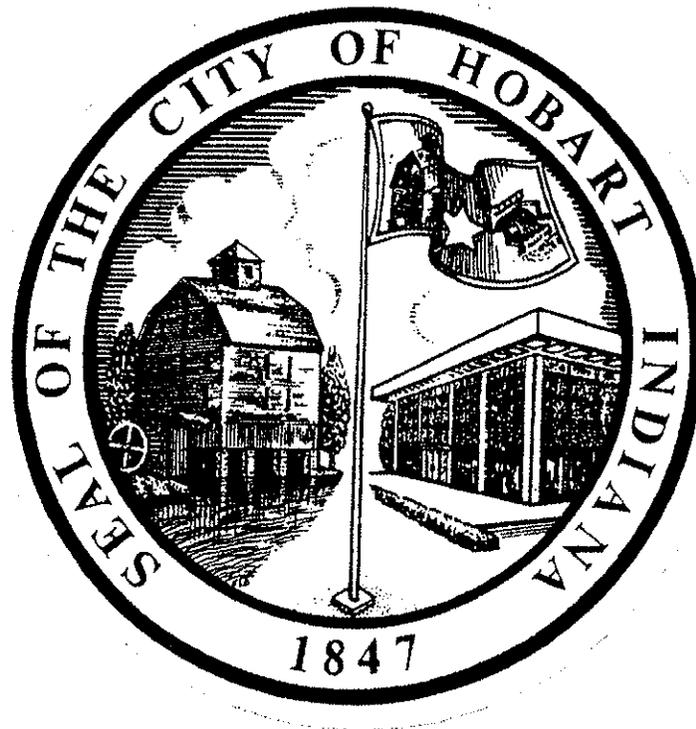


Revised date 1/19/11

# City of Hobart

## Quality of Life Plan



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## **I. Mission Statement**

The City of Hobart is committed to complying with environmental requirements and voluntary commitments and to preserving and protecting our community. In order to achieve this commitment we have formed a stakeholder group. This stakeholder group is committed to establishing a better quality of life for our residents. To show our commitment the stakeholder group consists of Mayor Snedecor, Board of Works, City Council, Parks & Recreation and Planning.

The City of Hobart commits to achieve continuous environmental improvement, promote energy and resource efficiency, and educate the community and employees in their environmental awareness. To achieve these goals Hobart will lead programs committed to pollution prevention, increasing recycling rates, and energy efficiency. Specific goals and projects will be established and reviewed periodically.

A signed copy of the mission statement is included with this document as **Attachment A.**

## **II. Roles and Responsibilities**

### **Mayor**

As the City's chief executive officer the Mayor is responsible for establishing the CLEAN Community Mission Statement and overseeing all goals of the stakeholder committee.

### **Stakeholder Committee**

The City of Hobart Stakeholder Committee is responsible for targeting areas of the municipality that are in need of improvement and which have a direct impact on the environment. Through this process the Committee will establish environmental goals with action plans, timelines, performance measures, and evaluation of current ordinances. To achieve these goals they will be evaluated on a routine basis to obtain the preferred outcome as stated in our mission statement. The stakeholder committee is also responsible for developing, implementing, and maintaining the Quality of Life Plan and associated documents.

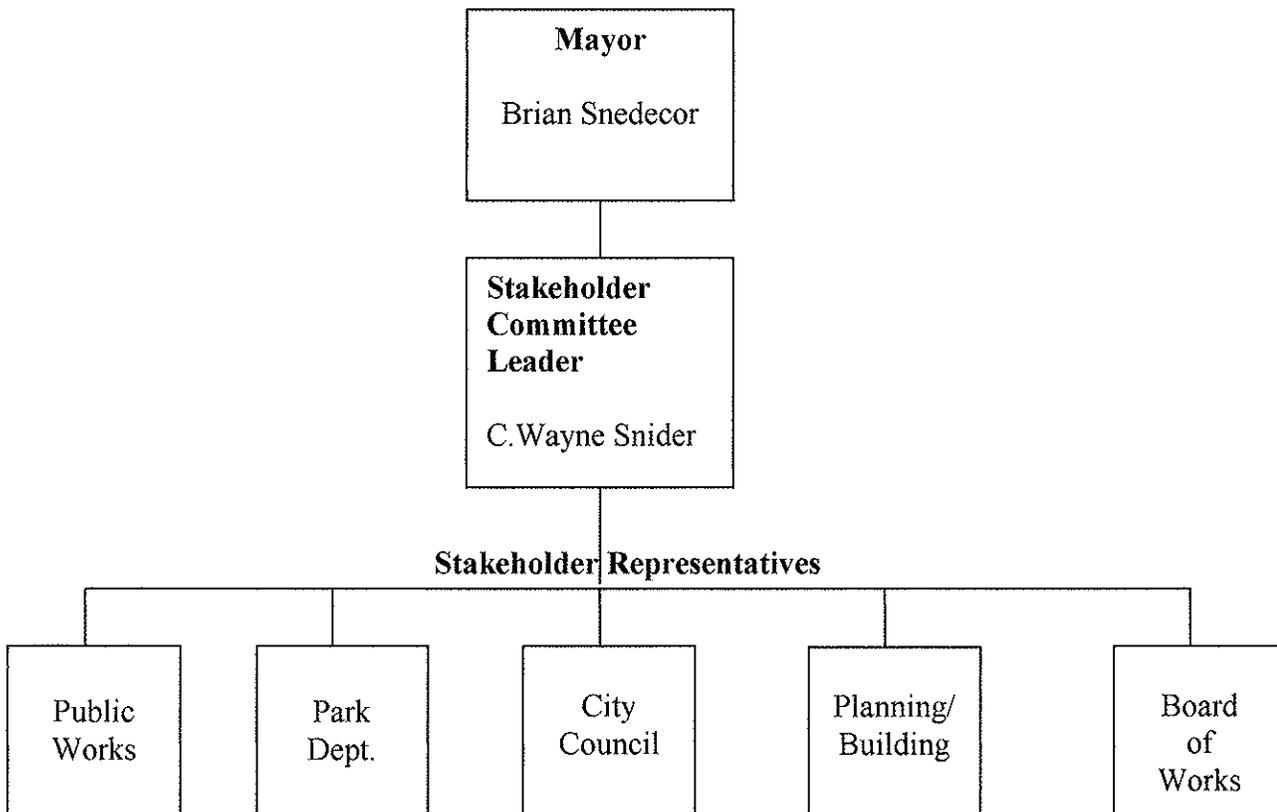
The stakeholder committee members are:

1. Brian Snedecor, Mayor.
2. Rich Lain, Board of Works.
3. Jerry Herzog, City Council.
4. C. Wayne Snider, Director of Public Works.
5. John Mitchell, Parks and Recreation Superintendent.
6. John Dubach, Assistant Director of Public Works.
7. Mike Hannigan, Building Official.
8. AJ Bytnar, City Planner.
9. Tony Boren, Sanitation & Recycling Foreman.
10. Kelly Kirkilewski, Recycling Clerk.

