the organization's EMS.	
6	Key Resources and Additional Needs	Reviewed provided documentation. Interviewed EMR and core team members.	Met Requirements	
7	Communication/Training/Awareness	Reviewed provided documentation. Interviewed EMR and core team members.	Met Requirements	

Iowa EMS Element Number and Description		Audit Results/Findings from Internal Audit		
Number	Description	Evidence	Finding(s)	Iowa EMS Reference
8	Monitoring and Measurement	<p>Reviewed Provided Documentation and Procedure.</p> <p>Interviewed EMR and core team members.</p>	<p>Opportunity for Improvement</p> <p>Well defined, quantitative metrics that effectively elicit progress are needed to effectively measure continuous improvement. In order to be effective, metrics must align directly with identified Objectives and Targets and performance indicators must be identified prior to program/project initiation. In reviewing Objectives and Targets during the Audit, this was not always the case.</p> <p>An example includes the Objective: <i>Metro Park East (MPE) Wetland</i>.</p> <p>This objective revolves around establishing wetlands at MPE thus improving groundwater.</p> <p>While the audit team realizes that staff knowledge and expertise have accurately concluded a marked improvement in water quality as a result of this Objective, there did not appear to be an accurate performance indicator in place. Quantitative test data, as required by DNR is being collected onsite. These data should be formulated in a manner that measures continuous</p>	<p>Does the organization have a documented process (procedure) for monitoring key activities and, at a minimum, measuring performance related to each Objective and Target? IAC 567-111.6(5)d.</p>

Iowa EMS Element Number and Description		Audit Results/Findings from Internal Audit		
Number	Description	Evidence	Finding(s)	Iowa EMS Reference
			<p>improvement as it revolves around water quality.</p> <p>It may be advisable to include what performance indicators will be used for each Objective/Target and where this data can be located in your objective documentation.</p> <p>A review with DNR EMS project lead and/or DNR EMS consultant may be beneficial in ensuring a clearly defined link between Objectives/Targets, their corresponding metrics and appropriate performance indicators.</p>	
9	Assessment	Reviewed provided Internal Audit documentation and procedure. Interviewed EMR and core team members.	Met Requirements	

Iowa EMS Element Number and Description		Audit Results/Findings from Internal Audit		
Number	Description	Evidence	Finding(s)	Iowa EMS Reference
10	Reevaluation and Modification	Reviewed provided Internal Audit documentation and procedure. Interviewed EMR, core team members.	Met Requirements	

09 | Re-evaluation/modification

The following report addresses attachments 9.

METRO WASTE AUTHORITY

Subject: EMS Core Team Meeting and Management Review/Re-evaluation/ Modification
Scheduled Date and Time: August 27, 2018, 3:30 pm.

Location: CO Board Room

Attendees: Jenny Koska, Yuta Naganuma, Leslie Irlbeck, Trish Radke, Judi Mendenhall, and Michael McCoy

Meeting Minutes

1. EMS Program

- EMS Audit Results
 - Received “commendable” or met on most areas.
- Review objectives and targets
 - Compost- 10% objective for second year is very hard to reach due to huge success first year. Doing big push for end of season.
 - Wind Latch - Issues with product. Looking at wind latch grant to check timeline; Toter has the potential of putting out new product in Dec.
 - Wetland Grant - Talk to DNR regarding wetland objective. On track.
 - Plastic Bags Education – met goal. Closing out.
 - HHW – Estimated to hit 10% goal due to last year’s numbers showing an estimate of 3 pounds per person.
 - Cardboard recycling education – answering need from communities for roll-off, roll-offs will be delivered soon.
 - Greenhouse gas emissions – volt is here. Will begin tracking.
- Work team updates
 - West - Ceiling fan done
 - West - Gas to heat – looking at different vender
 - MNTS - Grate over
 - MPE - Ground shingles for road use on internal projects
 - CO – Discussion on solar for roof
- EMS grant projects

2. Management Review/Re-evaluation/Modification (2017/2018)

- Review Environmental Policy: *reviewed and approved 6/25/18*
- Discuss the 10 Iowa EMS Elements;
 - Significant aspect and impacts, changing circumstances, including developments in legal and other requirements related to its environmental aspects;
 - We are complying with significant aspects. We watch regulatory changes and modify practices accordingly.
 - The extent to which objectives and targets have been met and advance the six components of the Iowa EMS; status of EMPs;
 - Quarterly review each objective and their status.
 - Monitoring and Measuring – metrics data;
 - Explaining metric in objective and target summaries.
 - Key Resources – any additional needs;
 - Guidance on what to do when there is no baseline available.
 - Communication(s) techniques and responses, including complaints from external interested parties/training;
 - We have a formal complaint process and follow-up.

