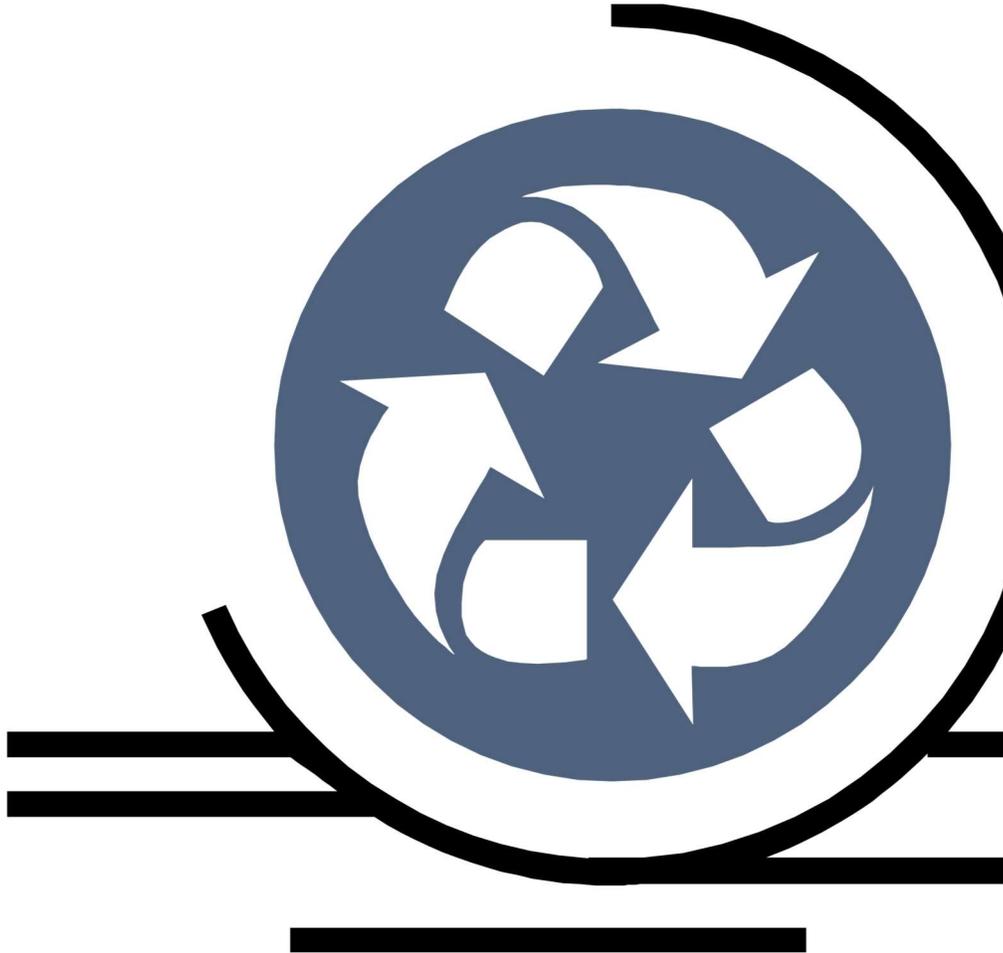


Comprehensive Solid Waste Management Plan Update

Submittal Guidance and Sample Outline



The following information is provided solely for the purpose of assisting planning areas in meeting the comprehensive planning requirements outlined in IAC 567 - Chapter 101. The *SAMPLE* outline is merely a guide and should not be interpreted as the only format that may be used to submit comprehensive planning requirements.

Updated 1/2020



Introduction:

The State of Iowa requires each city and county to provide for the establishment and operation of a comprehensive solid waste reduction program consistent with the waste management hierarchy" (Iowa Code [455B.302](#)). Iowa Code [455B.306\(2\)](#) states that cities and counties shall file comprehensive plans detailing the method by which they comply with the requirements of 455B.302. The Plan Update must fulfill Iowa Code sections [455B.301A](#) and Iowa Code chapter 455D, as outlined in IAC 567-101.13(2).

Iowa Administrative Code [567 Chapter 101](#) more specifically defines comprehensive plan requirements. This Guidance Document is a tool meant to assist those preparing comprehensive plan updates to help ensure requirements are met. For more information about comprehensive planning, see Code and Rule referenced above, and the [Comprehensive Planning Webpage](#).