**Audit Team**

The City of Hobart Stakeholder Committee will conduct yearly audits by reviewing the Quality of Life Plan and verify that projects and processes are documented and adequate measurements are in place towards the attainment of goals and management of procedures. The annual audit will be conducted around the anniversary of CLEAN designation.

**Organizational Chart**



### **III. Environmental Goals**

#### **Operation Activities**

The Stakeholder committee identified which departments to evaluate and the activities and operations of each chosen department that may have an impact on the environment. The following list contains the participating departments and their internal operations and activities.

#### **Mayor**

Office activities, communication, education and outreach, purchasing, policy development.

#### **Board of Works**

Develop city policies, address public concerns, purchasing.

#### **City Council**

City ordinance creation, address public concerns, develop city policy, budgeting.

#### **Public Works**

General office activities (computer use, telephone, copier, etc...), Solid waste and recyclable collection, City tree removal, Snow plowing and salting, Yard waste collection, Vehicle maintenance, Mowing, Street paving, Storm and Sanitary Sewer maintenance & repairs.

#### **Parks & Recreation**

General office activities, environmental education, recreational programming, special events, park development & maintenance, natural area land management, facility and building maintenance.

#### **Planning/Building**

General office activities, meet with contractors, review plans & technical reports, staff support to city departments

#### **Identifying Aspects and Impacts**

After the committee identifies the departments to include in the Quality of Life Plan and the operations and activities occurring in those departments, the committee then identifies the environmental aspects and impacts of each of these operations.

An environmental aspect is an element of a community's activities or services that can interact with the environment. An environmental impact is any change to the environment entirely or partially resulting from a community's activities or services.

The stakeholder committee is responsible for identifying the aspects and impacts of each department's operations and their impact on the environment. The list of environmental aspects is developed with the help of IDEM's *Environmental Impacts for Municipal Operations Database* and during a site visit with department representatives and IDEM. Any potential environmental impact that the committee feels are not represented through these methods is added to the list of aspects, and items listed that do not pertain to municipal operations are removed from the list.

### **Prioritizing Aspects**

After the stakeholder committee identifies mandatory aspects associated with the municipal departments, the group identifies those areas that have the potential to significantly impact the environment. The group prioritizes the environmental issues based on criteria identified directly from the stakeholder committee. The committee uses the following criteria:

#### Degree of Impact on Environment

- 4=Serious degree of impact on environment
- 3=Moderate degree of impact on environment
- 2=Minor degree of impact on environment
- 1=No impact degree of impact on environment

#### Potential for Reduction in Solid Waste

- 4=Serious potential for reduction in solid waste
- 3=Moderate potential for reduction in solid waste
- 2=Minor potential for reduction in solid waste
- 1=No potential for reduction in solid waste

#### Public Perception /Education

- 4=Strong need for improved public perception/education
- 3=Moderate need for improved public perception/education
- 2=Minor need for improved public perception/education
- 1=No need for improved public perception/ education

## Alternatives Available

4=Serious potential for alternatives available

3=Moderate potential for alternatives available

2=Minor potential for alternatives available

1=No potential for alternatives available

The stakeholder committee met to rank each aspect using these criteria. Upon completion of this rating, those aspects receiving a ranking of 13 or higher were determined to be significant aspects, or those that could have a significant impact on the environment.

The prioritized list of aspects including evaluation criteria and rating definitions is included in this document as **Attachment B**.

### **Identifying Objectives and Targets**

After months of meeting and consultation with IDEM, the stakeholder committee determined the five most significant objectives by attainability, public stewardship, cost savings, as well as their ranking:

- Increase recycling within municipal departments
- Reduce consumption of electricity by City facilities and operations
- Reduce Salt Usage on City Streets and Parking Lots
- Reduce the Potential of Spill of Oil from Equipment & Containers in Public Works and Parks Dept.
- Establish sustainable programs to promote native flora

The targets, legal requirements, actions plans and all other information required to meet objectives are included in **Attachment C**.

## **IV. Implementation and Operations Procedures**

### **Emergency Preparedness and Response**

The City of Hobart maintains an emergency response plan under the direction of Mike Frank, EMA Coordinator. The City has developed and maintains an Emergency Operation Plan (EOP) using an all hazards approach.

The City holds a bimonthly meeting with all Department heads to address and discuss safety and environmental issues. These issues are based on current events, hot topics, news reports, and new procedures. Each Department Head is responsible to implement and oversee safety and environmental procedures within their department. The EOP's are kept by Dept. Heads within each department and the originals are kept by Mike Frank, EMA Coordinator. The Dept. Heads are responsible for coordinating department emergencies. Should an employee experience an emergency they are to follow chain of command. Chain of

Command is as follows:

1. Employee
2. Immediate Supervisor
3. Department Head
4. EMA Coordinator

### **Employee Training**

All city employees were required to complete 4 courses of training within the National Incident Management System. (IS-100, IS-200, IS-700, and IS-800) Upper Management was also required to complete additional courses of training. All employees are required to complete this training as they are all considered first responders in an emergency. The EMA Coordinator's office is located within the City of Hobart's Police Station. All employee certifications are kept on file with the city's EMA Coordinator. Also, copies of training certificates are kept in employee files located within each department. Employees are trained and made aware of potential environmental hazards through daily meetings with Management and weekly Supervisor meetings with employees.

### **Incident Review**

Emergencies within a Department are reviewed by Dept. Heads, Employees, Union and EMA Coordinator as necessary. The Mayor, Board of Works, EMA Coordinator, and Department Heads evaluate emergency response plans and actions for effectiveness after an incident. Then each department receives updates to the EMA plan and reviews them with their employees.

## **Document Control**

### **Document Management**

All Quality of Life Plan documents, procedures and records will be kept and maintained at the Public Works Office. Only the Stakeholder Committee Leader or their appointed delegate will have access to edit these documents through approval of the stakeholder committee. Access to view Quality of Life Plan documents is unrestricted and printed copies are not controlled. The most recent and updated Quality of Life Plan will be posted and can be viewed on the City Website. (www.city.hobart.in.us)

### **Document Development**

Any revisions to the Quality of Life Plan document may be addressed by any employee through the chain of command and their department head to the stakeholder committee. Through recommendations of the stakeholder committee member, the committee will decide best course of action and make recommendations in the best interest of the city.

### **Corrective Action**

Incident reviews, changes in legal requirements or city activities, and annual reviews of the Quality of Life Plan may indicate that procedures are not being followed, are ineffective or are no longer appropriate. When this occurs, a root-cause analysis will be conducted to determine the appropriate corrective action(s). Corrective actions will be communicated, training provided, and documents changed as needed.