- Results from EMS and compliance audits/action items;
 - We review and follow-up on all feedback from audits.
 - Status of corrective and preventative actions;
 - Review at every meeting.
 - Positive/Negative - EMS results/recommendations for improvement;
 - Team would like clear guidance on objective and target issues and questions.
 - Follow-up action items from previous EMS Management Reviews;
 - We add them on each month's meeting minutes.
 - EMS goals for next year.
 - Discussed other EMS members joining the core team. More of a mix of field staff.
 - EMS Annual Report due September 31 - done
 - 2018 Skid loader grant: performance ends 6/30/19-report due 7/15/19.
 - Pulling diversion data
 - 2017 Grant, Recycling Cart Latches-time of performance ends July 31, 2019/report due August 15, 2019
 - Working on a new vendor due to issues with Toter
3. [Employee Suggestions](#) – Review
- Assigned and discussed some that could be immediately researched/moved forward
4. [CPAR Report](#)
- 12 open CPARs
 - YN continue to review with Wally.
 - MPW items, follow up with Brian.
5. Follow Up Actions
- Michael McCoy will facilitate bi-annual refresher trainings. Done
 - LI will talk to Caroline to help with reports. JK (recycling stands) TR (recycling drop-offs) - Done
 - Update all Objectives - Done
 - Work Teams will look at Inputs/Outputs - Done
 - JK will contact Leslie Goldsmith about wetlands measurement - Done
 - JK will pull workplans by first week in June for internal audit - Done
 - TR will finish updating Documents and Records Control Procedure and MB will send for signatures. - Done
6. Next Meeting and Location:
- Core Team Meeting – TBD

Follow-up Actions for Sept. Meeting

- New grant ideas
 - Real time/non-real time monitoring/wetlands (next year)
 - HHW truck
 - Education trailer
 - Conveyer for mini-MRF – need an objective to tie with it; team will all think on it and follow-up.
- Employee suggestion follow-up as assigned



EMS Form
Official Document Approval



DATE: June 25, 2018
TO: File
FROM: EMS Core Team
SUBJECT: Environmental Policy

The EMS Core Team reviewed and approved the Environmental Policy on June 25, 2018

Jenny Koska
Jenny Koska (Jun 25, 2018)
Jenny Koska, Environmental Management Representative (EMR)

Michael McCoy
Michael McCoy (Jun 25, 2018)
Michael McCoy

Judi Mendenhall
Judi Mendenhall (Jun 26, 2018)
Judi Mendenhall

Leslie Irbeck
Leslie Irbeck (Jun 26, 2018)
Leslie Irbeck

Yuta Naganuma
Yuta Naganuma

Trish Radke
Trish Radke

Brian Wambold
Brian Wambold



Environmental Policy

Metro Waste Authority's vision of "No Wasted Resources" elevates environmental protection to one of fundamental importance. Because our employees impact this vision in their daily activities, all are dedicated to carrying out responsibilities for environmental stewardship through:

- Pollution Prevention – We will identify and prevent or minimize pollution in all areas of our operations wherever feasible.
- Regulatory Compliance – We will comply with all relevant environmental legislative, regulatory, permit and other requirements associated with our industry.
- Continual Improvement – We will constantly look for ways to improve our environmental performance using this policy as the basis upon which we set our goals.
- Training – We will provide the tools to create awareness of Metro Waste Authority's environmental impacts, protect health and safety, comply with rules and regulations, and support our environmental objectives.

Metro Waste Authority is dedicated to carrying out our environmental responsibilities in a manner that demonstrates true leadership in integrated solid waste management while continuing to provide the highest level of service.

