

INDIANA CLEAN COMMUNITY CHALLENGE AUDIT CHECKLIST

Municipality: _____

Satisfactory (S)
Unsatisfactory (U)

Program Requirement	Should Answer These Questions	Objective Evidence / Comments / Notes
<p>CLEAN Community Challenge Program Requirements</p> <p>Quality of Life Plan (QLP) General requirements</p> <p>The organization shall establish, <i>document, implement,</i> maintain and <i>continually improve</i> its Quality of Life Plan in accordance with the requirements of the program guidelines.</p> <p><i>The organization shall select and document specific departments to include in the CLEAN Community Challenge.</i></p>	<p>-Show the QLP -Show that it is being implemented -Show that it has been updated</p>	<p>-The documented QLP -Evidence of any action described in QLP, interviews, minutes from reviews, audit records, measurable data for action plans, evidence of communication etc. -Edits to the plan, changes to programs, changes to procedures, changed roles, audit results and corrective action etc.</p>

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<p>1. Mission Statement</p> <p>The governing body shall appoint an environmental team and a leader of this stakeholder group.</p> <p>The stakeholder group shall define and document the organization's Mission Statement and it shall be adopted through an Executive Order, Resolution, or Ordinance.</p> <p>The Mission Statement shall include:</p> <ul style="list-style-type: none"> a) a commitment to compliance with legal and voluntary commitments, b) pollution prevention, c) a commitment to continuous environmental improvement, d) a commitment to share environmental decisions and performance information with the community. 	<p>-Describe or show list of who is in stakeholder group and who is leader</p> <p>-Show proof that Mission Statement was adopted</p> <p>-Does the Mission Statement include items a)-d)?</p>	<p>-any list (email, phone numbers etc.), meeting minutes etc.</p> <p>-there should be a designated leader</p> <p>-Official resolution, executive order or ordinance adopting Mission Statement</p> <p>-must see each item mentioned in some manner in the Mission Statement</p>

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<p>2. Environmental Activities and Goals The municipality shall:</p> <ul style="list-style-type: none"> a) Assign clear roles and responsibilities for stakeholders and local government personnel and include such in the QLP b) Determine which governmental operations are to be included in the Plan. c) Identify and document the environmental aspects associated with government operations d) Prioritize the aspects and document the procedure in the QLP e) Select five of the aspects to include in the QLP f) Record and update the regulatory requirements associated with the five selected aspects. g) Ensure compliance with all applicable requirements. h) Establish and document objectives and targets for each of the five selected aspects. i) Ensure that the objectives and targets promote compliance, prevention of pollution and continual environmental performance. j) Identify measurable parameters for monitoring progress toward goals. k) Establish, document, and implement action plans for reaching goals l) Action plans should identify responsibilities, means and time frame for reaching targets. 	<ul style="list-style-type: none"> a) Does QLP describe roles for stakeholders and government personnel? Is it up to date? b) Which government operations are in QLP and are they up to date c) Show list of aspects for operations d) Show procedure for prioritizing aspects and evidence that it was done. e) Show list of five aspects selected f) Show list of regulatory requirements for the five aspects g) Are you complying h) Show objectives & targets i) Do objectives & targets promote compliance, p2 and improvement j) How are you measuring progress k) Show action plans l) Do they include roles, means, time 	<ul style="list-style-type: none"> a) In QLP: organizational chart, list of roles, or reference to other documents describing roles, interviews, memos, etc. showing roles are being implemented, check against current plan (current department, goals, etc.) b) List of operations reflecting current objectives and targets c) List of aspects, record of use of municipal web tool d) QLP should include a procedure and matrix, table, list or other doc. Showing it was done e) Should be listed in QLP f) List of regulatory requirements either in QLP or referenced in QLP g) Visual check, interviews, records h) Objectives and targets in QLP i) Checked against legal requirements, reduced pollutants, improved operations, less problems j) Description of measurements, data, charts, k) Action plans in QLP l) QLP, are roles, time, means implemented

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<p>3. Implementation and Operational Procedures</p> <p>The municipality shall:</p>		
<p>a) Establish, document and implement a procedure for implementing and maintaining QLP documentation</p>	<p>a) Show procedure, show implementation</p>	<p>a) Written procedure for limiting access, tracking changes, managing obsolete documents, etc.? Review documents and interview for evidence of implementation</p>
<p>b) Ensure employee environmental competence and awareness; and, awareness of CLEAN activities.</p>	<p>b) Evaluated competence and training needs, evidence they are met.</p>	<p>b) Training or experience requirements on list or in job description, records it is provided, interview employees</p>
<p>c) Incorporate pollution prevention planning in the development of new processes and services, and modifications of existing processes and services.</p>	<p>c) Show me how pollution prevention is promoted and incorporated</p>	<p>c) In training programs, SOPs and job descriptions</p>
<p>d) Develop, document, and implement plans for emergency response and corrective actions for deficiencies in the QLP.</p>	<p>d) Show me emergency response plan and for correcting deficiencies</p>	<p>d) Updated documented plan and procedure for correcting deficiencies, records, memos, minutes etc. showing implementation</p>
<p>e) Establish and implement procedures for internal and external communication.</p>	<p>e) Show procedure for internal and external communication</p>	<p>e) Written procedure for receiving and providing internal and external communication records, memos etc, showing implementation</p>

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<p>4. Monitoring and Progress Review</p> <p>The municipality must:</p> <ul style="list-style-type: none"> a) Develop, document, and implement a procedure to review progress of QLP and ensure continual improvement b) Develop, document, and implement an internal audit procedure c) Document audits performed d) Develop, document, and implement a procedure to document improvements and adjustments to the QLP 	<ul style="list-style-type: none"> a) Show procedure and implementation b) Show procedure for internal audits d) Show procedure, show how document control is maintained 	<ul style="list-style-type: none"> a) Show meeting minutes and records of QLP discussion b) Use internal audit checklist c) Show documentation of audit performed and audit results d) Show tracking sheet, log, or meeting minutes with QLP improvements and adjustments

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<p>5. Community and Business Outreach</p> <p>The municipality must:</p> <p>a) Develop, document, and implement a procedure to inform the community and business of important issues related to the community’s environmental performance.</p> <p>b) Develop, document, and implement a procedure to provide the community with progress toward achieving objectives and targets for each of the five activities.</p>	<p>a) Show procedure and implementation</p> <p>b) Show procedure</p>	<p>a) Show evidence of material presented to community: website, handouts, mailing stuffers, newspaper articles, etc.</p> <p>b) Show evidence of how information was provided to community: website, handouts, mailing stuffers, newspaper articles, etc.</p>

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