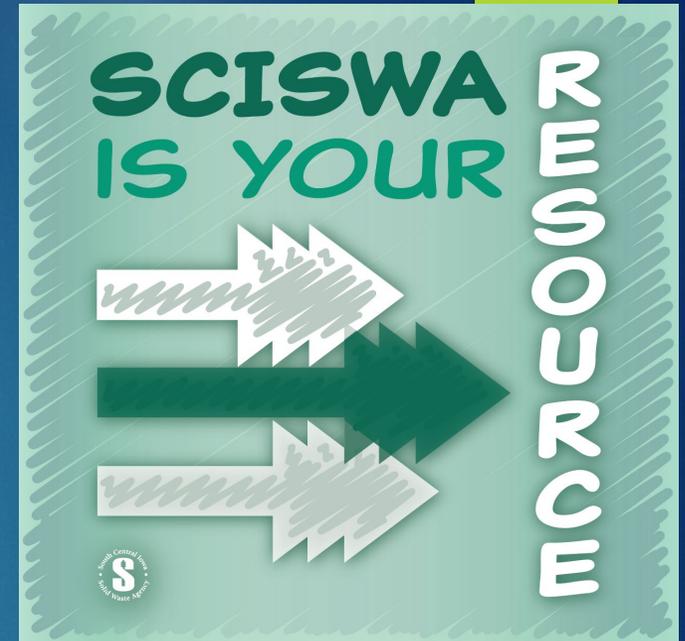


# EMS

# Management Review

SOUTH CENTRAL IOWA SOLID WASTE AGENCY 2021



# How-to

- ▶ Review this information for discussion at September 8, 2021 SCISWA Board Meeting. Copies of all EMS documents will be made available that day.
- ▶ Email Jen or Rick with questions or to request additional information before Wednesday
- ▶ The Management Review process is intended to provide a forum for discussion and improvement of the EMS and to provide management with a vehicle for making any changes to the EMS necessary to achieve the Agency's goals. WE WANT YOUR INPUT!



# EMS Elements reviewed:

- ▶ **Environmental Policy** Does it still meet our needs and intentions?
- ▶ **Significant aspects and impacts** What has changed in our environmental impact over the last year? Top scores determine next year's goals
- ▶ **Objectives and targets** Results of those completed last year and status of current ones
- ▶ **Monitoring and measuring** Are we keeping track of everything and how?
- ▶ **Key resources** – Identifying what we can't live without and additional needs for the future
- ▶ **Communication** How do we stay in touch with everyone? What are we communicating about and what do they want to know from us ?
- ▶ **Audits** Results from this years' EMS audits
- ▶ **Training** Are employees receiving effective and adequate training?
- ▶ **Management Review findings** Follow up with findings from previous EMS Management Reviews if necessary
- ▶ **EMS goals for next year** Are there specific areas we need to focus on? What are YOUR ideas ?



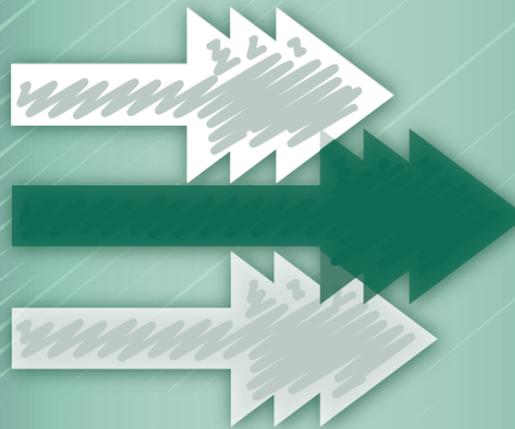
# Environmental Policy Statement

Reviewed July 2021

Communication of Policy/Mission Statement via:

- Website
- Signage
- Presentations
- Marketing Materials

## SCISWA IS YOUR RESOURCE



### MISSION STATEMENT

To provide economically and environmentally sound management of waste materials by supporting proper resource management practices throughout the Agency planning area.