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DNR Duties and more:

- Provide a Plan Update submittal schedule and instructions (IAC 567-101.9) to planning areas 12 months prior to Plan Update due date.
- The Plan Update schedule also may be found on the DNR Comprehensive Planning Website.
- Accept and review submitted Plan Updates, checking for compliance with IAC 567-101.
- Supply the current official fiscal year Planning Area Goal Progress at the time of the Comprehensive Plan Update.
- During Plan Update review, look for opportunities to provide assistance to all parties in the planning area.
- DNR staff may schedule a visit to a Planning Area during Plan Update review.

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Planning Area duties and Plan Update submittal instructions and duties:

- Submit the required Plan Update by the scheduled date. If a Planning Area should find that they will be unable to meet the scheduled date, they should contact DNR prior to the due date.
- Include information required by Iowa Code 455B.302, detailed in IAC 567-101 in the Plan Update. This Guidance Document summarizes those requirements in the Submittal Narrative (pages 4-7).
- Note: The Planning Area will receive a notice from DNR 12 months prior to the Plan Update due date. This will allow adequate time to complete compilation of data and required meetings.

(Helpful hint: See the Suggested Plan Development Timeline on page 8)

- The Planning Area is responsible for communicating with all parties in the Planning Area to get input for the Plan Update.
- The Plan Update notice from DNR will contain information about Plan Update submission— also provided here:
 - To reduce costs, the Plan Update may be submitted in a digital format that is compatible with State of Iowa systems. Presently these formats include MS Word, PDF and Google docs. If emailed, files are to be sent to contact 1 listed on page 2.
 - If it is not possible to submit a digital Plan Update file, an unbound paper or “hard” copy of the document may be submitted to contact 1 listed on page 2.
- Each Plan Update must be accompanied by a signed Electronic Submission Certificate. You may find it on the [Comprehensive Planning Website](#). This form should be submitted at the time of the Plan Update. (567-101.8)



Review other Planning Area’s Plan Updates for ideas on how to best present your information. The Quick Reference link below explains how to access those files:

http://www.iowadnr.gov/Portals/idnr/uploads/waste/docdnaquickreference_compplan.pdf

If you have questions about what the Plan Update should include or how it is to be submitted, contact DNR staff listed on page 2.

Plan Update Submittal Narrative

(455B.306 & 567 Chapter 101)

I. Planning Area Changes: [101.13\(2\)“a”](#)

1.1 Provide a narrative description of any permanent change in the planning area since the last plan update that has resulted in a change in the waste stream

- Have there been any amendments to the planning area since the last Plan Update? For example, have any new cities or counties joined the planning area? Have any left? If this has occurred, DNR should have issued an official amendment to the Planning Area.
- Are there any new waste streams due to new business or industry inside the Planning Area, or have waste streams changed due to business/industry or other

II. Evidence of Cooperation: 101.13(2)“b” Attachments to Plan Narrative

2.1 Resolution(s)

Include resolutions from all local governments (cities/counties) or 28e agencies established for the purpose of managing solid waste or implementing integrated solid waste management systems, or both, on behalf of local governments.

2.2 Letters of Cooperation (only necessary from private solid waste facilities permitted by DNR)

Include a letter of cooperation in the Plan Update from each private municipal sanitary disposal projects participating in the comprehensive planning area.

Note—SAMPLE resolutions and Letters of Cooperation including specific statements required by state code are available upon request.

2.3 Lists of Contracts and 28E Agreements that have changed

If complying with comprehensive planning requirements by means of a contract(s) with an agency holding a sanitary disposal project permit or with a hauler(s) that has a contract(s) with an agency holding a sanitary disposal project permit, a list of these contracts shall be submitted to the DNR. (Submit updated 28E agreements and other documents relating to planning area relationships).

III. Public Participation: 101.13(2)“c” Attachments to Plan Narrative

3.1 Public Input Strategies

Include a summary of ongoing strategies to provide the public with opportunities to provide input.

3.2 Public Hearings/Meetings Held for Plan Development and Review

Provide a list of all public hearings or meetings that were held in conjunction with the development and review of the comprehensive plan update and the methods used to publicize the meetings.

