

# CITY OF HUNTINGBURG

## QUALITY OF LIFE PLAN

MISSION STATEMENT - ATTACHMENT A

RANKED ASPECTS IMPACTS LIST - ATTACHMENT B

ENVIRONMENTAL INITIATIVES - ATTACHMENT C

RECORD RETENTION TABLE - ATTACHMENT D

# CITY OF HUNTINGBURG QUALITY OF LIFE PLAN



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## 1. Mission Statement

The City of Huntingburg will strive to provide a safe, clean and healthy community for its current and future citizens. The City will partner with the community to improve the quality of life by protecting the environment and conserving natural resources. The City of Huntingburg will continue sharing environmental decisions and performance information with the community.

The City of Huntingburg will comply with requirements and voluntary commitments set forth by the Indiana Department of Environmental Management and U.S. Environmental Protection Agency to help ensure all residents, visitors and corporations in our community have access to clean water, clean air, and green space.

To ensure continuous environmental improvement and compliance with the City of Huntingburg's environmental commitments, goals will be set and periodically reviewed. Our commitment to the environment will be made evident through energy efficiency and pollution prevention in city departments.

A signed copy of the mission statement adopted through resolution is attached as Attachment A.

## 2. Roles and Responsibilities

The purpose of this procedure is to identify and communicate the roles and responsibilities associated with implementing and maintaining Huntingburg's Quality of Life Plan (QLP).

### Mayor

The Mayor is responsible for:

- Approving and communicating Huntingburg's Mission Statement;
- Providing the resources necessary to develop and implement the QLP, including associated procedures and goals;
- Appointing and supporting the Stakeholder Committee Leader;
- Reviewing the QLP (including objectives, targets, and action plans) with the Stakeholder Committee Leader on an annual basis; and
- Incorporating environmental and pollution prevention planning in the development of new processes and services, and modification of existing processes and services.

### Stakeholder Committee Leader

The Stakeholder Committee Leader is the individual identified within the stakeholder committee who has the responsibility and management authority for implementing the QLP. The Stakeholder Committee Leader is responsible for:

- Day to day control over the QLP and associated documents;
- Providing QLP performance updates to the Mayor to identify areas for improvement and modification;
- Implementing, monitoring, and maintaining the QLP, including associated procedures and goals;
- Coordinating quarterly stakeholder committee meetings and annual QLP audits;
- Serving as the municipality's liaison to IDEM's CLEAN Community Challenge Program Manager; and
- Incorporating environmental and pollution prevention planning in the development of new processes and services, and modification of existing processes and services.

Stakeholder Committee

The Stakeholder Committee is a cross-functional team comprised of individuals within the community that helps to facilitate QLP implementation. The Stakeholder Committee is responsible for:

- Meeting quarterly to identify changes in operations which require revisions to the QLP;
- Providing assistance to the Stakeholder Committee Leader with QLP development, implementation, monitoring, and maintenance (including QLP procedures and goals);
- Performing other QLP tasks as assigned by the Stakeholder Committee Leader;
- Working with their respective departments to implement the stakeholder committee's initiatives;
- Organizing and participating in employee training as indicated in the QLP;
- Participating in audits on the QLP and associated documents annually after the date of CLEAN designation; and,
- Incorporating environmental and pollution prevention planning in the development of new processes and services, and modification of existing processes and services.

The Stakeholder Committee is comprised of the following municipal representatives:

<b>Name</b>	<b>Title/Department</b>	<b>Phone</b>	<b>E-mail</b>
Don Foerster	Safety & Risk Management Director	812-683-2211	dfoerster@huntingburg-in.gov
Jacque Lueken	Secretary, Mayor's Office	812-683-2211	jlueken@huntingburg-in.gov
Rich Thyen	Street Superintendent	812-683-4122	rthyen@huntingburg-in.gov
Tony Traylor	Utility Superintendent	812-683-3622	ttraylor@huntingburg-in.gov
Mike Kemp	Wastewater Superintendent	812-683-3203	mkemp@huntingburg-in.gov
Jim Rueger	Parks Superintendent	812-683-3622	jrueger@huntingburg-in.gov

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### 3. Environmental Goals

#### Identifying and Prioritizing Aspects and Impacts

The purpose of this procedure is to establish methods for identifying and prioritizing the potential environmental aspects associated with municipal activities and services. 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, whether adverse or beneficial, wholly or partially resulting from a community's activities or services.