#### RESOURCE

We will treat all discarded materials as potential resources.



#### EDUCATION

We will educate the business community and public on the importance of environmental stewardship by acting as a resource to members.



#### SAFETY

We will promote the safety of all staff and visitors using emergency and operational policies, procedures, and training programs.



#### OPERATION

We will operate Agency facilities and equipment in a manner that minimizes damage to the environment by setting annual objectives and targets to address environmental performance.



#### UTILIZATION

We will utilize Agency assets to maintain the financial viability of services through diversification of revenue sources and cost-efficient operational methods.



#### RESPONSIBILITY

We will address responsibility for environmental liability and regulatory compliance through sound decisions about site, facility, and program development, operations, and post-operation care to preserve the natural resources of the area.



#### COORDINATION

We will coordinate operations and services with our members and employees, anticipating and responding to concerns about potential and actual impacts of the Agency's activities.



#### EVALUATION

We will evaluate performance of the Agency in meeting its Mission Statement and established environmental objectives and targets annually.

### ENVIRONMENTAL POLICY

South Central Iowa Solid Waste Agency employees are expected to understand, promote, and assist in the implementation of this policy.



# Significant Environmental Aspects and Impacts

Procedure reviewed January 2021

- Aspects and Impacts were revised in January/February 2021-high scoring impacts lead to new goals and programs
- Used new worksheet style activity to collect input from staff



## Greenhouse Gas Reduction

circle two activities you think should be addressed



Equipment operations of Agency



Equipment operations of planning area



Improving efficiencies of facilities



Energy consumption of SCISWA planning area (includes electricity and propane)



Vehicle operations of Agency



Storage of solid waste on site (off-phone generation)



Vehicle operations of planning area



Energy consumption of SCISWA facilities (includes electricity and propane)



Alternative energy



other



Environmental Activities and Impacts List

 <small>           Serving Lucas, Marion, Monroe and Poweshiek Counties            Office &amp; Landfill: 1706 Highway T17 • Twaog, Iowa 50256 • Tel: 641-828-8545            Poweshiek Transfer Station: 1823 Highway 6 • Malcom, Iowa 50157 • Tel: 641-828-2801            www.sciswa.org         </small>		Document Number: 006-21EMS-017 Original Issue Date: 12/18/12 Approved By: Core Team Last Review Date: 2/10/2021 Reviewed By: J. Frampton, EMR PAST Review Dates: 5/20/15, 3/9/16, 8/1/16, 1/17/17, 2/19/18, 1/9/19, 2/13/19, 1/8/2020, 2/12/2020, 1/27/2021 Last Revision Date: 2/8/2021 Approved By: <i>R&amp;L</i> H&M, Director PAST Revision Dates: 4/18/13, 5/4/13, 8/14/14, 5/20/15, 8/26/15, 1/28/16, 8/30/16, 2/20/17, 2/19/18, 2/28/18, 2/13/19, 3/25/19, 1/29/2020, 2/10/2020, 1/25/2021, 1/28/2021											
Facility/Program/Location:	SCISWA Landfill/Pow. Transfer Station	Control	Financial Impact	Magnitude	Total Score:	EMR comments of scoring results and discussion	GutCheck Ranking 2015	GutCheck Ranking 2016	GutCheck Ranking 2017	GutCheck Ranking 2019	GutCheck Ranking 2021	Significant U/O (Y/N)	Associated Objective and Target/Notes
Environmental Area of Focus	Relevant Activity/Product/Service (Organization Specific and Planning Area Specific)	(1 - No/Low; 3 - Med.; 5 - High)	(1 - Net0 3 - Mid; 5 - High)	(1 - No/Low; 3 - Med.; 5 - High)									
Environmental Education	Environmental improvement education for residents within the planning area performed by SCISWA	5	3	3	11.0		1	1	1-tie	1	18	Y	009-21EMS-001-EDU
Environmental Education	Employee education on environmental improvement opportunities within the landfill and transfer station	5	1	5	11.0	integrated into employee EMS/Operational/Safety training program					5		
Environmental Education	Environmental improvement education for residents within the planning area performed by public agencies	1	1	3	5.0		2	2	2	2	10		009-21EMS-001-EDU
Environmental Education	Environmental improvement education for residents within the planning area performed by private industry	1	1	3	5.0				1-tie		2		