3.3 Public Review Meetings

Provide proof that a minimum of two (2) public meetings were held during this process—one to develop the comprehensive plan and the other to allow parties to review and comment on the comprehensive plan update once it has been compiled. **Proof:** Such as official published meeting minutes, signed attendance documents, published agendas.

IV. Baseline Waste Stream Report: 101.13(2)“d” DNR will provide

4.1 At the time of plan review/approval, DNR will use the most recent base year waste stream tonnage and current fiscal data set to complete the comprehensive plan update Official Goal Progress calculation. DNR typically has access to needed data, but may request additional information required to complete the calculation (IAC 567-101.7(1)). Planning areas are not required to perform these calculations or submit results. Contact DNR to receive information about your most recent fiscal year Goal Progress calculation.

V. Changes in Area Demographics: 101.13(2)“e”

5.1 Provide a description of changes in demographics since the last Plan Approved Plan:

- Population—Example: Has population declined or gone up by 5%? If so, is this rural or urban?
- Employment—Example: Have new employers affected employment numbers or have businesses left the Planning Area?
- Industrial Production—Example: Have new businesses increased or decreased production levels in manufacturing? Are there any manufacturing by-products or other waste streams due to industrial production that are impacting the Planning Area?

VI. Current Waste Composition and Generation: 101.13(2)“f”

6.1 Changes in Waste Generation since the Last Approved Plan.

Provide a description of changes, if any, to waste generation since the last approved comprehensive plan or comprehensive plan update. Example: How have production levels at manufacturing facilities impacted waste facilities and integrated solid waste planning?

6.2 Changes in Waste Composition since the Last Approved Plan

Provide a description of changes, if any, to waste composition since the last approved comprehensive

plan or comprehensive plan update. Example: Has waste composition at permitted facilities become increasingly residential? Have certain waste streams increased, for example cardboard, shingles, construction and demolition debris?

6.3 Effects of Anticipated Planning Area Modifications

Describe the effects of anticipated planning area modifications on waste generation and composition in the future. These factors may include economic changes, population changes, loss or addition of a planning area member community and any other modification expected to affect the amount of waste generated. If there are no anticipated modifications, state “no changes anticipated”. Note: DNR is contacted periodically by cities considering leaving a planning area to join another. There is guidance available for any Planning Area member considering changing. See the [Comprehensive Planning webpage](#).

The document title is: Planning Area Change Guidance.

VII. Existing Integrated Solid Waste Management Report: 101.13(2)“g”

7.1 [101.13\(2\)“g”\(1\)](#) Provide a description of **new and evolving strategies, efforts, and programs implemented within the planning area to:**

1. Increase public awareness about proper recycling and disposal options for motor oil and lead acid batteries.
2. Encourage residents of the planning area to dispose of household appliances properly.
3. Encourage tire stewardship and proper tire recycling and disposal.
4. Encourage backyard composting and proper management of yard waste.
5. Encourage residents of the planning area to properly manage household hazardous waste (otherwise known as household hazardous materials or HHM).
6. Provide for the separation of glass, paper, plastic and metal. Note—this speaks to how the planning area provides for recycling programs—curbside and drop-off. In the past, the online Municipal Survey provided information in a required online database. Iowa Code Section 455B.306(6) requires the comprehensive plan to include local recycling program details with a methodology for meeting the state volume reduction goal and a methodology for implementing a program of separation of wastes including but not limited to glass, plastic, paper, and metal.

7.2 [101.13\(2\)“g”\(2\)](#) Provide a list of collectors/recyclers used by the permitted municipal solid waste sanitary disposal project(s) for the proper management of tires/household appliances.

7.3 [101.13\(2\)“g”\(3\)](#) Provide a detailed narrative of all waste management programs implemented since the last approved comprehensive plan or comprehensive plan update that addresses all components of the state’s waste management hierarchy:

Iowa Code 455B.301A Waste Management Hierarchy

- a. Volume reduction at the source.
- b. Recycling and reuse.
- c. Combustion with energy recovery.
- d. Other approved techniques of solid waste management including but not limited to combustion for waste disposal and disposal in sanitary landfills.

Examples might include: work with the Iowa Waste Exchange to assist business and industry, food waste diversion, electronics recycling, any new material bans, HHM (batteries, propane cylinders),

efforts by private parties or non-profits such as food pantries, material re-use centers, programmatic changes such as dual-stream recycling to single stream—and more!