The Stakeholder Committee Leader or their appointed delegate will have access to edit these documents through approval of the stakeholder committee. Any revisions will be noted in *italics* with the revision date and number located in top right corner of the document.

### **Archiving Documents**

Outdated or archived documents will be kept on file at the Public Works Office.

## **Record Keeping**

### **Tracking and Indexing Records**

Each department is responsible for tracking and maintaining records for their department. These records are kept in a filing system.

### **Legal and Regulatory Requirements**

All city policy's and procedures are reviewed and approved through the city's Legal Department, City Engineer, and Association of Cities & Towns. They are kept current on environmental issues through attending tradeshow, NIRPC, and continuing education seminars.

## **Communications**

### **Internal Communications**

Communications are handled via bi-monthly department head meetings and weekly employee departmental meetings. Projects, initiatives, employee concerns, training, and corrective actions are discussed during these meetings.

### **External Communications**

Communications with residents and the business community are conducted by...

- City Website
- City Council Meetings
- Board of Works Meetings
- Press Releases
- Attachment to City's Utility Bill

Resident complaints are directed to the appropriate department and are then handled by each department to be reviewed and resolved.

### **New or Changed Services or Processes**

When services or processes are modified or when new services or processes are developed, environmental impacts and pollution prevention will be included in the planning process. This will be done by including these items on meeting agendas.

## **V. Monitoring and Progress Review**

### **Internal Audit**

An internal audit will be conducted annually, thirteen months after the date of CLEAN designation to track the progress and effectiveness of the current Quality of Life Plan. This audit will be done with the help of IDEM's CLEAN representatives and the participation of the entire stakeholder committee. The audit will include a comparison of all performance measurements to the baselines established for each action plan. The audit will also look for evidence that the procedures identified in the Quality of Life Plan are being implemented and are effective for the City of Hobart. Audit reports from previous years will be evaluated along with the current report to ensure continual improvement. The stakeholders will assign a committee member to follow up on any deficiencies that are identified during the audit. The audit results will be reported to the Mayor and City Council. The results will also be reported to IDEM and included in the CLEAN Community Challenge Annual Performance Report. All audit results will be stored in accordance with the Document Management procedures identified in the section above.

### **Management Review**

The stakeholder committee will meet quarterly to discuss progress of each initiative in the Quality of Life Plan. The written report of these findings will be generated by the stakeholder committee and covered by the Mayor at the Annual State of the City Address.

Review results will be stored within the Public Works Department and copies issued to all stakeholder members and the Mayor. The Mayor, or his designated representative, is responsible for ensuring deficiencies found during the quarterly review are addressed.

## **VII. Community and Business Outreach**

Any issues involving environmental performances, including progress on objectives and target will be conveyed to the public via external communication methods as listed above.

Attachment A – Adopted Mission Statement

Attachment B – Prioritized List of Aspects with Ranking Criteria

Attachment C – Five Environmental Initiatives

**RESOLUTION 2008-13 (As Amended)**

**A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF HOBART,  
LAKE COUNTY, INDIANA CONFIRMING COMMITMENT TO ATTAINING  
THE "CLEAN" DESIGNATION FOR THE CITY OF HOBART FROM THE  
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT.**

**WHEREAS**, the City of Hobart, Indiana ("City") and its citizens are aware of the significance that the quality of its local air, water and land environment has for the community's quality of life; and

**WHEREAS**, the City and its citizens are committed to measures to preserve, improve and protect its local environmental resources; and

**WHEREAS**, the City and its citizens recognize that activities that promote the improvement and sustainability of the community's environmental resource quality benefit local business, local government, residents and visitors; and

**WHEREAS**, the City and its citizens consider it appropriate to formalize activities that promote increased environmental awareness in the form of a comprehensive plan for the community; and

**WHEREAS**, the benefits of the CLEAN status include, but are not limited to, improved grant opportunities, reduced local match requirements for state and federal grants, direct access to technical assistance on environmental issues, public recognition by the Governor of Indiana, a registration for public display and registration status for any public correspondence; and

**WHEREAS**, the City has been selected by the Indiana Department of Environmental Management to enter the State of Indiana's CLEAN Community Challenge program at no cost to the City; and

**WHEREAS**, in order to attain the CLEAN designation, the City will prepare and submit a Quality of Life Plan (QLP) which contains goals, objectives and action plans for addressing specific local environmental issues based on input from affected stakeholders in the community; and

**WHEREAS**, the CLEAN status registration is received by the City at no cost to the City; and

**WHEREAS**, the members of the City's CLEAN City Steering Committee, a group of City employees, using their time and resources, is responsible for development and submittal of the QLP; and

**WHEREAS**, the City recognizes that the first element required for the CLEAN status designation is a statement of the City's commitment to environmental stewardship;

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Hobart, Lake County, Indiana, as follows:

1. The City of Hobart hereby commits to complying with relevant laws and regulations relating to the stewardship of its air, water and land natural resources;
2. The City of Hobart hereby commits to maintaining a public dialogue on its local environmental resource management;
3. The City of Hobart hereby commits to researching, developing and promoting the implementation of pollution prevention practices in its business and commerce activities;
4. The City of Hobart hereby commits to periodically auditing its performance in environmental protection and in the improvement of the community's environmental quality;
5. The City of Hobart hereby commits to sharing the performance of its environmental quality initiatives and the associated decisions and policies with its citizens;
6. The City of Hobart further hereby commits to educating the Hobart community on the values, benefits and responsibilities we all share in promoting a quality environment.

**Passed and Adopted** by the Common Council of the City of Hobart, Lake County, Indiana, on this 20<sup>th</sup> day of July, 2008.

  
\_\_\_\_\_  
Brian K. Snedecor, Mayor  
Presiding Officer

Attest:

  
\_\_\_\_\_  
Deborah A. Longner, Clerk-Treasurer



## CLEAN INITIATIVE MISSION STATEMENT

The City of Hobart is committed to complying with environmental requirements and voluntary commitments and to preserving and protecting our community. In order to achieve this commitment, we have formed a stakeholder group. This stakeholder group is committed to establishing a better quality of life for our residents. To show our commitment the stakeholder group consists of Mayor Snedecor, Board of Works, City Council, Public Works, Parks & Recreation, and Planning.

The City of Hobart commits to achieve continuous environmental improvement, promote energy and resource efficiency, and educate the community and employees in their environmental awareness. To achieve these goals Hobart will lead programs committed to pollution prevention, increasing recycle rates, and energy efficiency. Specific goals and projects will be established and reviewed periodically.

