Iowa Solid Waste
Environmental Management System
Annual Report

The Environmental Management System (EMS) Annual Report is based on Iowa Administrative Code 567 Chapter 104 for the purpose of determining compliance with the provisions of Iowa Code section 455J.3. The EMS Annual Report is due each September 1, covering the preceding state Fiscal Year from July 1 through June 30. Additional resources are available on the EMS Participant webpage.

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

Name of Planning Area or Service Area: _____

Address: _____

Name of person filling out report: _____

Phone: _____ Email Address: _____

Date of FY's Internal Audit: _____ Date of FY's External Audit: _____

1. **Operations Overview:** Briefly describe operations, sites, permits, and services, highlighting any new programs or changes to the planning/service area during the FY.

2. **Regulatory Compliance Overview:** Briefly summarize any recurring or significant violations that pertain to the EMS' List of Legal and Other Requirements (567-104.7). Describe progress made in resolving violations.

   OR if there are no recurring or significant violations to report, check here: ☐

3. **Documentation in Dropbox:** Ensure that required and accompanying documents are uploaded to Dropbox. A list is provided under the Annual Report section on the EMS Participant webpage.

4. **Commitment to Continuous Improvement:** Check the box below to indicate on-going commitment to actively pursue environmental improvement in the six EMS component areas.

   ☐ Having the support of its commission and members and the on-going commitment of its EMS Core Team to actively pursue continuous improvement, the planning area/service area will continue as a voluntary participant in the EMS program during the next fiscal year.

5. **Executive Summary:** Attach an Executive Summary with information on Objectives and Targets, which were active or closed during the Annual Report FY. Use the Executive Summary template or a format of your choice that conveys the same information. Regardless of the format, include a narrative for each Objective/Target that provides context and summarizes its environmental impact. The narrative may include Action Plan highlights, an explanation of setbacks/successes, reasoning for changes, description of learning gains, outline of future plans, and a summary of economic impacts. The inclusion of visual elements, such as photos, graphs/charts, or digital links to supporting webpages, is encouraged.

6. **Submission:** Upload the report and associated documents onto the shared Annual Report subfolder on Dropbox by September 1. Upon completion, send an email notification to Stephanie.Graham@dnr.iowa.gov.