The Stakeholder Committee will meet to identify and prioritize the municipality's environmental aspects. This process includes:

- Identifying which municipal operations, services, or departments to include in the Quality of Life Plan. Huntingburg has identified the scope of this QLP to include the operations undertaken at the following departments: City Hall, Street, Parks, Utility, and Wastewater.
- Identifying the activities occurring within those operations to determine the municipality's environmental aspects. This is done during a site visit from IDEM and using IDEM's *Environmental Impacts for Municipal Operations Database*;
- Determining what potential environmental impacts are associated with each aspect;
- Establishing and defining ranking criteria to determine the significance of each aspect;
- Prioritizing the aspects in order of their significance; and,
- Selecting the threshold number to determine significance.

See Attachment B for a list of the prioritized aspects and impacts, including the ranking criteria and their definitions.

#### Legal and Other Requirements

The City of Huntingburg records and updates legal and regulatory requirements associated with the environmental aspects and ensures compliance with all applicable environmental laws, regulations, and permit conditions by using one or more of the following resources:

- City attorney
- Training and education
- Professional associations (Household Hazardous Waste Taskforce)
- IDEM Website ([www.in.gov/idem](http://www.in.gov/idem))
- IDEM's Compliance and Technical Assistance Program
- Consulting firm
- OSHA ([www.osha.gov](http://www.osha.gov))
- IOSHA ([www.in.gov/dol/iosha.htm](http://www.in.gov/dol/iosha.htm))
- EPA ([www.epa.gov](http://www.epa.gov))
- Code of Federal Regulations ([www.gpoaccess.gov/nara/index.html](http://www.gpoaccess.gov/nara/index.html))

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Compliance with the above issues will be dealt with by the Department Supervisor and the Risk Management Department of the City of Huntingburg.

### Identifying Objectives and Targets

The purpose of this procedure is to establish methods for establishing objectives, targets, and action plans for each identified environmental aspect.

The Stakeholder Committee will select a minimum of five environmental aspects to address during each three year CLEAN designation period. The Stakeholder Committee will determine objectives, targets, and action plans associated with each of the five aspects. The Stakeholder Committee will review the objectives, targets, and action plans at least quarterly in preparation for the CLEAN Community Challenge Annual Performance Report. New departments or operations being added to the QLP will be evaluated for environmental aspects and potential environmental impacts using the *Identifying and Prioritizing Aspects and Impacts* procedure.

See Attachment C for Huntingburg's goals to address five environmental aspects, including legal requirements, targets, action plans, and measurement parameters.

## **4. Implementation and Operation Procedures**

### Document Control

The purpose of this procedure is to establish methods for controlling documents associated with Huntingburg's QLP including creating, maintaining, revising, and using QLP documents.

### Creating Documents

1. Stakeholder committee members have been assigned tasks for the five environmental projects (Attachment C). Stakeholder committee members are responsible for creating the documents associated with those assigned tasks. The Stakeholder Committee Leader will assist as needed. The goal will be to make these documents as user friendly as possible.
2. The stakeholder committee members will bring draft documents to quarterly stakeholder committee meetings for review and discussion. These documents will be reviewed for clarity and brevity.
3. The stakeholder committee is responsible for reviewing and approving new documents to ensure they meet the needs of the department and QLP, particularly for documents relating to significant aspects.
4. New documents will indicate they are related to the Quality of Life Plan (in a header or title) and contain the date of creation and revision date (if applicable). The Stakeholder Committee Leader will be responsible for ensuring that these documents are available to the people who need them.

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5. Approved documents will be sent electronically to the Stakeholder Committee Leader. All documents will be maintained by the Stakeholder Committee Leader.
6. Additional documents unrelated to the five projects will be created by the Stakeholder Committee Leader and reviewed by the stakeholder committee.