# Status of Objectives, Targets, and Action Plans in 2020

Procedure reviewed September 2020

2020 EMS Annual Report Executive Summary



## Organics:

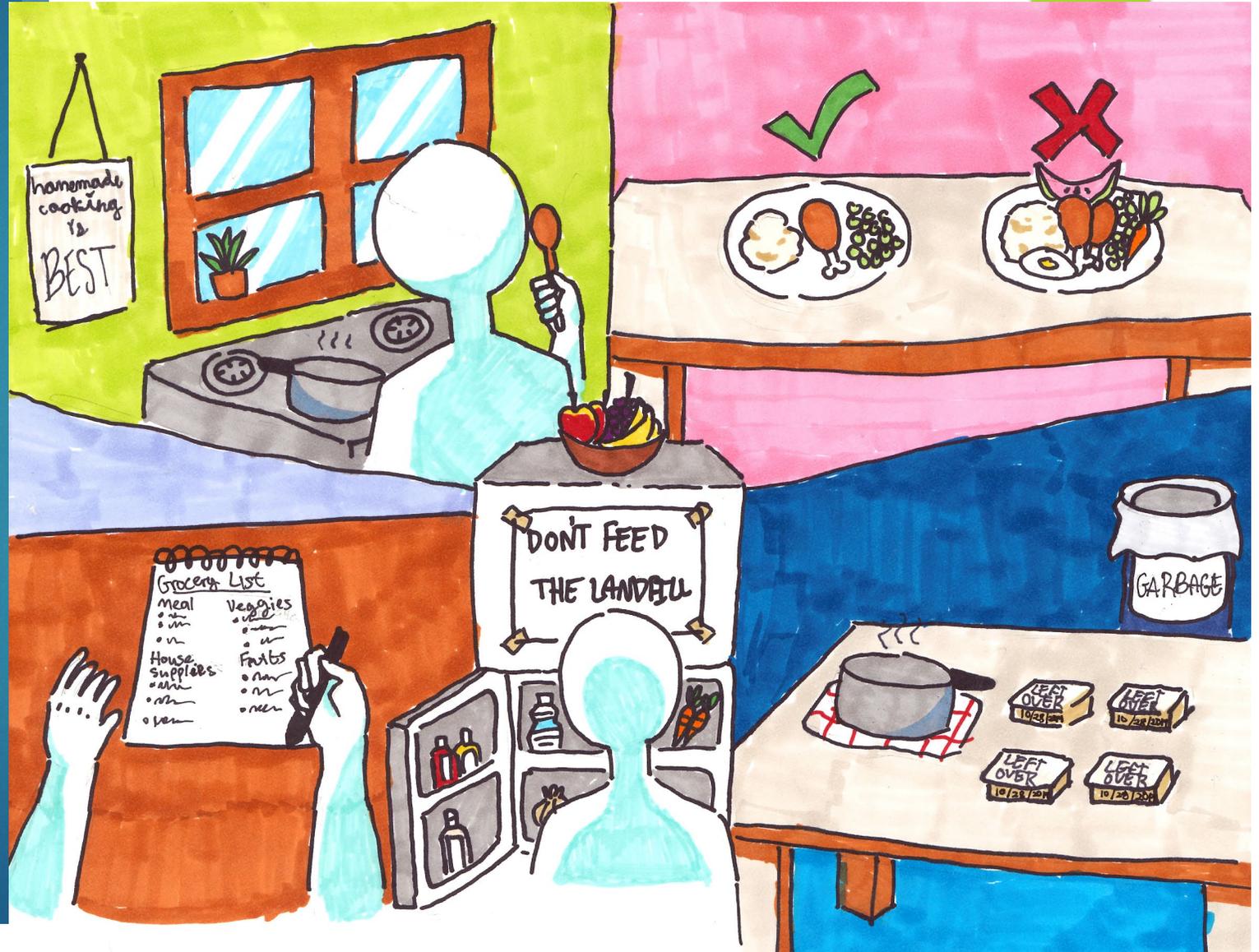
- ▶ Through an objective to “reduce food waste disposal at Twin Cedars School” SCISWA performed 6 food waste audits at the Elementary and Middle/High School in partnership with Iowa Waste Exchange and implemented a supporting food waste reduction education campaign at twelve school districts (2020 SCISWA Calendar Program). The food waste audits engaged approximately 350 staff and students and the larger education campaign reached over 3500. Unfortunately, zero pounds of diverted food waste were realized as the objective lost momentum at the school site and then was sidelined by school closure due to the Covid-19 pandemic. **This objective was tabled due to lack of progress.**



