

# Indiana CLEAN Community Challenge

## Quality of Life Plan Checklist

### Quality of Life Plan Requirements

	Establish a mission statement that commits to compliance with requirements and voluntary commitments; pollution prevention; continuous environmental improvement; and sharing environmental decisions and performance information with the community (1a)
	Adopt the mission statement through an Executive Order, Resolution, or Ordinance (1b)
	Assign clear roles and responsibilities of stakeholders and key local government personnel to implement, train, monitor, and maintain QLP procedures and goals (2a)
	Identify the governmental operations to be included in the QLP (2b)
	Identify and prioritize the environmental aspects associated with the operations and describe the prioritization process (2c)
	Record and update relevant legal and regulatory requirements associated with identified aspects and ensure compliance with all applicable environmental laws, regulations, and permit conditions (2e)
	Select five of the environmental aspects and implement five projects or activities to minimize their environmental impact (2d)
	Establish objectives and targets for each of the five projects or activities (2f)
	Develop and implement action plans to achieve each target (2g)
	Develop measurement parameters for each project to evaluate target achievements (2h)
	Establish a procedure to control QLP documentation (3a)
	Ensure employees' environmental awareness and competence (3b)
	Incorporate environmental and pollution prevention planning in the development of new processes and services, and modification of existing processes and services (3c)
	Develop and implement a procedure for emergencies and corrective actions (3d)
	Document corrective actions when deficiencies are discovered (3e)
	Establish procedures for internal and external communication regarding environmental issues within the community (3f)
	Develop and implement a procedure to review progress of the QLP and ensure continual improvement (4a)
	Develop and implement a procedure to inform the community of important issues related to its environmental performance (C&BOa)
	Develop and implement a procedure to provide the public with progress toward achieving objectives and targets (C&BOb)
	Develop and implement an internal audit procedure and document audits performed (4b)
	Develop and implement a procedure to document improvements and adjustments to the QLP (4c)