#### Revising Documents

1. Any municipal employee or stakeholder can revise a Quality of Life Plan document. The purpose and need for revision must be shown to the Stakeholder Committee Leader to prevent more than one person from working on a document at the same time. All revised documents must be submitted to the Stakeholder Committee for review and approval.
2. Revised documents will be identified by including the revision date on the document.
3. Obsolete documents are promptly removed from points of issue and points of use to prevent their unintended use. The Stakeholder Committee Leader is responsible for ensuring that this is done.
4. Obsolete documents, if retained for historical purposes, are clearly identified as obsolete to prevent their unintended use. The Stakeholder Committee Leader is responsible for keeping these records.

#### Managing Documents

1. The Stakeholder Committee Leader is responsible for managing and editing the original copies of documents associated with the Quality of Life Plan.
2. All documents will contain the date of issue if new or the date or revision if revised.
3. Each department will have a hard copy and/or electronic copy of the Quality of Life Plan and associated documents. Municipal employees are responsible for ensuring they have the most recent version of a document. A master copy of the plan and associated documents (paper and electronic formats) will be maintained at City Hall in the Stakeholder Committee Leader's office under the heading of CLEAN Community Challenge. In addition, a complete electronic file will be maintained by the Stakeholder Committee Leader also located in their office. The Stakeholder Committee Leader is responsible for maintaining these documents and periodically verifying their location.
4. Printed documents are identified as uncontrolled documents.
5. The Stakeholder Committee Members are responsible for revising documents as necessary and providing the updated version to the Stakeholder Committee Leader. The Stakeholder Committee Leader will then ensure that all members receive their updated copies.
6. The Stakeholder Committee is also responsible for reviewing all approved documents at least annually.

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## Record Keeping

The purpose of this procedure is to establish methods for maintaining and disposing of records relating to Huntingburg's QLP. A record is a document providing evidence of activities performed, including complaint records, training records, incident reports, inspection records, audit results, and records of legal requirements.

1. Documents that are generated due to environmental monitoring and measurements, environmental legal requirements, and QLP procedural requirements qualify as QLP records.
2. Huntingburg will maintain evidence and records of QLP procedures and activities performed. These records are useful references for the Stakeholder Committee to implement, maintain, and improve the QLP.
3. All environmental and QLP related records will be maintained as indicated in the Record Retention Table provided in Attachment D.
4. QLP related records may be destroyed any time after their retention period.

## Communication

The purpose of this procedure is to establish methods for managing internal and external communications regarding environmental issues.

### Internal Communication

1. Information between departments is shared at scheduled department head meetings.
2. Information is shared with employees on department community bulletin boards.
3. Contractors are kept informed on the municipality's commitment to the environment. Contracts contain information on environmental issues relating to the particular work being performed. The department purchasing agent is responsible for ensuring the contractors adhere to the contract.

### External Communication

1. Inquiries and complaints are routed to a particular department depending on the nature of the inquiry, primarily through e-mails. The department is then responsible for examining the situation and creating solutions if needed.
2. Records of complaints are kept at the individual departments, either through e-mails or a complaint form.

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3. The supervisor of each department is notified and he or she is responsible for following up on any necessary items. The mayor is also informed and he or she will check the situation if needed.

#### Emergency Preparedness and Response

The purpose of this procedure is to identify and respond to environmental emergencies and prevent and mitigate the associated environmental impacts.

1. The Huntingburg Fire Department Hazardous Materials division maintains Tier II reporting forms, has a flow study of transportation routes, and conducts site assessments of facilities and processes that may pose a threat to significant environmental aspects.
2. Some hazards, including accidents, malfunctions, or spills, may require an emergency response depending on the nature of the incident. If so, the Dubois County Hazmat Team is ready to respond to the highest level.
3. The Huntingburg Fire Department has Standard Operating Procedures for hazardous material response as well as the Dubois County Hazmat Team to help protect the environment in case of emergencies.
4. The Huntingburg Police Department is working with the fire department to familiarize and use the Incident Action Plans as required by the National Response Framework and National Incident Management System. The Support Division Lieutenant in the police department stores criminal response related contingency plans.
5. In the fire department, coordination of emergencies varies depending on the type and nature of the event. The Incident Command System, Emergency Support Functions, and National Incident Management System are utilized.
6. The City of Huntingburg has arrangements with local fire, police, and health care providers to inform individuals of potential emergency situations within a given building or department. Once a creditable threat is identified, staff gives out notifications.
7. The public safety training division and Operations reviews incidents and emergencies.
8. Public safety officials evaluate emergency response plans for effectiveness following an incident or emergency by After Actions Reports and Post Incident analysis.