- ▶ A new objective to “increase the amount of yard waste processed through the SCISWA Communal Chipper Program by 75%” was initiated by the Core Team in June. Community use of the chipper had dropped significantly: goal to log approximately 30 hours by 4 eligible entities by FYE 2021.

# Poster Contest and 2020 Calendar

- Food Waste Reduction Theme
- Resulted in vermicomposting program for classrooms



# Status of Objectives, Targets, and Action Plans in 2020

Procedure reviewed  
September 2020

2020 EMS Annual Report  
Executive Summary

## HHM:

- ▶ The objective to "increase VSQG participants and pounds collected in 2019 by 10%" did not reach the target goal. 21 VSQGs participated in the program and 2,374 lbs. of material collected, a reduction of -38% and -39% respectively. The Agency attempted to provide VSQG disposal information through local Chambers and Main Street Associations of the planning area communities with mixed results. A Facebook Live spot with Knoxville Chamber, presentation to Knoxville Rotary, and a You Tube video posted to Imagine Grinnell were all successful but the Agency was unable to establish opportunities with additional communities. Data loss due to changes in MWA reporting programs was also of concern. **After further evaluation, SCISWA Core Team recognizes further steps should have been taken to support this objective, such as direct marketing to businesses after Chamber partnership opportunities were lost. VSQG brochure development and re-organization of website information remains a priority to the Agency.**



- ▶ In January the Agency set a goal to "decrease the amount of unsolicited HHM received by monitoring disposal at the convenience boxes and HHM building." In May a security system was installed to monitor the convenience area. Now, when HHM is left unattended around/inside the convenience boxes or outside the HHM building Agency personnel is able to review the tapes and contact the waste generators. The Agency has set a goal to document and mitigate at least 30 instances in 2020 and reduce the amount of HHM landfilled by estimating and documenting the pounds diverted each time, but the HHM program was suspended in April due to Covid-19 and has significantly impacted activity. However, 8 instances have been recorded to date and HHM collection resumed in July.

# Status of Objectives, Targets, and Action Plans in 2020

2020 EMS Annual Report Executive Summary



## GHG/Education:

- ▶ The Agency completed the objectives to “reduce greenhouse gas emission of SCISWA facilities through flaring landfill gas by at 18 tons CO<sub>2</sub>e” and “to educate Central students and staff of landfill methane emissions and associated environmental impacts by engaging them to install/monitor the landfill flare system and document 50% improvement in pre/post-project surveys.” The CF-10 vent flare destroyed 22.8 tons of methane during the ten week monitoring period, significantly more than the projected 20-30 tons annually. 59 Central College students and 4 staff participated in the partnership project, while 17 of 19 students surveyed were able to accurately answer questions on basic landfill operations and methane generation/management/impact after participating in the project.



