

INITIAL COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN

(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 following *SAMPLE* outline is merely a guide and should not be interpreted as the only structure that can be used to submit comprehensive planning requirements.

Introduction:

Public and private entities operating or planning to operate a sanitary disposal project in Iowa shall, in conjunction with all local governments using the sanitary disposal project, meet all comprehensive plan submittal requirements described in IAC 567 Chapter 101.

The purpose of comprehensive plans is the development of a specific plan and schedule for implementing technically and economically feasible solid waste management methods that will prevent or minimize any adverse environmental impact and meet the state's waste volume reduction and recycling goals.

The revised planning process continues to use online submittal capabilities for some required plan information. Each section notes which requirements must be submitted online. Information not identified for online submittal is required to be provided via hard (paper) copy. Planning areas are not required to submit hard copies of the online forms as part of the plan submittal. However, plans filed with the Department must continue to include a signed electronic submission certification, which can be printed once all online forms have been completed and electronically submitted to the Department for review.

When submitting hard copy portions of the comprehensive plan, an original and two copies are necessary. Comprehensive plans are required to be double-sided and cannot be submitted in three-ring binders. Completed plans should be mailed or delivered to:

Iowa Department of Natural Resources
Energy & Waste Management Bureau
Wallace State Office Building, Fifth Floor
Des Moines, Iowa 50319-0034

Help is available from the Department to planning areas in preparing comprehensive plans. Please contact either of the individuals below with any questions or clarifications needed regarding plan requirements.

Becky Jolly, Statistical Research Analyst
Energy & Waste Management Bureau
Iowa Department of Natural Resources
502 East 9th Street
Des Moines, IA 50319
Phone: (515) 281-8308
Fax: (515) 281-8895
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Mark Warren, Program Planner
Energy & Waste Management Bureau
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502 East 9th Street
Des Moines, IA 50319
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In addition to the contacts listed above, the Department has made available several planning tools for planning areas to use that can be accessed via the Department's Comprehensive Planning Website: <http://www.iowadnr.com/waste/sw/compplan.html>.

Iowa General Assembly Website: <http://www.legis.state.ia.us>.



I. Planning Area Description: 101.12(1)“a”

1.1 Planning Area Description

Provide a narrative description of the planning area and the public and private agencies involved in the integrated solid waste management system, including a description of each agency's role in managing solid waste generated in the area.

1.2 Planning Area Description

This is submitted on-line in the *Planning Area Description Form (542-8149)*.

1.3 Planning Area Contacts

This is submitted on-line in the *Contacts Form (542-8148)*.

1.4 Permitted Facilities in the Planning Area

This is submitted on-line in the *Permitted Facilities Form (542-8147)*.

1.5 Planning Area Boards

This is submitted on-line in the *Boards Form (542-8146)*.

1.6 Planning Area Board Members

This is submitted on-line in the *Board Members Form (542-8145)*.

II. Evidence of Cooperation: 101.12(1)“b”

2.1 Resolution(s)

Include resolutions from all local governments 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

Include letters of cooperation from private sanitary disposal projects participating in the initial comprehensive plan.

2.3 Current List of Contracts and 28E Agreements

If complying with comprehensive planning requirements by means of a contract(s) with an agency or hauler 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 those contracts shall be submitted.

III. Public Participation: 101.12(1)“c”

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

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

3.3 Public Review Meetings

Provide proof that a minimum of two public meetings were held during the development of the initial comprehensive plan. An account of opportunities for the public to comment on the initial comprehensive plan and minutes from any meetings regarding initial comprehensive plan development.

IV. Planning Activities: 101.12(1)“d”

Provide a description of past local and regional activities (*prior to new planning area formation*).

V. Baseline Waste Stream Report: 101.12(1)“e”

The department will perform a goal progress calculation prior to the initial comprehensive plan approval. The department will, upon written notification of intent to submit an initial comprehensive plan, perform a goal progress calculation within thirty (30) days after receipt of notification using the most current complete fiscal year data set available. At the time of plan approval, the department will use the most current complete fiscal year data set to complete goal progress calculations. The department will provide this information to planning areas. Planning areas are not required to perform these calculations or submit the results.

VI. Area Demographics: 101.12(1)“f”

Provide a description of population, employment, and industrial production as of the planning area's base year waste stream.

VII. Waste Composition & Generation: 101.12(1)“g”

7.1 Waste Generation.

Provide a description of the current waste generation, and a projection of waste generation rates spanning two planning cycles.

7.2 Waste Composition.

Provide a description of the current waste composition, and a projection of waste composition rates spanning two planning cycles.

7.3 Effects of Anticipated Planning Area Modifications.

Describe the effects of anticipated planning area modifications on waste generation and composition in the future. Factors affecting waste composition and generation may include economic changes, population changes, loss or addition of communities to the planning area, and any other modification expected to affect the amount of waste generated.

VIII. Current I.S.W.M.S. Description: *101.12(1)“h”*

Provide a description of the current integrated solid waste management system that contains a specific methodology for meeting the state’s waste volume reduction and recycling goals pursuant to 101.6 (455B,455D). Information for sections 8.1 through 8.9 below are submitted on-line for each city or program within the planning area.

8.1 Select a City

This is submitted on-line in the *Choose a City Form (542-8136)*.

8.2 Recycling and Waste Collection Systems

This is submitted on-line in the *Recycling and Waste Collection Form (542-8137)*.