In the event of an emergency:

1. Department heads are responsible for coordinating the response in the event of a departmental emergency.

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2. Employees are aware of emergency preparedness and response procedures.
3. Emergency response activities are reviewed for effectiveness following an incident or emergency as necessary.
4. The City of Huntingburg participates in several regional emergency response plans. These include:
  - a. Dubois County Emergency Management Plan
  - b. Departmental Spill Prevention Control and Countermeasure Plans
  - c. Municipal Separate Storm Sewer System Plan
  - d. Local Emergency Planning Committee (LEPC)
  - e. National Incident Management System training

### Employee Training

The purpose of this procedure is to establish methods for educating municipal employees of environmental issues relating to Huntingburg's activities and developing a system to maintain training records.

Environmental awareness and competency training is the foundation for employee awareness, involvement, and commitment to environmental protection as an ongoing responsibility of their work life. It is fundamental to the efficient and effective implementation and execution of the Quality of Life Plan. The City of Huntingburg ensures employees' environmental awareness and competence through one or more of the following methods:

- Annual Classroom Training Sessions for Environmental Safety & Response
- Bulletin Boards/Fact Sheets
- E-mails
- Memos
- Website
- Department updates following quarterly Huntingburg Clean Community Stakeholder meetings.

Department Heads are responsible for maintaining records of the trainings provided (attendance sheets, information shared, etc.)

## **5. Monitoring and Progress Review**

### Internal Audit

The purpose of this procedure is to establish a method for auditing Huntingburg's QLP. The purpose of an audit is to determine if the QLP is functioning effectively as written or if

modifications need to be made; has been properly implemented, monitored, and maintained; and, continues to meet Indiana CLEAN Community Challenge program requirements.

1. The Stakeholder Committee Leader will schedule an audit of the QLP at least annually with the stakeholder committee.
2. The stakeholder committee will audit the QLP and its associated documents and procedures. The audit will also include a comparison of all objectives and targets to the baseline data established for each action plan.
3. The stakeholder committee will look for evidence that the procedures identified in the QLP are being implemented and they continue to be effective. Results from previous audits will also be reviewed to determine if previous deficiencies were resolved.
4. The stakeholder committee will record audit notes and findings using the QLP Audit Form provided by the CLEAN Community Challenge Program Manager or a similar audit form created by the municipality.
5. Deficiencies identified during the audit will be assigned to a stakeholder committee member for follow up. Results from follow up activities will be shared at quarterly stakeholder committee meetings. Any corrective actions taken will be documented and stored in accordance with the QLP Record Keeping Procedure.
6. Audit results will be shared with the Mayor and department heads and be included in the CLEAN Community Challenge Annual Performance Report, which is due to the Indiana Department of Environmental Management and municipal officials each year, two months after the date of CLEAN designation.
7. Audit results are stored in accordance with the QLP Record Keeping Procedure.

## **6. Community and Business Outreach**

The purpose of this procedure is to establish methods for sharing environmental and QLP information with the public. The stakeholder committee will use at least one of the following methods to inform the community and local businesses on important issues relating to the municipality's environmental performance and on the municipality's progress towards achieving objectives and targets:

- Website
- Press releases
- Quarterly city newsletters
- Utility Bills
- TV/Radio
- Phone, mail, e-mail
- Meet and greet events (e.g., door to door information sharing, semi-annual newsletter, and council meetings)

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## 7. History of Revisions

Revision Date	Description of Change	Person Responsible for Revision
May 18, 2011	Draft QLP	CLEAN project manager
June 30, 2011	Draft QLP	Jacque Lueken/Don Foerster
August 5, 2011	Draft QLP	CLEAN project manager
August 12, 2011	Draft QLP	CLEAN project manager, Don Foerster, Jacque Lueken