We will work collaboratively with our customers, suppliers and our communities on environmental issues. We will measure and review our progress annually and periodically report the results to our stakeholders.

Adopted by the MWA Board of Directors in November 2003

Reviewed and approved without revision by the MWA Board of Directors in February 2016

Reviewed and approved 2/28/2017





EMS Form
Official Document Approval



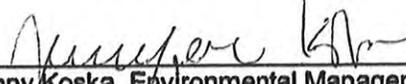
DATE: 12- 27-17

TO: File

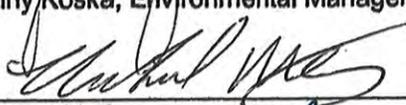
FROM: EMS Core Team

SUBJECT: EMS Legal and Other Requirements

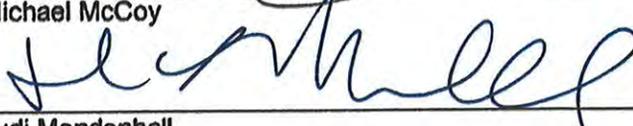
The EMS Core Team reviewed and approved the EMS Legal and Other Requirements 12-27-17



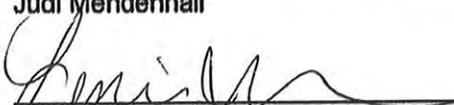
Jenny Koska, Environmental Management Representative (EMR)



Michael McCoy



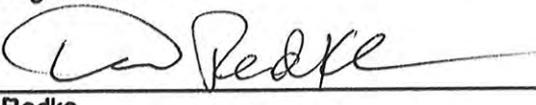
Judi Mendenhall



Leslie Irlbeck



Yuta Naganuma



Trish Radke



Brian Wambold

brian wambold (Jan 2, 2018)



		Environmental Management System Procedure Legal and Other Requirements				
Document No:	Issue Date:	Revision No:	Revision Date:	Prepared By:	Reviewed By:	Approved By:
EMSP-LOR	9/29/04	7	12/27/17	Beth Shonts	Core Team	Core Team

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- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 DEFINITIONS
- 4.0 RESPONSIBILITIES
- 5.0 PROCEDURES
- 6.0 REVIEW
- 7.0 REFERENCES/RELATED DOCUMENTS

1.0 PURPOSE

To ensure that Metro Waste Authority (MWA) identifies, has access to, and evaluates laws, regulations, and internal organizational requirements that apply to the environmental aspects.

2.0 SCOPE

This procedure covers local, state and federal environmental legislation and regulations and other requirements that apply to the operations of Metro Waste Authority's fenceline facilities. The organization takes these requirements into account when setting its environmental objectives.

3.0 DEFINITIONS

- 3.1 **Applicable Laws and Regulations.** Legal requirements promulgated by federal, state or local government authorities that apply to environmental aspects of MWA fenceline products, activities or services, including all environmentally related operating permits and licenses.
- 3.2 **Environmental Aspect.** Element of an organization's activities, products or services that can interact with the environment.
- 3.3 **Other Requirements.** Professional standards, programs, or guidelines with which an organization may voluntarily choose to comply.

4.0 RESPONSIBILITIES

The Director of Operations and Director of Recycling and Diversion or their designee(s) are responsible for: maintaining relationships with regulatory agencies, determining how requirements apply to environmental aspects, developing methodologies for complying with requirements, reviewing regulations for changes, and disseminating information regarding any changes in regulations that could affect MWA's fenceline operations.

- 4.1 The Site Engineer is responsible for including review of this procedure in an audit.