8.3 Recycling and Waste Haulers

This is submitted on-line in the *Recycling and Waste Haulers Form (542-8138)*.

8.4 Residential Recycling

This is submitted on-line in the *Residential Recycling Form (542-8141)*.

8.5 Commercial Recycling

This is submitted on-line in the *Commercial Recycling Form (542-8140)*.

8.6 Drop-off Recycling Sites

This is submitted on-line in the *Drop-off Recycling Sites Form (542-8143)*.

8.7 Diverted Materials Collection

This is submitted on-line in the *Diverted Materials Collection Form (542-8139)*.

8.8 Yard Waste Management Programs

This is submitted on-line in the *Yard Waste Management Programs Form (542-8142)*.

8.9 Yard Waste Management Sites

This is submitted on-line in the *Yard Waste Management Sites Form (542-8144)*.

8.10 Strategies and Educational Effort:

Provide details of strategies and educational efforts designed to:

- ◆ Increase public awareness about proper recycling and disposal options for motor oil and lead-acid batteries
- ◆ Encourage residents of the planning area to dispose of household appliances properly.
- ◆ Encourage tire stewardship and proper tire recycling and disposal
- ◆ Encourage backyard composting and proper management of yard waste
- ◆ Encourage residents of the planning area to properly manage household hazardous waste.

8.11 List of Collector(s)/Recycler(s):

Provide a list of collector(s)/recycler(s) used by the permitted sanitary disposal project(s) for the proper management of tires and/or household appliances.

8.12 Additional Waste Management Programs:

Provide a detailed narrative of all other existing waste management programs in the planning area that addresses all components of the state's waste management hierarchy. This narrative must include specific methodologies for the separation of glass, paper, plastic and metal. For each specific waste management programs, include:

- ◆ Program Description
- ◆ Responsibility for Program Oversight
- ◆ Funding Source(s)
- ◆ Public Education Strategies Employed
- ◆ Targeted Audiences (business and industry, urban residents, rural residents, local governments and public institutions.
- ◆ Anticipated Impact on the Waste Stream and Diversion over at least two planning cycles

8.13 Program Strengths and Weaknesses:

- ◆ Provide a discussion of the strengths and weaknesses of existing programs, efforts and strategies in the current integrated solid waste management system.

8.14 Goal Progress Evaluation:

- ◆ Provide an evaluation of the planning area's goal progress toward meeting the state's waste volume reduction and recycling goals. This evaluation shall address the goal progress calculation that was most recently provided in writing by the Department. The Department will, upon written notification of intent to submit an initial comprehensive plan, will within thirty (30) days after receipt of notification, perform a goal progress calculation, using the most current complete fiscal year data set available.

IX. Assessment of Solid Waste Alternatives : *101.12(1)“i”*

Conduct an assessment of alternative waste management systems, programs and strategies that address each of the following tiers of the state's waste management hierarchy:

- ◆ Source reduction options including, but not limited to backyard composting and management of household hazardous waste.
- ◆ Recycling and reuse options.
- ◆ Combustion options with or without energy recovery. Any programs using incineration, with or without energy recovery, must include methodologies for prior removal of recyclable and reusable material, material that will result in uncontrolled toxic or hazardous air emissions when burned, and hazardous or toxic materials which are not rendered non-hazardous or nontoxic by incineration.
- ◆ Use of other existing or planned sanitary landfills or transfer stations.

X. New Construction and/or Purchase: *101.12(1)“j”*

If construction of a new and/or purchase of an existing sanitary disposal project is considered or proposed, an initial comprehensive plan shall include:

- ◆ A summary of established and anticipated regulatory requirements regarding future siting, operation, closure and postclosure of each facility.

- ◆ A financial plan detailing the actual cost of the sanitary disposal project, including the funding sources of the project, and a description that spans two planning cycles. The financial plan shall address:
 - ◆ Initial capital expenditures, including land acquisition, if applicable.
 - ◆ Local approval costs, including legal, engineering, and administrative fees.
 - ◆ Long-term costs, operations, closure and postclosure.
 - ◆ A mechanism to fund closure and postclosure costs.
 - ◆ Projected annual revenues.
- ◆ A description of expected environmental impacts from the construction of a new or purchase of an existing sanitary disposal project.
- ◆ All new sanitary landfills or expansions that require a new permit or a permit amendment shall include:
 - ◆ A comprehensive listing of plant and animal species. In preparing the listing, the permit applicant shall contact the department's Iowa natural areas inventory with a request to search its records to determine the presence of or habitat for any threatened or endangered species or communities and any forests, prairies or wetlands. In the event that the department's Iowa natural areas inventory does not contain records of rare species or communities but their presence is suspected, the permit applicant may be required to conduct an approved site survey.
 - ◆ A determination of the presence of and assessment of the impact on any archaeologically, historically, or architecturally significant properties on the proposed site. To assess the impact, the permit applicant must consult with the historic preservation bureau of the Iowa state historical society.

XI. Implementation Timeline: *101.12(1)“k”*

Provide a specific plan and schedule spanning two planning cycles for implementing the initial comprehensive plan. Items that shall be addressed include:

- ◆ Proposed activities and locations
- ◆ Responsible organization(s)
- ◆ Implementation milestones
- ◆ Public education strategies
- ◆ Anticipated impact on the waste stream and diversion