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# **CLEAN COMMUNITY CHALLENGE**

## **Mission Statement City of Huntingburg**

**The City of Huntingburg will strive to provide a safe, clean and healthy community for its current and future citizens. The City will partner with the community to improve the quality of life by protecting the environment and conserving natural resources. The City of Huntingburg will continue sharing environmental decisions and performance information with the community.**

**The City of Huntingburg will comply with requirements and voluntary commitments set forth by the Indiana Department of Environmental Management and U.S. Environmental Protection Agency to help ensure all residents, visitors and corporations in our community have access to clean water, clean air, and green space.**

**To ensure continuous environmental improvement and compliance with The City of Huntingburg's environmental commitments, goals will be set and periodically reviewed. Our commitment to the environment will be made evident through energy efficiency and pollution prevention in city departments.**

Aspect	Impact	Activity	Degree of Impact	Nuisance	Potential Reduction	Significance
Infiltration into sewer lines	Add load to wastewater treatment plant	Repair damaged utility lines	5	3	3	11
Grass clippings and leaves	Decrease landfill life or compost	Maintenance of lawns, fields, and easements (mowing, edging, aerating, leaf collection, reseeding, sodding, pesticide and fertilizer use)	4	3	3	10
Potential backflow or cross connections	Contaminate drinking water	Plumbing	4	3	3	10
Spilled raw sewage and sludge	Contaminate groundwater, surface water, and soil	Monitor and maintenance of wastewater treatment equipment	4	3	3	10
Chemical use	Hazardous waste; Contaminate groundwater, surface water, and soil	Chemical cleaners, Maintain drinking water pumps and lines; Maintenance of drinking water storage tank, Adding chemicals, Laboratory analysis	4	2	3	9
Contaminant-free sludge that is a rich organic nutrients	Enrich vegetation	Final disposal of biosolids	3	3	3	9
Herbicide, fertilizer, pesticide, rodenticide use	Contaminate groundwater, surface water, soil, and kill non-target species; Hazardous material	Use of product (preparation, application, clean-up, storage, disposal); Mis-mixed, excess mixed product, mis-stored, rinsate from cleaning equipment and empty containers)	3	3	3	9
Soil erosion	Sedimentation in surface water and contaminate groundwater, surface water, and soil	Management of ponds, lakes, and rivers; New construction (bridges, roads, and utility lines); Maintain catch basins, retention ponds, and ditches	4	2	3	9
Water use	Deplete natural resources	Cleaning; Maintaining lawns/fields; Laboratory; Flushing lines; Restrooms; etc.	4	2	3	9
Aerosol cans	Degrade air quality; Hazardous waste	Application of paints, stains, and cleaners from aerosol cans; Painting vehicles (surface preparation, application, clean-up, storage, disposal)	3	2	3	8
Coordinate departmental efforts and minimize waste	Improve quality of life	Project scheduling	3	2	3	8
Fuel leak from tank or apurtenances	Contaminate groundwater, surface water, and soil	Monitoring and preventive maintenance	5	2	1	8
Fuel use	Deplete natural resources	Driving vehicles or using equipment; Planning and managing traffic flow	3	2	3	8
Ink for printers	Decrease landfill life	Create, print, copy, and maintain documents, brochures, records, and bills	3	2	3	8
Lead contaminated materials (soil, paints, dust, sand, etc.)	Contaminate groundwater, surface water, and soil; Hazardous waste	Plumbing; Maintenance of playground equipment and blacktops	3	3	2	8
Litter	Contaminate surface water	Street sweeping and cleaning catch basins and retention ponds	3	2	3	8
Methane	Degrade quality of life	Air emissions from wastewater and sludge	3	2	3	8
Paints, stains, and solvents	Contaminate groundwater, surface water, and soil; hazardous waste	Painting (preparation, application, clean-up, storage, disposal, transport, removal), overspray, parts cleaning	3	2	3	8
Paper use	Deplete natural resources	Create, print, copy, and maintain documents, brochures, records, and bills; Education and outreach	4	1	3	8
Paper disposal	Deplete natural resources	Create, print, copy, and maintain documents, brochures, records, and bills; Education and outreach	4	1	3	8

