

Indiana CLEAN

Community Challenge

Employee Training Program for Quality of Life Plan Initiatives





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Community Challenge

- City of Cleanville Quality of Life Plan:
Comprehensive
Local
Environmental
Action
Network



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- Developing Cleanville's QLP:
 1. Stakeholder group
 2. Mission Statement
 3. Municipal operations and services
 4. Activities of each operation
 5. Identify potential aspects of activities
 6. Prioritize aspects for significance
 7. Set goals to manage five aspects



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- Developing Cleanville's QLP continued:
 8. Implement plans to achieve goals
 9. Establish procedures
 10. Conduct employee awareness
 11. Conduct business and community outreach
 12. Implement sustainability and mentoring activity
 13. Annually submit environmental progress report to IDEM



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1. Stakeholder group:

- Consists of city, community, and business members
- Identifies municipal operations and activities to be addressed
- Assigns roles and responsibilities
- Implements, monitors, and measures QLP
- Submits annual progress report to IDEM



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2. Mission Statement: *[insert mission statement]*

The City of Cleanville is committed to preserving and protecting the beauty of our community through compliance with requirements and voluntary commitments; continual environmental improvement; pollution prevention; and promotion of energy and resource efficiency within our local government. Cleanville will strive for a better quality of life for our residents, municipal employees, and business partners by sharing environmental decisions and performance information with the community; and fostering cooperation and awareness of environmental responsibility to government employees, local business, and industry.



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3. Municipal operations and services in QLP: [insert operations]

- Department of Public Works
- Wastewater Treatment Plant
- Drinking Water Treatment Plant
- Fire Department
- Police Department
- Cemetery
- City Hall
- County Government
- Solid Waste Management District



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4. Municipal activities: [insert activities]

- Facility operation
- Building, Vehicle, Grounds, and Infrastructure maintenance
- Janitorial service
- Fuel storage
- Laboratory
- Street sweeping
- Incident response
- Photo processing
- Administrative duties
- Solid waste removal



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5. Potential aspects of activities: [discuss aspects and impacts at your community]

- List aspects of all activities
 - Aspect: element that can interact with the environment
 - Impact: actions or activities that have an effect on the environment



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6. Prioritize aspects for significance:

- Select ranking criteria [insert ranking criteria]
- Establish ranking system [insert ranking system]
- Rank each aspect
- Identify Cleanville's significant aspects
- Choose five aspects to manage [insert five aspects]



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7. Set goals to manage five aspects:
 - Establish an objective for each of five aspects
 - Establish a specific target including achievement date
 - Record legal requirements associated with the five aspects
 - Develop a plan to achieve each target



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8. Implement plans to achieve targets:

- Assign roles and responsibilities
 - Who, what, how, when?
- Develop a baseline
- Method for measurement



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- Objective #1: [insert Objective #1]
 - Aspect: Solid waste collected
 - Impact: Shortens life of landfill
 - Objective: Decrease the volume of solid waste collected
 - Target: Decrease the volume collected by 40% by December 2006
 - Legal Requirements: Landfill restrictions for yard waste, hazardous chemicals, RCRA, CFC
 - Action Plan



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- Objective #2: [insert Objective #2]
 - Aspect: Electricity use for lighting
 - Impact: Depletion of natural resources
 - Objective: Decrease amount of energy consumed for outdoor lighting
 - Target: Decrease electricity use by 20% by January 2008
 - Legal Requirements: None
 - Action Plan



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- Objective #3: [insert Objective #3]
 - Aspect:
 - Impact:
 - Objective:
 - Target:
 - Legal Requirement:
 - Action Plan



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- Objective #4: [insert Objective #4]
 - Aspect:
 - Impact:
 - Objective:
 - Target:
 - Legal Requirement:
 - Action Plan



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- Objective #5: [insert Objective #5]
 - Aspect:
 - Impact:
 - Objective:
 - Target:
 - Legal Requirement:
 - Action Plan



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9. Establish procedures: *[insert procedures]*
 - Document control
 - Emergencies and corrective actions
 - Internal and external communication



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10. Conduct employee awareness: [explain importance of employees being well aware of QLP activities and how their actions can impact community and ability to attain objectives]

- Job training
- Environmental awareness and competence
- Incorporate P2 responsibilities into job descriptions
- Encourage employee participation in continual improvement activities



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11. Conduct business and community outreach: [insert B&C procedures]

- Inform B&C of important issues related to Cleanville's environmental performance
- Provide B&C with progress toward achieving objectives and targets



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12. Sustainability and mentoring activity:

[insert activities]

- Sustainability activity: Host green meetings
- Mentoring activity: Mentor neighboring Waterville to decrease energy use



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13. Progress Report to IDEM:

- Document progress toward achieving objectives and targets
- Document improvements