## GHG:

- ▶ The Agency is on track to reduce energy consumption by 21,000 kWh annually by installing a solar array meeting 100% of the Poweshiek Transfer Station's energy needs. This objective is being accomplished with EMS grant funds, the contractor and system finalized in April and installed in June, with the internet connection required for data collection established in July. System operations were delayed due to Covid-19 and derecho storm damage in August) but now on-line and functioning/reporting consistently: [on-line data platform](#)

# Status of Objectives, Targets, and Action Plans in 2020

2020 EMS Annual Report  
Executive Summary



## Water Quality:

- ▶ In an effort to improve water quality at the SCISWA Transfer Station, the Agency reduced sedimentation of approximately 12,000 gallons of storm water runoff by restoring over 6,000 gallons of storm water retention on west and east sides of transfer station building. This was achieved by constructing sediment basins at the lowest point of the site and directly before the storm water discharge location. Water level and capacity are measured routinely by transfer station personnel and the structures will be maintained regularly.



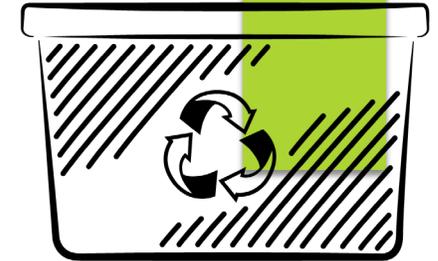
- ▶ The objective to “reduce the amount of leachate recirculated at the landfill by 10%” is ongoing. This goal is being achieved by installation of a Kasco 4400VFX fountain/aerator in the leachate pool in May to evaporate leachate and repair of a rain flap over newly constructed cells 4E and 4F to divert storm water from the leachate system. While the goal is slightly behind schedule at this time with over 2 million gallons of leachate recirculated from January-July, repairs to the rain flap should allow for increased reductions through the remaining year.

# Status of Objectives, Targets, and Action Plans in 2020

2020 EMS Annual Report Executive Summary

## Recycling:

- ▶ The objective to "increase rechargeable battery recycling by 2,000 lbs. in 2020" was ultimately tabled following delays through 2019 and then interruption of battery collection this spring. This objective had been implemented in late 2018 for completion by 2019, however the battery recycling campaign materials were released after the 2019 HHM Collection Events and toward the end of the Agency's HHM collection season. The target dates were revised to the 2020 collection season and advertisements were released in early March. In April the Agency cancelled all 2020 HHM collection events and suspended collection services at the site until July 1 due to Covid-19. **The Core Team will review data associated with this target upon close of 2020 as we recognize the significance of the associated impact has not changed and plan to reconsider this objective in 2021 dependent upon local conditions and the ability to collect material.**



## Recycling/Education:

The objectives to "educate planning area students of local recycling guidelines by participating in the 2020 SCISWA Calendar Contest" and "to support planning area residential recycling programs by partnering with local recycling contractors to educate students and public of recycling program guidelines" will be achieved through the SCISWA Poster Contest program. The 2021 SCISWA Calendar theme is "We recycle:" and asks students to submit a poster listing accepted materials of their local recycling program. This established education program reaches approximately 3,000 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students in twelve school districts. The "We recycle:" theme provides a unique opportunity to partner with local haulers and recyclers to support a shared waste reduction message across the service area.

**POSTER CONTEST**

**We RECYCLE:**

Well...of course we recycle! We all know that recycling conserves natural resources and reduces our environmental impact. But have you ever stood in front of your recycling bin with something in your hand, wondering if it should go in the bin? Maybe you threw it in thinking the recycling center can figure it out. Your intentions are good, but this leads to contamination of the collected material and can cause problems for your recycling program-and that's not good! Recycling programs are successful when they collect, sort and sell recyclable material. If there's too much stuff in there that doesn't belong it could cause your recycling to be thrown away-then's how you can help!

Create a poster illustrating your community's recycling program to be printed in our 2021 Calendar. Make a list of do's and don'ts or use your artistic skills to draw a picture of each item. If you have curbside collection you could draw a picture of what should go into the bin. If your city has a drop-off location draw a picture of it and show what belongs and what doesn't. Be sure to include the contest theme "We RECYCLE!" You can find guidelines for your community's recycling program on your city website, contact your recycling provider, or look up your community guide at [www.sciswa.org](http://www.sciswa.org). Contest rules and entry form on the back!