Purchasing	Deplete natural resources	Office supplies, Departmental specific purchases (chemicals, paints, etc.)	3	2	3	8
Spills	Contaminate groundwater, surface water, and soil; Hazardous waste	Storage, use, transport of materials; Clean-up from spills; Overfilling vehicles and equipment; Leaks	3	2	3	8
Toner cartridges	Decrease landfill life	Create, print, copy, and maintain documents, brochures, records, and bills	3	2	3	8
Wastewater	Stress on microbes at wastewater treatment plant or in septic	Washing vehicles and shop floor including salt trucks and trash trucks; Cleaning; Painting; Seasonal pool draining; Power washing; etc.	3	3	2	8
Air emissions	Degrade air quality	Driving vehicles or using equipment; Operation of power tools; Painting vehicles (surface preparation, application, clean-up, storage, disposal); Planning and managing traffic flow; maintenance of lawns, fields, and easements	3	2	2	7
Abandoned chemicals	Contaminate groundwater, surface water, and soil	Renovations, demolition, and new construction	3	2	2	7
Electricity use	Deplete natural resources	Heating/cooling; Indoor/outdoor lighting; Operation of power tools; Pump and motor maintenance; Use of electronic equipment; etc.	3	1	3	7
Fluorescent lights	Hazardous waste	Electrical; Renovations, demolition, and new construction	3	1	3	7
Fugitive emissions	Degrade air quality	Filling vehicles and equipment with fuel; Storage of automotive fluids, solvents, and cleaners	4	2	1	7
Salt or chemical for ice control	Contaminate groundwater, surface water, and soil	De-icing parking lots and sidewalks	3	2	2	7
Solid waste	Decrease landfill life; Deplete natural resources	Office operations, Department operations, Special events; Street sweeping; Restrooms; Public areas; etc.	3	2	2	7
Stormwater runoff	Contaminate groundwater, surface water, and soil	Maintain catch basins, retention ponds, and ditches	3	2	2	7
Waste concrete or brick	Decrease landfill life	Maintenance of parking lots and garages; Manage concrete and brick structures or components	3	2	2	7
Waste electronic equipment	Hazardous waste	Use electronic equipment (computers, copiers, printers, etc.)	3	2	2	7
Asbestos containing materials	Hazardous waste	Plumbing, roof maintenance, renovations, demolition, new construction	2	2	2	6
Asphalt	Deplete natural resources	Maintenance of blacktops	2	1	3	6
Clearing land	Loss of habitat impact on flora and fauna, and endangered, threatened, or native species	New construction (bridges, roads, and utility lines)	3	1	2	6
Empty containers, packaging, and used personal protective equipment	Decrease landfill life; Contaminate groundwater, surface water, and soil	Pesticide (storage, mixing, application, clean-up, disposal); Maintain catch basins, retention ponds, and ditches; Pesticides for vector control during outdoor events	2	2	2	6
Fishing line, nets, and litter	Negative impact on wildlife	Management of ponds, lakes, and rivers	2	2	2	6
Increased impermeable surface	Increase flooding	New construction (bridges, roads, and utility lines)	3	1	2	6
Oil storage and delivery (including leaking tanks and pipes)	Contaminate groundwater, surface water, and soil	Hydraulic lifts	3	1	2	6
Polychlorinated biphenyl (PCB)-containing equipment	Hazardous waste; Contaminate groundwater, surface water, and soil	Electrical (ballasts, cables, capacitors, transformers)	2	2	2	6