**Environmental Goal 1: Municipal Recycling**

<b>Aspect:</b> Solid waste					
<b>Impact:</b> Decrease landfill life, deplete natural resources					
<b>Objective:</b> Increase recycling within municipal departments					
<b>Target:</b> Increase recycling within municipal departments by: 5% by January 2012 10% by December 2012 10% by December 2013					
<b>Legal Requirements:</b> Universal Waste Rule					
	<b>Action Plan</b>	<b>Timeline</b>	<b>Person Responsible</b>	<b>Partnering Departments</b>	<b>Performance Measures</b>
	1.1 Establish baseline for current recycling/waste disposal practices	June 2011	John Dubach & Tony Boren, Public Works	City Hall/Admin. Fire Parks and Recreation Police Public Works	Create a system to track recycling/waste disposal data -Pounds of recyclables collected per month
	1.2 Perform a recycling inventory	June 2011	John Dubach & Tony Boren, Public Works	City Hall/Admin. Fire Parks and Recreation Police Public Works	n/a
	1.2 (a) Identify departmental representatives to work with on recycling efforts	June 2011	John Dubach & Tony Boren, Public Works	City Hall/Admin. Fire Parks and Recreation Police Public Works	n/a
	1.2 (b) Public Works will meet with departments to inventory current waste disposal practices and identify areas for improvement	July 2011	John Dubach & Tony Boren, Public Works	City Hall/Admin. Fire Parks and Recreation Police Public Works	Pounds of recyclables collected per month
	1.2 (c) Identify where recycling receptacles are located and where they are needed	July 2011	John Dubach & Tony Boren, Public Works	City Hall/Admin. Fire Parks and Recreation Police Public Works	Quantity and locations of recycling receptacles
	1.3 Education and distribution	September 2011	John Dubach & Tony Boren, Public Works	City Hall/Admin. Fire Parks and Recreation Police Public Works	Educate 100% of city employees
	1.3 (a) Educate and inform employees that a recycling initiative is underway and that bins will be provided	September 2011	John Dubach & Tony Boren, Public Works	City Hall/Admin. Fire Parks and Recreation Police Public Works	Educate 100% of city employees
	1.3 (b) Implement the ideas identified during the inventory	October 2011	John Dubach & Tony Boren, Public Works	City Hall/Admin. Fire Parks and Recreation Police Public Works	Number of receptacles before and after inventory
	1.3 (c) Develop and place signs at recycling receptacles so employees will know what materials to place in each container	October 2011	John Dubach & Tony Boren, Public Works	City Hall/Admin. Fire Parks and Recreation Police Public Works	n/a
	1.3 (d) Public Works will meet with department heads to educate them on recycling practices	October 2011	John Dubach & Tony Boren, Public Works	City Hall/Admin. Fire Parks and Recreation	Educate 100% of department heads

1.3 (e) Public Works and Department Heads will meet with city employees to educate them on recycling practices	November 2011	Wayne Snider, John Dubach, Public Works	Police Public Works City Hall/Admin. Fire Parks and Recreation Police Public Works	Educate 100% of city employees	
1.4 Policy development					
1.4 (a) With recommendations from the CLEAN committee, develop and pass a municipal recycling policy	March 2012	Mayor	Mayor City Council Judge Clerk/Treasurer	Policy developed and signed by Mayor	
1.5 Tracking and Monitoring					
1.5 (a) Public Works will work with Department Heads to track recyclables on a weekly basis	March 2012	John Dubach, Public Works	City Hall/Admin. Fire Parks and Recreation Police Public Works	Number of tracking sheets turned in	

**Environmental Goal 2: Reduce Energy Use**

<b>Aspect: Energy Use</b>					
<b>Impact: Depletion of Natural Resources</b>					
<b>Objective: Reduce consumption of electricity by City facilities and operations</b>					
<b>Target: Reduce consumption of electricity by City facilities and operations by 10% by January 2014</b>					
<b>Legal Requirements: Proper disposal/recycling of fluorescent bulbs</b>					
	<b>Action Plan</b>	<b>Timeline</b>	<b>Person Responsible</b>	<b>Partnering Departments</b>	<b>Performance Measures</b>
2.1	Establish energy consumption database, including historical figures to develop a baseline and to track consumption of energy in City Facilities and Operations	Jan. 2012	Rich Lain, Jerry Herzog, Mike Hannigan	City Hall/Admin. Fire Parks and Recreation Public Works Clerk Treasurer (Street Lighting)	Creation of database
2.2	Conduct an energy Audit of City Facilities and Operations				
2.2 (a)	Create Questionnaire (type, volume, location, hours of operation, misc equipment etc.)	Mar. 2011	CLEAN Stakeholder group		Creation of questionnaire
2.2 (b)	Train Dept. Heads in the questionnaire and distribute	Aug. 2011	Rich Lain, Mayor Snedecor, Kelly Kirkilewski	City Hall/Admin. Fire Parks and Recreation Public Works Clerk Treasurer (Street Lighting)	100% of Department Heads trained on questionnaire
2.2 (c)	Collect and Tabulate Data	Nov. 2011	Kelly Kirkilewski	City Hall/Admin. Fire Parks and Recreation Public Works Clerk Treasurer (Street Lighting)	100% of forms are return completed and tabulated
2.3	Train employees to turn off light and turn off or unplug small appliances/ office equipment	Jan. 2012	Mayor's Office	City Hall/Admin. Fire Parks and Recreation Public Works	Kilowatt hour usage per month
2.4	Implement energy saving BMP's such as installing timers or photo sensors or powering down equipment, that are practical and effective for the City	Mar. 2012	CLEAN Stakeholder Group	City Hall/Admin. Fire Parks and Recreation Public Works	Kilowatt hour usage per month
2.5	Research feasibility of alternative energy and hydro power	Jan. 2012	John Mitchell, Rich Lane	City Engineer	Produce information packet detailing results of research
2.7	Adopt ordinances requesting that new subdivisions to use solar powered street lighting	Aug. 2012	Jerry Herzog	City Planner City Council	Ordinances passed and news subdivisions built using solar lighting