**GRAND PRIZE \$100**  
and your poster on the 2021 SCISWA Calendar!  
Plus, win contest t-shirts for your class and recycling containers for your school!

**24 more WINNING POSTERS**  
Your poster printed in the 2021 SCISWA calendar plus a contest t-shirt and art supplies

**ALL PARTICIPANTS GET A PRIZE!**  
Every 3<sup>rd</sup> - 5<sup>th</sup> grade student receives a 2021 SCISWA Calendar.

Posters due Nov. 2

SCISWA IS YOUR COMMUNITY

**TAKE CHARGE**  
WATT TO DO WITH BATTERIES

**3 STEPS FOR SAFE DISPOSAL**

Batteries should NEVER be placed in your recycling bin or household trash.



**1**  
TAPE BOTH TERMINALS ON EACH BATTERY



**2**  
SEAL BATTERIES IN A PLASTIC BAG



**3**  
DROP OFF AT COLLECTION SITE

FIND YOUR COLLECTION SITE [www.sciswa.com](http://www.sciswa.com)

# Monitoring and Measurement - The Data

Procedure reviewed September 2020

- Working with Department liaison to identify metrics more reflective of environmental improvement generated by SCISWA's objectives and targets
- Improved data collection procedures from outside sources

SCISWA METHANE SOLAR FLARE BURNING CALCULATIONS

CALENDAR YEAR 2020 DATA

\*\*\* enter data into yellow highlighted cells only \*\*\*

	9/30/20	10/9/20											
Date reading	9/30/20	10/9/20											
CH4 (vol)	86.5%	82.4%											
O2 (vol)	3.1%	4.0%											
H2S (ppm)	49.5	52.1											
CO (ppm)	23.0	22.4											
flow rate (fpm)	195.4	190.5											
Temp (degrees F)	62.3	85.4											
Pi x r <sup>2</sup> = (ft <sup>2</sup> )	0.183	0.183	0.183	0.183	0.183	0.183	0.183	0.183	0.183	0.183	0.183	0.183	0.183
total volume ft <sup>3</sup> /min	35.84	34.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CH4 volume ft <sup>3</sup> /min	31.00	28.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CH4 volume m <sup>3</sup> /min	0.88	0.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CH4 volume m <sup>3</sup> /day	1264.10	1173.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
temp rounded to nearest 10	60	90	0	0	0	0	0	0	0	0	0	0	0
density of methane @ °F	0.6697	0.6330	0.7581	0.7581	0.7581	0.7581	0.7581	0.7581	0.7581	0.7581	0.7581	0.7581	0.7581
tonnes/m <sup>3</sup> /day	0.84660	0.74316	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
tonnes/yr	309.0	271.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Navigation: CY 2019, CY 2020, CY 2021, CY 2022, CY 2023, CY 2024, CY 2025, CY 2026

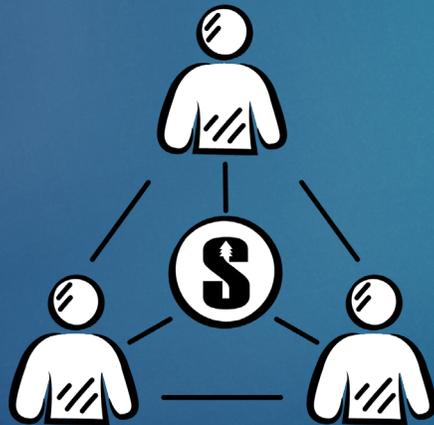
## Key Resources identified in 2020

- ▶ Web supported education initiatives
- ▶ Improved SCISWA website management:
  - ▶ [Find My Community](#)



