



Indiana CLEAN Community Challenge

How does my community achieve membership?

Complete the following tasks to achieve Indiana CLEAN Community membership:

- Contact the CLEAN program manager** at 1-800-988-7901 or send an email to clean@idem.IN.gov. This notifies IDEM of your community's interest in joining CLEAN and allows both parties to ask questions. Working closely with the CLEAN program manager throughout your application process may help eliminate last minute problems that could slow your membership.
- Create a stakeholder committee and select a stakeholder committee leader.**
 - Committee members can be representatives from different municipal departments, local businesses, nonprofits, and citizens. Ideally, the Mayor and/or a Town Council representative would be a member.
- Schedule a CTAP site visit** by calling 1-800-988-7901 or sending an email to clean@idem.IN.gov requesting a "CTAP site visit for the CLEAN Challenge". During this visit, IDEM will identify any compliance issues that must be addressed prior to application to the CLEAN Challenge. The results of this visit are valid for one year. Additional information about CTAP is available at: www.in.gov/idem/ctap/. (Please note that CTAP visits required by the CLEAN Program are not confidential since they are part of the application process. If you wish to receive a confidential visit, you may contact CTAP and request a confidential visit. Once you decide to apply for CLEAN, a second non-confidential CTAP visit will then occur for purposes of the application.)
- Write a mission statement** committing to:
 - compliance with requirements and voluntary commitments;
 - pollution prevention;
 - continuous environmental improvement; and
 - sharing environmental decisions and performance information with the community.
- Address any outstanding issues identified during the CTAP site visit.**
- Select the municipal departments to include in the program.** Not every department within the municipality is required to be evaluated for CLEAN initiatives. And, as you renew membership every four years, you may choose to address different departments.

Submit a CLEAN pre-application to clean@idem.IN.gov. The pre-application form is available at: www.in.gov/idem/5157.htm#op2_clean. The pre-application contains:

- A list of departments included in your community's CLEAN application.
- A list of stakeholder committee members (names and departments) and a leader identified with contact information provided (phone and email).
- A CLEAN mission statement.
- A letter from CTAP indicating there are no known outstanding compliance issues that would prevent your community from becoming a CLEAN Community. Or, confirmation that the issues found during the CTAP site visit have been resolved.

- Schedule a CLEAN Community Challenge site visit with the CLEAN program manager** (this will likely happen as a result of submitting the pre-application. However you may also call 1-800-988-7901 or send an email to clean@idem.IN.gov requesting a "CLEAN site visit".)

- Prioritize municipal activities and their potential environmental impacts and list various opportunities to address the impacts.** This step must be implemented in cooperation with your stakeholder committee and is most often completed by holding meetings. The CLEAN program manager is available to assist in running a meeting to accomplish this task.

- Write goals and action plans (objectives and targets) to address at least four of the environmental impacts. Establish baselines to measure success throughout membership.** Consider selecting initiatives which address your highest priority environmental activities/impacts.

- Obtain four letters of recommendation** (a minimum of one from the highest ranking municipal official, one from a local environmental organization, one from a local business, and one from a local citizen organization).

- Submit your completed CLEAN program application** (state form 51826) to the CLEAN program manager at clean@idem.IN.gov. The application form is available at: www.in.gov/idem/5157.htm#op2_clean.

After receiving your application, IDEM review begins and may take approximately two months. During this time, IDEM will be in contact with you regarding any questions it may have. Delays in your response to IDEM questions will slow this timing. The review includes:

- Conducting an agency-wide compliance check;
- Reviewing your application for completeness and to ensure the initiatives are measurable, award-worthy, and fall into one of the environmental

media categories required by CLEAN;

- Obtaining approval from the IDEM Commissioner.
- Be designated as an Indiana CLEAN Community** for four years.
 - Implement the four goals** during the four-year membership term.
 - Submit annual performance summaries** using the form available online at: www.in.gov/idem/5157.htm#op2_clean.