**Environmental Goal 3: Reduce Salt Use on Roadways and Parking Lots**

<b>Aspect:</b> Salt Usage				
<b>Impact:</b> Contaminate Water, Consumption of Natural Resources				
<b>Objective:</b> Reduce Salt Usage on City Streets and Parking Lots				
<b>Target:</b> Reduce Salt Usage by 10% on City Streets and Parking Lots by Dec. 2013 from 2006-2009 average baseline				
<b>Legal Requirements:</b> Storm water				
<b>Action Plan</b>	<b>Timeline</b>	<b>Person Responsible</b>	<b>Partnering Departments</b>	<b>Performance Measures</b>
3.1 Establish a baseline for salt usage per precipitation event for the last 5 years	August 2011	John Dubach	N/A	Tons of salt used per precipitation event for the last 5 years
3.2 Calibrate Trucks			N/A	
3.2 (a) Determine correct settings on delivery devices	October 2011	John Dubach	N/A	Create tracking sheet showing correct setting of delivery devices
3.2 (b) Set new calibrations on delivery devices	October 2011	John Dubach	N/A	Number of delivery devices set to new settings
3.2 (c) Visually confirm settings are appropriate	October 2011	John Dubach	N/A	Number of trucks followed during salt application
3.2 (d) Track salt usage per precipitation event, salt usage per mile, and hours of operation	October 2011	John Dubach	N/A	Tons of salt used per precipitation event, hours spent salting, and miles salted
3.3 Investigate additives and alternatives to current salt mixture	October 2012	Wayne Snider/John Dubach	Sanitary Board (MS4 Coordinator)	Creation of information packet detailing different products, efficiencies, cost and environmental impacts.
3.3 (a) Evaluate the addition of beet juice to the salt for roadways	October 2012	John Dubach		Tons of salt used per precipitation event and per hours spent salting and miles salted
3.3 (b) Train employees on use of beet juice and salt mixture and the environmental impacts of beet juice and salting	October 2012	Wayne Snider John Dubach		100% of operators trained in new method of application and impacts of salting
3.3 (c) Implement other identified alternatives for plain salt as feasible	October 2012	Wayne Snider		
3.4 Research uses of Pervious Surfaces in parking lots	May 2013	Wayne Snider	MS4, Planning	Creation of information packet detailing different products, vendors efficiencies, cost and feasibility of pervious pavement

**Environmental Goal 4: Reduce Potential for Spills**

<b>Aspect: Spills of Oil</b>				
<b>Impact: Contamination of Soil and Ground Water</b>				
<b>Objective: Reduce the Potential of Spills of Oil from Equipments and Containers in the Public Works and Parks Dept.</b>				
<b>Target: Zero potential for spills by January 2014</b>				
<b>Legal Requirements: Used Oil Handling, Spill Reporting</b>				
<b>Action Plan</b>	<b>Timeline</b>	<b>Person Responsible</b>	<b>Partnering Departments</b>	<b>Performance Measures</b>
4.1 Identify equipment and containers containing used oil	June 2011	John Mitchell/Wayne Snider	Public Works/Parks	Create a list and location of all equipment and containers holding oil
4.2 Identify measures to reduce/minimize spills and leaks	June 2011	John Mitchell/Wayne Snider	Public Works/Parks	
4.2 (a) Develop work practice standards for oil management and vehicle inspections	October 2011	John Mitchell/Wayne Snider	Public Works/Parks	Incidences of spills outside of containment
4.2 (b) Establish containment measures for targeted sources	April 2012	John Mitchell/Wayne Snider	Public Works/Parks	Incidences of spills outside of containment
4.3 SOP's for fluid handling and spill/leak response	October 2012	John Mitchell/Wayne Snider	Public Works/Parks	100% of effected employees trained
4.3 (a) purchase spill response kits				
4.4 (b) train employees on spill response				
4.4 Minimize storages of oil on municipal property	June 2013	John Mitchell/Wayne Snider	Public Works/Parks	Potential for oil storage kept to below 1,320 gallons

**Environmental Goal 5: Promote Sustainable Flora Projects**

<b>Aspect: Land Use</b>				
<b>Impact:</b> Impact on flora and fauna, and endangered, threatened, or native species				
<b>Objective:</b> Establish sustainable programs to promote native flora				
<b>Target:</b> Increase the number of programs designed to promote native flora by 10% by January 2014				
<b>Legal Requirements:</b> Stormwater, Wetlands				
<b>Action Plan</b>	<b>Timeline</b>	<b>Person Responsible</b>	<b>Partnering Departments</b>	<b>Performance Measures</b>
5.1 Collect information on current ordinances related to landscaping	Jun. 2011	Mike Hannigan, AJ Bytnar	City Hall	Determine baseline of "green" ordinances related to landscaping and land use
5.2 Develop an ordinance committee to design ordinances	Jun. 2011	Jerry Herzog, AJ Bytnar	City Hall	
5.2 (a) Develop ordinances promoting native planting	Jun. 2012	Jerry Herzog, AJ Bytnar	City Hall	Number of ordinances created
5.2 (b) Develop ordinances defining and promoting beautification projects	Jun. 2012	Jerry Herzog, AJ Bytnar	City Hall	Number of ordinances created
5.2 (c) Develop ordinances for selective cutting	Jun. 2012	Jerry Herzog, AJ Bytnar	City Hall	Number of ordinances created
5.2 (d) Research feasibility of Landscape Impact Fee for developments	Jun. 2011	Jerry Herzog, AJ Bytnar	City Hall	Should a fee be created
5.3 Investigate possibility of becoming a Tree City	Mar. 2011	Mayor, AJ Bytnar		Decision on feasibility of becoming a Tree City
5.3 (a) What is cost of becoming a Tree City	Aug. 2011	Mayor, AJ Bytnar		Decision on feasibility of becoming a Tree City
5.3 (b) How could the city fund the program?	Aug. 2011	Mayor, AJ Bytnar		Decision on feasibility of becoming a Tree City
5.4 Develop Voluntary Programs promoting flora health	April 2013	John Mitchell		Number of programs developed
5.4 (a) Develop and promote a Tree Memorial Fund	April 2013	John Mitchell		Number of trees planted
5.4 (b) Develop relationship with schools and organizations to do voluntary planting and maintenance	April 2013	John Mitchell, AJ Bytnar		Number of voluntary events
5.4 (c) Develop outreach and education programs promoting "green" landscaping	April 2013	John Mitchell, AJ Bytnar		Number of outreach events