Printed: 3/15/2018 3:57 PM	Page 1 of 2	Next Review Date: Dec. 2018
Title and Location:	https://metrowasteauthority.sharepoint.com/sites/operations/EMS/Procedures/Legal and Other Requirements.docx	



**Environmental Management System
Procedure
Legal and Other Requirements**



Document No: EMSP-LOR	Issue Date: 9/29/04	Revision No: 7	Revision Date: 12/27/17	Prepared By: Beth Shonts	Reviewed By: Core Team	Approved By: Core Team
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5.0 PROCEDURES

- 5.1 Applicable laws and regulations related to MWA's environmental aspects will be monitored and evaluated for the potential impacts.
- 5.2 A variety of techniques and information sources will be used to track, identify, and evaluate applicable laws and regulations. These include, but are not limited to: commercial services/databases; websites; information provided by trade associations and membership organizations; communications with federal and state regulatory agencies and authorities; seminars, trade show and workshops; and environmental meetings and training. These information sources are monitored on an ongoing basis to ensure new issues are identified on a timely basis.
- 5.3 As necessary, external resources, such as consultants and attorneys, may be called upon to assist in identifying and applying applicable laws and regulations or in developing programs in response to applicable laws and regulations.
- 5.4 Information on applicable laws and regulations, and their potential impacts on MWA's environmental aspects will be provided to the appropriate personnel. The determination of which MWA personnel must be informed and the method for providing this information are at the discretion of the Director of Operations and Director of Recycling and Diversion or designee(s) based on the circumstances of each situation.
- 5.5 Copies of significant applicable environmental laws and regulations will be kept on file. Where copies of such laws and regulations are not maintained at the facility's offices, ready access is available from other sources, such as those on the List of Resources for Tracking Environmental Laws and Regulations.
- 5.6 If site audits or changes in operations indicate that additional laws and regulations must be tracked and evaluated, the Director of Operations and Director of Recycling and Diversion or designee(s) ensures these activities take place.

6.0 REVIEW

- 6.1 This procedure shall be reviewed by the Core Team on an annual basis.
- 6.2 The Site Engineer shall review the Master List of Legal and Other Requirements by February 1 of each year.

7.0 REFERENCES/RELATED DOCUMENTS

EMSP-MM, Monitoring and Measurement
List of Resources for Tracking Environmental Laws and Regulations
Master List of Legal and Other Requirements
Regulations Compliance List 1-26-10

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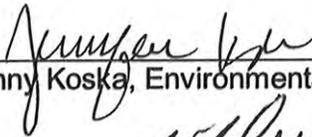
DATE: 11/28/2017

TO: File

FROM: EMS Core Team

SUBJECT: Communications Procedure

The EMS Core Team reviewed and approved the EMS Document Control and Record Procedures 4-25-17



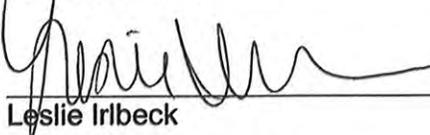
Jenny Koska, Environmental Management Representative (EMR)



Michael McCoy



Judi Mendenhall



Leslie Irlbeck



Yuta Naganuma



Trish Radke



		Environmental Management System Procedure Communication				
Document No:	Issue Date:	Revision No:	Revision Date:	Prepared By:	Reviewed By:	Approved By:
EMSP-C	12-15-04	8	11/28/17	Reo Menning	Core Team	Core Team

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1.0 PURPOSE

To establish a process for communications with interested parties (external and internal) regarding Metro Waste Authority's (MWA) environmental management system (EMS).

2.0 SCOPE

This procedure applies to communications as it applies to MWA's EMS.

3.0 DEFINITIONS

- 3.1. **Internal Communication.** Communication with and between employees, agents, and Board Members of MWA.
- 3.2. **External Communication.** Communication between employees, officers, agents, and Board Members of MWA and outside parties such as, but not limited to, regulatory agencies, members of the general public, news media, political and governmental officials, citizen groups, and contractors and service providers.
- 3.3. **Interested Parties.** Person or group concerned with or affected by the environmental performance of an organization. These parties can include regulators, local residents, employees, insurers, customers, environmental groups and the general public.
- 3.4. **Environmental Performance.** Measurable results of an organization's management of its environmental aspects. Results can be measured against the organization's environmental policy, environmental objectives, environmental targets and other environmental performance requirements.
- 3.5. **Agent.** A person who is authorized to act for or in the place of another (the agent's principal) by contract or apparent authority.