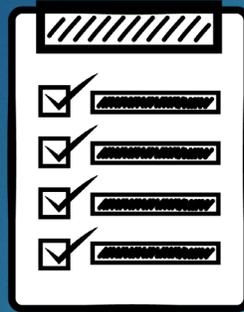
# Communication, Internal and External

Procedure reviewed July 2020



- ▶ Increased communication and support to SCISWA Transfer Station
- ▶ Improved SCISWA website management:
  - ▶ [Find My Community](#)

## Assessment Activities:



Procedure reviewed January 2020

February 2020: Internal Audit performed by Barker Lemar Engineering Consultants

March 2020: External Audit performed by Region 12 Council of Governments

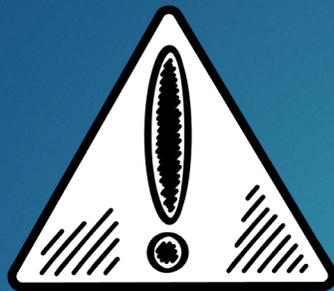
## External Audit

- ▶ Recommendations for Improvement:
- ▶ Objectives are moved towards successful outcomes through Action Plans. As the term *Action* indicates, Action Plans are not passive and in some cases actions are cancelled, postponed or delayed by external partners for various reasons. These events are not internally controllable. While delays are a challenge in moving towards successful outcomes, it is the organization's responsibility - through reevaluation - to determine alternative action steps that will result in forward movement and continuous improvement. If meeting the Target and/or the overall Objective pivots around actions that have been postponed, the Objective should be reevaluated to ensure that it is attainable and controllable and that the Objective does not become inactive. In addition, meeting designated Targets is not a passive proposition; actions must be identified that move an organization towards successful outcomes and Targets should be clearly identified. For example, an Objective entitled, *Reduce Food Waste at SCISWA landfill* was delayed by an external partner for various reasons on multiple occasions and the project appeared inactive for a period of time. In addition, Targets have not been clearly identified and were TBD throughout the duration of the project. In order to move towards successful outcomes Targets need to be clearly identified. While the audit team understands that at times, this is not controllable by the Agency due to the actions of external partners it presents an opportunity for reevaluation and modification and to potentially seek alternative partners or alternative actions. A review with DNR EMS project lead and/or DNR EMS consultant may be beneficial in reviewing how to formulate effective Action Plans and ensuring Objectives are moving towards successful outcomes.
- ▶ Overall, the requirements of this element were met. As a matter of detail, the following is offered. Among other functions, Audit/Assessment is to focus on identifying root causes and corrective actions. The EMR inferred that the root cause for improper placement of HHM by residents at the citizen convenience boxes had not been fully developed. The EMR's statement showed knowledge of and competencies in the EMS process. As the current HHM objective/target progresses, it is recommended that the core team assess whether root cause is being adequately addressed with this particular O/T and its associated action steps.

## Internal Audit

- ▶ Commendable:
  - ▶ Comments supporting prioritization of Aspects/Impacts
- ▶ Recommendations for improvement:
  - ▶ Revise action plan and provide framework for action for Organics/Education Objective with Twin Cedars: implementation has been delayed due to third party, however the Agency must make continual progress toward meeting the objective.

# Employee Training Program



Procedure reviewed November 2019

- Transition from FirstNet Learning to NeoGov Learn: free web based training program provided by IMWCA
- Training during a pandemic- adaptability of Agency employees
- Maintaining certification through 2022



NEOGOV Learn

Dashboard

METRICS

Approval Tasks	Total Courses	In Progress	Not Started	Overdue
0	3	2	1	0

COURSE PROGRESS

77% Complete

Your Activity

IMWCA	IMWCA	IMWCA
HEALTH & SAFETY New Employee Safety Orientation	HEALTH & SAFETY Fire & Explosion Hazards	HEALTH & SAFETY Fall Protection
01H 00M	00H 30M	00H 20M
PRE-BUILT ONLINE	PRE-BUILT ONLINE	PRE-BUILT ONLINE
DUE DATE 10/25/20	DUE DATE 11/09/20	DUE DATE 11/09/20

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## ONLINE – LIVE WEBINAR LANDFILL OPERATOR TRAINING

The Online – Live Webinar Landfill Operator Training has been developed to bring engaging and impactful training to you. Each live session covers different topics allowing operators to select which sessions they are most interested in attending.