Aspect	Impact	Activity	Degree of Impact on Env.	Solid Waste Reduction	Public Perception	Alternatives Available	Sig.
Contamination of oil and antifreeze	Deplete natural resources	Oil and antifreeze recycling	4	4	4	4	16
Aesthetics	Improve quality of life	Ordinances, monitoring, and enforcement	4	2	4	4	14
Arsenic-containing lumber	Hazardous leachate and hazardous waste	Maintenance of playground equipment and blacktops	4	2	4	4	14
Land use (Brownfields, conservation)	Improve land use	Ordinances, monitoring, and enforcement	4	2	4	4	14
New construction	Improve quality of life	Ordinances, monitoring, and enforcement	4	2	4	4	14
Recyclable materials	Extend landfill life	Waste management Curbside collection of recyclable materials Drop-off areas for recyclable materials	3	3	4	4	14
Clearing land	Loss of habitat impact on flora and fauna, and endangered, threatened, or native species	New construction (bridges, roads, and utility lines)	4	2	3	4	13
Contaminated soil from excavation	Contaminate soil	Renovations, demolition, and new construction	3	4	2	4	13
Disturb native flora and fauna	Loss of habitat impact on flora and fauna, and endangered, threatened, or native species	New construction (bridges, roads, and utility lines)	4	2	3	4	13
Fluids in the filters	Contaminate groundwater, surface water, and soil	Disposal of oil and gas filters	3	4	3	3	13
Spilled materials during transport	Contaminate groundwater, surface water, and soil	Transportation of fuel, paints, and solvents to project sites	4	3	3	3	13
Used oil filters	Deplete natural resources	Change oil filters	3	4	3	3	13
Waste antifreeze	Deplete natural resources	Change antifreeze	3	4	2	4	13
Chemical contaminated runoff from cleaning	Contaminate groundwater, surface water, and soil	Cleaning facility at trash transfer station	4	2	2	4	12
Contaminated wastewater from cleaning equipment and trucks	Contaminate groundwater, surface water, and soil Contaminate wastewater treatment plant	Cleaning vehicles and facilities	4	2	2	4	12

Aspect	Impact	Activity	Degree of Impact on Env	Solid Waste Reduction	Public Perception	Alternatives Available	Sig.
Electricity use	Deplete natural resources	Floor maintenance (buffers, sanders, etc.) Lighting (indoor, outdoor, traffic lights) Maintain pools, water parks, and decorative fountains Manage food and beverage services and concession stands Painting vehicles (surface preparation, application, clean-up, storage, disposal) Painting (streets, tunnels, and bridges) Operation of power tools Use of electronic equipment (computers, coffeemakers, copiers)	4	1	4	3	12
Waste and wastewater from cleaning facility and trucks	Deplete natural resources and add load to wastewater treatment plant	Cleaning facility at trash transfer station	4	2	2	4	12
Wastewater (detergents, salt, suspended solids, oil, antifreeze, brake fluid, radiator fluids, solvents)	Contaminate groundwater, surface water, and soil	Washing vehicles and shop floor including salt trucks and trash trucks	4	2	2	4	12
Yard waste diverted from landfill	Extend landfill life Decrease water requirements for landscaping	Yard waste management (collection, chipping, shredding, grinding)	2	2	4	4	12
Abandoned chemicals	Contaminate groundwater, surface water, and soil	Renovations, demolition, and new construction	4	2	3	2	11
Fuel leak from tank or appurtenances	Contaminate groundwater, surface water, and soil	Monitoring and preventive maintenance	3	3	3	2	11
Soil erosion	Sedimentation in surface water and contaminate groundwater, surface water, and soil	New construction (bridges, roads, and utility lines) Management of ponds, lakes, and rivers Maintain catch basins, retention ponds, and ditches Use of large equipment	3	2	3	3	11

Aspect	Impact	Activity	Degree of Impact on Env.	Solid Waste Reduction	Public Perception	Alternatives Available	Sig
Managing miscellaneous hazardous waste including household hazardous waste	Contaminate groundwater, surface water, and soil	Management of hazardous waste	3	2	3	2	10
Pesticides, rodenticides, fertilizers (application, contaminated rinsate, application, clean-up, drift or overspray)	Contaminate groundwater, surface water, and soil, and kill non-target species Hazardous chemicals Exposure to non-target species and humans	Pesticides for vector control during outdoor events Vector control near outhouses and restrooms Pesticide use Weed control Maintain catch basins, retention ponds, and ditches Managing wildlife (rats, mice, snakes, birds, bats) Clean up after pesticide application Community-wide mosquito control Maintenance of lawns, fields, and easements (mowing, edging, aerating, leaf collection, reseeding, sodding, pesticide and fertilizer use)	2	2	3	3	10
Run-off and leachate	Contaminate groundwater, surface water, and soil	Control storm water runoff and leachate	3	1	3	3	10
Salt or chemical for ice control	Contaminate groundwater, surface water, and soil	De-icing parking lots and sidewalks	3	1	3	3	10
Spilled gasoline, brake, radiator, transmission, windshield fluid, oil, antifreeze, solvents, paints, or cleaners	Contaminate groundwater, surface water, and soil Hazardous waste	Storage and use of automotive fluids, solvents, and cleaners Floor drains	1	2	4	3	10
Waste agrochemicals (mis-mixed, excess mixed product, mis-stored, rinsate from cleaning equipment and empty containers)	Hazardous waste	Pesticide (storage, mixing, application, clean-up, disposal) Maintain catch basins, retention ponds, and ditches Pesticides for vector control during outdoor events Vector control near outhouses and restrooms	2	2	3	3	10

Aspect	Impact	Activity	Degree of Impact on Env.	Solid Waste Reduction	Public Perception	Alternatives Available	Sig.
Wastewater	Deplete natural resources and add load to wastewater treatment plant	Cleaning vehicles and facilities Maintenance of outhouses and restrooms Manage food and beverage services and concession stands	3	2	2	3	10
Asphalt	Deplete natural resources	Maintenance of blacktops	2	2	1	4	9
Empty containers, packaging, and used personal protective equipment	Decrease landfill life, Contaminate groundwater, surface water, and soil	Pesticide (storage, mixing, application, clean-up, disposal) Pesticides for vector control during outdoor events Vector control near outhouses and restrooms	2	3	1	3	9
Fluorescent lights	Hazardous waste	Renovations, demolition, maintenance, and new construction	2	2	4	1	9
Light bulbs and ballasts	Decrease landfill life	Electrical	2	2	4	1	9
Litter	Contaminate surface water Harmful to wildlife Degrades quality of life	Street sweeping and cleaning catch basins and retention ponds Waste management Litter and runoff from garbage/recycling area(s)	3	2	3	1	9
Miscellaneous solid and construction waste	Decrease landfill life	Renovations, demolition, and new construction	2	3	2	2	9
Spills or overfills	Contaminate groundwater, surface water, and soil	Spilled fluids and parts cleaners Spilled fuel from overfilling vehicles or equipment	1	2	3	3	9