<b>Environmental Goal 1: Reduce paper consumption</b>					
<b>Aspect:</b> Paper use					
<b>Impact:</b> Deplete natural resources					
<b>Objective:</b> Reduce paper consumption in municipal departments					
<b>Target:</b> Reduce paper consumption in municipal departments by 25% by August 2014					
<b>Legal Requirements:</b> None					
<b>Action Plan</b>	<b>Timeline</b>	<b>Person Responsible</b>	<b>Partnering Departments</b>	<b>Performance Measures</b>	
1.1 Establish baseline on paper purchased in 2010 and track paper purchases	Ongoing	Jacque Lueken	N/A	Cases of paper purchased; Electronic tracking sheet	
1.2 Create communication boards in city departments to post information instead of handouts	December 2011	Tony Traylor	Department Heads	Department boards created and posted	
1.3 Educate employees on paper reduction goal	January 2012	Department Heads	N/A	Don's checklist	
1.4 Investigate using electronic board packets and meeting minutes instead of paper copies	January 2012	Don Foerster	Mayor, Janet, Superintendents, Clerk Treasurer, Board Members	Decision made on paper or electronic packets	
1.5 Investigate and implement other options to reduce paper use (e.g., double-sided copies, reduce number of newsletters)	March 2012	Don Foerster	Department Heads	List of action items created, approved options implemented and tracked	
1.6 Encourage residents to use city website and electronic forms	July 2012	Don Foerster	Webmaster	Information on website, eliminate distribution of paper copies	
1.7 Investigate electronic billing options	July 2013	Tony Traylor	N/A	List of options and costs	
1.8 Establish electronic work order system city-wide	January 2014	Don Foerster	Department Heads	Work order system established and implemented	
1.9 Review action plan quarterly to determine if meeting target	Quarterly	CLEAN Committee	Department Heads	Updated action plan/target, meeting notes	

<b>Environmental Goal 2: Increase paper recycling</b>						
<b>Aspect:</b> Paper disposal						
<b>Impact:</b> Deplete natural resources						
<b>Objective:</b> Increase paper recycling of municipal departments						
<b>Target:</b> Increase paper recycling of municipal departments by 40% by August 2014						
<b>Legal Requirements:</b> None						
<b>Action Plan</b>	<b>Timeline</b>	<b>Person Responsible</b>	<b>Partnering Departments</b>	<b>Performance Measures</b>		
2.1 Develop baseline of current paper recycling	January 2012	Don Foerster	Department Heads	Pounds of paper recycled		
2.2 Develop list of publication subscriptions	September 2012	Tony Traylor	Department Heads	List of electronic and paper subscriptions with recipient name and department		
2.3 Eliminate duplicate paper subscriptions and unsubscribe from paper publications if electronic versions are available	October 2012	Tony Traylor	Department Heads	Revised list of current paper subscriptions with recipient name and department		
2.4 Work with Dubois County SWMD to recycle paper products for all city departments	August 2013	Don Foerster	Department Heads	Agreement with Dubois County SWMD		
2.5 Develop SOP explaining how recyclable items are collected and sorted, and train employees on new SOP	January 2012	Don Foerster	Department Heads	Written SOP and training records		
2.6 Track amount of paper recycled	Quarterly	Tony Traylor	Department Heads	Pounds of paper recycled; Updated tracking sheets		
2.7 Review action plan quarterly to determine if meeting target	Quarterly	CLEAN Committee	Department Heads	Updated action plan/target; meeting notes		

<b>Environmental Goal 3: Reduce electricity use</b>						
<b>Aspect:</b> Electricity use						
<b>Impact:</b> Deplete natural resources						
<b>Objective:</b> Reduce electricity consumption in municipal departments						
<b>Target:</b> Reduce electricity consumption in municipal departments by 10% by August 2014						
<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>		
3.1 Develop baseline electricity use for calendar year 2010	December 2011	Don Foerster	Department Heads	Creation of tracking database; Kilowatts per hour usage		
3.2 Create list of electricity saving opportunities	December 2011	Stakeholder Committee	N/A	List of opportunities		
3.3 Determine which opportunities are feasible to implement	December 2011	Stakeholder Committee	N/A	Approved opportunities		
3.4 Implement opportunities	Ongoing	Department Heads	N/A	Implemented opportunities		
3.5 Develop SOP on electricity reducing opportunities and train employees	January 2012	Department Heads	N/A	Education of employees through informational meetings and literature, SOP developed		
3.6 Track monthly electricity usage per department	Monthly	Don Foerster	Department Heads	Kilowatts per hour usage; updated tracking sheet		
3.7 Review action plan quarterly to determine if meeting target	Quarterly	Stakeholder Committee	Department Heads	Updated action plan/target; meeting notes		