For each specific waste management program implemented since the last approved comprehensive plan or comprehensive update, provide information about the following:

1. Program description.
2. Responsibility for program oversight.
3. Public education strategies employed.
4. Targeted audiences (business and industry, urban residents, rural residents, local governments, and public institutions).
5. Anticipated impact on the waste stream and diversion during the next planning cycle.

VIII. Evaluation of Progress Toward Goals: 101.13(2)“h”

Provide an evaluation of progress toward meeting the state’s waste volume reduction and recycling goals using a combination of the following methodologies:

1. Trend analysis of goal progress since the planning area’s initial comprehensive plan. Upon request, DNR can supply data from prior years, typically starting with the year 2000.
2. A formal, stakeholder-based collaborative goal-setting process leading to development of long-range integrated solid waste management system goals. The process shall include development of detailed objective-based strategies. If programs have been implemented since the establishment of the goals, the comprehensive plan update shall include analysis of their impact on long range goals. *The supplied Survey may be used as part of that formal process to collect data and input on strategies.*
3. An analysis of the effectiveness of benefit of existing programs, individually and in aggregate, including a discussion of opportunities and need for improvement, modification or expansion. *The supplied Survey should assist in analysis of existing programs.*

(See survey, starting on page 9, for more information on collaborative methods to help develop goals and strategies.)

IX. Analysis of Solid Waste Alternatives: 101.13(2)“i”

Provide an analysis of the impact of alternative solid waste management methods not currently employed, but being considered within the planning area. Consider the state’s waste management hierarchy on page 5.

Example questions:

- Has the Planning Area considered collecting and composting organics?
- Is a waste transfer station being considered?
- Are planning area leaders analyzing other methods of dealing with solid waste?
- Have outside parties contacted management regarding waste-to-energy or other waste management proposals?

X. Implementation Timeline: 101.13(2)“k”

Provide a specific plan and schedule for implementing the comprehensive plan goals during the next planning cycle (five years). Address the following items:

1. Proposed activities and locations
2. Responsible parties/organizations
3. Implementation milestones
4. Public education strategies
5. Anticipated impact on the waste stream and diversion

Optional: Review the Implementation Timeline from the planning area’s previous Plan Update. Report on progress on those goals and implementation milestones.

Webpages:

- <http://www.iowadnr.gov/Environmental-Protection/Land-Quality/Solid-Waste/Comprehensive-Planning>
- <http://www.iowadnr.gov/Environmental-Protection/Land-Quality/Solid-Waste/Solid-Waste-Policy-Rules>

Suggested Plan Development Timeline:

Timeline	Activity Checklist
12 Months Out	<ul style="list-style-type: none"> <input type="checkbox"/> Reminder letter issued by DNR <input type="checkbox"/> Review past Plan Updates <input type="checkbox"/> Evaluate data, information needs, survey Cities/Counties <input type="checkbox"/> Conduct public meetings, gather data, input*
9 Months Out	<ul style="list-style-type: none"> <input type="checkbox"/> Receive Data, Survey/Evaluation <input type="checkbox"/> Begin compiling input from plan participants (as available) <input type="checkbox"/> Begin plan outline and narrative <input type="checkbox"/> Include all planning area cities, counties, 28Es <input type="checkbox"/> Check members—ensure 28E’s haven’t changed
6 Months Out	<ul style="list-style-type: none"> <input type="checkbox"/> Seek Plan Input <input type="checkbox"/> Request applicable “letters of cooperation” (from private waste facilities in the planning area) <input type="checkbox"/> Request resolutions from participating 28Es and others (cities not in a 28E)
2-4 Months Out	<ul style="list-style-type: none"> <input type="checkbox"/> Plan Review, Final Development <input type="checkbox"/> Distribute DRAFT to planning area participants, public <input type="checkbox"/> Conduct public meeting to review DRAFT update* <input type="checkbox"/> Incorporate feedback, finalize timeline and goals
1 Month Out	<ul style="list-style-type: none"> <input type="checkbox"/> Compile Plan Update <input type="checkbox"/> Contact DNR with any questions regarding Final draft <input type="checkbox"/> Submit Plan Update by due date

*Two (2) public meetings are required to be held during the development of the plan update