Aspect	Impact	Activity	Degree of Impact on Env.	Solid Waste Reduction	Public Perception	Alternatives Available	Sig.
Paints, solvents, inks, and adhesives for displays, brochures, costumes, and scenery	Hazardous material, solid waste, and deplete natural resources	Education and outreach	1	1	1	1	4
Pipes and valves	Decrease landfill life	Plumbing	1	1	1	1	4
Playground equipment with lead-based paint	Hazardous dust and hazardous waste	Maintenance of playground equipment and blacktops	1	1	1	1	4
Potential backflow or cross connections	Contaminate drinking water	Plumbing	1	1	1	1	4
Potential impacts from products used	Deplete natural resources	Purchasing	1	1	1	1	4
Precipitation in secondary containment	Increase corrosion of tanks	Manage precipitation in secondary containment for above ground storage tanks (ASTs)	1	1	1	1	4
Rechargeable batteries (Nickel cadmium and Lithium)	Hazardous waste	Operation of power tools	1	1	1	1	4
Sandpaper	Decrease landfill life and deplete natural resources	Prepare surfaces for paint and stains	1	1	1	1	4
Septic	Contaminate groundwater, surface water, and soil	Maintenance of outhouses and restrooms	1	1	1	1	4
Solid waste	Decrease landfill life Deplete natural resources	Overall municipal operations (purchasing, packaging, waste, unused materials, etc.)	1	1	1	1	4
Surface preparation and paint	Hazardous chemicals	Maintenance of playground equipment and blacktops	1	1	1	1	4
Vacuum bags	Decrease landfill life	Floor maintenance	1	1	1	1	4
Waste adhesives	Hazardous waste	Install and maintain flooring	1	1	1	1	4
Waste food-grade grease	Contaminate wastewater treatment plant	Manage food and beverage services and concession stands	1	1	1	1	4
Wire and tape	Decrease landfill life and deplete natural resources	Electrical	1	1	1	1	4
Adhesives and solvents	Hazardous waste	Install and maintain flooring	1	1	1	1	4

Aspect	Impact	Activity	Degree of Impact on Env.	Solid Waste Reduct.	Public Perception	Alternatives Available	Sig.
Stored new and used fluids and filters (oil, brake, radiator, transmission, antifreeze, windshield)	Deplete natural resources	Change fluids and filters like oil, brake, radiator, transmission, antifreeze, and windshield	3	2	2	2	9
Stored new and used solvents and cleaners	Hazardous waste	Use of automotive fluids, solvents, and cleaners	3	2	2	2	9
Waste concrete or brick	Decrease landfill life	Maintenance of parking lots and garages	2	3	2	2	9
Water use	Deplete natural resources	Throughout municipal operations	3	2	2	2	9
Carpets, tiles, and wood	Decrease landfill life and deplete natural resources	Install and maintain flooring	2	2	3	1	8
Contaminated tools, rags, or paper towels	Contaminate groundwater, surface water, and soil Hazardous waste	Using shop towels or paper towels to apply or remove regulated fluids Application of non-latex paints and stains including spray application Painting (streets, tunnels, and bridges)	3	3	1	1	8
Dust, noise, and vibrations	Degrade air quality Degrade quality of life	New construction (bridges, roads, and utility lines) Use of large equipment Yard waste management (collection, chipping, shredding, grinding) Controlling weeds or invasive vegetation	2	1	3	2	8
Fire from controlled burns in natural areas	Negative impact on wildlife Degrade air quality and public health concerns		3	2	2	1	8
Food waste	Decrease landfill life and add load to wastewater treatment plant	Manage food and beverage services and concession stands	2	2	2	2	8
Miscellaneous paper, plastic, metal, white-out, and packing materials	Decrease landfill life	Solid waste	2	2	2	2	8
New tires	Deplete natural resources	Tire Maintenance	2	2	2	2	8

Aspect	Impact	Activity	Degree of Impact on Env.	Solid Waste Reduction	Public Perception	Alternatives Available	Sig.
Wastewater from seasonal draining (low dissolved oxygen, high suspended solids, and organics)	Contaminate surface water or storm sewer system	Maintain pools, water parks, and decorative fountains	2	2	1	1	6
Grass clippings and leaves	Decrease landfill life or compost	Maintenance of lawns, fields, and easements (mowing, edging, aerating, leaf collection, reseeded, sodding, pesticide and fertilizer use)	2	1	1	1	5
Waste lead-acid batteries	Hazardous waste	Maintain batteries	2	1	1	1	5
Wastewater contaminated with cleaning chemicals	Stress on microbes at wastewater treatment plant or in septic	Cleaning Painting (streets, tunnels, and bridges)	2	1	1	1	5
Antifreeze	Toxic chemical	Irrigation systems Maintain pools, water parks, and decorative fountains Winterize restrooms	1	1	1	1	4
Debris containing lead-based paint	Contaminate air, groundwater, surface water, and soil	Renovations, demolition, and new construction	1	1	1	1	4
Drywall, tape, screws, joint compound, and nails	Decrease landfill life	Maintain walls and trim	1	1	1	1	4
Dust and paint chips from sandblasting	Degrade air quality	Prepare surfaces for paint and stains	1	1	1	1	4
Freon	Deplete ozone	Manage food and beverage services and concession stands Temperature control system Large item management	1	1	1	1	4
Install and remove tanks	Sedimentation in surface water and contaminate groundwater, surface water, and soil	Tank maintenance (underground storage tanks and above ground storage tanks)	1	1	1	1	4
Lead-containing dust, sand, or chips	Contaminate groundwater, surface water, and soil Hazardous waste	Painting (streets, tunnels, and bridges) Maintenance of playground equipment and blacktops	1	1	1	1	4
Oil in motor for automatic garage doors	Contaminate groundwater, surface water, and soil	Maintain or replace doors and windows	1	1	1	1	4
Overspray	Contaminate groundwater, surface water, and soil	Painting vehicles (surface preparation, application, clean-up, storage, disposal)	1	1	1	1	4

Aspect	Impact	Activity	Degree of Impact on Env.	Solid Waste Reduction	Public Perception	Alternatives Available	Sig.
Non-empty, no longer functional aerosol cans	Hazardous waste	Painting vehicles (surface preparation, application, clean-up, storage, disposal)	2	2	2	2	8
Oil storage and delivery (leaking tanks and pipes)	Contaminate groundwater, surface water, and soil	Hydraulic lifts	2	2	2	2	8
Oil-water mixture	Contaminate groundwater, surface water, and soil	Oil-water separator	2	2	2	2	8
Paint removal and new paint	Add load to wastewater treatment plant and contaminate groundwater, surface water, and soil	Maintenance of outdoor lighting and traffic lights	2	2	2	2	8
Painting street lights and other fixtures	Contaminate groundwater, surface water, and soil	Painting (streets, tunnels, and bridges)	2	2	2	2	8
Paper use	Deplete natural resources	Create, print, copy, and maintain documents, brochures, records, and bills	2	2	2	2	8
Polychlorinated biphenyl (PCB)-containing transformers, capacitors, ballasts	Hazardous waste	Education and outreach					
Release from water and sewer lines	Contaminate groundwater, surface water, and soil	Electrical	2	2	2	2	8
Replace doors, windows, hardware, and glass	Deplete natural resources	Map and monitor condition of sewer and water lines	2	2	2	2	8
Sediment and litter	Conserve energy	Maintain or replace doors and windows	2	2	2	2	8
Tank maintenance	Solid waste	Parking lot, sidewalk, and garage management	2	2	2	2	8
Toner cartridges	Contaminate groundwater, surface water, and soil	Tank maintenance (underground storage tanks and above ground storage tanks)	3	2	2	1	8
Used tires	Decrease landfill life	Create, print, copy, and maintain documents, brochures, records, and bills	2	2	2	2	8
Waste or spilled pool chemicals such as sanitizers and test kits	Banned from landfills	Tire Maintenance	2	2	2	2	8
Wastewater (septic, liquid food waste, cleaning waste)	Contaminate groundwater, surface water, and soil	Maintain pools, water parks, and decorative fountains	2	2	2	2	8
	Hazardous waste						
	Add load to wastewater treatment plant or septic	Food and beverage services, restrooms, and locker rooms	2	2	2	2	8