Each 2-Hour session has been approved by the Iowa Department of Natural Resources (IDNR) for 2 CEUs. So, whether you or your staff need to obtain 10 CEUs or just a few, we've got you covered.

**For those needing CEUs, the cost is \$50/person/session.** Evora Consulting will track session attendance and submit CEU notifications as required by the IDNR.

**Don't need CEUs but are interested in learning more about the topic? Registration is free!** Just be sure to make the appropriate selection on the registration page.

When you complete registration, you will receive an e-mail with instructions on how to join that specific session. The live sessions can be attended via a computer, mobile device, or phone just be sure to download the Zoom Mobile Application using the Apple App Store or the Google Play Store prior to the webinar start time.

### SESSION SCHEDULE

All live sessions will start at 9:00 AM CST and conclude by 11:15 AM CST.

To begin registration for these informative sessions, please click the Webinar Registration button below.



# Response to Findings of previous Management Reviews

Procedure reviewed September 2020

October: 2019: Senior Management Review performed by SCISWA Board

## 2019 Findings:

- ▶ **None reported**

## 2020 Findings:

# Corrective and Preventive Actions

## DISCUSSION ITEM

Suggested EMS module, consider implementation at SCISWA due to audit finding

ID # \_\_\_\_\_

Corrective/Preventive Action Request/Work Order		Circle One
<input type="checkbox"/> Immediate Action	<input type="checkbox"/> Hold for Meeting	Work Order   CPAR
Refer to: Audit Finding/Comment <input type="checkbox"/> Other <input type="checkbox"/>		
Prepared by:	Date:	
Describe Problem:	Possible Solutions:	
What is the suspected cause?		
How was it discovered?:		
By whom?	Date of Discovery:	
ACTION TAKEN		
What is the root cause? (more room on back)	Date started:	Date completed:
	Type: <input type="checkbox"/> Air <input type="checkbox"/> Leachate <input type="checkbox"/> Groundwater <input type="checkbox"/> Cons. Practice <input type="checkbox"/> Maintenance <input type="checkbox"/> Other	Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Deferred
How was the problem resolved?	Attach map, reference points, coordinates, description on location. Significant Aspect:	
Who performed the work?:	Iowa EMS: <input type="checkbox"/> EMS Element # _____ <input type="checkbox"/> Education <input type="checkbox"/> GHG <input type="checkbox"/> HHW <input type="checkbox"/> Recycling <input type="checkbox"/> Water Quality <input type="checkbox"/> Yard Waste <input type="checkbox"/> Other <input type="checkbox"/> Health/Safety	
Future action necessary to prevent recurrence:		
Benefit of compliance:/Consequence of non-compliance:		
Print Name and Initial:	Close Date:	

Return this form to \_\_\_\_\_



# EMS: Hey Siri, which way?



## Successes

- ▶ Flexibility of EMS program during Covid-19 pandemic (revised O/Ts)
- ▶ Education and Outreach-the pandemic highlighted lost opportunities

## Challenges

- ▶ Organics Element: what is the Agency's role in serving the planning area and how do we continue to show improvement
- ▶ Raising the bar

# Moving Forward in 2020: Our Goals

- ▶ Strengthen partnerships with communities, industries, and schools
- ▶ Revisit Objectives/Targets sidelined by the pandemic when appropriate

## Moving Forward in 2019: Our Goals

DISCUSSION ITEM

- ▶ Increase SCISWA's presence in schools throughout the service area
- ▶ Evaluate effectiveness of outreach programs
- ▶ Research HHM service options for the planning area
- ▶ Consider future GHG reductions achievable through renewable energy

South  
Solid