<b>Environmental Goal 4: Reduce chemical use</b>					
<b>Aspect:</b> Chemical use					
<b>Impact:</b> Hazardous waste; contaminate groundwater, surface water, and soil					
<b>Objective:</b> Consolidate and reduce cleaning supplies					
<b>Target:</b> Reduce variety and amount of cleaning chemicals used by 50% by August 2014					
<b>Legal Requirements:</b> Household hazardous waste					
<b>Action Plan</b>	<b>Timeline</b>	<b>Person Responsible</b>	<b>Partnering Departments</b>	<b>Performance Measures</b>	
4.1 Develop baseline of current chemical purchases and use	December 2011	Jacque Lueken & Don Foerster	Department Heads	Tracking of type and amount of products used	
4.2 Identify safer alternatives to current cleaners	January 2012 and quarterly thereafter	Jacque Lueken & Don Foerster	Department Heads	List of alternatives	
4.3 Train employees on proper chemical use (e.g., use only amount needed)	Annually	Stakeholder Committee	Department Heads	Training completed	
4.4 Substitute products with safer alternatives where available	August 2012	Stakeholder Committee	Department Heads	Tracking of type and amount of products used	
4.5 Track chemical purchases and use	Quarterly	Jacque Lueken	Department Heads	Tracking of type and amount of products used	
4.5 Review action plan quarterly to determine if meeting target	Quarterly	Stakeholder Committee	Department Heads	Updated action plan/target; meeting notes	

<b>Environmental Goal 5: Reduce herbicide use</b>					
<b>Aspect:</b> Herbicide use					
<b>Impact:</b> Hazardous waste; contaminate groundwater, surface water, and soil					
<b>Objective:</b> Reduce quantity of herbicides used by all city departments					
<b>Target:</b> Reduce herbicide usage in all city departments by 10% by August 2014					
<b>Legal Requirements:</b> Follow all state and federal requirements regarding chemical management, use, and disposal.					
<b>Action Plan</b>	<b>Timeline</b>	<b>Person Responsible</b>	<b>Partnering Departments</b>	<b>Performance Measures</b>	
5.1 Develop baseline herbicide use data from calendar year 2010 for each department	December 2011	Rich Thyen	Tony Traylor, Mike Kemp, Jim Rueger	Gallons of selective and non-selective herbicide used	
5.2 Develop map of areas currently sprayed with herbicide	January 2012	Department Heads	N/A	Map of spray areas	
5.3 Identify areas where herbicide use may not be necessary	July 2012	Department Heads	N/A	Revised map of spray areas	
5.4 Identify and plant alternative plant species to reduce herbicide spray areas	September 2012	Rich Thyen	Department Heads	Revised map of spray areas	
5.5 Track herbicide usage per department	Annually	Department Heads	N/A	Gallons of selective and non-selective herbicide used	
5.6 Review action plan annually to determine if meeting target	Annually	Stakeholder Committee	N/A	Updated action plan/target; Meeting notes	



<b>Environmental Regulatory Records</b>			
<b>Name of Record</b>	<b>Person Responsible</b>	<b>Location</b>	<b>Retention Timeframe</b>
NPDES Permit – Wastewater	Mike Kemp	Wastewater Treatment Plant	5 years
NPDES Records-Wastewater	Mike Kemp	Wastewater Treatment Plant	5 years
NPDES Permit – Drinking water	Tony Traylor	Drinking Water Treatment Plant	5 years
Spill Prevention Control & Countermeasure Plan (SPCC)	Tony Traylor	Utility Field Office	5 years

<b>Quality of Life Plan Records</b>			
<b>Name of Record</b>	<b>Person Responsible</b>	<b>Location</b>	<b>Retention Timeframe</b>
Audit Results	Jacque Lueken	City Hall	5 years
Communication & Outreach Records	Jacque Lueken	City Hall	5 years
Environmental Initiative Tracking Sheets	Stakeholder Committee	City Hall	5 years
Stakeholder Committee Meeting Minutes	Stakeholder Committee	City Hall	5 years
Training Records	Don Foerster	City Hall	5 years