Aspect	Impact	Activity	Degree of Impact on Env.	Solid Waste Reduction	Public Perception	Alternatives Available	Sig.
Fuel use and air emissions	Deplete natural resources and degrade air quality	Vehicle and equipment use for maintenance, grounds, trash management, outreach, and raking beaches Use of vehicles and equipment for solid waste collection and processing (solid waste, recycled goods, yard waste, household hazardous waste, and large items) Vehicle use for vector control program Driving vehicles or using equipment Operation of power tools Planning and managing traffic flow	2	1	2	1	6
Gas, electricity, and oil for tools	Deplete natural resources	Tree and bush trimming, chipping, and shredding of woody debris	2	1	2	1	6
Increased impermeable surface	Increase flooding	New construction (bridges, roads, and utility lines)	2	1	1	2	6
Metal parts (tire weights, wheels, brake drums, nuts, bolts, body parts, brackets)	Contaminate ground water	Replace metal parts (exhaust system, tire weights, brackets, nuts, bolts, body parts, brake drums)	2	1	1	2	6
Mulch	Conserve natural resources Improve health of green spaces Reduce need for pesticides and watering	Boardwalk and trail maintenance Tree and bush trimming, chipping, and shredding of woody debris	2	1	2	1	6
Non-latex paints and stains	Hazardous chemicals	Application of non-latex paints and stains including spray application	1	2	1	2	6
Oil based paints	Hazardous waste	Painting (streets, tunnels, and bridges)	1	2	1	2	6
Vehicle impacts due to traffic flow	Fuel use and degrade air quality	New construction or repair (bridges, roads, and utility lines)	2	1	2	1	6

Aspect	Impact	Activity	Degree of Impact on Env.	Solid Waste Reduction	Public Perception	Alternatives Available	Sig.
Chemical cleaner	Contaminate groundwater, surface water, and soil Hazardous waste Stress on microbes at wastewater treatment plant or in septic	Maintenance of outhouses and restrooms Cleaning vehicles and facilities Cleaning asphalt from equipment Cleaning stadiums and miscellaneous equipment Manage food and beverage services and concession stands	2	2	1	2	7
Ink for printers	Decrease landfill life	Create, print, copy, and maintain documents, brochures, records, and bills	2	1	3	1	7
Labeling and signage	Proper response during incident	Tank maintenance (underground storage tanks and above ground storage tanks)	3	1	2	1	7
Leaves	Decrease landfill life	Disposal of leaves	2	1	3	1	7
Mercury containing equipment, thermostats, or drain traps	Hazardous waste	Renovations, demolition, and new construction Maintain pools, water parks, and decorative fountains Temperature control system	2	2	2	1	7
Solvents, thinners, metal cleaners, etching compounds	Contaminate groundwater, surface water, and soil Hazardous waste	Parts cleaning	2	1	2	2	7
Use of automotive fluids, solvents, and cleaners	Deplete natural resources	Use of automotive fluids, solvents, and cleaners	2	1	2	2	7
Waste cans, brushes, and tape	Contaminate groundwater, surface water, and soil Decrease landfill life	Painting vehicles (surface preparation, application, clean-up, storage, disposal) Miscellaneous waste from painting and staining	2	2	1	2	7
Wax strippers	Stress on microbes at wastewater treatment plant or in septic	Floor maintenance	2	2	1	2	7
Aerosol cans	Degrade air quality, Deplete ozone, Hazardous waste	Painting vehicles (surface preparation, application, clean-up, storage, disposal) Application of paints and stains from aerosol cans Use of aerosol cleaners	2	1	2	1	6

Aspect	Impact	Activity	Degree of Impact on Env.	Solid Waste Reduction	Public Perception	Alternatives Available	Sig.
Air emissions	Degrade air quality	Filling tanks with fuel Operation of power tools Planning and managing traffic flow Painting vehicles (surface preparation, application, clean-up, storage, disposal) Driving vehicles or using equipment Maintenance of lawns, fields, and easements (mowing, edging, aerating, leaf collection, reseeded, sodding, trimming, chipping, shredding of woody debris, pesticide and fertilizer use) Improperly maintained catalytic converters	2	1	2	1	6
Asbestos floor tiles, mastic, ceiling tiles, pipe wrap, siding, and flashing	Hazardous waste, Degrade air quality, Hazardous material	Install and maintain flooring Renovations, demolition, and new construction Plumbing	2	2	1	1	6
Carcasses	Health risk and odor	Removal of road kill, dead pest species, or homeless domestic animals	2	1	1	2	6
Cleaners for paint equipment, asphalt trucks, or garage surfaces	Hazardous waste	Maintenance of parking lots and garages Cleaning asphalt from equipment	2	1	1	2	6
Electronic waste (computers and televisions)	Hazardous waste	Large item management	2	1	2	1	6
Evaporative loss	Degrade air quality	Storage of automotive fluids, solvents, and cleaners	1	2	1	2	6
Fuel and electricity for equipment	Deplete natural resources	Tree and bush trimming, chipping, and shredding of woody debris Use of power tools	2	1	2	1	6

Aspect	Impact	Activity	Degree of Impact on Env.	Solid Waste Reduction	Public Perception	Alternatives Available	Sig
<b>Definitions of Ratings</b>							
Degree of Impact on Environment		Potential for Reduction in Solid Waste					
4 = Serious degree of impact on environment		4 = Serious potential for reduction in solid waste					
3 = Moderate degree of impact on environment		3 = Moderate potential for reduction in solid waste					
2 = Minor degree of impact on environment		2 = Minor potential for reduction in solid waste					
1 = No impact degree of impact on environment		1 = No potential for reduction in solid waste					
Public Perception/Education		Alternatives Available					
4 = Strong need for improved public perception/education		4 = Serious potential for alternatives available					
3 = Moderate need for improved public perception/education		3 = Moderate potential for alternatives available					
2 = Minor need for improved public perception/education		2 = Minor potential for alternatives available					
1 = No need for improved public perception/education		1 = No potential for alternatives available					