Printed: 3/15/2018 10:30 AM	Page 1 of 3	Next Review Date: Nov. 2017
Title and Location:	C:\Users\jko\Desktop\Communications.doc	

 <p>Metro Waste Authority We Know Where It Should Go</p>		<p>Environmental Management System Procedure Communication</p>				
Document No:	Issue Date:	Revision No:	Revision Date:	Prepared By:	Reviewed By:	Approved By:
EMSP-C	12-15-04	8	11/28/17	Reo Menning	Core Team	Core Team

3.6 **Facility Manager.** The following individuals, as identified, will act as the facility manager at designated MWA facilities for internal and external communication requests as it applies to Metro Waste Authority's EMS. Central Office, Executive Administrative Assistant; Metro Hazardous Waste Drop-Off, Director of Recycling and Diversion; Metro Compost Center, Disposal Operations Manager; Metro Park East, Disposal Operations Manager; Metro Park West, Disposal Operations Manager; Metro Central Transfer Station, Director of Recycling and Diversion; Metro Northwest Transfer Station, Director of Recycling and Diversion

4.0 RESPONSIBILITIES

- 4.1 The Executive Director is responsible for reviewing and approving communications with regulatory authorities to determine the appropriate response. The Executive Director also approves news releases and provides updates to Board members.
- 4.2 The Environmental Management Representative (EMR) is responsible for receiving, documenting and responding to relevant questions on MWA's environmental performance from interested parties directly or via the Executive Director, the Public Affairs Manager, the Director of Operations, Director of Recycling and Diversion and/or Facility Managers.
- 4.3 Employees are responsible for forwarding external inquiries about environmental performance to the EMR, Facility Managers and/or the Director of Operations or Director of Recycling and Diversion.
- 4.4 The EMR, Facility Managers, and/or the Director of Operations or Director of Recycling and Diversion are responsible for preparing responses to interested parties and forwarding environmental performance inquiries to the Document Control Manager for documentation.
- 4.5 The Public Affairs Manager or designee is responsible for initiating and responding to inquiries from the media. In addition to the Executive Director, the Public Affairs Manager approves news releases.

5.0 PROCEDURES

General

- 5.1 MWA uses a number of mechanisms to ensure effective communication with interested parties. These mechanisms include regulatory filings (such as permit applications and reports), informational meetings and briefings, MWA's website, social media, news releases, public meetings, tours, conferences, and informal discussion with regulators, community representatives, and local business leaders.
- 5.2 To solicit the views of interested parties, MWA may use additional techniques, including, but not limited to, surveys, focus groups, and community advisory panels.

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		Environmental Management System Procedure Communication				
Document No:	Issue Date:	Revision No:	Revision Date:	Prepared By:	Reviewed By:	Approved By:
EMSP-C	12-15-04	8	11/28/17	Reo Menning	Core Team	Core Team

5.3 MWA does not routinely and systematically communicate matters associated with its EMS processes to external parties. This does not preclude external communication associated with EMS processes on a case-by-case basis. Furthermore, this paragraph does not apply to external communications necessary for compliance with applicable legal and other requirements.

Internal Communication

5.4 MWA uses a variety of methods to communicate its EMS internally including emails, bulletin board postings, staff/shift meetings, newsletters, posters, promotional materials, and signage.

5.5 Ongoing EMS communications are conducted via email, phone, memos, Corrective/Preventive Action Requests (C/PARs) and at EMS meetings to ensure appropriate and timely responses are taken at the various levels of MWA's fenceline operations.

5.6 Employee comments, inquiries and suggestions related to the EMS or significant aspects are welcome at any time and can be submitted to any member of the EMS Core Team or through the EMS comment boxes. Employee input also will be solicited through EMS work teams and employee meetings.

External Communication

5.7 A member of the Core Team will respond to external complaints about MWA's environmental performance; and will complete a Complaint Form to submit to the Document Control Manager or log the communication or complaint log, resolution, and retention as EMS records.

5.8 All media requests/inquiries will be forwarded to the Public Relations Manager or designee.

5.9 Communication with regulatory bodies will be completed in compliance with the legal or other requirements to which MWA subscribes.

5.10 Outreach is conducted when considering changes that could have potential environmental impacts (positive or negative) and are of high interest to stakeholders or other interested parties.

6.0 REVIEW

6.1 This procedure shall be reviewed by the Core Team on an annual basis.

7.0 REFERENCES/RELATED DOCUMENTS

Complaint Form

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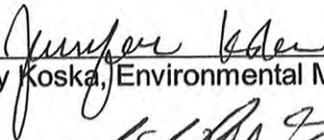
EMS Form
Official Document Approval



DATE: 11/28/2017
TO: File
FROM: EMS Core Team

SUBJECT: Training and Awareness Procedure
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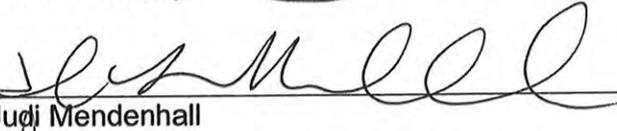
The EMS Core Team reviewed and approved the EMS Document Control and Record Procedures 4-25-17



Jenny Koska, Environmental Management Representative (EMR)



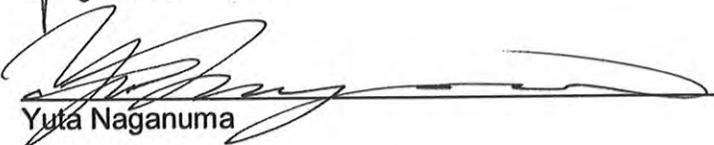
Michael McCoy



Judi Mendenhall



Leslie Tribeck



Yuta Naganuma



Trish Radke





Environmental Management System Procedure

Training, Awareness, and Competence



Document No: EMSP-TAC	Issue Date: 1-12-05	Revision No: 5	Revision Date: 11-28-17	Prepared By: Mike Paine	Reviewed By: Core Team	Approved By: Core Team
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1.0 PURPOSE

To describe how Metro Waste Authority (MWA) develops and implements a training program that achieves EMS awareness, provides task-specific training related to EMS operational controls, and provides training required by regulations.

2.0 SCOPE

Applies to all full-time employees within MWA's fenceline and those employees whose decisions or work could cause an adverse environmental impact.

3.0 DEFINITIONS

- 3.1 **General Awareness Training.** Refers to training programs developed for those employees whose assigned work is not expected to create a significant impact on the environment.
- 3.2 **Competency.** Pertains to an employee's job skills, experience, knowledge and awareness in relation to achieving conformance with MWA's legal and other requirements, environmental policy and environmental management system.

4.0 RESPONSIBILITIES

- 4.1 The Compliance Coordinator, or their designee, shall identify environmental training needs, develop training plans, and determine competency for relevant employees.
- 4.2 The Compliance Coordinator, or designee will arrange for and/or conduct needed training according to the schedule identified in the individual training plans.

		Environmental Management System Procedure Training, Awareness, and Competence				
Document No: EMSP-TAC	Issue Date: 1-12-05	Revision No: 5	Revision Date: 11-28-17	Prepared By: Mike Paine	Reviewed By: Core Team	Approved By: Core Team

- 4.3 The Compliance Coordinator, or designee will document dates, attendees, and subject for past and planned training in the individual training plans in an Excel file and/or dedicated software tracking system.

5.0 PROCEDURES

- 5.1 Training Elements include:
- General awareness training,
 - Task-specific training related to environmental aspects and objectives and targets,
 - Training required by regulations,
 - Emergency training,
 - Safety training.
- 5.2 General Awareness Training include:
- Importance of conforming to MWA's environmental policy and procedures,
 - Roles and responsibilities.
- 5.3 Task Specific Training include:
- Significant aspects associated with work activities,
 - Potential consequences of departure from specified operating procedures.
- 5.4 Training Required by Regulations include:
- Job-specific training, as required by federal, state, and/or local regulations.
- 5.5 Emergency Training include:
- Environmental emergency preparedness and response procedures.
- 5.6 Training effectiveness will be evaluated annually as part of an administrative review to ensure the EMS training is contributing and EMS is being implemented effectively. Appropriate changes to the training program will be made based on the findings.

6.0 REVIEW

- 6.1 This procedure shall be reviewed by the EMS Core Team on an annual basis.

7.0 REFERENCES/RELATED DOCUMENTS

Personnel Training Files
Attendance Sheets



Environmental Management System Procedure
Training, Awareness, and Competence



Document No: EMSP-TAC	Issue Date: 1-12-05	Revision No: 5	Revision Date: 11-28-17	Prepared By: Mike Paine	Reviewed By: Core Team	Approved By: Core Team
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EMS Form
Official Document Approval



DATE: 03-21-18
TO: File
FROM: EMS Core Team
SUBJECT: EMS Monitoring and Measurement

.....
The EMS Core Team reviewed and approved the EMS Monitoring and Measurement 03-21-18

Jenny Koska

Jenny Koska (Mar 21, 2018)

Jenny Koska, Environmental Management Representative (EMR)

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Michael McCoy (Mar 22, 2018)

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		Environmental Management System Procedure Monitoring and Measurement				
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1.0 PURPOSE

To describe the process for the scheduled monitoring and measurement of key characteristics of the organization's Environmental Management System activities.

2.0 SCOPE

This procedure addresses collection of environmental data associated with operations and activities that have the potential to have a significant environmental impact within the EMS fenceline and addresses the progress in achieving objectives and targets.

3.0 DEFINITIONS

- 3.1 **EMS.** Environmental Management System.
- 3.2 **Environmental Key Characteristics.** An element of an operation or activity that includes a measurement or an inspection process, the results of which support evaluation of environmental performance and progress toward achieving objectives and targets.
- 3.3 **Monitoring.** A systematic process of watching, checking, observing, inspecting, keeping track of, regulating or otherwise controlling key parameters and characteristics of a facility's or department's management activities to determine conformance with a specific standard or other performance requirement, or to measure progress towards it environmental objectives and targets.
- 3.4 **Measurement.** A systematic method for estimating, testing, or otherwise evaluating key parameters and characteristics of a department's management activities to determine conformance with a specific standard or other performance requirement.
- 3.5 **Annual Report.** The annual report required by the Iowa Department of Natural Resources Environmental Management System.

4.0 RESPONSIBILITIES

Printed: 3/21/2018 1:33 PM	Page 1 of 3	Next Review Date: Jan. 2018
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Environmental Management System Procedure
Monitoring and Measurement



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- 4.1 The Environmental Management Representative (EMR) or designee is responsible for submitting an Annual Report to top management and the Iowa Department of Natural Resources which describes certain key characteristics of the EMS and the status of the objectives and targets and associated improvement programs. The EMR or designee maintains and updates the Environmental Management Program (EMP) and posts the results. These updates describe the status of the objectives and targets associated with the EMPs
- 4.2 The facility manager(s) or operations supervisor(s) or their designee(s) are responsible for generating environmental monitoring and measurement data submitted in the Annual Environmental Report and for periodically tracking progress on objectives and targets.
- 4.3 Executive management shall review the Annual Report and data associated with progress on objectives and targets to assure continuing suitability and effectiveness of the EMS.

5.0 PROCEDURES

- 5.1 **Annual Reports.** The Annual Report shall be established for facility managers, operations supervisors, or their designees to submit monitoring and measuring information related to performance of the EMS. The report shall be structured to:
 - Provide a regulatory compliance evaluation;
 - Report on environmental performance improvements;
 - Give the status of EMS training, awareness, and competency requirements;
 - Provide Summary of Progress against Specific Local Goals
 - Provide Documentation of all required Procedures
 - Give the Documented and Measurable Efforts in the Six Components
 - Provide results of Internal Audit
- 5.2 **Performance Tracking.** Environmental data collected to reflect environmental performance is to be maintained in such a manner as to allow the evaluation of progress toward achieving environmental objectives and targets.

6.0 REVIEW

- 6.1 This procedure shall be reviewed by the EMS Core Team on an annual basis.

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7.0 REFERENCES/RELATED DOCUMENTS

Significant Aspects and Impacts
 Objectives and Targets
 Legal and Other Requirements
 Equipment Calibration Records
 EMS Regulatory Assessment Report
 EMS Training, Awareness, and Competence Report
 Environmental Management Program (EMP) Action Plan
 Semiannual Environmental Report
 Facility Permit Documents



EMS Monitoring and Measurement

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